

WESTBOROUGH COUNTRY CLUB OPERATING COMMITTEE  
MEETING MINUTES

Date: October 11, 2016

Location: Meeting Room, WCC

Convened: 7:00 p.m.

Adjourned: 8:11 p.m.

Committee Members Present: Katie Welch, Dexter Blois, Dave Hall, Jim Willwerth.

Other Attendees: Jack Negoshian, Mike Hightower, Don Bouffard, Jessica Thomas, Tom Burke.

Minutes: Mr. Blois made a motion to approve the minutes of September 13, 2016 and Mr. Hall seconded. VOTED: 4-0-0.

Open Forum: WCC member, Tom Burke, was present to ask the board's permission about putting a bench on the course in memory of former member, Bob Skog. He wanted to get an idea of the requirements, especially regarding maintenance. Mr. Willwerth asked where they'd like to locate the bench and Mr. Burke suggested the 7<sup>th</sup> green. It was noted that there is already a bench there in memory of Dennis Minardi but that bench does get used frequently. Mr. Burke said that they are looking at a granite bench so it matches some of the other benches already on the course. He mentioned that if he gets approval tonight then they will move forward with the process of getting a similar bench. Mr. Blois made a motion giving Mr. Burke approval to proceed with the process of purchasing a bench for the course in memory of Bob Skog with the stipulation that Mr. Burke come back before the Committee with specifics about the cost and type of bench they'd like to buy and Mr. Willwerth seconded. Mr. Burke asked if he could post something about collecting donations toward the cost of the bench. He noted that any funds collected over and above the cost of the bench and its installation would be donated to a charity such as Dana Farber. Mr. Negoshian mentioned that he was willing to help with collecting donations for the bench. VOTED: 4-0-0. Mr. Burke thanked the Committee and will proceed with researching the type of bench they'd like to purchase and get back to the Committee with specific details.

Budget/Membership: Mr. Blois provided a handout to the Committee indicating the new income considerations for next year as voted at the last CCOC meeting. He mentioned that, based on rough projections and adding in increases, we should have an additional \$22,671. Mr. Blois noted that he doesn't have the Consumer Price Index (CPI) increase yet since that usually comes out in late October. He referred to his handouts for greens fees, membership rates, and the budget worksheets and mentioned that he met with Dave Hall and Don Bouffard to review the FY18 budget. Mr. Blois noted that Mr. Hightower met with them as well and provided his input for maintaining the course. Mr. Blois discussed what indirect costs are and mentioned those costs are based on what our percentage of the budget is as compared to the total budget and only affects those departments that we have interaction with. Mr. Bouffard asked about snow plowing since the course is usually closed during the winter months. Mr. Blois pointed out that the course is still used recreationally and also that plowing is done to protect the building in case there is the need for emergency services. Mr. Blois mentioned that the budget isn't voted on until March of 2017 but that he starts the process now so he is ready for when the budget numbers for the Country Club are requested at the beginning of next year. Mr. Blois was looking for approval from the Committee for the FY18 budget. He added that the contract numbers for Mr. Hightower and Mr. Negoshian will be split in two between the first half of FY18 and then the second half

which starts January 1<sup>st</sup>. Mr. Blois mentioned that both the Golf Professional and Greens Superintendent's contracts are up for renewal at the end of 12/31/17. Mr. Blois made a motion to accept the FY2018 budget and Mr. Hall seconded. VOTED: 4-0-0.

Mr. Bouffard added that he walked around the course and clubhouse and noticed some maintenance items that need attention. He mentioned there is a tree on 14 that needs to be trimmed back. Regarding the clubhouse, Mr. Bouffard pointed out the sinks in the ladies and men's locker rooms and felt these should be replaced. He also noted that the ladies locker room shower needs re-grouting. There was a discussion about locker room usage. Mr. Blois pointed out that we should speak with Buildings & Grounds Supervisor, Frank Cornine, about the sinks since Mr. Cornine, may have suggestions on how to get them replaced. There were also other smaller items that needed repair such as the ballasts. Mr. Blois added that there were some parts for lockers in the ladies locker room that should be relocated to the cellar or thrown out if we don't need them. Mr. Negoshian offered to take a look at the locker parts to see what should be kept and what can be thrown out. Regarding general maintenance, Mr. Bouffard noted the Meeting Room and felt there were times it was overcrowded and disorganized. Mr. Negoshian suggested getting a closet to store items. Mr. Negoshian pointed out that the high school kids have their parents drop off their clubs so they can play after school and many of these kids don't have lockers. Mr. Blois asked how many lockers in the men's locker room were available. Mr. Negoshian mentioned there were about 6 or 7 lockers available for rent and noted that some juniors have lockers but others do not.

Regarding the budget, Mr. Negoshian mentioned that October was off to a slow start for greens fees due to the weather. He hopes to come in around \$10,000 for October which is similar to last year if the weather cooperates. Mr. Hightower pointed out that greens fees for November and December of last year were very good. Mr. Bouffard asked about cart path work. The Committee reviewed Capital Projects and what was left in available articles. Mr. Bouffard wanted to know if we had enough left in an article to finish the cart path work. Available funds were reviewed and it was determined there was almost enough left to finish the cart path work. Mr. Blois made a motion to have Mike Johnson complete the cart path work at the 5<sup>th</sup> tee and use what's remaining in any articles plus no more than \$100 out of the operating budget and Mr. Hall seconded. VOTED: 4-0-0. Mr. Blois mentioned that he will follow up with Mike Johnson and asked that a purchase order (PO) be issued for this work. Membership was briefly reviewed but there were no changes.

Greens Superintendent: Mr. Hightower informed the Committee that he is aerating and applying top dressing to the tees. He will also start on the fairways as well. Ms. Welch asked about holes near the 6<sup>th</sup>. Mr. Hightower mentioned he is doing some sampling in that area since it didn't respond to treatment. He indicated that he has had a problem in that location dating back to 2015 and he is still trying to figure it out. Mr. Bouffard mentioned a tree on the 7<sup>th</sup> tee that needs some attention.

Golf Professional: Mr. Negoshian mentioned that he had a couple's tournament scheduled for last weekend that was rained out so he rescheduled it for this weekend. Following the couple's tournament he has an ABCD quota tournament on 10/22, Gerry Carey 18-hole scramble on November 5<sup>th</sup>, and then the Dan Congdon tournament on November 19<sup>th</sup>. He mentioned there has been light traffic in the mornings but then business picks up in the afternoons and evenings when the weather is nice. Mr. Negoshian noted there was frost this morning so people didn't get on the

course until 8:30 a.m. He pointed out that the ladies ended their Tuesday morning regularly scheduled play today, however, they may continue on a week to week basis going forward based on the weather. Mr. Negoshian mentioned that Sara Chambers stopped by the Pro Shop and said that the bench they ordered should take 11 to 12 weeks to arrive. She asked if she should order the bench now or wait until spring. It was noted that a cement slab needs to be installed so when the bench arrives it can be installed on the slab. The bench ordered is 30x90 inches so the slab needs to be bigger than those dimensions. There was a question as to who is going to install the slab. Mr. Blois also asked about anchor weights. Mr. Negoshian mentioned that Ms. Chambers will pay for the installation of the cement slab but she wasn't sure who could install it. The Committee felt it was best to have the cement slab ready and in place so the manufacturer could install the bench. Mr. Negoshian mentioned that he would find out how they will install the bench on to the slab. There was a discussion about the location and the Committee agreed that the bench will be angled toward the 8<sup>th</sup> and 9<sup>th</sup> holes. Mr. Negoshian suggested having Ms. Chambers find someone to install the concrete slab and Mr. Blois agreed. Mr. Hightower offered to check with Mike Johnson or Fryer Excavating to see if that's something they are interested in doing.

Old Business: Mr. Blois mentioned that he donated a round of golf to the Banyan golf tournament to benefit the Michael Carter Lisnow Respite Center in Hopkinton. Mr. Blois reviewed the donation process and how he handles requests. He mentioned that he tries to use his best judgement when issuing donations and likes to honor local requests. Mr. Blois also tries to coordinate his donations with Mr. Negoshian to include golf carts.

New Business: Mr. Bouffard referred to the member survey he created that was handed out to the Committee for discussion. He wanted to get the Committee's opinions and comments. Mr. Bouffard mentioned that he used a survey from another Country Club in an effort to engage members in a conversation to get their feedback. There was a discussion about the questions on the survey. The Committee suggested striking the last question since there hasn't been any follow up from the restaurant owner as to where everything stands regarding food service in the Meeting Room. Mr. Bouffard asked CCOC members to review the survey and get back to him with any questions. If a decision is made to go ahead with the survey, Mr. Bouffard mentioned that Library Director, Maureen Ambrosino, offered to help put it in an online form so it can be emailed to all of the Country Club members. Mr. Bouffard will also have paper copies available in the Meeting Room and a box for completed surveys. Mr. Blois made a motion to authorize Mr. Bouffard to proceed with the distribution of the survey in the same format and context as presented at tonight's meeting. Ms. Welch asked if there were any comments from the Committee. Mr. Hall said he would second the motion for discussion. There was a question as to why we are doing a survey. Mr. Bouffard said that he'd like to generate a conversation with members to get their feedback. He noted that he could also leave survey forms in the Meeting Room for non-members who are paying greens fees in order to get a customer satisfaction response. Mr. Hall was under the impression that the intent of the survey was to find out what members thought of the operations here. Mr. Hall was also concerned that he may think of other questions to add to the survey but won't be able to include them if the motion is voted on tonight. He thought we may be limiting what's on the survey. Mr. Blois mentioned that if the Committee had concerns about the content of the survey that we could wait until the next meeting and not send it out yet. Mr. Hightower felt that some of the questions seemed more applicable to members and others were more applicable to people paying greens fees. Mr. Bouffard noted we could wait until next spring and put the survey out for walk in traffic. The Committee discussed

waiting on distributing the survey until the beginning of next year's golf season and contacting leagues containing non-members to get their feedback. Mr. Blois withdrew his motion. The Committee was in agreement on waiting and broadening the survey to reach both members and non-members who use the club and distributing the survey in the spring.

The Country Club Operating Committee (CCOC) re-organization was discussed. Mr. Blois made a motion to nominate Katie Welch as Chairman of the CCOC and Mr. Willwerth seconded. VOTED: 3-0-0 (abstention: Welch). Mr. Blois made a motion to appoint Dave Hall as Vice-Chair of the CCOC and Mr. Willwerth seconded. VOTED: 3-0-0 (abstention: Hall). Mr. Blois also made a motion to approve Mr. Willwerth as a second signer for CCOC business and Mr. Hall seconded. VOTED: 3-0-0 (abstention: Willwerth). Mr. Blois noted that the Town Accountant's office needs to be notified of Mr. Willwerth's ability to sign off on CCOC documents.

Adjournment: Having no further business, Mr. Blois made a motion to adjourn the meeting at 8:11 p.m. and Ms. Welch seconded. VOTED: 4-0-0. It was noted that the next CCOC meeting is scheduled for Tuesday, November 15, 2016 at 7:00 p.m.

Respectfully submitted,

Approved:

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Jessica Thomas, Administrative Assistant

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Katie Welch, Chairman