OAK HILLS PARK AUTHORITY
MEETING MINUTES
July 19, 2012

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

ABSENT: Bill Kementzides; Ralph DePanfilis and Ed Ruiz, Golf Pro.

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

INTERESTED PARITES: Walter Englert, CPA.

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:31 p.m.

ACCEPTANCE OF MINUTES

Mr. Virgulak asked the Authority Members to review the minutes from the Special Meeting on June 15, 2012.
CORRECTION: Attorney Avery attended the special meeting on June 15, 2012.
****MR. CORSELLO MADE A MOTION TO APPROVE THE MINUTES OF THE JUNE 15, 2012 AS AMENDED.**
****MR. MOUNT SECONDED THE MOTION.**
****THE MOTION PASSED. MRS. GIANDURCO ABSTAINED.**

Mr. Virgulak asked the Authority Members to review the minutes from the June 21, 2012 meeting.
****MR. MOUNT MADE A MOTION TO APPROVE THE MINUTES OF THE JUNE 21, 2012.**
****MR. GIANDURCO SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

Mike Spnemulli commented that it would be helpful if there was a link from the Chelsea system back to the Oak Hills Park website after making a reservation.

SUPERINTENDENT REPORT

Mr. Vorio thanked the Authority for supporting him and extending his contract. He noted that Mrs. Williams and he worked closely on his portion of the budget and stated that he is pleased the numbers are realistic.

Mr. Vorio stated that they have had to water the course extensively since the end of June. He stated that the irrigation ponds got very low but were replenished by the recent rainfall and he did not have to buy city water. Mr. Vorio reported that a lightening strike from the recent storm took out the irrigation system and he will begin to repair it tomorrow. Mr. Mount asked Mr. Vorio to keep track of the time and material involved in fixing the lightening system so that the Authority can use it to substantiate the cost of a new lightening system.

Mr. Vorio reported that he has implemented the summer stress course management program until the end of August.
Mr. Vorio reported that the rough mower needs to be repaired again. The Authority and Mr. Vorio discussed leasing new equipment included in the budget.

Mr. Vorio stated that cart path repair would continue next week.
He noted that he is getting a lot of compliments on the course condition and its improvement from a year ago. Mr. Vorio advised the Authority that he hired a new seasonal worker to replace a crew member that quit.

Mr. Vorio advised the Authority that the claims he had submitted for damages sustained from tropical storm Irene were approved. He reported that Oak Hills was reimbursed by the City with FEMA funds for 75% of the cost to remove the trees and 75% of the cost to replace the boiler.

He noted that the contractor would receive the new sewer panel next week and would install it in about two weeks after making some retrofits.

He reported that the Conservation Commission approved their application to install the new sewer line.

Mr. Vorio noted that he was notified by the tennis management that the tennis court conditions were dry and dusty so he made some inquiries and provide them and Mr. Cifatte with a list of court maintenance recommendations. Mr. Cifatte noted that the courts are in good condition and hadn't notice a problem.

Mr. Vorio stated that the crew is very excited and looking forward to working on the projects in the fall.

PRO REPORT

Mr. Guyer stated that Mr. Ruiz was teaching an afternoon clinic to Deutsche Bank and could not attend the meeting. He stated that Mr. Ruiz has been working really hard teaching Jr. camps and clinics for women.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer advised the Authority that the golf cashier was moved back into the golf shop which greatly reduces the noise in the administration office, redirects golfers to the golf shop, and provides Mr. Ruiz with sales and phone back up. He noted that the phone system message was updated to provide better service.

Mr. Guyer reported that a pipe leak occurred in the apartment behind the new surround tub wall recently installed after the bath tub was repaired for $902. He noted that it is another example of the failing infrastructure. He noted that Terrace Grill employees would move in August 1.

Mr. Guyer reported that since the June meeting there have been six outings at Oak Hills and all the organizers were very happy with the course conditions, and tournament service provided by Mr. Ruiz and the staff. Mr. Virgulak asked if a list of previous tournament organizers was ever found in the office. Mr. Guyer said he had not seen one. Mr. Sharkey stated that if asked Mr. Provenzano might be able to remember the most of the tournaments.

