

To: Golf Commissioners, Jerry Salvio, Marc Bayram
From: Gale Lemieux
5/5/2021

As we discussed at the last meeting, I went through my notes and some previous meeting minutes regarding the policies that we have decided upon in the last few years. I did find some records of policies going to Town Council for approval, but I did not search all the minutes. My recommendation is that we add this to our next meeting agenda. If everyone reviews the policies prior to the meeting, we can hopefully reconfirm the policy and then a package can go to Town Council as a whole.

I also have several policies from 2003.

Summary and outline of attachments:

Ordinance Establishing the Golf Commission: Section 2-184 sets forth our Powers and Duties

2003 Town Council meeting minutes and 2003 dated Definitions and Policies.

7/5/2018 Golf Commission:

Cart Damage Policy

Code of Conduct Policy

Handicap Flag Policy

Tent Rental

I reviewed Town Council minutes for the July meetings and didn't see these policies on the agenda, but I didn't review additional Town Council minutes.

8/2/2018 Golf Commission: Marc's report reflects that he educated staff on the above policies.

1/17/2019: page 2: We had passed a motion whereby town employees would get the resident rate (excludes season passes). Doesn't appear this ever went to council, or if it did, outcome? Not sure of current practice.

2/5/2019: (not attached; noted on review of minutes) Town Council did request a report of all green fees waivers that were granted and when/if those were used, so this report should be completed and submitted to the Council periodically (not sure if they want quarterly, monthly...).

6/18/2020 The Town Council (not attached; noted on review of minutes) requested the policy on refunds for season passes as apparently there was an issue; it appears council members were not aware of this request according to Commission minutes of that date. However, at the 7/20/2020 Town Council meeting, the Council did approve the Season Pass Credit or Refund Policy.

The Public Golf Course Commission was formed by an Ordinance adopted by the Town Council on September 19, 2017.

Golf Course Commission Membership - Updated January 2019

Part J. – Public Golf Course Commission

Sec. 2-181. Establishment.

There shall be and is hereby created, in the Town of Berlin, a Public Golf Course Commission hereinafter referred to as the Commission.

Sec. 2-182. Definitions.

The following definitions shall apply to Sec. 2-183 through Sec. 2-185 herein:

- "Fiscal year" means the fiscal year of the Town of Berlin beginning on July 1 and ending on June 30 of every year.
- "Golf course" refers to Timberlin Golf Course, owned by the Town of Berlin including, without limitation, any and all of the following as they relate to any such Public Golf course: land, rights and interests in land; rights of way, approaches and contract rights; office(s) and other buildings and facilities; paved areas; access roads; garages, parking lots and other parking structures; furnishings, equipment and apparatus; all other structures, facilities and improvements necessary and convenient to the development and maintenance of any such golf course and for the promotion and accommodation of any such golf course; and all other property (real, personal, mixed or otherwise), now or hereafter constructed or acquired, of or belonging to or pertaining to any such golf course.

Sec. 2-183. Composition; appointment, removal, and term of members; annual meeting and election of officers.

The Public Golf Course Commission shall be composed of eight (8) resident electors of the Town. All members of the Commission shall be appointed by the Town Council and may be removed by the Town Council. Each of the eight (8) members shall serve for a term of three (3) years, ending each January, with appointments staggered so that replacement/reappointments take place for no more than two (2) or three (3) members each year. Vacancies shall be filled for any unexpired term by the Town Council.

Upon establishment, the Commission shall elect a Chairman, a Vice Chairman, and a Secretary from its members to serve until its first annual meeting. Thereafter, each January, the Commission shall elect a Chairman and a Vice Chairman. At the first meeting of its first full year, a Secretary will be hired to record the minutes of the meetings of the Commission. The Commission shall schedule regular monthly meetings, which schedule shall be filed with the Town Clerk, designating the time and place thereof. The agenda and minutes of all Commission meetings will be filed with the Town Clerk on a timely basis, pursuant to Connecticut General Statutes.

*July 2017
ordinance
passed 2019*

Sec. 2-184. Powers and duties; staff.

The Commission shall have the power to:

- Make and ensure enforcement of policies, rules, and regulations for the orderly play of golf and the operation of Timberlin Golf Course and attendant facilities, which rules and regulations shall be reviewed and approved by the Town Council;
- Provide input and recommendations to be used in the negotiations of all proposed contracts with any entity involved in the operation of the golf course and attendant facilities, to the Director of Golf and Town Manager; and
- Work with the Director of Golf to develop and prioritize alteration plans, renovations, and capital improvements based on available funds.

