

TOWN OF BERLIN
Timberlin Golf Commission
230 Kensington Road • Berlin, CT 06037
Wednesday December 13, 2023
6:00 p.m.

Location for in person: Doc Mac Room

Join Zoom Meeting

<https://us02web.zoom.us/j/81434530721?pwd=eitoRlI2dHhJQlNMRzI5ZFZ0cFB0UT09>

Meeting ID: 814 3453 0721

Passcode: 865370

Via Telephone: 929 205 6099

Commissioners Present: Peter DeFazio, Jim Green, Jim Norton, Bill Richards, Seb Senia

Commissioners Absent: Gale Lemieux, Nancy Berger

Staff Present:

Sol Guerrero – Director of Golf

1. CALL TO ORDER

Chairman Norton called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

3. AUDIENCE OF CITIZENS

None.

4. APPROVAL OF MINUTES: November 9, 2023

Commissioner Senia moved to approve the November 9, 2023 meeting minutes.

Seconded by Commissioner DeFazio.

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

Vote being: 5-0. MOTION CARRIED.

5. OLD BUSINESS

1. 2024 Rates

Director of Golf Guerrero said we are working on the wages and fringes part of the budget and waiting for approval on what was proposed. We probably started the FY estimating to give back \$30k-\$40k. Commissioner DeFazio said it was well over \$100k, but some of that was budget money not spent. Chairman Norton said he will take a closer look in January on why budget money is not being spent and work with Director of Golf Guerrero.

Commissioner DeFazio said he is all for raising rates when it is called for, but the golfer funds this golf course. Chairman Norton offered to meet with Director of Golf Guerrero as needed to discuss further.

Director of Golf Guerrero said that cart rates are too high per the complaints this year. Last year we raised non-resident prices to the Golf Commissions liking. I'm not looking to raise rates to where they were this past season. Commissioner DeFazio said we should base rates on the prior year. Director of Golf Guerrero said he can look into adding a cash discount for golfers to avoid bank charges. Chairman Norton said Finance Director Delaney said that we could not do that. Director of Golf Guerrero said he will confirm with Finance Director Delaney. We need to have the rates finalized in February.

2. Outing Contract

Director of Golf Guerrero reviewed the proposed outing contract with the Golf Commission and they corrected the typo's. Commissioner Senia asked if cancellation or postponement is only allowed on the day of the outing, per item 5a. Chairman Norton said yes, because people were cancelling days before due to weather, but then it didn't rain. Commissioner Senia asked what if a lot of players drop out and they don't have the minimum? Director of Golf Guerrero said they can come to the course and eat, or buy vouchers if they don't want to do a postponement. We must figure out for how much. Commissioner DeFazio said you could do a 15 % non-refundable deposit.

Commissioner DeFazio revised item 12 to say "A player list and pairings must be provided to us 2 days before the event". Commissioner DeFazio also added that instead of liaison it should say tournament contract holder or whoever signs the contract and is responsible. Define who Timberlin is and who Tournament is and then say what the tournament is responsible for. Director of Golf Guerrero asked for feedback on the driving range portion. Commissioner DeFazio said to state if you wish to supply balls for the tournament then the price would be \$2.50 per person. For the food and beverage contract, Commissioner DeFazio said to use the term "market price".

6. NEW BUSINESS

1. 2024 Meeting Dates

Commissioner DeFazio moved to approve the 2024 meeting dates.

Seconded by Commissioner Senia.

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

Vote being: 5-0. MOTION CARRIED.

2. Winter Projects – Golf Course

Chairman Norton asked how much do we have to work with? Director of Golf Guerrero said we have \$52k. Commissioner DeFazio said we need to cut the pine tree that goes over the carts and makes a mess. Chairman Norton said we can spend up to \$40k and save the rest. We could finish the cart path on hole number 16. Commissioner DeFazio added that it should be curved on the left to prevent people from going around the white birch tree. A lot of courses are adding forward tees. Director of Golf Guerrero said people playing from those tees are juniors or super seniors. It would be a short hole for others. They are also not used for tournaments. We are going to extend hole number 4 a bit more and the tee at hole number 16 got finished this week

with some sod. Hole number 17 is next on the list. We could do forward tees for the juniors. Chairman Norton asked what can be done with hole number 2? Director of Golf Guerrero said he would need to discuss ideas with someone who knows what they are doing such as a golf architect.

