

**From:** william.richards@comcast.net  
**Sent:** Monday, July 15, 2024 12:46 PM  
**To:** Sol Guerrero, jnorts36@gmail.com  
**Subject:** Volunteering to beautify Timberlin Golf Course

Hi Sol, I hope you had a good vacation.

Here is what I had in mind for the MOU between volunteers, the union and the town.  
This is not a final list of items, but it is a start.

#### MEMORANDUM OF UNDERSTANDING 7/15/24

Town of Berlin

&

Union

**Purpose:** General golf course beautification by volunteers on a on going basis

The town will allow Volunteers to use golf carts and hand tools to perform the following duties:

- Pulling weeds around the club house and in existing planting beds throughout the golf course
- Cleaning memorial benches
- Planting flowers in existing memorial areas, around the club house and at the Timberlin entrance sign

No additional Town equipment will be used by volunteers

Volunteers will not impede play of golf in any way

**Caution:** This is an external email. Do not click links or attachments unless you recognize the sender and know the content is safe.



# 2024

<b>Blue Collar Personnel</b>	<b>\$2,500.00</b>
<b>Strtrs, Rngrs, Golf Carts</b>	<b>\$5,500.00</b>
<b>Overtime</b>	<b>\$7,500.00</b>
<b>Part time &amp; Summer Help</b>	<b>\$4,000.00</b>
<b>Social Security</b>	<b>\$3,000.00</b>
<b>Unemployment Compensation</b>	<b>\$5,500.00</b>
<b>Pension</b>	<b>\$4,500.00</b>
<b>Uniforms</b>	<b>\$2,000.00</b>
<b>Electricity</b>	<b>\$14,500.00</b>
<b>Vehicle Fuel</b>	<b>\$2,000.00</b>
<b>Auto Parts</b>	<b>\$1,000.00</b>
<b>Sand &amp; Stone</b>	<b>\$1,000.00</b>
<b>Maintenance &amp; Repair</b>	<b>\$1,000.00</b>
<b>Telephone</b>	<b>\$1,000.00</b>
<b>Water &amp; Sewer</b>	<b>\$4,000.00</b>
<b>Bank charges</b>	<b>\$11,000.00</b>
	<b>\$70,000.00</b>