The Commission shall submit reports to the Town Manager and/or the Town Council as may be requested from time to time.

Staffing for the operation and maintenance of the golf course shall be provided for in the final Town Council approved budget, prepared and submitted by the Director of Golf to the Town Manager as his direct report. The Commission will have reviewed the budget prior to submission to the Town Manager.

Sec. 2-185. Budget; schedule of charges.

The Director of Golf shall prepare a fiscal year golf course expense budget, to the Town Manager containing his estimate of projected expenses. The Commission will have reviewed the budget prior to submission to the Town Manager.

The Director of Golf will present a schedule of fees, rates, rentals, and charges for the ensuing calendar year, developed in concert with the Commission, to the Town Council for their review and adoption at the first Town Council meeting in January.

The revenues projected shall be in an amount which is sufficient to meet current expenses as set forth in the budget finally adopted by the Town Council.

The course financial performance will continue to be measured based on course revenues, expenses, and charges from other Town departments, e.g. Building Maintenance and Town Garage for in kind services needed at the golf course.

Adopted by Town Council February 20, 2018

Published February 23, 2018

Effective Date 30 days from Publication

Herman Middlebrooks, Jr., Asst. Town Manager stated that the Town recently went out to bid for the purchase and installation of a pavilion at Timberlin Golf Course. The low bidder did not meet all the specifications, so staff is recommending that the bid be awarded to Creative Recreation for \$32,680.00.

Councilor Ward moved to award the bid for the purchase and installation for a pavilion at Timberlin Golf Course to Creative Recreation for an amount not to exceed \$32,680.00.

Seconded by Deputy Mayor Veley.

Herman Middlebrooks, Jr., Asst. Town Manager explained the specifications that the low bidder did not meet were as follows: 1) did not provide a quote for coating and 2) they provided a different type of design than what was being asked for.

Those voting in favor were: Councilor Aresimowicz, Councilor Dobeck, Jr., Councilor Geschimsky, Councilor Ragazzi, Councilor Rampone, Deputy Mayor Veley, Councilor Ward, Mayor Argazzi.

(Councilor Cimadon not present for vote)

Vote being 8-0. (MOTION CARRIED)

5. Topic re: Timberlin Policy Change – Incorporation of Shotgun Tournament on a Trial Basis – Parks and Recreation

Herman Middlebrooks, Jr., Asst. Town Manager stated that the Parks and Recreation Commission voted to initiate a trial program to permit the holding of shotgun-start tournaments during October and November as a means to increase revenue.

Leonard Zielinski, Chairman of the Parks and Recreation Commission addressed the Council. He stated that currently the Timberlin Policy precludes the use of shotgun-starts. They would like to try on a trial basis the shotgun-start for fundraisers during the fall season at a cost of \$40 per person.

Councilor Aresimowicz moved to hold shotgun-start tournaments during October and November 2003 with a greens fee of \$40 for all participants, with a minimum of 100 participants.

Seconded by Councilor Ward.

PASSED UNANIMOUSLY 9-0. (MOTION CARRIED)

6. Topic re: Timberlin Policy Change – Penalty attached to Timberlin Driving Range Misuse – Parks and Recreation Commission

Leonard Zielinski, Parks and Recreation Commission, stated that they have had a recent issue where an individual was using a wood off the practice tee and nearly hit a town employee with the golf ball. They would like to amend the penalty to state that they could not play golf that day but to include the following seven days, because the commission felt it is a serious safety issue. The Pro-shop and maintenance employees would enforce this policy.

Councilor Geschimsky moved to approve the penalty for golfers violating the current ban on the use of woods from the practice driving range as recommended by the Parks and Recreation Commission. The penalty would be forfeiture of the remaining un-hit golf balls and the suspension from golfing on the day of the incident and the ensuing week for violation of using "woods" from the practice tee.

Seconded by Councilor Rampone.

PASSED UNANIMOUSLY 9-0. (MOTION CARRIED)

It was the consensus of the Council to discuss item #13 prior to item #7.

13. Topic re: Sage Park Field – Artificial Turf Field at Scalise Field

Interim Town Manager Mahoney stated that the bid was awarded to the low bidder on July 7, 2003. They have since been notified by the low bidder Northeast Turf Hue, Inc. that there was a clerical error and they are unable and unwilling to perform the project at the bid amount submitted. We need to decide our next course of action. If the bid is awarded to another company it will not be completed for the fall season. Therefore, they are recommending re-sodding the fields and making them available for fall play, and re-bidding the project during the winter with a time schedule to be completed by the spring season. The bids should come in lower because there will not be the very tight timeframe set for the previous bids. He presented to the Council the information to sod the fields from two contractors.

