

TOWN OF BERLIN
Timberlin Golf Commission
230 Kensington Road • Berlin, CT 06037
Thursday, October 19, 2023
6:00 p.m.

Join Zoom Meeting
<https://us02web.zoom.us/j/86759537892?pwd=NVBXdjhYemZKbjkxZlc1Y255WEEd0QT09>
Meeting ID: 867 5953 7892
Passcode: 782883
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
Mark Bayram - Golf Professional

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. AUDIENCE OF CITIZENS

Donna Bovee, 85 Steepleview Dr., Berlin

Ms. Bovee said she is here to support the Berlin High School Timberlin sign for the girls and boys golf teams along with their championship years. There is a design in your packet of the sign that was done by Vital Signs. There is also a recommended location. I would like the Golf Committee to recommend the donation to the Town Council and with Director of Golf Guerrero's help we can have the town set up an account. We have \$2k committed with more people waiting to hear that it is all set to go. There are some administrative things to take care of. We want this item on the Town Council agenda next Tuesday. The estimated cost is \$7k for the sign.

Jim Barnes, 453 Wigwam Rd., Berlin

Mr. Barnes (Berlin Girls Golf Coach) said he wants to thank the Golf Commission and the Town of Berlin. We have something truly special. It is a great experience for the girls and the sign would be outstanding. The sign would be in your face saying this is the home of the Redcoats and here is what we have done.

Commissioner Richards said the sign doesn't say Berlin, it just says BHS which could be confused for Bristol or Burlington. I think it would be more presentable if it had Berlin on it. Ms. Bovee said it is more about space. It does say BHS Redcoats. Commissioner Berger asked what the 4 zeros are for? Ms. Bovee said they are placeholders. This is a proof. It is a space limitation to have Berlin High School spelled out. Chairman Norton said I like "Home of the Redcoats".

Commissioner Lemieux said she would like to add Berlin somewhere. It could say state champions and you don't need to say "golf" 3 times.

Ms. Bovee said it will be a black background to compliment the Timberlin sign at the base as you enter Timberlin. Commissioner Lemieux said we don't have to have the actual final wording tonight. We can approve the donation and moving forward we finalize whatever the details are. Ms. Bovee said we don't think there will be any issue raising the funds for the donation. Any excess funds would stay with the club, perhaps use it for landscaping around the sign, or for something that is needed for the club. We would suggest the money stay within the Berlin High School sign account.

Commissioner DeFazio said he likes the numbers being on the sign, but I'm assuming they are vinyl and added as the championships come in. If you eliminate the white boxes, take the vinyl off and make the font smaller it gives you more room for more years. Ms. Bovee said the boys and girls have two squares that you can move around. Commissioner Berger asked where would the sign go? Ms. Bovee said it would be to the right of the flag pole facing the driving range. Mr. Barnes added it would be to the left as you drive up. Commissioner DeFazio asked if you would be blocking people's view sitting in that corner at Remzi's looking at the 9th green? Ms. Bovee said no. Golf Pro Bayram said we spoke to Remzi and his staff. They said it wouldn't interfere with the view of their customers at the restaurant. Ms. Bovee said it is further left.

Commissioner Senia said I saw an electric board outside of the Pro Shop at Stanley and maybe that is the route you go depending on how much is raised. You can have the information constantly scrolling at the restaurant. Commissioner DeFazio said the Men's Club is looking at getting a sign and putting it near the clubhouse somewhere. Ms. Bovee said the thought was this is an entrance and it is kind of a welcoming in a way. Chairman Norton asked how big is it? Ms. Bovee said it is aluminum and 4 ft. by 8 ft. (add another 3-4 ft. for posts).

Chairman Norton asked if it would distract from the seniors that sit there eating and playing cards? Ms. Bovee said no, they play cards inside. To the left on the building is a huge electrical box that hangs and is ugly. This would cover it up a little bit. Commissioner Lemieux said she is in favor of it as long as it doesn't block the patrons view. Commissioner Berger said the Boys and Girls Golf teams come to the driving range a lot to practice. That should be something we want them to see because it is all about them. Mr. Barnes said placement is key. Chairman Norton said for now you would just need our support that we agree with this concept. Ms. Bovee said yes, it is telling the Town Council that you recommend accepting this donation for the value of \$7k. Director of Golf Guerrero said we will need to have Town Clerk Wall add it to the Town Council consent agenda They will vote on it along with any other donations they have.

