

**TOWN OF BERLIN**  
Timberlin Golf Commission  
230 Kensington Road • Berlin, CT 06037  
**Town Manager Conference Room**  
**Thursday, November 9, 2023**  
**6:00 p.m.**

Join Zoom Meeting

<https://us02web.zoom.us/j/82686880844?pwd=UHdXdmFwMytCOFgONkR1S3lxNXlY4UT09>

Meeting ID: 826 8688 0844

Passcode: 894922

Via Phone 929 205 6099

Commissioners Present: Nancy Berger, Peter DeFazio, Jim Green, Gale Lemieux, Jim Norton, Bill Richards, Seb Senia

Commissioners Absent: None

Staff Present:

Sol Guerrero – Director of Golf

Marc Bayram – Golf Pro

**1. CALL TO ORDER**

Chairman Norton called the meeting to order at 6:01 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. AUDIENCE OF CITIZENS**

None.

**4. APPROVAL OF MINUTES: October 19, 2023**

Commissioner Richards moved to approve the October 19, 2023 meeting minutes.

Seconded by Commissioner Berger.

Those voting in favor: Commissioner Berger, Commissioner DeFazio, Commissioner Green, Commissioner Lemieux, Chairman Norton, Commissioner Richards, Commissioner Senia

Vote being: 7-0. MOTION CARRIED.

**5. OLD BUSINESS**

1. Bridge Update

Director of Golf Guerrero said Earth Contractors and Atlas Engineers took measurements and assessments. They are giving us two concrete bridge choices and the Town Engineer is finding out if there are regulations for the rail height. Cement bridges have the longest longevity. We are going to apply for the grant and go to Town Council for approval. Chairman Norton asked if the money is still available or being allocated to something else? Director of Golf Guerrero said the funds are already with the town through LOCIP (Local Capital Improvement Program). Chairman Norton asked who determines who gets what? Director of Golf Guerrero said Finance

and the Board of Finance. Chairman Norton asked Director of Golf Guerrero to confirm the funds have been approved for the bridges.

Chairman Norton asked about the timing. Director of Golf Guerrero said the Town Engineer will let us know by next week about the rail code. Then they can finish the drawings and provide pricing. Chairman Norton asked if we are including stonework on the side. Director of Golf Guerrero said we are not into the aesthetics part of the bridge yet.

Commissioner Lemieux asked what is the installation timeframe? Director of Golf Guerrero said it is going to be spring. Commissioner Lemieux asked if we are doing all of the bridges? Director of Golf Guerrero said yes.

Commissioner Lemieux asked if there will be 2 bridges on hole #14, or just one? Director of Golf Guerrero said CCSU wants to donate another bridge. We would like it to be the bridge to the left of hole #14. It matches the one they did at hole #17. They would donate it and we put it up. Commissioner DeFazio said the new bridge will need to be wider. Commissioner Lemieux added that maybe the rails don't have to be as high as those. Commissioner Norton stated they have to be to current code requirements.

Commissioner Senia added that the LOCIP (Local Capital Improvement Program) definition is funds to the municipalities to reimburse the cost of eligible local capital improvement projects such as roads, bridges and public buildings.

## **6. NEW BUSINESS**

### **1. 2024 Rates**

Director of Golf Guerrero said we are getting asked what season pass pricing will be next year. Golf Pro Bayram said he has also been getting outing inquiries. Chairman Norton asked if we still have to cover our cost? Director of Golf Guerrero said yes and our budget is due at the end of the month and finalized in April. By the next meeting we will have a budget projection.

Commissioner DeFazio said if we are not going to spend the money that was budgeted this year then we should hold the rates the way they are now. We went up on the rates for the last several years and gave a lot of money back. It is not fair to the golfer because the golfer is funding this golf course. Commissioner Lemieux added that it is other town expenses too. It appears that we budgeted a \$33k profit in the YTD October 2024 budget. Director of Golf Guerrero said it is around \$40k.

Commissioner Senia said CIP was \$64k in 2022 and in 2023 we are at \$62k, but the rounds are up right now. Chairman Norton said that is for the full year and there are 2 months left. Golf Pro Bayram said there might have been more 9 hole rounds and it is \$1 for 9 holes, but \$2 for 18 holes. Commissioner Senia said it doesn't sound right. Golf Pro Bayram said the rounds are through October, but the CIP is for the whole year. You have to wait until the year end to get a good idea for those figures.

Chairman Norton said we have the highest cart rates in the area, but it is a basic model with no GPS. We are more expensive than all of the other courses. Commissioner Green added that the cart paths along hole #1 and hole #18 need work. Commissioner Berger said we have been talking about the cart paths for a long time.

Golf Pro Bayram said revenue and rounds are consistent year after year. The revenue always seems to be going up, same for this year. Would the Golf Commission be open to making the CIP a different figure? It could be \$2 for 9 holes and \$3 or \$4 for 18 holes. This way the money stays with the course. It sounds like the money has been going elsewhere over the last few years. Instead of going up a \$1 on the rates, you can change the CIP figure that goes into each round.