Mark Roming, of M.R. Roming Associates addressed the Council. He stated that the \$900,000 that was bonded for the installation of the artificial turf was researched by the Public Building Commission. He stated that the manufacturers representative did not explain that that price did not include all the costs to install the artificial turf such as fencing, paving, sewer system connection, etc. He stated that going out to bid next year there is chance to get a better price because the new bids would not have to include overtime to meet a tight timeframe as the previous bidders had to meet.

Councilor Aresimowicz stated that the Playing Fields Committee felt the best solution was to patch up the field for the fall season and re-bid the project in the spring.

Councilor Geschimsky suggested that the bid bond funds be used to repair the fields.

TIMBERLIN GOLF COURSE

DEFINITIONS & POLICIES

July 15, 2003

COURSE MAINTENANCE

Major course maintenance projects, e.g. aerification, are scheduled in advance. Course management maintains the right to schedule or reschedule maintenance based on weather or course conditions and needs. Temporary greens may, at times, be required as well. Every effort will be made to communicate unusual conditions to Timberlin patrons.

Because of the number of tournaments taking place during a season, maintenance will not be rescheduled around tournaments

LEAGUES

No formal golf leagues with reserved starting times will be permitted.

TIMBERLIN GOLF COURSE

DEFINITIONS & POLICIES

July 15, 2003

NON-RESIDENT SEASON TICKETS

Eliminated with the 1999 season with the following grandfathered stipulations

1. Tickets only to be issued to prior ticket holders.
2. In the case of a family, if #1 departs #2 may move to #1. There will be no new #2.
3. Divorce, #2 can become #1, i.e. two #1s.
4. A #1 getting married or having children cannot add a new #2.

STARTING TIMES

Starting times, though scheduled, may be adjusted based on weather conditions or maintenance needs, at the discretion of Timberlin management.

Starting time reservations can only be made for eighteen hole rounds. A full price ticket will have starting time bumping priority at all times. No reservations will be accepted for post 3:00pm starting times

Starting times begin at 7:00am and run every seven to eight minutes. On weekends and holidays, the course operates on a split start from both the 1st and 10th tees. The first group runs from 7:00 am to 9:00am. The second group of starting times are scheduled from 11:30am to 1:30pm from these tees

Weekdays

***Unsecured* Starting times**

An unsecured starting time does not require any prior payment. It can be paid for at the time of play via cash or a season pass. They are given out for:

- Residents – beginning no more than *five* days in advance of the play day.

TIMBERLIN GOLF COURSE

DEFINITIONS & POLICIES

July 15, 2003

- Non-Residents – beginning no more than *four* days in advance of the play day

Secured Starting Times

To increase the number of revenue/cash rounds played on weekday mornings, starting time reservations can be made at any time prior to play with the following conditions:

- They must be secured by a deposit covering the full amount of the number of rounds reserved.
- A season pass will not be accepted as a method of payment.
- In the event of significant rain, only a rain check for a future play date will be given.

Weekends

Residents can call *five* days in advance for selected starting times. These times are at half-hour intervals beginning at 7:00am and can only be reserved by telephone.

Non-residents and residents – All remaining starting times can be reserved *four* days in advance. Half of the remaining times are obtained by showing up in person, and half by telephone, beginning at 7:00am on the appropriate morning, based on the WTIC 7:00am sounder.

SHOTGUN STARTS

Shotgun starts have a significant economic impact on the course and are not permitted.

TIMBERLIN GOLF COURSE

DEFINITIONS & POLICIES

July 15, 2003

CART RENTALS

Carts can only be rented by individuals 18 years or older, who hold a valid driver's license. Rental of a cart requires signature of a rental agreement that addresses liability issues. This agreement must remain displayed on the cart during the course of the round.

DRIVING RANGE (July 03)

The driving range is provided for the benefit of golfers. Because of its small size, only the use of irons will be permitted. Individuals using woods will have the unused balls confiscated, and will not be permitted to play golf on the day of the infraction as well as losing playing privileges for the following seven days. Cash customers will receive a coupon which can be redeemed for the unused round after completion of the seven day suspension.

Enforcement will be by the Pro Shop staff or other Timberlin employees.

SUSPENSION OF GOLF PRIVILEGES

Serious violations of golf etiquette (fivesomes, etc), uncivil behavior and abuse of the course or course equipment may result in suspension of golfing privileges, at the discretion of the Golf Professional or Course Manager.

SLOW PLAY

Slow play impacts the enjoyment of the game by all golfers. Course Rangers will address slow play issues with the offending foursomes as it is observed.