Mr. Guyer stated that the June 2012 golf sales analysis shows that golf rounds are flat compared to 2011, the 2012 carts are slightly down, and the number of ID cards sold is down 8%. He stated that he determined the names of 500 residents that did not renew ID cards this year. He noted that even though new golfers bought ID cards that almost made up the difference he decided to offer a reduced cost of $68 to those residents to renew their cards. He reported that he sented the offer to the 350 names for which he had email addresses.

Mr. Guyer advised the Authority that the resident adult golf rounds are -13%, the non-resident golf

rounds are up, and the seniors are flat. He and the Authority discussed sending a survey to the email base to get feedback, the ID offer, the numbers and how to increase the resident play. He noted that the non-resident and City employee and property owners discounted ID card had not sold as well as expected.

The Authority Members determined that now that the new pro and golf shop, and the restaurant were open it was the best time for golfers to play at Oak Hills. Mr. Vorio presented pictures just uploaded on the website and talked about the value of customer service.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte stated that the Terrace Grill restaurant is open for business from Tuesday to Sunday 11:30 to 9pm, it is clean and well-staffed, and they have a new sign on Fillow Street.

Mr. Guyer stated that he spoke to the restaurant owner Mr. Paul Carroll about serving breakfast in the grill room but was told by Mr. Carroll that he had reconsidered and thinks it would be better to serve food from the shack but has not done so yet. The Authority discussed this new information.

Mr. Cifatte stated that he would continue to discuss the matter with the restaurant. He noted that the restaurant is just newly opened so they are still working out the kinks and feels they should advertise to let the public know it is there. Mr. Guyer agreed but advised the Authority that Mr. Carroll asked that Oak Hills not put an announcement in the paper yet until the Terrace Grill staff is finished train ing.

Mr. Cifatte reported to the Authority that three bids were received for the 2013-2015 tennis facility lease which starts in May 2013. He noted that two bids were high and one very low. He stated that he has asked several people including Mr. Goldblatt to review the bids and give their feedback to him and Mr. Foley. He stated that he would bring the committee's recommendation to the Authority at the next meeting.

Mr. Virgulak reported that the head of the Men's Tennis Association came to his office and had some complaints about the current tennis vendor but Mr. Virgulak couldn't dispute the complaints as he is not involved enough to comment about the tennis facility. Mr. Cifatte noted that he discussed it with him and his intentions are good. He noted that with 70 tennis players on his email list he is the best customer up there.

Greens, Facilities & Water Use Committee

No new information to report.

Finance Committee

Mrs. Williams requested comments and questions from the Authority Members regarding the June financial review she provided. The Authority Members commented that the review answered any questions they had. She commented that when taken into account that $80,000 from the budget was spent on capital projects the trend from March through June is still on the upside compared to FY2011.

Mr. Mount commented that he assumes that any big variance in Junes financial statements are adjustments and that the entries will be rectified and entry keeping will become more consistent. Mrs. Williams stated that she believes that they will equal out at the end of year. Mr. Virgulak inquired how the finances look for the payment in September. Mrs. Williams replied that the payment is in the budget but she has to look at the monthly cash burn before she will know for sure.

Legal Committee
Mr. Corsello advised the Authority that discussion continues with the Terrace Grill regarding their request to extend the lease that they assumed from Quattro Pazzi, the previous lease holder.

Marketing Committee
Mrs. Giandurco reported that September 10th is the new date for Mayors Trophy Tournament. The Authority discussed invitations to a VIP list, the tournament price and registration. Mr. Corsello suggested forming a tournament golf committee. Mr. Mount, Mrs. Giandurco and Mr. Corsello agreed to be members of the committee. Mr. Cifatte commented that he received a sponsor form last year.

She stated that the date has been posted on Oak Hills' site, will ask the City to post the announcement on its home page, plans to send the announcement to the Hour, the Daily Norwalk, the Patch, and the Redevelopment Agency newsletter. She stated that she would have some teaser cards printed up to hand out at the multi-town Chamber event next week.

Mrs. Giandurco reported that she has a new marketing proposal from a business owner known by Mr. Ruiz. She stated that she and Mr. Guyer would review it together. She noted that it may be what Oak Hills needs to take the next step.