Chairman Norton said the problem with not spending the money is internal. Commissioner Lemieux said there is not spending the money that was budgeted and also coming out in the black. Chairman Norton said the money can be shifted around by telling the Town Council that we want it put into a reserve for something. It has to be spent in 3 years.

Golf Pro Bayram said if you double up the CIP, that could be \$70k more and that money can't go anywhere else except to the golf course. Commissioner Senia said I'm up for keeping the rates the same as this year, but increasing CIP. Commissioner Berger asked if we are going to make any adjustments to the prices of the carts? Commissioner DeFazio said I would raise, but not lower them. Commissioner Green said to keep them where they are. Commissioner DeFazio said I would never lower the rate. It is what it is. Maybe we can give everybody a breather this year. We have to see what the budget is. Commissioner Lemieux asked if we will have that before our December meeting? Director of Golf Guerrero said yes, the proposed budget is due this month. Commissioner Richards said he would like to see the money targeted for projects starting in February so that they get done.

## 2. Outing Policies/Contract

Director of Golf Guerrero said we should add an inclement weather and cancellation policy. The commission agreed that Director of Guerrero and Golf Pro Bayram should make the recommendation as to when they make the call. Golf Pro Bayram said we had more inclement weather this year than any other year for outings. We should do the food regardless. They should show up to have their luncheon. If the course is playable and open they can go play. If the course is unplayable due to pouring rain, etc., they can reschedule, or we can give players a raincheck voucher. We have had outings cancel on the day of and the day prior and then the course ended up being open.

Chairman Norton asked if \$5 per player for the range seems like a lot? Golf Pro Bayram said that is what the Golf Commission had decided when setting the rates. Chairman Norton said this was the test year to determine what is going to happen with the range. If I have 144 players coming, \$5 per person seems like a lot. Golf Pro Bayram said we had a couple of outings that also said that was high. They purchased 15 large buckets of golf balls instead.

Commissioner Senia said article 8 recommends that they contract with Remzi's restaurant. How is that going to work if they cancel due to weather? Chairman Norton said the food will be served no matter what, Remzi is buying the food ahead of time. Commissioner Lemieux said she recommends having a separate contract as "required" with the restaurant, not "recommended". Then it is up to Remzi to make a decision as it is his money.

Commissioner DeFazio said if the course is closed we issue a raincheck or reschedule. Golf Pro Bayram said yes, the key thing is getting them on the property that day. We will know while they are there if the course will be open or not. Commissioner Lemieux said that needs to be spelled out. The commission agreed.

Chairman Norton asked about article 3, no personal coolers will be allowed on the course. Should we add that all alcohol shall be purchased by the restaurant? Commissioner Lemieux said it says that in article 8. Commissioner Richards asked what "alcohol donation" means? Commissioner Lemieux said if somebody wants to donate a keg of beer to the outing. Director of Golf Guerrero added that the bar can donate it to the outing and they bring it on premise. Commissioner Lemieux said you have to get it from Remzi. Chairman Norton said it should state "restaurant" vs. the actual name of the restaurant. Commissioner Norton added that the contract has to be re-written.

Chairman Norton asked what happens if they don't pay a week after the tournament? Golf Pro Bayram said he has seen that, but this year there were no problems. Chairman Norton asked if we should add a penalty for not paying within a week. Golf Pro Bayram said it is up to the commission to decide. Commissioner DeFazio said I would say that payment is expected within 7 days, post 30 days there can be a penalty assessed.

Chairman Norton said there is an issue with article 11. The shotgun tournament is 72 players during the week and 120 players on the weekend to close the course, not 144. It needs to be changed.

Chairman Norton said article 16 goes from 12 to 16. Commissioner Lemieux said that is a typo. Chairman Norton said to add that you hold something back until it is cleared by the staff that there were no damages to the course or carts. Commissioner Berger asked if we check carts when they come back in? Commissioner Green said you would need to add more staff for a tournament. Director of Golf Guerrero said sometimes you catch it the next day. Commissioner Lemieux said if the staff is alerted to look for that and if they see anything, they need to report it immediately.

Commissioner Richards asked if tournaments always pay the full amount after the tournament. Commissioner Green said yes, but there is a deposit placed. The balance is paid within a week. Commissioner Richards said a \$250 deposit amount for tournaments seems low. Commissioner Berger asked if that is refundable? Commissioner Lemieux said if you refund it, it needs to be spelled out under what circumstances. For example, if you cancel prior to 30 days you will be refunded.

Golf Pro Bayram asked should the contracts still be getting sent out by me, or should they come from a town representative? I'm responsible for managing the event. A town contract should be given by somebody that works for the town. Also, a town contract should have the signature of a town employee. Commissioner Lemieux said the only signature now comes from the outing people. Golf Pro Bayram said it should be signed by both as an agreement. Commissioner Lemieux said it sounds like Director of Golf Guerrero is responsible to get the contract done and then hands it off to Golf Pro Bayram who runs the event.