Commissioner DeFazio made a motion to accept the donation for the Timberlin sign with an approximate value of \$7k, which will come from a donation.

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.

4. **APPROVAL OF MINUTES:** September 21, 2023

Commissioner Senia moved to approve the September 21, 2023 meeting minutes.

Seconded by Commissioner Richards.

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 Atlas Engineers and Earth Contractors will be on-site next week to see what work we have to do. They will send us a quote and I will submit it to the Board of Finance.

2. Bunker Update

Director of Golf Guerrero said we received a second quote for the bunker lining and capillary bunkers as well. We are going to award the second quote to PermaEdge.

3. Union Contract

Director of Golf Guerrero said we are still stuck with 29.5 hours. We have not yet agreed on how much of a raise they are getting. They want to put a certain value on where they start and how much they get as a raise. Commissioner Green asked how many people are we looking at? Director of Golf Guerrero said we are trying to get a 4th 9 month Blue Collar addition and try to use our budget for part-time more wisely. Chairman Norton said the work has to get done, but we are not going to hire more people to do it because it would price us out of the market. Commissioner Green said they get time and a half. If they work 2 hours, they get paid for 3 hours, but does the 29.5 hours get counted towards 3 hours or 2.5 hours, which is the actual hours worked. Director of Golf Guerrero said it is counted towards the actual hours worked. Commissioner DeFazio said that should be a point that is brought up.

4. Equipment Update from Superintendent Salvio

Director of Golf Guerrero said we ordered a fuel pump to see what that does for the Goosinator. Chairman Norton asked when are we expecting the part to come in? Director of Golf Guerrero said I will get an update on that. Chairman Norton added that there are still geese out there

5. E-Z Cart Update

Director of Golf Guerrero said we work with Finance and the Board of Finance to allocate a certain amount of funds for FY25 and FY26 for greens mowers and other equipment. We requested \$62k for each year. Commissioner Lemieux asked if that would be to lease or purchase? Director of Golf Guerrero said to lease, but right now we are just looking to have the funding approved. It would come from surplus, or the general fund. We have a long-term plan that was submitted to Finance Director Delaney last week. The long-term plan was based on our meetings. It is part of the capital plan. Commissioner Lemieux asked for a copy of the

document that was submitted to Finance Director Delaney. Director of Golf Guerrero said he will send that to everybody.

6. **NEW BUSINESS**

1. High School Sign

Discussed in Audience of Citizens.

2. Weekend Outing Policy

Golf Pro Bayram said from a financial perspective it makes sense to require a certain amount of players for weekend shot guns. We do not want to shut the course down on a weekend at 12:00 p.m. for 80 players. I don't think that makes financial sense. We should have a requirement for weekday outings and weekend outings. Commissioner Lemieux asked what is the weekday outing requirement? Golf Pro Bayram said to close the course you must have at least 72 players. Commissioner Lemieux asked if that is for outside organizations that want to have a shotgun at our course? Chairman DeFazio said yes and asked how many players would it be for the weekends? Golf Pro Bayram said we should at least require 120 players to shut down the course on the weekend. That is my recommendation.

Commissioner Lemieux asked if the weekend shotgun would only be for the afternoons? Golf Pro Bayram said yes, 12:00 p.m. is the earliest that we do it. You must have a shotgun before 12:00 p.m. during the week and after 12:00 p.m. during the weekends. That is mainly because we have afternoon leagues that need to get out. We don't have a player requirement yet on the weekends, it is the same as weekdays right now. We do not do that many weekend outings, but I think it makes financial sense. Commissioner Lemieux asked if there are a lot of requests for weekend outings? Golf Pro Bayram said we get a lot of requests, but don't have that many openings. We should have a requirement for those that reach out.

Chairman Norton asked about the cancellation policy. Golf Pro Bayram said we have not run into this as much as we did this year with outings being rained out. I think we should have a process for that. It is up to Director of Golf Guerrero and the Golf Commission to decide. I recommend that no matter what, they have to pay for their outing and we give them rain checks, or reschedule. I would recommend that the call be made on the day of. Also, Remzi has to order food and he is stuck with it if an outing cancels.