Commissioner DeFazio asked if we are going to get rid of the cart path behind hole number 4? Director of Golf Guerrero said yes, we would like the cart path to go around the other side of the tee, but these projects are expensive. One hole is around \$20k.

Commissioner DeFazio asked if we received insurance money to do the bunkers? Director of Golf Guerrero said we should have it by the end of the month. It would be around \$400k-\$500k. We want to do capillary bunkers for longevity. Commissioner Senia asked if we have a list of bunkers that we want to take down? Director of Golf Guerrero said no, that would come from an architect. Commissioner DeFazio said the forward tee on hole number 4 is nice, but if it were to the left, they could run the ball up. Director of Golf Guerrero said we have to get someone here to look at that. Commissioner Senia said the hole at number 6 has a bunker on the right with trees. Director of Golf Guerrero said we are thinking about taking the bunker on the left out.

Chairman Norton asked about the bridge rails being a certain height. Director of Golf Guerrero said we could not find anything pertaining to golf course walking bridges needing to have rails at a certain height. It can be 24 inches. The rails will be concrete for longevity. Commissioner DeFazio asked if these bridges will be wider than what we have now? Director of Golf Guerrero said he can get the width information. Chairman Norton asked about the timing? Director of Golf Guerrero said he is hoping January or February. Chairman Norton asked what is the next phase for the driving range? Director of Golf Guerrero said there is no water available where he wants to do the short range so it would have to be where the tennis court used to be. It would add traffic to that area. Commissioner DeFazio said if you put a nice fence near the practice area it would look nice. Director of Golf Guerrero said we are also investing in better golf balls.

Chairman Norton asked about the tent. Director of Golf Guerrero said that would be a town item. I would like to see a wooden pavilion there and then phase in other items such as walls, etc.

Director of Golf Guerrero said we are going to evaluate the Goosenator. More to come on that.

Director of Golf Guerrero said he spoke to Commissioner Lemieux about the clock and asked her to come up with a date for the ribbon cutting. Chairman Norton added that she wants to invite Mayor Kaczynski, Town Manager Jayawickrema and all of the sponsors. Director of Golf Guerrero said either April or May allows for plenty of time to finish installing the clock and its base. The plaque is getting put through CIP, or we could look into transferring other funds around.

3. Timberlin NOV FY23 P&L

4. Open Discussion

Commissioner Senia asked if the carts are still programed to stay away from the greens area? At hole number 18, he saw a cart go between the green and the number 16 tee on the right side. Director of Golf Guerrero said there are few designated handicap carts that are allowed to do that. Commissioner Senia said he did not see a handicap sticker on the cart. Commissioner

DeFazio said we need to evaluate that in the spring and maybe test a cart. Director of Golf Guerrero said I will have two barriers, one for seniors and one for adults.

5. Account Balances:

- Tee sign account (\$0)
- CIP Budget balance (\$52,820.97) encumbrances (\$2,280.97)

Chairman Norton said he is not sure why there is \$0.97 in change in that number since CIP is in whole dollars – Director of Golf Guerrero will look into matter and report back.

6. Reports:

- Golf Course Report, to be given at meeting
- Golf Pro Report, to be given at meeting

7. **ADJOURNMENT**

Commissioner DeFazio motioned to adjourn at 7:24 p.m.

Seconded by Commissioner Richards.

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

Vote being: 5-0. MOTION CARRIED.

Submitted by,
Alina Brown

RECEIVED FOR RECORD
BERLIN TOWN CLERK



1/2/2024, 8:42:18 AM

Golf Course Report

December 13, 2023

30-Day Recap of Operations and Benchmarks

- Bridge Update
 - Atlas Engineer and Earth Contractors will be on property to evaluate bridge options and costs.
 - They designed a new rail system. Please see the attached picture.
 - Once approved, final pricing will come shortly.
 - We hope to break ground late January/early February.
- Bunker Update
 - We received a quote for felt lining and capillary bunkers from Stonehedge company.
 - We received a quote for felt lining but not for capillary from Michaelangelo LLC.
 - We are still wanting to use capillary bunkers.
 - Also, still looking to eliminate 15-20 bunkers; which would bring us down to mid-40's total.
 - A GC Architect will be needed to identify which bunkers are eliminated.
 - We hope to break ground June/July.
- CIP Projects
 - Cart Path - #5
 - Phase 1 for #2 – clearing trees left of #2 tee box/left of #6.
 - Landscape entrance and driveway area.
 - Phase 2 for Driving Range – short game area or sun roof.
 - New Tee box #17.
- Tent will be taken down end of the week. Tables and chairs will be stored in the maintenance building.
 - We will give the tent a proper evaluation and document where it needs upgrading.
 - Where will money come from?
 - Wooden open structure or same enclosed temporary tent?
- Goosinator is waiting to be picked up by Mickey Hawkes.
- The 50th Clock is will be shipped next week.
 - The clock can be stored in maintenance building over the winter without any damages to solar system.
 - Earth Contractors will have the cement base in before opening ceremony in spring.
- Closing day for the Golf Course is Wednesday December 20.