SEASON PASS REFUNDS

A season pass represents a privilege to play at a significant discount. Since no guaranty can be made for weather, course conditions, starting time availability, or a golfer's ability to play, refunds will not be given.

6-12

Senior Household

Season Pass for second senior household where one member of a household is a senior and another is a non-senior, the primary membership will be at the non-senior household rate. The second membership may be at the senior additional member rate.

Mayor Salina suggested the following:

- c. Providing appropriate documentation upon request

Councilor Argazzi suggested the following:

- a. Two individuals married to each other
- b. Two individuals who have entered into a Civil Union under CT Law

Councilor Cimadon moved to approve the above changes to the Timberlin Golf Course Definitions & Policies as amended this evening.

Seconded by Councilor Legnani.

Councilor Veley presented a written statement expressing his opposition to this motion (see attached).

Those voting in favor were: Councilor Argazzi, Councilor Cimadon,
Councilor Legnani, Councilor Ragazzi,
Mayor Salina

Opposed: Councilor Veley

Vote being 5-1. (MOTION CARRIED)

6-

13. Topic re: Approve changes to the Timberlin Season Rate Schedule concerning Senior Non-Resident, weekday restricted rates. – Parks and Recreation

Acting Town Manager Middlebrooks stated that in an effort to increase the number of cash rounds generated the Parks and Recreation Commission is recommending this significantly discounted non-resident senior rate.

	<u>Resident</u>	<u>Non- Resident</u>	
		<u>NEW</u>	<u>OLD</u>
18 Holes	\$11.50	\$20.00	\$29.50
9 Holes	7.00	12.00	18.50

Councilor Cimadon moved to approve the above changes to the 2005 Timberlin Season Rate Schedule.

Seconded by Councilor Legnani.

Timberlin Golf Club

{ July 1, 2018

Golf Cart Damage Policy

The golf cart rental agreement holds the authorized renter responsible for any damages to a golf cart occurring either through vandalism or the improper use of the golf cart.

The following steps will be taken in event of golf cart damage:

- If cart is returned with damage, the patron will be notified immediately of damage.
- An incident report to be completed by Golf Professional.
- The incident report will be given to the Director of Golf via scanned/email along with a hard copy. ~~24~~
- The Director of Golf will investigate incident (including contacting police if appropriate) as well as, contact person responsible for damage and documents findings.
- The Director of Golf will alert both the Town Manager and Risk Manager of the damage.
- A letter from Town Manager, copied to Risk Manager, corporation counsel and Director of Golf, will be sent to the person responsible for damage in an effort to recover cost of damage. The letter will also include a copy of the incident report and estimate of damages.

④ monthly report

Discussed @ G.C. meeting 7/5/18

Timberlin Golf Club

July 1, 2018

Code of Conduct

Timberlin Golf Club expects a certain standard of behavior from golfers that reflects the basic requirements of sportsmanship, integrity, courtesy and respect to be shown to all other golfers, competitors, employees and the general public.

Examples of conduct likely to reflect unfavorably on the game include the following:

- Ill-mannered behavior, club throwing, foul language and abusive language;
- Failure to adhere to the rules and etiquette of the game of golf;
- Unsportsmanlike conduct and unnecessary gamesmanship;
- Improper treatment of equipment;
- Use of club other than within the intentions of the game e.g. damaging tee markers with club;
- Any serious misuse of alcohol on the course or clubhouse;
- Any use of illegal drugs on the course or clubhouse;
- Sexual harassment, verbal harassment or hostile treatment of anyone at the course; and/or
- Threatening behavior toward a player, employee or the general public.

A person engaging in any behavior that may be detrimental to the game of golf, Timberlin Golf Club, or its employees, is in breach of the code of conduct and should be reported immediately to the Golf Professional and or Director of Golf. An incident report detailing the occurrence will be completed by the Head Golf Professional delivered to the Director of Golf via scanned/email along with a hard copy. The Director of Golf will oversee any complaints and will conduct an investigation related to the incident.

The following progressive steps will be taken to address violations of the Code of Conduct:

- Verbal warning issued by the Director of Golf with notice on file.
- Written warning issued to golfer from the Director of Golf.
- One week suspension of golf privileges by the Director of Golf through written notification.

G.C. meeting 7/5/18

Timbelrin Golf Club

July 1, 2018

Handicapped Flag Policy

August

Personal Handicapped Flags - Use of Personal handicapped flags are prohibited.

Assignment of Handicapped Flags - Handicapped flags will be issued only to those individuals who have a state issued Disability Permit or a Physician's note. The appropriate forms must be completed and submitted along with the appropriate documentation from the State. No exceptions will be made. Handicapped flags will be issued by the Head Golf Professional.

