

**OAK HILLS PARK AUTHORITY
MEETING MINUTES
March 13, 2010**

PRESENT: Larry Andronaco, Chair; Tom Aikenhead; Martha Lemmon; Mike Corsello; Paul Cifatte; and Bill Kementzides.

STAFF: Vincent Grillo, Jr., Executive Director and Tom Vorio, Superintendent.

ABSENT: Bob Virgulak, Kristrun Romano and Ralph DePanfilis.

ALSO PRESENT: None

PUBLIC: None

Mr. Andronaco called the meeting to order at 6:34 p.m.

ACCEPTANCE OF MINUTES

Mr. Andronaco asked the Authority Members to review the public hearing minutes of February 4, 2010.

****MR. CIFATTE MADE A MOTION TO APPROVE THE PUBLIC HEARING MINUTES
OF FEBRUARY 4, 2010.**

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

****THE MOTION PASSED UNANIMOUSLY.**

Mr. Andronaco asked the Authority Members to review the minutes of February 4, 2010.

****MS. LEMMON MADE A MOTION TO APPROVE THE MEETING MINUTES OF FEBRUARY 4, 2010.**

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

****THE MOTION PASSED UNANIMOUSLY.**

PUBLIC COMMENT

None.

EXECUTIVE DIRECTOR REPORT

Mr. Grillo reported that February's revenue was down \$3,900 compared to February 2009. He noted that the decrease was mainly because they delayed the sale of golf ID cards this year when they replaced the computer system hardware in February.

Mr. Grillo stated that they plan to open the golf course and greens on March 16, 2010. Mr. Cifatte inquired if opening day would be announced in the newspaper as well as through an email announcement. Mr. Grillo replied that he would send a press release to the Norwalk Hour and possibly notify Channel 12 News.

He stated that opening the course early should build-up the revenue level quickly. He advised the Authority that the Park financially survived the winter months without requesting financial assistance from the City of Norwalk, as he had discussed might become necessary.

Mr. Grillo reported that he and Mr. Aikenhead met with the City's Finance Director, Mr. Hamilton, to discuss some questions the Board of Estimate had about Oak Hills' financial balance sheet. He noted that he and Mr. Aikenhead were able to explain and answer all his questions.

Mr. Grillo stated that they hired a golf web site company to build Oak Hills Park Authority a new Web site under the new domain name Oakhillsparkgolf.com. He expected the site to launch in April. He noted that the new site would give the staff greater flexibility, look nicer, and the design is more user-friendly.

Mr. Grillo advised the Authority Members that he accepted Murphy Insurance Agency's bid on this year's insurance premium coverage for liability, workmen's compensation and director's & officers insurance. He reported that the new premium was \$13,000 less than last year's insurance premium and was happy about the sizable cost savings on insurance. Ms. Lemmon asked why the premium was less expensive. Mr. Grillo stated that it had a lot to do with Mr. Vorio's emphasis on the use of safety equipment (which reduced worker comp liability/claims).

SUPERINTENDENT REPORT

Mr. Vorio stated that the crew mowed the greens today for the first time, which appear to be in good shape after the winter. He stated that the crew have been cleaning the course and the tree work, and work on projects such as drainage on the 7th fairway. Mr. Kementzides asked whether Mr. Vorio would complete the sand trap improvements on the 1st hole. Mr. Vorio replied that the project would be completed closer to mid April.

COMMITTEE REPORTS AND DISCUSSION

Tennis / Restaurant Liaison Committee

Mr. Cifatte had no new information to report on tennis. Mr. Vorio reported that the Har-Tru court maintenance company began work on the court surfaces this week.

Mr. Cifatte reported that Kathy, the owner of Quattro Pazzi, advised him that business is typically slower this time of year so the restaurant will remain open only on Friday and Saturday evenings for dinner. Mr. Cifatte advised the Members that they are satisfied with the level of business and so far have more party's booked through May than last year. Mr. Cifatte stated that the restaurant would go back to a 7-day business schedule when the weather gets better. He noted that they briefly discussed wording for a press release to market the restaurant and increase business.

Mr. Corsello noted that the restaurant lease does specify the date and hours of business, the restaurant must adhere to during the golf season. Mr. Grillo noted that the 10th tee snack shack would be open for business the day the golf course opens for the season.

Mr. Grillo and the Authority Members discussed the new mobile food cart the owners of Quattro Pazzi will manage as a breakfast cart in replace of the breakfast shack they opened last year.

Greens, Facilities & Water Use Committee

Mr. Kementzides stated that the greens are in good shape. He noted that Mr. Vorio was working to divide the sand trap near the green on the 1st hole into two traps, which will give the hole a nice look and improve trap drainage.

Ms. Lemmon advised the Members that Mr. Hart from DEP responded to Oak Hills request for a 365-day extension and asked for more information to document the reason for the extension request. She reported that they all decided it would be time consuming to provide this amount of detail so instead they rescinded the extension request. Mr. Andronaco stated that Mr. Hart requested that Oak Hills put the system in order by July 1, 2010 and work out any glitches before the October 22, 2010 deadline. Ms. Lemmon stated that she and Mr. Vorio would like Mr. Hart to clarify his instructions. Mr. Andronaco stated that they plan to request a meeting with the DEP to discuss Mr. Hart's recommendation.

Finance Committee

Mr. Aikenhead advised the Authority that the meeting with Mr. Hamilton and Mr. Gilden, City Controller was prompted by the sharp decrease in total cash balance (-\$224,000) between February 2009 to February 2010.

Mr. Aikenhead noted that they were both encouraged to know that the 2010 rate increase would realize an immediate estimated increase in revenue of \$130,000. Mr. Grillo stated that Mr. Hamilton was also pleased to know that Oak Hills was current with all bond payments.

Human Resources/Policy Committee

No information to report.

Legal Committee

Mr. Corsello had no information to report.

Master Plan Committee

Mr. Grillo and the Authority Members discussed the proposal to construct a miniature golf course at Oak Hills. The Authority decided that it would invest in site plan drawings to help form a business strategy to determine the value of building a miniature golf course at Oak Hills Park. The Authority discussed construction requirements, estimate construction costs and other course considerations.

****MS. LEMMON MADE A MOTION TO AUTHORIZE THE EXECUTIVE DIRECTOR TO CONTRACT WITH HARRIS CONSTRUCTION TO PREPARE SITE PLAN DRAWINGS AT A COST OF \$1,500.**

****MR. CIFATTI SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

None.

NEW BUSINESS

Mr. Andronaco announced that the Authority meetings would resume their 7:30 start time in April until the end of the golf season.

Mr. Kementzides recommended that Oak Hills improve the mechanism on the 1st tee used to determine whether the fairway is clear for a golfer to hit from the tee. The Authority and Mr. Grillo discussed different mechanisms.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting.

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

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

****THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:35 p.m.

Respectfully submitted, Sheila Sullivan