

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

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

STAFF: Shelly Guyer, Executive Director; Tom Vorio, Superintendent and Ed Ruiz, Golf Pro.

ABSENT: Stephanie McLaughlin.

INTERESTED PARTIES: Walter Englert, CPA and Randall Avery, Attorney.

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:02 p.m.

ACCEPTANCE OF MINUTES

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

****MR. MOUNT MADE A MOTION TO APPROVE THE MINUTES OF THE OCTOBER 16, 2012 MEETING.**

****MRS. GIANDURCO SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Marianne Cappiello stated that emailing suggestion about the course to Mr. Vorio and Mr. Guyer has worked out well. She noted that she thinks the course was in good condition all season except at the end of the summer when the fairways deteriorated. She wondered why the course hadn't been prepared for the storm. She reported that the email blasts work because she has friends who contact her to play when they are notified of a golf deal. She wondered if the rangers could ride around and report problems back to Tom. She asked if the Authority would provide a response to the questions asked at the public hearing.

PRESENTATION

Mr. Virgulak stated that presenter of the NEON Work program could not attend the meeting.

PRO'S REPORT

Mr. Ruiz reported that the website host company will submit a new design, a mobile phone version will be available and they will utilize the websites event coordinating tools. He stated that he is looking forward to the new season and has begun to place merchandise orders to stock the shop for next year.

SUPERINTENDANT'S REPORT

Mr. Vorio stated that the fairways deteriorated due to heat, the ledge, the rain and wear and tear from cart traffic. He noted that he was sick and Oak Hills hasn't an assistant superintendent to prepare the course before the storm. He noted that the down electrical line was cordoned off with snow fencing and at no point was anyone's safety ever jeopardized. He reported that only an assistant superintendent can manage the course in his absence and the crew receives training on how to use the equipment and supervision while they learn to operate the equipment.

Mr. Vorio reported that hurricane Sandy did not cause any flooding but caused 45 trees to fall. He advised the Authority that the trees have now been cut up, moved out of play and would be hauled away. He advised the Authority that due to the storm work he will not perform the winter tree work as planned. He noted that the irrigation system sustained little damage except when a fallen tree spiked through a pipe which has been fixed. He has documented the storm clean up materials and hours and will submit the information to the City for a 75% reimbursement from FEMA. Mr. Guyer stated that the cost of the storm is \$64,000 and insurance will cover the actual tree removal and FEMA will cover 75% of the portion not covered by the insurance (\$50,000).

He will attend the Tree Commission meeting on November 27 and give a yearly report.

Mr. Vorio reported that the roofs at the entrance house and starter shack were completed. He noted that additional plywood was required which has added to the project cost. He stated that the whereabouts of the payment was resolved so the new shelter cover for the equipment storage building will be installed next week.

Mr. Vorio reported that the irrigation line for sewer excavation has been dug from the pump station to Twin Ledge Road. He reported that the contractor hit ledge and will go back and hammer out 11.1 cubic yards of ledge at an additional cost of \$1,600.00.

He stated that he has been winterizing the buildings and plans to winterize the irrigation system and the tennis building next. He reported that he needs to hire an electrician to repair the lights in the parking lot and the heating system in the chemical building. He will notify Mrs. Williams and Mr. Guyer once the electrician has investigated the problems and determined the scope of the work.

He noted that he has been working with Mr. Perez to move his memorial benches to the turnaround on the 18th hole and build a memorial garden to honor fallen soldiers. He stated that the Norwalk grant coordinator will help him apply for a Home Depot grant to fund the project.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer advised the Authority that after hurricane Sandy he was able to reopened the course on November 1st and gave credit to assistance from the administrative staff particularly Mr. Sharkey who brought a generator so that they could run the POS system. He reported that they allowed the use of the carts over the weekend and noted that this helped business but losing the last three days of October due to the storm set the finances back.

Mr. Guyer advised the Authority that October's revenue rounds were down by just under 4% and golf revenue down by 4% compared to October 2011. Mr. Guyer noted that again the resident rounds are low and recommended that they focus on how to bring adult residents rounds back up.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte reported that the fall tennis will end this weekend when Mr. Vorio shuts down the facility.

Mr. Cifatte stated that he will discuss the status of the restaurant under old business.

Greens, Facilities & Water Use Committee

Mr. Kementzides had no new information to report.

Finance Committee

Mrs. Williams stated that the financial reporting is now current. She stated that the revenue is down compared to the budget and prior year. She stated that the October financials are down \$26,000 compared to year over year and some unexpected expense for Agriculture & Chemical. Mr. Vorio explained the \$14,000 in A & G costs. The Authority and Mr. Englert noted that Oak Hills ran a golf special through the Living Social marketing in October 2011. The Authority discussed the matter further.

Mrs. Williams reported that according to the cash line on the balance sheet Oak Hills is down \$154,000 year over year.

Legal Committee

Mr. Corsello stated that the Authority will discuss the ongoing restaurant lease negotiations with Attorney Avery in executive session.

Marketing Committee

Mrs. Giandurco reported that she is developing a 2013 marketing plan with a monthly itemized structure. She asked that Mr. Guyer review the fees for discussion in December.

Human Resource & Policy Committee

Mr. Mount reported that he has an employee benefits matter to discuss in executive session.

Master Plan Committee

Mr. Mount stated that the new committee did not meet due to the storm and would reschedule the meeting for January.

OLD BUSINESS

Mr. Corsello stated that the Authority will discuss the ongoing restaurant lease negotiations with Attorney Avery in executive session.

Mr. Virgulak discussed the authorization of a driving range as stated in the lease between the City and the Authority. He reported that the Authority would determine tonight whether they should move forward with plans for a driving range. The Authority Members discussed the residual benefits a driving range will bring to the Park and the fact that Oak Hills Golf course will not succeed without another source of revenue.

The Authority determined that they would work with Mr. Foley, Director of Purchasing Department, to prepare an RFQ and meet with the West Norwalk Association to present the project site.

****MR. MOUNT MADE A MOTION TO MOVE FORWARD WITH AN RFQ TO FIND QUALIFIED CONTRACTORS TO BUILD A DRIVING RANGE.**

****MRS. GIANDURCO SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

Mr. Englert noted that the City will begin to prepare their 2014 budget and he asked if the Authority had considered making a capital request. The Authority discussed the suggestion. Mrs. William stated that they would consider but can't say they have a specific project to fund nor did she believe

that Oak Hills should take on additional debt.

EXECUTIVE SESSION

****MRS. WILLIAMS MADE A MOTION TO SUSPEND RULES AND GO INTO EXECUTIVE SESSION.**

****MR. KEMENTZIDES SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

The Authority went into executive session to discuss an employee benefits and the restaurant negotiations at 8:11 p.m. and returned to the regular meeting at 10:00 p.m. from executive session. No business discussed in executive session required a motion.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 10:00 p.m.

****MR. CORSELLO MADE A MOTION TO ADJOURN THE MEETING.**

****MR. CIFFATE SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis