

**TOWN OF BERLIN**  
Timberlin Golf Commission  
230 Kensington Road • Berlin, CT 06037  
**Thursday, February 16, 2023**  
**6:00 p.m.**

**Location for in person: Town Hall, Engineer Conference Room, #118**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87644822154?pwd=UmpXd1p1QXBneHINSXBJR3N6QzY1dz09>

**Meeting ID: 876 4482 2154**

**Passcode: 536427**

**Via Phone (929) 205-6099**

- A. CALL TO ORDER**
- B. AUDIENCE OF CITIZENS**
- C. APPROVAL OF MINUTES: January 23 and February 16**
- D. OLD BUSINESS**
  - 1. Finalize Tee Time Policy
- E. NEW BUSINESS**
  - 1. Donations
  - 2. Golf/Restaurant Coupons
  - 3. Ranger Usage
  - 4. Timberlin January FY23 P&L
  - 5. Open Discussion
    - Election of Chairman and Vice Chairman
  - 6. Account Balances:
    - Tee sign account (\$9,439)
    - CIP Budget balance (\$36,653.13), No encumbrances
  - 7. Reports:
    - Directors Report, to be given at meeting
    - Golf Pro Report, to be given at meeting
    - Superintendent Report
- F. ADJOURNMENT**

**TEE TIME POLICIES**Days in advance:Available to:Ways to book:Ways you can't bookWays Residents Benefit

<u>Stanley</u>	<u>Rockledge</u>	<u>Simsbury Farms</u>	<u>Tashua Knolls</u>
5 days in advance	4 days in advance	14 days in advance for weekdays Mondays for weekends	7 days in advance
Anyone	Anyone	Anyone	Anyone
7am - online 9am - phone or in-person	6am - online phone or in-person	7am - Online, phone, and in-Person	Online or in-person
N/A	N/A	No online for weekends	Phone
Season Pass Discount Only	Season Pass Discount Only	Season Pass Discount Only	Season Pass and Greens Fee Discount

**TIMBERLIN RECOMMENDATION**Days in advance:Available to:Ways to book:Ways you can't bookWays Residents Benefit

5 days in advance	
Anyone	
by phone/online - <u>March/April/October/Nov</u> - 8am <u>September</u> - 7am	in-person - <u>March/April/October/Nov</u> - 745am <u>May-September</u> - 645am
N/A	
Living closer for in-person bookings	25-30% discount on passes/greens fees

**NOTES**

9-hole tee times only available where 9-holes are available

In-person bookings will not be made prior to policy time, no exceptions

Multiple bookings are allowed in-person only or by phone only, however must be filled or else privileges will be revoked

Berlin High School Music and Theatre Department  
EIN 06-6001580

February 1, 2023

Dear Timberlin Golf Course ,

The Berlin High School Music and Theatre Department is excited to be preparing for our Jazz with Pizzazz fundraiser on June 2, 2023. This event is our largest fundraiser of the year and will draw almost 400 people. Every dollar raised at this event goes to support approximately 60 students at our high school music programs. Each student takes part in a rewarding experience that instills positive attitude and self-image, learning work ethic, collaboration, and leadership. Our band and color guard students take pride in representing Berlin and have an extraordinary level of musicianship.

**We would like to ask for your support in providing us with a donation for our silent auction.** Your participation will provide you with great business exposure to the larger Berlin High School community. The Berlin High School Band Parents Association (BPA) is a 501(c)(3) non-profit organization that supports the needs of the band. All donors will be recognized at our event and businesses can claim contributions as a tax deduction.

This year, the BHS Redcoat Band continues to rebuild following the pandemic restrictions of the last years. Maintaining a first-class high school music program of this caliber requires expertise, hard work, and financial support. This year's financial goals include providing scholarships to outgoing seniors and your contribution allows our talented high school musicians to continue to make music.

I appreciate you taking the time to read this letter and consider making a donation to help support our children's music education at Berlin High School. If you have any questions or need any additional information to consider our request, please do not hesitate to contact us.

Thank you in advance for understanding that **YOU** really can make a difference and for your generous gift!

Sincerely,

Danielle Morisse-Corsetti  
JWP silent auction chair  
[dmorisse@outlook.com](mailto:dmorisse@outlook.com) – 860.839.8705  
139 Patterson Way Berlin, CT 06037



**BERLIN HIGH SCHOOL ATHLETIC BOOSTER ASSOCIATION, INC.**  
**P. O. Box 7273, Berlin, CT 06037**

February 13, 2023

To Whom It May Concern:

The BHS Athletic Booster Association will be holding a Bingo Night Fundraiser on Saturday, May 13, 2023, at the Berlin Fairgrounds Pavilion, Beckley Road, Berlin. We will also be putting together a raffle.

For this purpose, we would like to request a foursome to Timberlin GC that will be used in the raffle to generate funds to support the student athletes of Berlin High School by purchasing sweatshirts, championship team plaques, scholarships and various other needs in support of the student athletes.

Please consider donating towards the raffle. Any assistance would be appreciated. All proceeds will go directly to supporting the student athletes of Berlin High School.

The BHS Athletic Booster Association, Inc. is a 501©(3) non-profit organization a EIN of 27-2960225.

Please feel free to contact me with any questions.

Respectfully,

Tony Butrimas

President, BHS Athletic Booster Assoc.

(860) 778-5159

butrimas@comcast.net

**GO REDCOATS**



# Griswold Elementary School

133 Heather Lane, Kensington, CT 06037

Telephone: 860.828.6336 Fax: 860.829.2923

Mr. Jonathan T. Campbell – Principal · Mrs. Cara Quinn – Lead Teacher



To Whom it may concern:

I am writing to you on behalf of The Mary E. Griswold Parent's Club. The Parents Club is currently planning our 14th Annual Pasta Dinner and Raffle event, which will take place on March 30, 2023. It is a wonderful evening, which brings our school and community together as a family for food and fun.

Money raised during our raffle will fund field trip transportation, curriculum enrichment, technology and many other family events held throughout the school year.

We would appreciate it if your company would consider donating an item for our raffles. Our organization is recognized as a 501c3, EIN# 26-3768512 and any donation is both greatly appreciated and tax deductible.

If you are able to help, kindly send your donation to Vanessa D'Anna, care of Mary E. Griswold School, 133 Heather Lane, Kensington, Connecticut 06037. Please do not hesitate to contact me if you have any questions or would like additional information. I can be reached by telephone at 860-508-4431 or by email at [GriswoldSchoolPastaDinner@gmail.com](mailto:GriswoldSchoolPastaDinner@gmail.com)

Thank you in advance and best wishes from everyone at Mary E. Griswold School.

Warm regards,

Vanessa D'Anna and Kristin Waszczuk  
Pasta Dinner Committee

	<u>FY23</u>	<u>FY22</u>	<u>YOY Chg</u>
<b>Revenue:</b>			
Daily Passes (Greens F	\$252,224	\$210,109	\$42,115
Season Passes	\$0	\$0	\$0
Golf Carts	\$0	\$0	\$0
Driving Range	\$0	\$0	\$0
Restaurant Rent	\$411,021	\$391,427	\$19,594
Golf Pro Rent	\$0	\$841	(\$841)
	<u>\$663,245</u>	<u>\$602,377</u>	<u>\$60,868</u>
<b>Expenditure:</b>			
Wages/Salaries	(\$252,224)	(\$210,109)	\$42,115
Fringe Benefits	\$0	\$0	\$0
53102 - Electricity	(\$1,731)	(\$1,731)	\$0
53105 - Natural Gas	\$246,164	\$258,038	\$11,874
53106 - Vehicle Fuel	\$95,757	\$133,926	\$38,169
53201 - Supplies	\$0	\$0	\$0
53202 - Irrigation Mate	\$27,886	\$30,289	\$2,403
53208 - Equipment (Ne	\$11,647	\$9,329	(\$2,319)
53219 - Operating Mat	\$18,356	\$10,592	(\$7,764)
53233 - Auto Parts	\$486	\$465	(\$21)
53241 - Sand & Stone	\$0	\$15,869	\$15,869
53243 - Fertilizer, Seec	\$1,649	\$845	(\$804)
53245 - Maintenance &	\$1,450	\$555	(\$895)
53501 - Pro share of ca	\$10,105	\$6,979	(\$3,126)
53510 - Golf Pro Contr	\$3,065	\$3,201	\$135
53603 - Golf Cart Lease	\$115,370	\$94,252	(\$21,118)
53730 - Insurance	\$10,502	\$8,300	(\$2,202)
53813 - Computer Sup	\$15,133	\$12,607	(\$2,527)
53823 - Refuse Disposi	\$70,820	\$68,065	(\$2,755)
53902 - Telephone	\$52,741	\$52,741	\$0
53917 - Water & Sewe	\$37,664	\$28,168	(\$9,496)
53940 - Advertising	\$0	\$0	\$0
53941 - Bank charges	\$2,859	\$3,119	\$260
53944 - Organizational	\$877	\$875	(\$3)
53945 - Training	\$5,326	\$5,480	\$154
53950 - Internet Servic	\$0	\$0	\$0
Capital Items	\$220	\$440	\$220
	<u>\$474,122</u>	<u>\$532,294</u>	<u>\$58,172</u>
<b>NET INCOME</b>	<u><b>\$189,123</b></u>	<u><b>\$70,083</b></u>	<u><b>\$119,040</b></u>
<b>CHECK</b>	<b>\$192,083</b>	<b>\$72,758</b>	

## **NOTES**

FY22 included new FT (w/ health), FY23 includes 9BCS (w/o health)

## 2543 - Golf Course

DEPT/ACCOUNT	DESCRIPTION	BUDGET		
		ADOPTED	AMENDS	AMENDED
51 Wages-Salaries				
001.25.2542.0.53945.00000	Training	2,860	0	2,860
001.25.2543.0.51100.00000	Department Head	9,727	50,000	59,727
001.25.2543.0.51125.00000	Mid-Managers Personnel	97,262	2,011	99,273
001.25.2543.0.51135.00000	Blue Collar Personnel	229,312	(8,220)	221,092
001.25.2543.0.51160.00000	Strtrs, Rngrs, Golf Carts	40,000	0	40,000
001.25.2543.0.51305.00000	Commission Secretaries	1,625	0	1,625
001.25.2543.0.51400.00000	Overtime	31,226	0	31,226
001.25.2543.0.51510.00000	Part time & Summer Help	84,149	0	84,149
Wages-Salaries Total		496,161	43,791	539,952
52 Fringe Benefits				
001.25.2543.0.51805.00000	Longevity	3,300	0	3,300
001.25.2543.0.52010.00000	Worker's Compensation	15,672	1,992	17,664
001.25.2543.0.52100.00000	Social Security	38,106	3,979	42,085
001.25.2543.0.52110.00000	Unemployment Compensation	30,000	0	30,000
001.25.2543.0.52200.00000	Pension	29,054	3,201	32,255
001.25.2543.0.52220.00000	Insurance, Life, Disability	1,593	301	1,894
001.25.2543.0.52235.00000	Health Insurance	63,480	0	63,480
Fringe Benefits Total		181,205	9,473	190,678
53 Professional/Technical				
001.25.2543.0.52300.00000	Uniforms	5,400	0	5,400
001.25.2543.0.53102.00000	Electricity	68,156	0	68,156
001.25.2543.0.53105.00000	Natural Gas	21,428	0	21,428
001.25.2543.0.53106.00000	Vehicle Fuel	37,500	0	37,500
001.25.2543.0.53201.00000	Supplies	3,000	0	3,000
001.25.2543.0.53202.00000	Irrigation	17,000	0	17,000
001.25.2543.0.53208.00000	Equipment	7,500	0	7,500
001.25.2543.0.53219.00000	Operating Materials	7,500	0	7,500
001.25.2543.0.53233.00000	Auto Parts	30,000	0	30,000
001.25.2543.0.53241.00000	Sand & Stone	10,000	0	10,000
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	120,000	0	120,000
001.25.2543.0.53245.00000	Maintenance & Repair	27,500	0	27,500
001.25.2543.0.53501.00000	Pro share of cart rev.	28,747	(10,000)	18,747
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	156,640	(40,820)	115,820
001.25.2543.0.53603.00000	Golf Cart Lease	52,741	0	52,741
001.25.2543.0.53730.00000	Insurance	37,664	0	37,664
001.25.2543.0.53813.00000	Computer Support	8,000	0	8,000
001.25.2543.0.53823.00000	Refuse Disposal	6,861	0	6,861
001.25.2543.0.53902.00000	Telephone	2,000	0	2,000
001.25.2543.0.53917.00000	Water & Sewer	13,310	0	13,310
001.25.2543.0.53940.00000	Advertising	8,500	0	8,500



001.25.2543.0.53941.00000	Bank charges	28,996	0	28,996
001.25.2543.0.53944.00000	Organizational Fees	650	0	650
001.25.2543.0.53945.00000	Training	300	0	300
<b>Professional/Technical Total</b>		<b>699,393</b>	<b>(50,820)</b>	<b>648,573</b>
<b>Golf Course Total</b>		<b>1,376,759</b>	<b>2,444</b>	<b>1,379,203</b>

JAN	YTD			%	
EXPENSE	EXPENSE	ENCUM	ENCUM+EXP	BALANCE	REMAIN.
0	860	0	860	2,000	69.9%
5,556	14,065	0	14,065	45,662	76.5%
7,577	59,216	0	59,216	40,057	40.4%
10,413	104,977	0	104,977	116,115	52.5%
0	28,215	0	28,215	11,786	29.5%
0	550	0	550	1,075	66.2%
0	15,096	0	15,096	16,130	51.7%
713	23,020	0	23,020	61,129	72.6%
<b>24,258</b>	<b>245,999</b>	<b>0</b>	<b>245,999</b>	<b>293,953</b>	<b>54.4%</b>
0	1,025	0	1,025	2,275	68.9%
1,049	9,733	0	9,733	7,931	44.9%
1,700	17,991	0	17,991	24,094	57.3%
0	(7,500)	30,000	22,500	7,500	25.0%
2,132	12,695	0	12,695	19,560	60.6%
118	598	995	1,593	301	15.9%
0	60,679	0	60,679	2,801	4.4%
<b>4,998</b>	<b>95,221</b>	<b>30,995</b>	<b>126,216</b>	<b>64,462</b>	<b>33.8%</b>
309	1,561	2,764	4,325	1,075	19.9%
0	27,886	16,524	44,410	23,746	34.8%
0	11,647	8,853	20,500	928	4.3%
0	18,356	5,094	23,450	14,050	37.5%
100	486	1,814	2,300	700	23.3%
0	16,562	408	16,970	30	0.2%
738	1,649	812	2,461	5,039	67.2%
0	1,450	736	2,185	5,315	70.9%
1,937	10,105	9,420	19,525	10,475	34.9%
0	3,065	4,154	7,220	2,780	27.8%
(514)	115,370	3,743	119,113	887	0.7%
709	10,502	8,006	18,507	8,993	32.7%
121	15,133	0	15,133	3,614	19.3%
0	70,820	45,000	115,820	0	0.0%
0	52,741	0	52,741	0	0.0%
0	37,664	0	37,664	0	0.0%
0	0	7,948	7,948	52	0.6%
0	2,859	4,002	6,861	0	0.0%
142	877	1,123	2,000	0	0.0%
0	5,326	3,174	8,500	4,810	36.1%
0	0	8,500	8,500	0	0.0%

0	18,568	0	18,568	10,428	36.0%
0	220	235	455	195	30.0%
225	225	0	225	75	25.0%
3,767	423,072	132,310	555,381	93,192	14.4%
33,023	764,292	163,305	927,596	451,606	32.7%



# **Director of Golf Report**

**To: Golf Commission**

**From: Sol Guerrero, PGA**

## **February 2023**

### **30-Day Recap of Operations and Benchmarks**

- We finished the hiring process to fill the necessary spots for Golf Shop Attendant, Golf Cart Attendant, Starter, and Ranger.
- We hope to identify a timeline for the golf course to open in the next couple weeks.
- Jim Simons has been approved, by Town Council, to make the purchase of a dump truck and Kubota. Previously, the funds have been approved.
- The Golf Shop renovation should be finished before March 1.
- Once the Golf Shop is finished, I will move to Marc's old office. We will keep the same extension, 7054, for my Golf Shop office and Maintenance Building office.
- Phase 1 of the Driving Range renovation has started. Earth Contractors started the ground work on the cement slab for the hitting area.
- New range mats have arrived.
- We should be getting the range balls very soon.
- The new cart fleet from EZ-GO is expected to arrive April/May.

### **Looking Ahead/Goals**

- Continue to work with Golf Commission on new, innovative ways to increase play and revenues.
- Have to get the new staff trained in the Golf Shop, Cart Area, Starters Booth, and Golf Course (rangers).



# **Golf Pro Report**

**To: Golf Commission**

**From: Marc S. Bayram, PGA**

## **February 2023**

### **30-Day Recap of Operations and Benchmarks**

- The Golf Course was closed during the month of January.
- Rates for the 2023 season have been updated on the Timberlin website.
- I put Sol in contact with the company who produces our scorecards and went over potential advertisers with them. They reached out to local businesses to sell advertising on the scorecards, which offsets the cost. Using Burco Co. for our scorecards allows us to receive 20,000 quality scorecards at no cost to the town, and as an added benefit, allows local businesses in town to advertise at their hometown golf course. The cost savings to the town of Berlin is over \$3,000 per season, this practice was implemented in 2011.
- Registered team Timberlin for Summer PGA Jr League. In 2022 we had 6 teams because of the popularity. We hosted our league in-house because of the size. We have the 2<sup>nd</sup> largest program in the state of CT next to Lyman Orchards. PGA Jr League is a “little league” style national golf program for ages 17 and under that allows juniors to represent our club and play matches.
- I plan on providing our marketing manager with free instructional videos that she can use through blast emails and social media. I do this on a weekly basis typically. I am also offering discounted instruction to Berlin residents.
- I have been working with outings and leagues on getting commitments and dates set for events. Contracts have been sent to outing and league coordinators with the new changes and rates.
- Sol and I are currently training with our new point of sale and tee time booking platform Fore Up.
- Work on the Golf Shop is nearing completion and it looks great. It has been decided the merchandise counter be moved to the opposite side of where it was in previous years.
- Updated the outing food menus to match Remzi’s new fees.
- Spring instruction information for Juniors and Adults will be marketed through blast email, website, and social media.
- Met with girls high school coach to finalize their schedule and he had a great idea. With all the state titles the boys and girls teams have won over the years, he suggested we put a sign out front that says something along the lines of “Home of the Berlin Redcoats” and list the years state championships were won. I love the idea, maybe this could be a part of the 50<sup>th</sup> sponsorship donations. In fact, I would be ok with my \$750 donation to go towards this type of sign.
- Attached is my recommendation for the 2023 tee time policy to integrate with our new tee time platform Fore Up.

### **Successes and Challenges**

- It is always a challenge putting together the schedules for organizations at Timberlin. Balancing outings, leagues, and association schedules can be difficult, but the associations are flexible and cooperative.
- I know my new role doesn’t require me to be as involved in some of the day-to-day operations but I want to let everyone know that my staff and I will help Sol in any way he deems necessary. We will work together as a team and assist in any way we can.
- With that said, here are a couple recommendations
  - With a potential early opening, I would suggest a spring rate. I haven’t been around the course but just driving up the driveway and seeing hole 9, there is a good amount of debris around tree

areas. The golf course will be wet and not at it's best, so maybe a March special would make sense.

- From what I understand, there is no specific timetable for the new carts arriving. Until they do, I am unsure if that large cart rate increase is justifiable.

### **Staffing Report**

- The Golf Shop staff is set for the Spring.

### **Looking Ahead/Goals**

- Continue to train and set up back end on Fore Up software.
- A blast email regarding the approved rates for 2023 and introducing Sol will be sent soon.
- Work with Remzi on setting dates for our special events and mixed league.
- Start getting displays ready for Golf Shop merchandise arrival in March.
- Work with marketing team on any content they need.
- Continue posting on social media.
- Order office supplies for the start of the season.
- Update the website with any new content and the calendar.
- Continue to work with Golf Commission on new, innovative ways to increase play and revenues. Also come up with cost reduction options.