

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
May 16, 2013**

PRESENT: Bob Virgulak, Chairman; Mike Corsello, Vice Chairman; Shannon Giandurco; Ernie DesRoches; Stephanie McLaughlin and Bill Kementzides.

STAFF: Shelly Guyer, Executive Director; Ed Ruiz, Golf Pro and Jim Schell, Superintendent.

ABSENT: Paul Cifatte and Clyde Mount.

INTERESTED PARTIES: None

CALL TO ORDER

Mr. Virgulak called the meeting to order at 7:30 p.m.

ACCEPTANCE OF MINUTES

Mr. Virgulak asked the Authority Members to review the minutes of the April 18, 2013 meeting.

****MR. DESROCHES MADE A MOTION TO APPROVE THE MINUTES OF THE APRIL 18, 2013 MEETING.**

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

****THE MOTION PASSED. MR. CORSELLO AND MR. KEMENTZIDES ABSTAINED.**

PUBLIC COMMENT

Mr. Virgulak asked that the public to keep their comments to three minutes.

Yvonne Lapur asked that Oak Hills Park Authority replace the nature trail sign for walkers. She requested that Oak Hills Park Authority restore and maintain, the historical rose and wild flower garden once located at the back of the restaurant near the stone wall and incur 100% of the cost.

Scott Kimmick, West Norwalk Association, stated that he is not against the driving range but the location of its proposed location. He is opposed because he wants to protect animal habitat, the environment and the character of the neighborhood.

PRO'S REPORT

Mr. Ruiz reported that the golf rounds are up. He stated that he believes week day prices are contributing to the sluggish rounds during the week. He and Mr. Guyer continue to discuss how to address and increase weekly rounds.

Mr. Ruiz reported that he was pleased with the response to the new online registration golf programs and clinics. He stated that it has made it a very efficient administrative process for him.

He stated that he has heard many positive comments about the golf course.

The Authority Members, Mr. Ruiz and Mr. Guyer discussed the tee time prices on Golf Now.com.

SUPERINTENDANT'S REPORT

Mr. Schell reported that the new Assistant Superintendent he hired recently took a position that paid more so he would begin a new search for an Assistant Superintendent next week. He reported on the course and facility maintenance: electrical breaker in snack shop; contracting to have someone bring in a bed knife grinder; adding sand to the bunkers; the rodent problem at the rental house; installation and removal of two new oil tanks and new boiler.

EXECUTIVE DIRECTOR REPORT

Mr. Guyer noted that the April 2013 sales are down 25% to last year was directly related to the cold wet weather this April. The Authority Members and he discussed the

Mr. Guyer stated that Mrs. Williams resigned her position as the treasurer of Oak Hills Park Authority. He stated that the temporary employee hired to process the office accounting reconciled the bank account and generated the P & L report. He noted that he'd have had the balance sheet but a few outstanding transactions items held up the completion of it. He reviewed the financial numbers and responded to questions.

Mr. Guyer discussed the few infrastructure repairs in the snack and golf shop. He noted that some business leagues have reserved regular weekly tee times after work. He advised the Authority that Wilton H.S. golf club has expressed interest in reserving tee times after school.

Mr. Virgulak inquired whether it would be worthwhile to return to the lower rate at 2 p.m. and not wait until 4 p.m.? Mr. Guyer reported that he is monitoring the Golf Now account to view the "rounds at risk" and plans to analyze the reservation system to determine the down times to determine the slow play times. Mr. Desrochers suggested targeting one segment of the golf market, such as resident and non-resident seniors, to offer golf specials. He noted that he'd like to see the Authority do this before offering lower rates to all markets earlier in the day.

The Authority and Mr. Guyer discussed the resident adult rounds, marketing the course to the area communities, the increased purchase of ID cards by family and junior players and viewing the sale of golf rounds as a daily fee versus resident/non-residential.

Mr. Virgulak reported that organizers of the Memorial Day Parade requested two gas golf carts to use in the parade. Mr. Corsello inquired whether the Memorial Committee would indemnify Oak Hills or vice versa in case there is an accident. Mr. Virgulak asked if an Oak Hills logo can be put on the cart for the parade.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Virgulak read aloud Mr. Cifatte's report: the tennis courts are open, in good condition; the women and men's association and clinics/programs have begun; the office staff were introduced to Mr. Guyer and Mr. Schell; and the Men's tennis association donated a new wind screen. As for the restaurant: Mr. Cifatte wrote that the restaurant sold out the Mother's Day brunch.

Mr. Guyer reported that the restaurant closed the snack bar on Mother's Day when they pulled the only employee from the snack bar to take the place of an injured worker at the restaurant. He stated that it created an issue on the golf course particularly with a golf group who subsequently couldn't finish their golf round on Mother's Day because they had to go to the restaurant instead of the snack

bar. Mr. Guyer stated that restaurant is not opening the snack bar at 8:30 and has received many complaints. Mr. Virgulak asked Mr. Guyer to provide the restaurant owners with written notification of complaints. Mr. Kementzides stated that there will be kinks the first few months.

Greens, Facilities & Water Use Committee

Mr. Kementzides reported that the course is in great shape and his golf foursome agrees. Mr. Virgulak inquired if Oak Hills has had to buy any water. Mr. Guyer stated that the April water purchase was in line with the budget and last year's usage.

Finance Committee

Mr. Virgulak advised that Mr. Guyer will provide the financial review until the Mayor appoints a replacement for Mrs. Williams, one he hopes will have accounting experience.

Legal Committee

Mr. Corsello stated that he had no information to report.

Mr. Schell reported that he has ask several people walking their dogs on the course without a leash to leave the Park but they did not adhere to the request. Mr. Corsello stated that if a dog owner is not abiding by the leash law the Mr. Schell should report the problem to the police or the dog warden.

Mr. Guyer reported that the FOIA hearing requested due to Mr. Vorio's complaint will not be necessary due to the fact that Mr. Vorio has dropped the Department of Labor complaint against Oak Hills.

Marketing Committee

inquired if Oak Hills would take part in the community partnership day at the opening of Hotel Zero De gree's. Mr. Ruiz stated that he was going to man the table but Oak Hills does not have any marketing material. Mr. DesRoches suggested that Oak Hills have some brochures made and told Mr. Ruiz that he would send him the name of a company he recommends to clients.

Mrs. Giandurco advised the Members that she is updating the Twitter feed regularly now. She stated that she wants to start a Facebook drive to "like" Oak Hills and asked the Members to post a message on their Facebook page to "like" Oak Hill's golf course in hopes of adding 10 new friends per person.

Mrs. Giandurco asked Mr. Guyer to verify that September 9, 2013 was the date he set aside to hold the 2013 Mayor's Tournament. He confirmed. She advised that she would contact the Mayor's office to confirm the date.

Mrs. Giandurco noted that Golf Now offers a premium marketing plan that includes increased course detail, individual pricing, photo's, promotional emails for New England market, social media interface etc. but based on Mr. Guyer's report Oak Hills may not be ready. The Authority Members, Mr. Guyer and Mr. Ruiz discussed the Golf Now premium plan and what OH would be able to offer.

Human Resource & Policy Committee

No new information was reported.

Master Plan Committee

Mrs. McLaughlin advised the Authority Members that the committee is trying to schedule a date to meet.

OLD BUSINESS

Mr. DesRoches reported that the bids are due Tuesday, May 21, 2013. He noted that he know some interested parties are trying to secure project financing but it is not easy in the current financial markets.

Mr. Corsello inquired as to the progress in retaining cart sponsorship. The Authority Members and Mr. Guyer discussed the situation.

Mr. Virgulak stated that the installers of the new furnace service burners will maintain them for one year so no maintenance contract will be needed at this time.

Mr. Virgulak advised Mr. Schell to take care of exterminating the pests in the rental property.

NEW BUSINESS

Mr. Virgulak advised the Members that they need to elect officers at the June meeting. He noted that Mr. Cifatte has volunteered and asked that two additional members volunteer for the Nominating Committee. Mrs. McLaughlin and Mr. DesRoches volunteered.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting at 8:45 p.m.

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

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

****THE MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,
Sheila Dravis