

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
March 15, 2012**

PRESENT: Bob Virgulak, Chairman; Mike Corsello, Vice Chairman; Paul Cifatte; Pat Williams; Shannon Giandurco; Ralph DePanfilis; Bill Kementzides; and Clyde Mount.

ABSENT: None

STAFF: Shelly Guyer, Executive Director; Tom Vorio, Superintendent; and Adam Schauer, Assistant Superintendent.

INTERESTED PARTIES: Walter Englert, CPA

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:07 p.m.

ACCEPTANCE OF MINUTES

Mr. Virgulak asked the Authority Members to review the February 16, 2012 meeting minutes.

****MR. CORSELLO MADE A MOTION TO APPROVE THE MEETING MINUTES OF FEBRUARY 16, 2012.**

****MR. DEPANFILIS SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

Mr. Virgulak asked the Authority Members to review the February 23, 2012 special meeting minutes (excluding the executive session).

****MR. DEPANFILIS MADE A MOTION TO APPROVE THE MINUTES OF FEBRUARY 23, 2012 SPECIAL MEETING.**

****MR. CIFATTE SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Jane Walters noted that the Oak Hills website doesn't say enough that the golf course is open, she hasn't received an email blast announcing that the course is open, the Facebook page does not give the hours of the golf course and she hasn't seen any advertising in the local paper or Patch.com. She asked that the Authority give an update on the search for a new golf pro and status of the pro shop.

John Sharkey commented that on behalf of the employees he came to say that they feel it is drastically unfair that the Authority has restricted the employees from using their employee golf rate until after 12:00 p.m. He stated that many of the employees are 80 years old and cannot play in the afternoon sun. He would appreciate it if the Authority would consider letting the employees play before noon from Monday through Friday. He noted that some employees bring non-residents to Oak Hills which generates revenue.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer reported that the golf course opened on March 8, 2012. He stated that the Chelsea system needed more updates than expected so Chelsea has been providing assistance to him. He stated that approximately 288 I.D. cards were sold and 250 rounds were played in the past week. He advised the Authority that they are letting golfers take carts out now.

Mr. Guyer reported that he met with most of Oak Hills employees from last year and has invited the majority of them back to work. He noted that Oak Hills needs to fill five cashier positions and is currently interviewing people.

SUPERINTENDENT REPORT

Mr. Vorio advised the Authority that the grass on the fairway is starting to “green up” and the greens and fairways are in general good health.

Mr. Vorio stated that Opening Day was one of the most exciting and upbeat in his seven seasons as Superintendent at Oak Hills. He noted that Channel News 12 and the Norwalk Hour both did a story on the course. He thanked the Mayor and the City Departments for their continued interest and assistance.

Mr. Vorio reported that the crew has marked areas of the fairway with orange paint for new sod. He noted that the area at the lower part of the 7th would be dry now that the French drains were completed and the work continues on the bunker on the 13th hole. He stated that DPW has committed to replacing the curbs at the entrance to the Park. He stated that DPW would absorb the labor cost but asked Oak Hills to cover the cost of asphalt for the curbs. He noted that has received good feedback from the Men’s and Ladies’ golf association. He plans to paint the hallways and bathroom at their request.

Mr. Vorio noted that going forward he would be the contact person on the DEEP the water diversion permit.

Mr. Virgulak inquired on the status of the DEEP grant. Mr. Vorio reported that the City Conservation Officer advised DPW that Ms. Lemmon resigned from the Authority and Oak Hills couldn’t provide the matching portion (engineering services) of the State Non-Point Pollution Grant and the DPW has agreed to provide Oak Hills with the engineering service. He advised the Authority that the project would start this fall and be completed over the winter.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte stated that the roof on the tennis facility was replaced. He advised the Authority that the weather has been good so Mr. Gocke would ready the courts and open before May 1st.

Mr. Cifatte reported that he took the tennis RFP bid to Gerald Foley who advised him that he would put the tennis RFP out to bid soon but wanted to wait until the golf course was more stable.