Commissioner Lemieux said that situation happened while at Blackledge and they called us in and everyone received 9-hole raincheck's. They hurried up with the lunch, but we got 9 holes in. The challenge is if you cancel that morning and nobody even comes to the course, that is when you have a problem. You can definitely do rainchecks and reschedule, but Remzi has to deal with the food. A caveat could be placed in that contract, but they might have to pay the minimum amount, speculating that it would be \$20 per guest for the buffet, but his cost is \$10 or \$12. Do they have to pay it to cover his cost?

Commissioner Green said Ramzi is the one that gets beat up because he has to order the food, but the golf course could give rainchecks to the tournament. Chairman Norton said this is all under the same contract and related. We have to consider Remzi as part of the conversation too. There has to be some number that goes to him so he is not sitting at a loss. Commissioner Green said I would think that he comes up with a contract if something should happen. Golf Pro Bayram said to keep it real simple, you have the food either way and then it is up to the outing if

they want to reschedule golf only, or get a rain check. You have two options, but no matter what you have the food. People are blocking their day anyhow. It is not too much of an ask to have that upfront. Commissioner DeFazio asked what do other courses do? Commissioner Lemieux said her example at Blackledge was one incident where we played 9 holes. I don't know what a course does when they don't play at all, or even show up. I think even if it is raining they should show up. Commissioner DeFazio said CCARC canceled a few days ago for tomorrow. Remzi had enough time to cancel the food in that case because he orders on Tuesday. Commissioner Green said we did not get hurt by this one because Golf Pro Bayram was able to reschedule it. Chairman Norton said they blocked off the whole course so nobody else could play - so there are financial aspects. Commissioner Lemieux said I think we should find out what other courses do. Golf Pro Bayram said I don't think other courses have any kind of policy like this. We have not experienced anything to this nature, but we have to be prepared for next year. We need something cut and dry on when the decision is made and what our process is. It is up to the Golf Commission to decide. Commissioner Senia said Remzi is coming up with a contract this year and we need to get his input on how he feels about that. He is the big player in this.

Chairman Norton asked if a league is allowed to cancel on that day? Golf Pro Bayram said no sort of cancellation policy is in place right now. It is a decision that we just make. Commissioner DeFazio said we get paid no matter what. Golf Pro Bayram said we had outings that requested a voucher which we gave them and they paid. Tomorrow's outing is a complete cancellation. We do not have anything that says this is our policy that they would sign. We need to come up with something like that because obviously it happens.

Chairman Norton made a motion that in order to have the shotgun start we have to guarantee 72 players or more on a weekday and 120 players or more on the weekend.

Seconded by Commissioner Green.

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

Vote being: 7-0. MOTION CARRIED.

Chairman Norton asked Director of Golf Guerrero to do some research and contact other courses on their policies.

3. Cup Cutting

Chairman Norton said I have been hearing they are not a clean cut and too rounded. Commissioner Richards asked if there is more training required? Director of Golf Guerrero said training using different types of equipment is needed. Commissioner DeFazio said the Men's Club offered to get a couple of the best cup cutters available, but they did not want them. Chairman Norton said other issues are the ball markers being left everywhere, no one is repairing them. Commissioner Lemieux said it takes constant education and reminders. We need to remind people as they head out.

Commissioner Richards asked if at one point we decided to go with the baskets on the pole? Chairman Norton said yes, but we took them out. Commissioner Richards said the seniors have asked me to put them back. Chairman Norton said we can start by putting them back on just a couple at the front and then figure it out.

4. Tee Boxes

Director of Golf Guerrero asked if we should do it with the par 3's first? Chairman Norton said hole 14 is the worst. Commissioner Green said hole 16 is too because of the way that it goes downwards. Chairman Norton said we have senior tees and then we have the ladies tees. There is no such thing as senior ladies tees. I have seen them further ahead at other courses and it is a thought for us down the road.

5. Fall Part Time Help

Director of Golf Guerrero said we are looking at 120 days per person. I gave a stack of resumes to Superintendent Salvio and asked him to bring in 3 or 4 of them for interviews. We have leaves to do and a lot of other fall projects.

6. Fall Rates

Director of Golf Guerrero said the afternoon tee sheets have slowed down quite a bit. Chairman Norton asked Golf Pro Bayram when the fall rates come into play? Golf Pro Bayram said we did not have a fall rate over the last couple of years. I don't remember going to one. Commissioner Lemieux asked when the weekend shotguns will start? Golf Pro Bayram said those start the first weekend in November, November 4th and 5th. I think starting in November we should go to a fall rate. Maybe 20% off. Director of Golf Guerrero said we can come with something at the next meeting. Chairman Norton said he will not be at the next meeting, but it can be held without him, or held on November 9. Commissioner DeFazio said we have no Vice Chairman. Chairman Norton said we need to nominate a Vice Chairman for the next 3 meetings. Commissioner DeFazio nominated Commissioner Senia, but Commissioner Senia declined.

Commissioner Berger nominated Commissioner DeFazio as the Vice Chairman for the next 3 meetings to fill out the term.

Commissioner Senia seconded.

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

Vote being: 7-0. MOTION CARRIED.

7. Timberlin Sept FY23 P&L

Chairman Norton said rounds are up and revenue is up. We had a lot of rainy weekends. Commissioner Richards asked why the utilities were at zero. Commissioner Lemieux said it probably didn't hit the books yet and get posted. Chairman Norton said the range is showing estimated budgeted revenue of \$35k - actual is low \$20k. Golf Pro Bayram said it would always run from \$20k-\$25k. - and we did go up on the rate. Commissioner Norton questioned if the town did its due diligence on Superintendent Salvio's claims of the range generating over \$35K in revenue.

8. Open Discussion

Commissioner DeFazio said we all use Golf Genius and the Men's Club pays \$1k towards that every year. If we are going to use it for town business such as golf tournaments, I think we

should allocate some amount of money for the use of Golf Genius. The town is taking advantage of that technology, but it is being paid for by Golf Pro Bayram.

Commissioner Lemieux said the Ladies Club does contribute a small stipend. Golf Pro Bayram said the cost is going up to \$3,700. Commissioner DeFazio said it would be great if the town could find a way to pay some of that since we use it for all of our tournaments. Commissioner Lemieux said she would support that. Commissioner DeFazio asked if there is any other technology like Golf Genius? Golf Pro Bayram said yes, but everything comes with a cost. There are definitely other options out there. We use it for all of our outings and some do their registration on there. It allows them to pay for the outing directly. Commissioner DeFazio said that will have to be something that goes into the budget. Chairman Norton asked if it is a flat fee? Golf Pro Bayram said yes, it is like a yearly subscription. I used to receive incentives for town outings and paid for it by myself, but that has since gone away and I'm paying the full cost. Commissioner DeFazio said that would be something that Director of Golf Guerrero would take note of and add to the budget. I would like to see at least \$1k. Commissioner Lemieux said considering the golf course has been in the black the last 4 or 5 years, I wouldn't mind seeing all of it. Commissioner DeFazio said something would be better than nothing.

Commissioner Senia asked if the extra \$1 that we put in for tournaments is a subsidy to that? Commissioner DeFazio said no, we charge a service fee for people to use it because we get charged a service fee. That is not Golf Genius. That is a Men's Club thing. Commissioner Senia said he will bring it up on Sunday to the Men's Club.

Commissioner Senia said he was on hole #16 this week teeing off and a cart was coming up hole #18. The guy stopped in front of the 18th green and decided to get back into the cart after putting and went around the right side. The cart didn't stop until he was almost halfway up the hill and it wasn't a handicapped cart. Director of Golf Guerrero said he will look into the barriers. It is up to the tree now. Commissioner Senia said the cart should of shut down as soon as he got close to the green. Director of Golf Guerrero said I think I adjusted it, but I will check again.

9. Account Balances:

- Tee sign account (\$5,578.56)

Chairman Norton asked if the bulk of that is going towards the clock. Director of Golf Guerrero said yes, the clock is coming in December. Commissioner Lemieux said hopefully we will have our dedication in the spring. Commissioner DeFazio asked if we plan to put plaques on the base. Commissioner Lemieux said no, I'm thinking a rock to match what is on the Men's Club, that little thing that they have for the donors, but we can do whatever we want after the clock is up.

- CIP Budget balance (\$42,87.10), encumbrances (\$0)

Commissioner Richards said the rounds are up from last year, but the CIP money is down. Director of Golf Guerrero said it is because you are comparing a year's worth to 2022. It is year to date. Golf Pro Bayram said if you are looking at my report, 2022 is for the whole year and 2023 is just through September.