Looking Ahead/Goals

- Continue to work with Golf Commission on new, innovative ways to increase play and revenues.



Golf Pro Report

To: Golf Commission

From: Marc S. Bayram, PGA

December 2023

30-Day Recap of Operations and Benchmarks

- Attached is the final revenue/round comparison report for 2022-2023.
- I would like to commend Sol on a successful first season as Timberlin's Director of Golf. I was allowed to continue many of the relationships I have built over the previous 12 years and was able to grow our programs. Outings and Leagues in particular were at an all-time high. Our revenue speaks for itself, this was the culmination of all the growth we have experienced over the last 12 years. It seems as if the golf course is in a very good position financially. I would recommend re-investing funds as many other facilities are. A big thank you to Sol for letting me continue to do what I have done for many years, and that is to continue growth in many areas.
- In November, we changed starting times on weekdays and weekends depending on the weather forecast.
- Going to a paid Point of Sale service, Fore Up, instead of a barter program like previous years turned out to be a good idea. We often filled those tee times we used to barter and it absolutely helped our round count and revenue stream. The amount we made with those bartered tee times certainly seemed like it offset the cost of the new point of sale system.
- I closed the Golf Shop for business on Tuesday December 5th. It has been cleared out and merchandise packed up and in storage. With my new role, it seemed like the best decision for my business. Golf Shop sales were significantly down, however, I am allowing golf shop credit to be rolled in to 2024 so this plays a part in that. I knew going in to the season sales would take a hit however since buying merchandise is an inconvenience to the customer having to go to two different counters. We are the only golf course that has gone to this setup and it is a little strange, but just the hand I was dealt and we will find a way to be more efficient in 2024.
- Our Assistant Geno Giancola represented Timberlin at the National Assistants Championship in FL in November. He was the only player from the CTPGA to make the cut. He also is a finalist for National Wilson Golf Staff Member of the Year.
- I have started working on the 2024 calendar for outings, leagues, and organizations. I hope to present the schedules at the January meeting.
- I would like to commend the new staff members of Timberlin in 2023. They did a nice job in helping Timberlin's continuing success.

Successes and Challenges

- In November we had a few frost delays, and the weather was inconsistent. Communication with maintenance and the flexibility for starting is always great during these delays.
- We hosted numerous outings in November on weekends. Golftoberfest has now become a benefit event for PGA Hope in my dad, Armen Bayram's name. PGA Hope is an organization that gives Veterans the opportunity to learn how to play golf from PGA Professionals at no cost to them. At the end of the program, they are given clubs. My dad served in Vietnam for the United States Marine Corps, and this is a program that was near and dear to his heart. We had 140 players and raised \$5k for PGA Hope. In addition to this event, we hosted the Frosty Scramble in which we had 44 players. With regular public play and some groups like the CT Am Tour, we can generate a good amount of revenue in November and December, especially with our shotgun starts. Of course, all weather dependent, but we have a good thing going for sure by all the support.

Customer Satisfaction

- Customers are very satisfied with the day-to-day operation we run at Timberlin. Hosting over 45k rounds annually, we rarely receive a negative review online. That is a very good thing!

Staffing Report

- I am currently working on ideas to become more efficient in Golf Shop operations. You may see a significant change in 2024 to the Timberlin Golf Shop, but right now I am in the exploration stage.

Looking Ahead/Goals

- Assist Director of Golf and Golf Commission in finalizing the 2024 rates.
- Organize and schedule instructional programs for 2024.
- Continue working on outing schedule for 2024 to ensure there are no double bookings.
- New ideas to keep growing our youth programs.
- Schedule the events Renzi and I host like the Mixed League.
- Thoroughly clean Golf Shop and offices.
- Continue to work with Golf Commission on new, innovative ways to increase play and revenues.