She reported that Golf Now has gone live and Mr. Guyer advised her that a tee time has been booked. Mr. Guyer reiterated how Golf Now works.

Mrs. Giandurco stated that she planned to run an ad about the carts and the restaurant in the Norwalk Hour but she can wait or just run an ad about the carts. The Authority agreed that she should run an ad announcing the carts, the new pro and golf shop.

Human Resource & Policy Committee
Mr. Mount reported that Oak Hills will hold an employee appreciation dinner on Monday, August 13 and would like the Authority Members to attend.

He noted that at this point Oak Hills does not have the budget to add an accounting person and will put that on hold.

Master Plan Committee
Mr. Virgulak stated that Mr. DePanfilis still isn't well and may decide to resign but until that time he will attend a meeting if the Authority needs him.

OLD BUSINESS

Mrs. Williams distributed the 2012-13 Fiscal Year Budget and 5 Year Plan and a summary that explains the assumptions she made to prepare the 5 Year Plan. She reviewed the expense and revenue summary assumptions. The Authority and the staff discussed the 5 Year Plan and its concern that the Board of Estimate (BET) may hold them to the projected increase in revenue from fees.

****MRS. WILLIAMS MADE A MOTION TO ACCEPT THE 5 YEAR PLAN AS PRESENTED WITH THE CHANGE TO TENNIS AS DISCUSSED.**
****MR. CORSELLO SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Mount asked the Members to attend the BET meeting on August 6.

Mr. Vorio stated that there is just no way to tell where or if the contractor will hit ledge while replacing the sewer line but he has done so several times. The Authority discussed the bids and Mr. Virgulak stated that all the companies are reputable. Mr. Corsello noted that if there's a chance the contractor will hit ledge while replacing the sewer line he suggested that the Authority consider the bid that includes a lower cost if ledge is encountered.

Mr. Mount made a motion to accept the low bid to construct a permanent sewer line.
Mrs. Williams seconded.
** Mr. Mount withdrew the motion.

****MRS. WILLIAMS MADE A MOTION TO ACCEPT THE BID FROM CUTRONE INC. OF $23,400 PLUS $150.00 PER CUBIC YARD IF LEDGE IS ENCOUNTERED TO CONSTRUCT A PERMANENT SEWER LINE.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**
Mr. Virgulak stated he would have Cutrone Inc. sign the contractor agreement which is required as part of the permit application from the City Conservation Department.

NEW BUSINESS

Mrs. Williams distributed the adjusted capital project list of $150,000 to be resubmitted to the BET. She and Mr. Vorio reviewed the listed projects and the revised costs. The Authority and the staff discussed the information further. Mrs. Williams stated that not all the numbers are final so they cannot vote on it tonight.

Mr. Virgulak stated that the Oak Hills Park Authority has to have the flexibility to reprioritize projects without approval from three City committees. He noted that the lightening system and sewer line should have been addressed yesterday. Mr. Vorio noted that there is a lot of coordination involved in starting these projects and asked for a timeframe. Mr. Mount reported that to get full approval in August then the Authority would have to provide the BET with an approved capital list and ask the BET to approve it via email so that Oak Hills can attend the Planning Committee on August 2 and then Common Council meeting on August 14.

He stated that if the BET doesn't approve it or the Common Council cancels the August 14 meeting then Oak Hills would have to wait until the Planning Committee and Common Council in September. The Authority discussed the matter further and determined that they would seek the approval of BET and try to get full approval in August.

****MRS. WILLIAMS MADE A MOTION TO ACCEPT THE ADJUSTED CAPITAL PROJECT LIST WITH THE CHANGES AS DISCUSSED.**
****MR. CIFATTE SECONDED THE MOTION.**
****THE MOTION PASSED UNANIMOUSLY.**

Mr. Vorio asked when he has to end overtime hours. Mrs. Williams and Mr. Virgulak agreed that by eliminating the overtime expense in the budget Mr. Vorio could then hire an additional employee. Mrs. Williams advised Mr. Vorio that when he hires an employee then overtime would be eliminated.

ADJOURNMENT

Mr. Mount thanked everyone for all the work they have put in over the months because it is really paying off.

The Chair entertained a motion to adjourn the meeting at 9:37 p.m.

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

Respectfully submitted,
Sheila Dravis