Renewal of Handicapped Flags - State Issued Disability Permits will validate Handicap Flag usage for one year. A Golfers must review His/her permit status in golf shop annually. Physician's notes will validate Handicap flag usage for 30 days. A golfer must see the golf shop at the end of the 30 days if they are still in need of a handicapped flag and they can file an extension.

Usage of Handicapped Flags - Persons given usage of a handicap Flag many utilize the 90-degreen rule during Cart Path Only situations. Carts with Handicap Flags will have the ability to park in specially designated areas. These area will be marked with a blue stake and the handicapped symbol. Handicap Flags may be used by the disabled individual only. Spouses and other players are not permitted to use the flag in the absence of the disabled person. Disregard for this policy will result in loss of privilege for the disabled individual. If two (2) players in a group are assigned a Handicap flag, both players must ride in the same cart. Abuse of this will result in loss of privilege. The use of handicap flags may at any time, based on course conditions, be prohibited.

2018 Handicap Flag registration Form

Name _____

Please Check One

☐ Physician's note reviewed and returned
Expiration _____

☐ State Issued Disability Permit
Permit Number _____
Issued _____ Expiration _____

Authorized _____

Date _____

GC meeting 7/5/18

TENT RENTAL POLICY

Steps taken for internal controls

- Concessionaire will receive a copy of Tent Rental Policy.
- Concessionaire's calendar will be reviewed on a weekly basis by the Director of Golf.
- The golf course currently has a camera security system in the clubhouse. In the process of obtaining a cost from Associated Security to install an additional cameras outside the clubhouse that would show a view of the tent. The security system holds two weeks' worth of videos before it begins to overwrite.
- By connecting the security system to the internet the video can be viewed via an IP address/password and mobile device from any location.
- If needed, a copy of a particular video can be loaded onto a flash drive for storage.
- Video from the tent would be checked on a weekly basis then cross checked with the tent rental agreements.

Tent Rental Policy

- If Parton intends on utilizing the tent for their event, the Concessionaire must give a tent rental agreement form to patron. (Golf events are not required to pay a tent rental fee.)
- The patron must return signed contract and a check for res/non-res rental fee prior to their event. Fee \$150.
- The rental agreement and check will be collected by the Director of Golf, and a report of receipt along with check for the rental would be submitted to finance.
- The Director of Golf's office will retain the tent rental contracts.
- A tent rental report will be generated at the end of each month, and submitted to the golf commission.

G.C. 7/5/2018

TOWN OF BERLIN
Timberlin Golf Commission
230 Kensington Road • Berlin, CT 06037
Town Manager's Conference Room
Thursday, January 17, 2019
6:00 p.m.
Special Meeting

- see pg. 2

ATTENDANCE:

Commissioners Present: Jeff Arute, Nancy Berger, Jim Bugella, Peter DeFazio, Gale Lemieux, Richard Nappi, Seb Senia

Commissioners Absent: Jim Norton

Staff Present: Jerry Salvio – Assistant Director of Golf

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

Audience of Citizens

None.

Chairman DeFazio noted an error in the agenda. Item 3C references a donation request for St. Paul's Church in Berlin. The donation request is for Xavier High School in Middletown.

Commissioner Lemieux moved to change item 3C to read "Donation for Xavier High School in Middletown."

Seconded by Commissioner Bugella.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

Commissioner Lemieux moved to approve the corrected agenda.

Seconded by Commissioner Berger.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

1. Approval of Minutes:

December 11, 2018

Commissioner Lemieux noted that the vote language in item 5 read "those voting against" but should read "those voting in favor," as the item passed unanimously.

Commissioner Arute moved to approve the December 11, 2018 minutes with the correction noted above.

Seconded by Commissioner Senia.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Nappi, Commissioner Senia

Vote being 6-0-1. (MOTION CARRIED) (Commissioner Lemieux abstained, as she was not at the December 11, 2018 meeting.)

3. Election of Officers- Chairman and Vice Chairman

Commissioner Arute moved to re-elect Peter DeFazio as Chairman and Jim Norton as Vice-Chairman.

Seconded by Commissioner Bugella.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

4. **Town Manager-Jack Healy-Discussion** – In the last Commission meeting, it seemed that Town Manager Healy and Mayor Kaczynski were very supportive of the Commission's efforts and share the Commission's vision of making Timberlin into a destination. (In its current condition, Timberlin can't compete with other banquet facilities.) They also appeared to support changing the Ordinance, thus allowing Timberlin to be strategically competitive with its pricing.

5. **Donation requests:**

A. **Emma Hart Willard Pasta Supper**

B. **Griswold School Pasta Supper**

C. **Donation for ~~St. Paul Church in Berlin~~ Xavier High School, Middletown**

D. **CCSU Beer & Wine Fundraiser**

Commissioner Bugella moved to approve Donation Requests A, B and C.

Seconded by Commissioner Arute.

The Commissioners noted that A and B would directly benefit Berlin schools, and request C is under consideration due to Patrick Kennedy's affiliation with both Timberlin and Xavier. (He works at Timberlin and attends school at Xavier.)

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

Commissioner Lemieux moved to approve Donation Request D.

Seconded by Commissioner Senia.

The Commissioners noted that there is no direct affiliation between Berlin / Timberlin and CCSU.

Those voting against were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 0-7. (MOTION DEFEATED)

The Commission discussed the possibility of instituting a cap / limit on donations. An average of 2-3 donation requests are granted monthly, but not all are redeemed. The Commissioners agreed that the donations don't cost Timberlin anything out-of-pocket and may generate interest and future revenue.

6. **Discussion on employee discount-Marc** – The Commissioners agree that offering Town employees a discount on daily greens fees is a nice gesture and they fully support it. It does, however, touch on the question of how the Town perceives Timberlin. If it is an amenity, then it makes sense to offer Town employees a courtesy discount so that they may enjoy it while also bringing more revenue to the course. If the Town views Timberlin as a profit center, is it appropriate to consider employee discounts when rates may increase for all other golfers?

Commissioner Arute moved to recommend Town employees the Resident daily greens fee rate (not Resident season pass rate) at Timberlin.

Seconded by Commissioner Berger.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

- 7. Rates discussion wrap-up** – The Commission observed that the outcome of the Ordinance Committee controls what ultimately happens with this season's rates. The Commission already presented two rate proposals to Town Council. One proposal is the Commission's recommended rate package which is competitive with other local courses, the other rate package has an across-the-board 4% increase to satisfy the current Ordinance's requirement that income match expenses. The Commission is very concerned that by increasing rates across-the-board, it may instead hurt revenue by driving golfers elsewhere.

8. Project deliverables-short/long term

The Commission asked about the status of the 5-year and 10-year plans. After being active for a full season, the Commissioners are confident in making more robust recommendations and should have a stronger voice in prioritization of projects. The Commission would also like to see a monthly report from the Director of Golf to get an overall picture of operations at Timberlin.

The Commission asked Mr. Salvio about some of his ideas for upcoming projects at Timberlin:

- Between 5-6 – clean up line of trees (remove pines, leave charter oaks);
- Reroute path on 5;
- Finish design for new 17 tee access;
- Finish work on 2 – grind stumps, bring in till and dozer, hyperseed and reroute path. (Will maintain the integrity of the hole and speed up pace of play because it will be more open. Also, will be easier to grow grass.)
- Remove pines from bunkers. Also, look at possibility of removal of some bunkers that are too labor intensive to maintain properly with current staff levels.

Commissioner Lemieux moved to recess at 6:38 p.m.

Seconded by Commissioner Bugella.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

Commissioner Lemieux moved to reconvene at 7:41 p.m.

Seconded by Commissioner Arute.

Those voting in favor were: Commissioner Arute, Commissioner Berger, Commissioner Bugella, Chairman DeFazio, Commissioner Lemieux, Commissioner Nappi, Commissioner Senia

Vote being 7-0. (MOTION CARRIED)

9. Reports:

- **Assistant Directors Report- see attached.**
- **P&L Report**

Not dated but I believe this way passed at
Town Council meeting 7/21/20 - pg. 4

Timberlin Golf Course Season Pass Credit or Refund Policy

DEFINITIONS:

Season Pass Credit:

A credit can be issued if an individual develops a medical condition that prevents him/her from playing golf for the remainder of the season.

Season Pass Refund:

A refund can be issued if an individual develops a medical condition that will prevent him/her from playing golf on a permanent basis.

PROCESS:

Requesting a Credit or Refund:

Golfers must submit a written request explaining their circumstances. This request must also include medical certification from their treating physician substantiating the request. These documents should be submitted to the Director of Golf for processing and approval through Town Council. *Any exceptions to this refund policy will be made at the sole discretion of the Town Council and must be based upon hardship or other good cause demonstrated by the golfer.*

Credits and Refunds will be calculated as follows:

- The amount of the credit or refund will be based on the cash value of the season pass minus any rounds of golf played (based on age and residency category).
- Golf credits are nontransferable and can only be used by the individual golfer as credit towards a season pass for the next available golf season.
- All requests for credit or refund will be charged a 10% processing fee based on the amount of the credit or refund (minimum of \$5 / maximum of \$50).
- Refunds or credits may take up to 4-6 weeks to process.
- Refund checks will be distributed via US postal service.
- Credit card refunds will be applied to the original credit card once approved.

The Town Council will meet in person. Due to the COVID-19 pandemic and in accordance with applicable Executive Orders by Governor Lamont, no public will be allowed to attend in person at this meeting. The Town Council invites the public to join the meeting by clicking on the following link or by phone. Please see the following information:

Meeting Link:

Join meeting

Meeting Number: 132 273 4173
Password: Council (2686245 from phones and video systems)

Join by video system
Dial 1322734173@webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-408-418-9388 United States Toll
Access code: 132 273 4173
Password: Council (2686245 from phones and video systems)

TOWN OF BERLIN
TOWN COUNCIL MEETING

Tuesday, July 21, 2020
~~Town Council Chambers~~

Remote
7:00 P.M.

- seepg. 4

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AUDIENCE OF CITIZENS
- E. MEETING AGENDA – Immediately Following the Audience of Citizens
- F. CONSENT AGENDA:
 - 1. Topic re: Accept monetary donations totaling \$500.00 for the Berlin Peck Memorial Library and deposit \$500.00 into the library agency account. – Berlin-Peck Memorial Library
 - 2. Topic re: Approve Berlin High School Boosters Club to sell food, beverages and merchandise at Berlin High School events during the 2020 – 2021 school year. – Parks and Recreation

3. Topic re: Approve acceptance of a donation in an estimated amount not to exceed \$2600.00 from the Kensington Garden Club to be used to beautify Volunteer Park. – Parks and Recreation
4. Topic re: Accept the donations of \$230.00 and appropriate the funds to the Police K9 Program Expenditure Account. – Police Department
5. Topic re: Accept the donations of \$50.00 and appropriate the funds to the Police Peer Support Program Expenditure Account. – Police Department
6. Topic re: Authorize Berlin Social & Youth Services to apply to CYSA for a DCF funded Juvenile Review Board grant in the amount of \$4,220, and to authorize the Town Manager to accept the grant on behalf of the Town, and to sign any contracts and agreements pertaining to this grant. Upon receipt funds will be deposited in the State Grants revenue account.

Appropriate the \$4,220 grant to the Part Time Help, Worker's Comp., and Social Security expense accounts, subject to approval by the Board of Finance. – Social Services

7. Topic re: Accept donation of an Office Desk from the Newington Social Services to the Berlin Senior Center. – Senior Center

G. NEW BUSINESS:

1. Topic re: Approve the contract between the Town of Berlin and CALU, Local #2 (White Collar Employees) for the period of July 1, 2020 through June 30, 2023. – Human Resources
2. Topic re: Create a professional position of Deputy Fire Marshal to serve in that capacity and provide department coverage in the absence of full-time staff. – Fire Marshal
3. Topic re: Waive the Town's bidding procedures to allow the Parks and Recreation Department to continue to use Vermont Systems for its Recreation Management software in an amount not to exceed \$12,419.82, since this is in the best interest of the town. – Parks and Recreation
4. Topic re: Authorize Town Manager, Aroscha Jayawickrema, to enter into contract with US Pitchcare LLC for the renovation of Sage Park, Softball Field 1 in an amount not to exceed \$500,000 which includes contingency. – Parks and Recreation
5. Topic re: Transfer \$3,855, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance
6. Topic re: Waive the bidding process and renew the employee benefits contract with USI Insurance Services in the amount of \$55,000 through June 30, 2021, as this is in the best interest of the town. – Finance
7. Topic re: Approve the purchase of ammunition from Jurek Brothers Inc. utilizing State of CT Contract # 19PSX0220 for an amount not to exceed \$13,025.24. – Police Department
8. Topic re: Waive the Town's bidding procedures and approve issuing purchase orders in excess of \$10,000, but all together not to exceed the budgeted amount of \$51,104 for the following uniform

vendors: Security Uniforms Inc., New England Uniform, Connecticut Police Supply, Galls, and Mickey Finns, as this is in the best interest of the Town. – Police Department

9. Topic re: Approve the transfer of \$18,500.00 from the In Lieu of Sick (retiree) account in the General Fund to the Transfer to Other Funds account in the General Fund and appropriate the funds to the Building & Renovations account in the Police Construction Fund, pending approval of the Board of Finance. – Police
10. Topic re: Approve the transfer of \$120,000.00 from the Police Personnel account, \$35,000.00 from the Police Social Security account and \$45,000 from the Police Pension account, all in the General Fund, to the Police Vehicles account in the General Fund, pending approval of the Board of Finance. – Police Department
11. Topic re: Waive the Town's Bidding Procedure and approve issuing a Purchase Order in the amount not to exceed \$20,000 in FY 20-21 for Atlantic Golf and Turf as this is in the best interest of the town. – Public Grounds
12. Topic re: Waive the Town's Bidding Procedures and approve issuing a Purchase Order in the amount not to exceed \$25,000 in FY 20-21 for Central CT Lawn Services of Berlin. This is in the best interest of the Town. – Public Grounds
13. Topic re: Approve the transfer of \$4,500 from the Public Grounds Overtime account, \$2,000 from the Public Grounds Storm Related Overtime account, \$2,000 from the Highway Storm Related Overtime account, \$10,000 from the Public Grounds PT & Summer Help account, \$19,500 from the Public Grounds Electricity account, \$5,000 from the Public Grounds Labor Serv., Pool & Cemeteries account, \$2,000 from the Public Grounds Maintenance & Repair account, \$2,000 from the Public Grounds Fertilizer, Seed, Chem. Account and \$3,000 from the Public Grounds Sanitation account, all in the General Fund, to the Rack Body account in the General Fund, pending approval of the Board of Finance. – Public Grounds
14. Topic re: Approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account, \$25,000 from the Stormwater Drainage Analysis account and \$35,000 from the Planning & Zoning Mid-Manager account, all in the General Fund, to the Excavator account in the General Fund, pending approval of the Board of Finance. – Public Works
15. Topic re: Approve the transfer of \$40,000.00 from the Highway Storm Related Overtime account in the General Fund and \$20,000 from the Public Grounds Storm Related Overtime account in the General Fund to the Highway Front Loader account in the General Fund, pending approval of the Board of Finance. – Public Works
16. Topic re: Approve the transfer of \$25,000.00 from the Highway Health Insurance account, \$25,000 from the Highway Blue Collar account and \$25,000 from the Stormwater Drainage Analysis account, all in the General Fund, to the Woodchipper account in the General Fund, pending approval of the Board of Finance. – Public Works
17. Topic re: Award a bid and authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #695) with the most cost- effective and qualified Contractor. – Public Works

18. Topic re: Approve the transfer of \$25,000.00 from the Non-Taxable Election Worker's account in the General Fund to the Golf Course Backhoe account in the General Fund, pending approval of the Board of Finance. – Golf Course
19. Topic re: Send the Timberlin Golf Course Statement of Need to the Public Building Commission. – Golf Course
20. Topic re: Increase the nine-hole single cart rate from \$11.25 to \$15.00 and eighteen-hole single cart rate from 19.25 to \$25.00 and the nine-hole cart special from \$9.25 to \$13.00. – Golf Course
21. Topic re: Discussion regarding recommendations on cost reduction options from the Golf Commission. – Golf Course
22. Topic re: Adopt the Timberlin Golf Course Season Pass Refund & Credit policy.- Golf Course
23. Topic re: Grant Mr. Gonzales a prorated refund of his 2020 Timberlin Golf Course season in the amount of \$437.00. – Golf Course
24. Topic re: Refer the elementary schools HVAC upgrades design and construction Statement of Need to the Public Building Commission. - Facilities
25. Topic re: Authorize the Town Manager to apply for State financial assistance in an amount not to exceed \$500,000 for Kensington Sidewalks Project Phase III and/or for \$300,000 roofing and related work for the Municipal Complex roofs at 27 Town Farm Lane, to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the Town per the attached resolution, subject to the review and approval of Corporation Counsel. – Economic Development
26. Topic re: Amend the Berlin Tax Abatement Policy to add an additional level of tax abatement and amend the abatement time to be consistent with state statute.- Economic Development
27. Topic re: Approve a tax abatement for 196 Wilbur Cross Berlin LLC for their mixed-use project. The abatement schedule for the residential portion of the project will be for 5 years at 80% abatement in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The abatement schedule for the commercial portion of the project will be for 10 years at 70% abatement for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy. – Economic Development
28. Topic re: Authorize the Town Manager to enter into an easement or license from the Connecticut Department of Transportation for the Boulevard project, subject to review and approval of Corporation Counsel. – Economic Development
29. Topic re: Authorize the Town Manager to provide an easement to Eversource to supply electricity to the Boulevard project and to the Steele Center @ Farmington Ave. transit-oriented development