Mr. Cifatte reported that Quattro Pazzi remains open on Friday and Saturday and believes they are gearing up to open full time. He will schedule a meeting with them. Mr. Virgulak inquired if Mr. Cifatte had contacted the Mayor to meet with Quattro Pazzi. Mr. Cifatte replied that he hadn’t yet because he wants to talk with Kathy Riccio first.

Mrs. Giandurco reiterated that the Authority wants the restaurateur to work with the marketing committee to create a cohesive tournament service package in order to market golf tournament at Oak Hills. Mr. Guyer mentioned that the golfers are asking about the drink and food services. Mr. Corsello reiterated that it would be mutually beneficial to the restaurant and the golf course if the restaurant would run an offer such as a free drink with receipt of a round golf and asked Mr. Cifatte to discuss this with the restaurant. Mr. Cifatte replied that he would take this information to the restaurant manager. Mr. Vorio advised the Authority that he let the Kathy Riccio know that the water in the snack bar can be turned on earlier this year due to the warmer temperatures. The Authority Members and Mr. Vorio discussed the information further and asked Mr. Vorio to turn the water on so the golfers can use the bathroom.

Greens, Facilities & Water Use Committee

Mr. Kementzides reported that the fairway improvements should get the golfers to return to Oak Hills to play golf. Mr. Kementzides noted that Mr. Vorio is doing a good job.

Mr. Vorio reported that the staff came back with great attitudes and hard working. Mr. Vorio thanked Mr. Schauer for maintaining the blog and providing the public with project information, he has gotten many positive comments from players.

Finance Committee

Mrs. Williams thanked Mr. Englert for his help with the financial systems. Mrs. Williams noted that the latest approved budget would be entered into Quick books to prepare a financial comparison for next month’s meeting. She advised Mr. Guyer that a transfer needs to be made to cover payroll. Mrs. Williams reviewed

the balance sheet. Mr. Englert and Mr. Vorio reviewed the agriculture and chemistry budget lines and payment schedule.

Legal Committee

Mr. Corsello stated that he hadn't any litigation to discuss in executive session. Mr. Corsello commented that the office of corporation counsel has been very responsive to his inquiries.

Marketing Committee

Mrs. Giandurco noted that Oak Hills got good press coverage on opening day and she would pursue additional press coverage through the Norwalk Hour. She advised the Authority that she was approached by Course Trends, Wag magazine and Hirsch Media because they wanted Oak Hills to advertise with them.

She suggested to the Authority that the deadline to buy I.D. cards be extended to April 30, 2012 because Oak Hills couldn't sell cards until recently. Mr. Mount requested that the new deadline be noticed in the paper, the website and the Facebook page.

She reported that the committee would like to plan a full kickoff celebration on April 18th. Mr. Virgulak stated that he would ask the Mayor if he is available. Mr. Mount suggested that the Mayor invite Mayors from towns that don't have golf courses.

Mrs. Giandurco stated that the company that places ads on the golf cart would like to pay Oak Hills \$1,500 to place advertising on 68 carts. The Authority Members discussed the offer and requested Mrs. Giandurco to negotiate a better price.

Mrs. Giandurco stated that the Marketing Committee would like to appoint Mr. Vorio to help facilitate the marketing and act as a contact. The Authority Members agreed that the most important issue is the condition of the course. Mr. Vorio agreed and noted that he suggested it because he is onsite and Mrs. Giandurco and Mr. Mount both work during the day. He feels Oak Hills must start to market itself and not wait for golfers to find it. Mr. Virgulak stated that Mr. Vorio should keep Mr. Guyer abreast of his marketing activities. The Authority discussed the request and approved the appointment.

Mrs. Giandurco advised the Authority that an email blast would be forthcoming to inform the public about the new ID cards and required documentation. Mr. Guyer reported that he has the ability to login into Constant Contact so they just need to figure out how to make the email blasts look nice and update the email list. Mr. Corsello asked if email blasts would be sent out in the next two weeks. Mr. Guyer thought it could be done. Mr. Englert asked Mrs. Giandurco if she could upload the emails captured from the Living Social offer. She responded that she had them and would add them to the emails in the Constant Contact system.