Commissioner DeFazio said Golf Pro Bayram could do all of the legwork as he does now, but the contract can be signed by Director of Golf Guerrero. Nothing would change except for the one signature. Golf Pro Bayram said the contract should be written by the town. Commissioner Richards said he recommends the Town Attorney take a look at the contract.

### 3. Timberlin Oct FY23 P&L

Chairman Norton said I will send an email to Town Manager Jayawickrema and Finance Director Delaney regarding range revenue, it was supposed to be at minimum \$36k. The town

did not do due diligence on that number. We raised the rates, but it didn't cover the costs. The town took over the range. We made \$26,240 through September from the range and raised the cost per bucket. Rounds are up.

Commissioner Lemieux asked if we have not paid anything out this year for advertising? Director of Golf Guerrero said we have yet to renew our advertising contract, but there is a meeting scheduled. Chairman Norton asked what are the advertising services provided that we don't already have? Commissioner DeFazio said every week there are multiple posts on social media about events and tournaments. Also pictures of people on the golf course having a good time - she is worth every penny.

#### 4. Open Discussion

Director of Golf Guerrero said the Goosinator cart has to be sent out to Hawkes Golf Vehicles (Mickey Hawke) for a diagnosis. Commissioner Green asked if we could use a new cart? Commissioner DeFazio said yes, but it would have to be retrofitted. Chairman Norton added that maybe CIP funds could be used to get a new cart if needed. Commissioner Berger said by getting a new one you do not have to worry about it breaking down. Commissioner DeFazio said he suggests getting an electric cart that would be designated strictly for that use.

Chairman Norton said we need to look at setting up reserves and where we would put a barn for the carts. Director of Golf Guerrero said the new cart barn could be through a grant. Commissioner Lemieux said we need to set a goal and a timeframe.

#### 5. Account Balances:

- Tee sign account (\$5,578.56)

Director of Golf Guerrero said he received the final invoice for the clock and will work with Earth Contractors to get the project going for the foundation base. Commissioner DeFazio asked if the dedication will be on opening day? Director of Golf Guerrero said we could leave the clock in storage for the winter. Commissioner Lemieux said we can schedule it for opening day, but I won't be here to attend until April 1. Also, she received proposals from Vital Sign and Sign Pro, Sign Pro recommended an aluminum plaque because it is less costly than brass. Commissioner DeFazio said the internal clock battery is probably solar. Would it operate if we store it until spring and it is not charged.

Director of Golf Guerrero said someone wants to buy a sponsorship for the clock. Commissioner Lemieux said we would put the money towards the plaque. Director of Golf Guerrero said they are looking to donate to one of the hole signs. Commissioner Lemieux said she would need to know as we put the names of sponsors on the plaque. A silver sponsor is \$500, we have different categories. Commissioner Richards asked for the location of the clock. Commissioner Lemieux said the back of the first tee, behind where the blue tees are located.

- CIP Budget balance (\$52,702), encumbrances (\$0)

Director of Golf Guerrero said he is thinking about doing some cart paths this winter. Commissioner DeFazio said to remove the tree that is overhanging the carts. It makes the carts a mess.

Chairman Norton said the T-Cop foundation did a great job cleaning up after their event.

Golf Pro Bayram said the gift cards are now available online. Director of Golf Guerrero said you can buy e-gift cards online or come to the shop and get a traditional gift card. Gift cards do not expire.

Chairman Norton asked how frost delays are being addressed. Director of Golf Guerrero said I email or call those on the tee sheet. Whomever books the tee time is responsible to tell others.

Golf Pro Bayram said he plans to close his portion of the golf shop after Thanksgiving regardless if the course is open or not. There is not a lot going on there. Commissioner Senia asked if the Pro Shop merchandise would be removed if he is not there? Golf Pro Bayram said yes, the plan would be to take everything out of there. Chairman Norton said the course needs to rest. Golf Pro Bayram said he still needs to be at the course 6 days a week for whatever amount of hours. Commissioner DeFazio asked if you would still be able to sell golf balls? Golf Pro Bayram said he is not sure. Commissioner DeFazio said as long as the date the shop is closing is communicated, it is on them. Golf Pro Bayram added that Remzi's Christmas party is being discussed and would likely be the weekend of December 2<sup>nd</sup>.

Commissioner Richards said congratulations to Golf Pro Bayram and Assistant Golf Pro Giancola for winning the recent tournament.

## 7. ADJOURNMENT

Commissioner Green motioned to adjourn at 7:29 p.m.

Seconded by Commissioner Berger.

Those voting in favor: Commissioner Berger, Commissioner DeFazio, Commissioner Green, Commissioner Lemieux, Chairman Norton, Commissioner Richards, Commissioner Senia

Vote being: 7-0. MOTION CARRIED.

Submitted by,  
Alina Brown

RECEIVED FOR RECORD  
BERLIN TOWN CLERK

2023 NOV 27 PM 2:47

*Kathy J. Wall*

BERLIN, CT.