**FY24 - GOLF - BUDGET VS ACTUAL for June (6/30/24) - PRELIMINARY**  
**GENERAL FUND - EXPENSE**

DEPT/ACCOUNT	DESCRIPTION	ADOPTED	BUDGET AMENDS	AMENDED	JUN EXPENSE	YTD EXPENSE	ENCUM	ENCUM+EXP	BALANCE	% REMAIN.
<b>2543 - Golf Course</b>										
<b>51 Wages-Salaries</b>										
001.25.2543.0.51100.00000	Department Head	75,000	2,625.00	77,625.00	5,971.08	77,625.00	0.00	77,625.00	0.00	0.0%
001.25.2543.0.51125.00000	Mid-Managers Personnel	103,041	0.00	103,041.00	7,703.39	103,041.00	0.00	103,041.00	0.00	0.0%
001.25.2543.0.51135.00000	Blue Collar Personnel	200,772	0.00	200,772.00	17,999.63	193,634.96	0.00	193,634.96	7,137.04	3.6%
001.25.2543.0.51160.00000	Sirrs, Rngirs, Golf Carts	139,776	0.00	139,776.00	20,980.00	139,896.25	0.00	139,896.25	(120.25)	-0.1%
001.25.2543.0.51305.00000	Commission Secretaries	1,625	0.00	1,625.00	100.00	1,200.00	0.00	1,200.00	425.00	26.2%
001.25.2543.0.51400.00000	Overtime	31,226	0.00	31,226.00	3,336.19	22,812.31	0.00	22,812.31	8,413.69	26.9%
001.25.2543.0.51510.00000	Part time & Summer Help	50,000	0.00	50,000.00	6,707.48	36,924.07	6,000.00	42,924.07	7,075.93	14.2%
001.25.2543.0.51805.00000	Longevity	3,300	0.00	3,300.00	1,650.00	3,300.00	0.00	3,300.00	0.00	0.0%
	<b>Wages-Salaries Total</b>	<b>604,740</b>	<b>2,625.00</b>	<b>607,365.00</b>	<b>64,447.77</b>	<b>578,433.59</b>	<b>6,000.00</b>	<b>584,433.59</b>	<b>22,931.41</b>	<b>3.8%</b>
<b>52 Fringe Benefits</b>										
001.25.2543.0.52010.00000	Worker's Compensation	21,594	2,500.00	24,094.00	2,630.96	23,734.36	0.00	23,734.36	359.64	1.5%
001.25.2543.0.52100.00000	Social Security	46,379	201.00	46,580.00	4,757.03	42,219.55	0.00	42,219.55	4,360.45	9.4%
001.25.2543.0.52110.00000	Unemployment Compensation	17,500	0.00	17,500.00	0.00	5,502.00	7,000.00	12,502.00	4,998.00	28.6%
001.25.2543.0.52200.00000	Pension	32,460	263.00	32,723.00	2,248.78	27,682.63	0.00	27,682.63	5,040.37	15.4%
001.25.2543.0.52220.00000	Insurance, Life, Disability	2,007	22.00	2,029.00	121.75	1,462.26	0.00	1,462.26	566.74	27.9%
001.25.2543.0.52235.00000	Health Insurance	92,772	0.00	92,772.00	185.88	92,052.00	0.00	92,052.00	720.00	0.8%
001.25.2543.0.52300.00000	Uniforms	7,000	0.00	7,000.00	185.88	2,866.19	1,192.18	4,058.37	2,941.63	42.0%
	<b>Fringe Benefits Total</b>	<b>219,712</b>	<b>2,986.00</b>	<b>222,698.00</b>	<b>9,944.40</b>	<b>195,518.99</b>	<b>8,192.18</b>	<b>203,711.17</b>	<b>18,986.83</b>	<b>8.5%</b>
<b>53 Professional/Technical</b>										
001.25.2543.0.53102.00000	Electricity	71,105	(15,000.00)	56,105.00	0.00	36,376.85	4,776.16	41,153.01	14,951.99	26.7%
001.25.2543.0.53105.00000	Natural Gas	22,500	0.00	22,500.00	256.23	20,576.77	1,666.64	22,243.41	256.59	1.1%
001.25.2543.0.53106.00000	Vehicle Fuel	51,750	(12,000.00)	39,750.00	776.65	22,283.52	15,449.48	37,733.00	2,017.00	5.1%
001.25.2543.0.53201.00000	Supplies	4,500	0.00	4,500.00	0.00	3,724.19	567.78	4,291.97	208.03	4.6%
001.25.2543.0.53202.00000	Irrigation	22,500	0.00	22,500.00	908.70	18,671.29	3,598.71	22,270.00	230.00	1.0%
001.25.2543.0.53208.00000	Equipment	10,000	(1,336.83)	8,663.17	1,112.50	7,871.76	746.63	8,618.39	44.78	0.5%
001.25.2543.0.53219.00000	Operating Materials	7,500	0.00	7,500.00	1,418.00	7,168.96	300.00	7,468.96	31.04	0.4%
001.25.2543.0.53241.00000	Auto Parts	35,500	0.00	35,500.00	1,230.34	27,862.79	3,622.21	31,485.00	4,015.00	11.3%
001.25.2543.0.53243.00000	Sand & Stone	13,000	0.00	13,000.00	2,528.18	11,450.12	49.88	11,500.00	1,500.00	11.5%
001.25.2543.0.53245.00000	Fertilizer, Seed, Chem.	130,000	0.00	130,000.00	2,301.98	128,775.87	67.42	128,843.29	1,156.71	0.9%
001.25.2543.0.53310.00000	Maintenance & Repair	30,000	16,500.00	46,500.00	2,651.31	42,753.40	2,564.87	45,318.27	1,181.73	2.5%
001.25.2543.0.53310.00000	Golf Pro Contr. Serv.	90,000	0.00	90,000.00	0.00	90,000.00	0.00	90,000.00	0.00	0.0%
001.25.2543.0.53603.00000	Golf Cart Lease	8,750	1,336.83	10,086.83	0.00	80,076.83	0.00	80,076.83	10.00	0.0%
001.25.2543.0.53730.00000	Insurance	32,289	(3,000.00)	29,289.00	0.00	28,777.85	0.00	28,777.85	511.15	1.7%
001.25.2543.0.53813.00000	Computer Support	17,120	(6,100.00)	11,020.00	670.00	10,804.13	111.67	10,915.80	104.20	0.9%
001.25.2543.0.53823.00000	Refuse Disposal	7,890	0.00	7,890.00	801.83	6,519.33	341.67	6,861.00	1,029.00	13.0%
001.25.2543.0.53902.00000	Telephone	4,000	0.00	4,000.00	114.27	1,730.64	808.36	2,539.00	1,461.00	36.5%
001.25.2543.0.53917.00000	Water & Sewer	14,641	22,299.00	36,940.00	519.00	25,466.70	11,473.30	36,940.00	0.00	0.0%
001.25.2543.0.53932.00000	Waterways Treatment	6,000	700.00	6,700.00	0.00	3,325.00	3,375.00	6,700.00	0.00	0.0%
001.25.2543.0.53940.00000	Advertising	10,000	0.00	10,000.00	0.00	9,500.00	0.00	9,500.00	500.00	5.0%
001.25.2543.0.53941.00000	Bank charges	33,241	5,000.00	38,241.00	2,864.56	25,997.63	0.00	25,997.63	12,243.37	32.0%
001.25.2543.0.53944.00000	Organizational Fees	2,000	0.00	2,000.00	0.00	1,243.00	709.67	1,952.67	47.33	2.4%
001.25.2543.0.53945.00000	Training	300	0.00	300.00	0.00	125.00	0.00	125.00	175.00	58.3%
001.25.2543.0.53950.00000	Internet Service	11,762	(7,899.00)	3,863.00	256.98	3,742.56	9.68	3,752.24	110.76	2.9%
	<b>Professional/Technical Total</b>	<b>706,348</b>	<b>500.00</b>	<b>706,848.00</b>	<b>18,410.53</b>	<b>614,824.19</b>	<b>50,239.13</b>	<b>665,063.32</b>	<b>41,784.68</b>	<b>5.9%</b>
<b>54 Capital Outlays</b>										
001.25.2543.0.54000.00145	Utility Vehicle	0	2,500.00	2,500.00	0.00	2,500.00	0.00	2,500.00	0.00	0.0%
001.25.2543.0.54000.00516	Bridges	0	10,000.00	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00	0.0%
	<b>Capital Outlays Total</b>	<b>0</b>	<b>12,500.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>12,500.00</b>	<b>0.00</b>	<b>0.0%</b>
	<b>Golf Course Total</b>	<b>1,530,800</b>	<b>18,611.00</b>	<b>1,549,411.00</b>	<b>92,802.70</b>	<b>1,401,276.77</b>	<b>64,431.31</b>	<b>1,465,708.08</b>	<b>83,702.92</b>	<b>5.4%</b>

# Timberlin Golf Course Financial Results

YTD JUNE

FY 2023-24

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

	FY 2024			FY 2023			FY 24 to FY 23		NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget	YTD Act	Variance to Budget	
<b>Revenue:</b>									
Daily Passes (Greens Fees)	\$814,918	\$826,456	101.4%	\$757,110	\$761,826	100.6%	\$761,826	0.8pp	
Season Passes	\$205,578	\$200,720	97.6%	\$186,625	\$195,000	104.5%	\$195,000	-6.9pp	
Golf Carts	\$476,693	\$470,089	98.6%	\$388,474	\$425,366	109.5%	\$425,366	-10.9pp	
Driving Range	\$20,000	\$27,651	138.3%	\$0	\$14,004	N/A	\$14,004	N/A	In new Pro contract (Jan '23) Town retains this revenue
Restaurant Rent	\$47,600	\$48,885	102.7%	\$47,600	\$47,750	100.3%	\$47,750	2.4pp	
Golf Pro Rent	\$0	\$0	N/A	\$2,770	\$1,731	62.5%	\$1,731	N/A	Jan '23 Pro contract removed this charge
	<u>\$1,564,789</u>	<u>\$1,573,801</u>	<u>100.6%</u>	<u>\$1,382,579</u>	<u>\$1,445,677</u>	<u>104.6%</u>		<u>-4.0pp</u>	
<b>Expenditure:</b>									
Wages/Salaries	\$613,365	\$593,065	96.7%	\$536,642	\$491,534	91.6%	\$491,534	-5.1pp	
Fringe Benefits	\$216,698	\$198,747	91.7%	\$158,327	\$145,398	91.8%	\$145,398	0.1pp	
53102 - Electricity	\$56,105	\$41,153	73.3%	\$60,156	\$44,939	74.7%	\$44,939	1.4pp	
53105 - Natural Gas	\$22,500	\$21,845	97.1%	\$26,428	\$24,855	94.0%	\$24,855	-3.0pp	
53106 - Vehicle Fuel	\$39,750	\$27,917	70.2%	\$37,265	\$32,217	86.5%	\$32,217	16.2pp	
53201 - Supplies	\$4,500	\$4,329	96.2%	\$3,235	\$3,224	99.7%	\$3,224	3.4pp	
53202 - Irrigation Materials	\$22,500	\$18,671	83.0%	\$34,514	\$33,243	96.3%	\$33,243	13.3pp	
53208 - Equipment (New)	\$8,663	\$7,872	90.9%	\$7,500	\$7,118	94.9%	\$7,118	4.0pp	
53219 - Operating Materials	\$7,500	\$7,344	97.9%	\$7,500	\$4,895	65.3%	\$4,895	-32.7pp	
53233 - Auto Parts	\$35,500	\$28,442	80.1%	\$30,000	\$16,964	56.5%	\$16,964	-23.6pp	
53241 - Sand & Stone	\$13,000	\$11,450	88.1%	\$10,000	\$8,456	84.6%	\$8,456	-3.5pp	
53243 - Fertilizer, Seed, Chem.	\$130,000	\$132,804	102.2%	\$120,000	\$116,250	96.9%	\$116,250	-5.3pp	
53245 - Maintenance & Repair	\$46,500	\$43,828	94.3%	\$27,500	\$21,057	76.6%	\$21,057	-17.7pp	
53501 - Pro share of cart rev.	\$0	\$0	N/A	\$15,133	\$15,133	100.0%	\$15,133	N/A	Jan '23 Pro contract removed this charge
53510 - Golf Pro Contr. Serv.	\$90,000	\$90,000	100.0%	\$115,820	\$115,820	100.0%	\$115,820	0.0pp	
53603 - Golf Cart Lease	\$80,087	\$80,077	100.0%	\$52,741	\$52,741	100.0%	\$52,741	0.0pp	
53730 - Insurance	\$29,289	\$28,778	98.3%	\$37,664	\$37,664	100.0%	\$37,664	1.7pp	Timing - FY23 pd in August; FY24 pd quarterly
53813 - Computer Support	\$11,020	\$10,916	99.1%	\$8,000	\$7,671	95.9%	\$7,671	-3.2pp	
53823 - Refuse Disposal	\$7,890	\$7,890	100.0%	\$6,861	\$6,861	100.0%	\$6,861	0.0pp	
53902 - Telephone	\$4,000	\$1,771	44.3%	\$2,000	\$1,624	81.2%	\$1,624	36.9pp	
53917 - Water & Sewer	\$36,940	\$32,702	88.5%	\$13,310	\$8,892	66.8%	\$8,892	-21.7pp	
53932 - Waterways Treatment	\$6,700	\$4,450	66.4%	\$10,000	\$4,775	47.8%	\$4,775	-18.7pp	
53940 - Advertising	\$10,000	\$9,500	95.0%	\$8,500	\$8,500	100.0%	\$8,500	5.0pp	
53941 - Bank charges	\$38,241	\$26,722	69.9%	\$33,496	\$32,355	96.6%	\$32,355	26.7pp	
53944 - Organizational Fees	\$2,000	\$1,953	97.6%	\$650	\$455	70.0%	\$455	-27.6pp	
53945 - Training	\$300	\$125	41.7%	\$300	\$225	75.0%	\$225	33.3pp	
53950 - Internet Service	\$3,863	\$3,743	96.9%	\$5,881	\$5,443	92.5%	\$5,443	-4.3pp	
Capital Items	\$12,500	\$12,500	100.0%	\$0	\$0	N/A	\$0	N/A	
	<u>\$1,549,411</u>	<u>\$1,448,593</u>	<u>93.5%</u>	<u>\$1,369,423</u>	<u>\$1,248,308</u>	<u>91.2%</u>		<u>-2.3pp</u>	
<b>NET INCOME</b>	<u>\$15,378</u>	<u>\$125,208</u>	<u>814.2%</u>	<u>\$13,156</u>	<u>\$197,368</u>	<u>1500.2%</u>		<u>-686.0pp</u>	



# Golf Course Report

## July 18, 2024

### 30-Day Recap of Operations and Benchmarks

- The Golf Course will be put to the test in the next few weeks with high temperatures on the horizon.
- It is important to make sure we have water available at all spots of the golf course for proper maintenance.
- Bunker Maintenance
  - We have re-edged the bunkers to give it a new look and feel.
  - The sand was cultivated and refilled to have proper sand depth.
- We will begin the process of purchasing a brand-new greens mower. The capital funds were approved with the FY 25 Budget.
- The bridge donated by Central Connecticut must be approved by town engineer Michael Ahern.
  - Once approved, we will bring it to TC for approval.
  - We are hoping the Highway Department or Parks and Rec can help with the install.
  - If they cannot help, the removal of the old bridge and installation of donated bridge will hopefully be part of the big bridge project.
  - Our estimated time for installation is in the fall season.
- Bridge and Bunker Update
  - We are going in front of Town Council, July 23, to get approval on bonding the bridge and bunker project in a 2 million bond.
  - \$900,000 of it will be used for the two golf course projects.
  - \$300,000 would be used for the bridges rather than using LoCIP.
  - The advantage would be a faster timeline.
  - \$600,000 would be used for the bunkers along with the \$395,000 insurance funds.
  - The RFP for the bunkers should be finished by August 1.
  - The RFP should be public by the end of August.
- CIP Projects
  - 2024 Fall –
    - Phase 1 for Hole #2
    - Hole # 5 Cart Path
    - Driving Range Net

### Staff Update

- Alannah Callahan will be the July Employee of the Month. We were lucky to find Alannah late in the season 2023. She came back for 2024 with more experience and was ready to take on more responsibilities. Currently, she works the golf shop counter and starters in the afternoon. She has really taken charge of the afternoon starter position. She consistently works hard and keeps her eyes open for action. She is my utility player. She can do it all.

### Looking Ahead/Goals

- Will start to work with the mechanic to get an inventory list of all equipment.

# Timberlin Equipment Inventory as of 7/16/24

Greens Mower			
Manufacturer	Year	Model	Tasks
Toro	2020	3420	Mow Greens.
Toro	2015	3150	Mow Greens. Back up Tee Mower.

Utility Workmen			
Manufacturer	Year	Model	Tasks
Toro	2013		Transport Sand, mulch, and used as dump truck.
Toro	2006		Transport Sand, mulch, and used as dump truck.

Tees Mower			
Manufacturer	Year	Model	Tasks
Toro	2012	3150	Tee Mower and Spare Fairway Mower.
Toro	2008	3050	Tee Mower and Spare Fairway Mower.

Toro Groundmaster			
Manufacturer	Year	Model	Tasks
Toro	2006	4500-d	Details Rough. Mows around greens and tees.
Toro	2013	4500-d	Details Rough. Mows around greens and tees.

Green Rollers			
Manufacturer	Year	Model	Tasks
Toro	2008	3050	Roller and Spare Tee Mower.
Toro	2008	3050	Roller and Spare Tee Mower.

Toro Fairway Mowers			
Manufacturer	Year	Model	Tasks
Toro	2011	5210	Mows Fairways.
Toro	2008	5210	Mows Fairways.

Spray Rigs			
Manufacturer	Year	Model	Tasks
Toro	2012	5800	300 Gallon Tank
Toro	2006	5700-d	300 Gallon Tank

Bunkers			
Manufacturer	Year	Model	Tasks
Sand Pro	2005	3020	Bunkers
SmithCo	1999		Has a plow for bunkers.

Rough Mowers			
Manufacturer	Year	Model	Tasks
Toro	2008	4000D	Most Used Mower.
Jacobsen	1999	HR 5111	Mows Rough.
Jacobsen	1999	9016	Mows Rough.
Jacobsen	1999	T422D	Used around tees.

Tractors			
Manufacturer	Year	Model	Tasks
Kubota	2023	MX 5400	Spread fertilizer. Used for aeration.
Massey	1980		Utility Purpose.

Misc.			
Manufacturer	Year	Model	Tasks
Pro Force	2021		Buffalo Blower. Used for leaves and debris.
Pro Force	2011		Used for leaves and debris.
	2005	GT 1000	Top Dresser of soil.
Toro	2013	Procote 648	Aerifies greens and tees.
	1999	90577	Range Picker





# Golf Pro Report

To: Golf Commission

From: Marc S. Bayram, PGA

## July 2024

### 30-Day Recap of Operations and Benchmarks

- Detailed revenue comparison between 2023-2024 is attached.
- Junior golf programs have started and have been overwhelmingly popular. We have programs for ages 5-17. So far, we have totaled 120+ juniors between our junior camps (ages 5-10), PGA Jr League (ages 7-17), and Future Stars Academy (ages 10-15).
- I have been nominated as the CT PGA Youth Player Development Award for 2024. I will likely submit an application for the award.
- In 2024 thus far we have added 3 new outings that have 100+ players. These outings are large sources of revenue for the town of Berlin.
- Most of the leagues have paid in full. Our leagues are a huge revenue source for the golf course. We host 25+ leagues on weekdays.
- Youth on Course has been very popular this season. With memberships, junior golfers under 18 can play 9-holes at Timberlin for \$5. YOC subsidizes an additional \$7.
- In July we host the Bob Stein Grandparent Grandchild outing. This event is hosted by the Senior Men's Club and an event where grandparents get the opportunity to play with their grandchildren. Bob Stein was a very nice man who took a great passion in this event, and he wanted nothing more than to keep this going after he passed away. After a battle with cancer, he passed back in 2011, which was my first year. Since then, working with John Rao of the Senior Men's Club, we have dedicated this event to Bob and kept it going.

### Successes and Challenges

- Pace of play for outings has been a bit challenging. If the outing has 100 or more players it is always best to buffer 6 hours before public play begins.

### Customer Satisfaction

- Customers are happy with the condition of the golf course. The only concern I hear is in regards to the bunkers, but we always play a local rule to move the ball in the bunkers for club event

### Staffing Report

- I am happy with the energy our group of coaches has brought to the player development programs.

### Looking Ahead/Goals

- Advertise Fall Junior Programs as well as other instructional programs offered.
- Monitor staff and adjust their daily routines as deemed necessary.
- Continue to keep the tee sheet organized daily with the number of leagues, organizations, outings, and regular play traffic we get each day.
- Coach Jr League All Star Teams.
- Create fall outing schedule for Remzi.
- Continue updating the website and blast email marketing.
- Collect league 2<sup>nd</sup> half payments.
- Host junior clinics.
- Successfully host our largest outing of the year, 240-player Ryan Lee Memorial August 5th.