10. Reports:

- Directors Report, to be given at meeting

See report below

- Golf Pro Report, to be given at meeting

See report below

- Superintendent Report

7. ADJOURNMENT

Commissioner Green motioned to adjourn at 7:32 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



11/1/2023, 2:59:37 PM

Director of Golf Report

October 19, 2023

30-Day Recap of Operations and Benchmarks

- We had a decent month of operations for the Golf Course and Driving Range.
- Sean Walsh was rehired for part time help in the fall.
- Bridge Update
 - Atlas Engineer and Earth Contractors will be on property to evaluate bridge options and costs.
 - They will evaluate each location for load capacity and if we can re-use the current mafia blocks.
 - Once we get cost information, we will submit it to Finance team.
- Bunker Update
 - The first quote we got for bunker renovation was \$700k. That would bring us back to normal; with felt liners.
 - We are getting a second quote from Stonehedge for Felt Liner project and Capillary project.
 - Once we get the second quote, we will submit both quotes to CIRMA for further investigation.
- CIP Projects
 - Cart Path - #1, #5, #16, front of golf shop
 - Phase 1 for #2
 - Phase 2 for Driving Range
- We put a job posting up for Part Time Fall Help. We are hoping to find someone that can help with clearing of leaves, on course projects, and other fall tasks. We only have until Thanksgiving to provide work, but this will give us a head start on finding part time help next season.
- A fuel pump was ordered for the Goosinator. An update will come as soon as possible.

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

October 2023

30-Day Recap of Operations and Benchmarks

- Attached is a revenue comparison report for 2022-2023. Despite the rain and rescheduled events, we continue to hold steady on rounds and revenues are up overall for the season.
- Our Assistant Golf Professional Geno Giancola finished 2nd in the CT PGA Assistants Championship. He qualified for the national assistants championship to be held in FL in November. We are all very proud of him.
- We successfully hosted a night golf fundraiser for the T-Cop Foundation on October 13th.
- The Senior Men and Lady Niners held their closing day events. The Men's and Women's Clubs closing day events are scheduled for October.
- St. Paul Fall Junior program has started and will be completed in October.
- Fall PGA Jr League will be completed in October and had 26 participants.
- September was challenging for weather, especially on weekends and days we had outings scheduled. In my first 12 years, we were fortunate enough to have only postponed 2 or 3 outings over 100 players. Since August we have had to postpone 5. We should discuss a rain out policy for these events. Things to discuss would be when to make the call and a couple options for events. We need to involve Remzi as well as many of them have food arrangements and it becomes a challenge for him as well. I would also like to discuss outings on weekends and requirements to host one.
- Starting in October we moved our first starting time of the day to 7:30am on weekdays and weekends. This is because of potential frost delays and darkness.
- Our Women & Wine programs finished in October. In total, we introduced the game of golf to 127 different women throughout 2023. Since this programs inception in 2017, we have seen women join leagues, organizations, and play in more events like mixed league or charity outings. Big thank you to the coaches Brandon, Geno, Nick, and Chris.
- All of the leagues completed play by the beginning of October.
- The high school boys season moved to the Fall 2 years ago. It was a great change. At Timberline we are unique in the sense we have largely populated boys and girls teams. When they both play the same season in the Spring, along with leagues playing, the course and practice areas become too congested and it creates issues. This change has been great. Our Boys team is currently ranked as one of the best teams in the state, and will contend for the state championship which will be held mid-October.
- The high school golf sign committee has been working hard on our project and hope with the golf commissions support, to have the state championship sign installed by spring 2024.

Successes and Challenges

- In review, I would say it was a successful first year in transitioning to our new management and also new point of sale and tee sheet software. I personally really like the Fore Up software, it makes it much easier to set up the tee sheet on a daily basis and with the cloud based software it makes it easy to access anywhere. There are definitely still things to learn as our training wasn't exactly extensive, but we navigated the first year with minimal hiccups.

Customer Satisfaction

- We should send an end of year survey to customers looking for feedback in all areas. We should also encourage customers to review us on google or other platforms.

Staffing Report

- I am very proud to have 2 great assistants Brandon and Geno who year after year help me navigate through a large instructional program. I am fortunate to have them.

Looking Ahead/Goals

- Communicate with customers starting time changes to weekdays and weekends.
- Work with maintenance staff and Sol on frost delays.
- Promote my dad's tournament, an event Remzi and I run each year called Golftoberfest has transitioned to a PGA Hope Benefit. This will be held in November.
- Start working on 2024 events.
- Update the tee sheet through October ensuring it reflects the intended schedule.
- Host closing day for both Mens and Womens Clubs.