Human Resource & Policy Committee

Mr. Mount notified the Authority that the Mayor spoke to the Oak Hill employees.

Mr. Mount stated that out of 6 applicants for the golf pro position they spoke to three and interviewed two applicants. He advised the Authority that both declined the position. The matter was discussed. Mr. Guyer stated that he has a number of other candidates that he would begin to schedule interviews with next week.

Master Plan Committee

Mr. DePanfilis requested the members contact him with any suggestions or input.

OLD BUSINESS

Mr. Guyer reported that they received cart bids from Club Cart and Easy Go which Mr. Foley and Mr. Barron reviewed with them. Mr. Guyer explained that Purchasing and the City legal departments review determined that neither bid met the RFP requirements but the City feels that even though Easy Go's bid was higher it would be an easier bid to revise and is a better cart. Mr. Guyer explained that Easy Go cart was a newer technology, energy efficiency, safer non-mechanical brakes, and offers a 5 year closed-in lease that includes a beverage cart and the purchase of the old carts. The Authority, Mr. Englert and Mr. Guyer discussed the Easy Go bid and the estimated delivery date.

****MRS. WILLIAMS MADE A MOTION TO AUTHORIZE MR. GUYER TO NEGOTIATE WITH EASY GO AT A COST NOT TO EXCEED \$4,350 AND SUBJECT TO REVISIONS AND APPROVAL OF THE LEASE BY THE CITY LEGAL DEPARTMENT.**
****MR. CORSELLO SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Guyer stated that he sent an email to the City Attorney asking for status on the copier lease but has not heard back. The Authority discussed the copier lease.

NEW BUSINESS

Mr. Vorio distributed the Mottin Golf Course Renovations Capital Project estimate of \$1.3 million, Mayor Moccia's Capital Request of \$150,000 to the Common Council and a recap of the \$80,000 Oak Hills Park Capital Schedule FY12 of infrastructure repairs presented to BET in February 2012. The Authority Members, Mr. Vorio, and Mr. Englert discussed the infrastructure projects, capital improvements and presenting the BET with a long term plan that encompasses the items on the Mottin estimate with additional improvements.

Mr. Vorio advised the Authority that six projects on the Oak Hills Park FY12 schedule require an approval from BET before he can begin the projects. The Authority, Mr. Englert and Mr. Vorio discussed the items on the list and taking it to the BET to request get the rest of the projects approved.

****MR. CORSELLO MADE A MOTION TO PRESENT THE BOARD OF ESTIMATE AND TAXATION WITH THE OAK HILLS PARK CAPITAL SCHEDULE FY12 TO APPROVE THE BALANCE OF THE PROJECTS.**
****MRS. GIANDURCO SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Englert advised the Authority that Mr. Vorio should estimate the labor cost for the Mayors Capital Request as soon as possible and update the labor in the FY2013 budget accordingly. The Authority Members, Mr. Englert and Mr. Vorio discussed the matter further.

Mr. Vorio advised the Authority that he believes the tournament cost is overpriced. He recommended that the Authority decrease the cost of golf tournament from \$60 to \$55 in order to compete with area tournament prices. The Authority Members discussed the recommendation.

****MR. KEMENTZIDES MADE A MOTION TO DECREASE THE TOURNAMENT FEE'S TO \$50 FROM \$60.**
****MRS. WILLIAMS SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Kementzides presented a restaurant tournament food price list. The Authority reviewed the list. The Authority Members discussed the food prices as set at 100 players. Mr. Englert suggested that Mrs. Giandurco discuss the Authorities wish to market tournaments and food as a flat rate including tax and gratuity.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 9:27 p.m.

****MR. MOUNTMADE A MOTION TO ADJOURN THE MEETING.**
****MR. CORSELLO SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis