

WESTBOROUGH COUNTRY CLUB OPERATING COMMITTEE
MEETING MINUTES

Date: November 15, 2016

Location: Meeting Room, WCC

:Convened: 7:00 p.m.

Adjourned: 8:11 p.m.

Committee Members Present: Katie Welch, Don Bouffard, Dave Hall, Jim Willwerth.

Other Attendees: Jack Negoshian, Mike Hightower, Jessica Kaiser, Tom Burke.

Minutes: Mr. Bouffard had a couple of amendments to the October 11, 2016 minutes. Regarding maintenance work for the ladies locker room, he had mentioned that the showers needed re-grouting not re-caulking. Also, Mr. Bouffard suggested a trim back of a tree on 14. Mr. Bouffard made a motion to approve the amended minutes of October 11, 2016 and Mr. Hall seconded. VOTED: 4-0-0.

Open Forum: WCC member, Tom Burke, was present again to discuss the bench they'd like to place on the golf course in memory of Bob Skog. He provided the Committee with a picture of the bench they wish to purchase. Mr. Burke said he'd like to get the Committee's thoughts on where to locate the bench on the course. He mentioned he would like to place the bench near the 7th hole on the green side of the cart path since Mr. Skog used to come down and sit there with his family. Mr. Burke mentioned that he still needs to finalize some of the details and they aren't looking to purchase the bench until the spring. There was a brief discussion about the benches already on the course and where they are located, along with the different designs. Mr. Hightower pointed out that they should avoid being too close to the tee since people sitting there could get hit with a golf ball. Mr. Burke noted that they will figure out a spot and come back before the Committee for final approval in the spring when they have more details. Mr. Burke informed the Committee that the bench will be installed on footings. He also said that donations received toward the cost of the bench are going well.

Budget/Membership: There was a discussion about the revised budget figures for FY18. It was noted that the Administrative Assistant's salary was increased by Accounting, and the Golf Professional, and Greens Superintendent's contracts also went up due to the Consumer Price Index. Mr. Hall made a motion to accept the new FY18 budget figures and Mr. Bouffard seconded. VOTED: 4-0-0. The Committee requested an email copy of the updated FY18 budget.

Mr. Bouffard wanted to discuss a membership drive to reverse the decline in people joining the Country Club. He proposed a membership drive/recruitment to try and change this downward trend. Mr. Bouffard performed a financial analysis and noted that if we increased membership by 10%, which would be approximately 20 to 24 new members, we could generate another \$20,000 in membership fees. He noted that if the membership drive was successful, we could designate the additional revenue toward capital improvements or equipment. Mr. Bouffard pointed out that we need to increase reserves and recommended appointing two members of the Committee to form a Subcommittee in order to come up with a strategy to report back to the CCOC in December. He would like to look at past membership lists in order to recruit former members, and also offer some sort of incentive or reward for referrals. Mr. Bouffard mentioned offering a credit toward membership dues or free greens fees and carts as a bonus. He also mentioned offering a complimentary guest fee early in the season to try to attract new members. Mr.

Bouffard said that he would like to get the Subcommittee together to discuss new member recruitment and then report back to the CCOC at the December 13th meeting. Mr. Bouffard made a motion to appoint two members from the CCOC to a Subcommittee for the membership drive. Mr. Hall seconded for the purpose of discussion. Mr. Hall was concerned that there are a finite amount of people that are joining a Country Club and that we could be taking away from greens fees. Mr. Negoshian pointed out that people are looking at how many rounds of golf they play at the greens fee price and then comparing that to the cost of membership. Mr. Negoshian noted that some prior members dropped their membership since they felt they weren't playing enough. He suggested letting people know early on about the new membership rates and greens fees for next year so they can calculate to see if a membership is worthwhile. Mr. Hightower mentioned that he would like to see more events introducing new members to the existing membership base. He noted that the feedback he received was that new members joined but then left because they couldn't find other people to play with. Mr. Bouffard again mentioned that he would like to form a Subcommittee and then come back next month to the CCOC and present their ideas. Mr. Bouffard made a motion to explore a membership drive and appoint a Subcommittee. VOTED: 4-0-0. Mr. Bouffard pointed out that he will be on the Subcommittee, along with Ms. Welch, and they will discuss their ideas and bring back to the CCOC in December.

Greens Superintendent: Mr. Hightower informed the Committee that he will be aerating the course to improve soil conditions for next year. He mentioned this sort of maintenance is standard for the tees. Mr. Bouffard asked about the 6th tee and noted that soil conditions look poor. Mr. Hightower said that there is a moderate level of nematodes and the PH level is testing higher. He plans on taking a soil sample to determine what is wrong since the soil seems to be drying out quickly with no reason. Mr. Hightower pointed out that he has been dealing with this issue since August 2015. He has tried extra watering and staying off of this area. He noted that the rain today will help. Mr. Hightower also mentioned that there is a new nematicide coming out that is designed to kill plant-parasitic nematodes and he has purchased this chemical to use next year, which should improve conditions.

Golf Professional: Mr. Negoshian mentioned that play activity is quieting down since the weather has gotten colder. He noted that November and December of last year were mild so the course was busy. Mr. Negoshian pointed out that the Dan Congdon tournament is this weekend. He also stated that greens fees collected so far for November totaled about \$3,500. Mr. Hightower added that last year Thanksgiving weekend was busy. Mr. Bouffard asked about the tournament schedule for next year. Mr. Negoshian said that he was starting to put that together. Mr. Bouffard suggested letting veterans play free on Veterans Day and putting that on the schedule for 2017. He also suggested adding free play for emergency personnel on Patriots Day if that day wasn't particularly busy. Mr. Bouffard mentioned that he would like to add some public relations events to the schedule for next year in order to promote the course. Mr. Bouffard made a motion to add that veterans can play free at the course on Veterans Day 2017 and Mr. Willwerth seconded. VOTED: 4-0-0. There was a discussion about mailing the application package for next year and also emailing it to members. Committee members suggested adding this item to the agenda for next month's meeting and making a decision in December.

Old Business: There was no old business brought before the Committee.

New Business: Mr. Bouffard inquired about an emergency repair list and if one existed. If not, he felt we should start one since there were a few items he'd like to see fixed. Mr. Bouffard

mentioned the shelter structure on the 4th tee and said it needs re-roofing. He wanted to ask the students from the Assabet Valley Regional High School for their assistance in re-roofing that structure and any other structures on the course that need repair, along with fixing the water enclosures. Mr. Bouffard noted that some of the water enclosures are broken and have graffiti on them. Mr. Hightower offered to view items on the course with Mr. Bouffard that may require maintenance. Mr. Bouffard also spent time in the Meeting Room with Mr. Negoshian trying to figure out the junior golf club storage area. They decided to put shelving in so the bags can fit length wise to neaten up that space. He'd also like to get a closet for the sand bottles. Mr. Bouffard said he would come up with a list and either contact the Assabet School Committee member from Westborough, Paul George, or have a Town liaison communicate our needs to Assabet. Mr. Bouffard will research the best way to handle speaking with the Assabet students and get Mr. Hightower's thoughts on what needs to be done. Mr. Bouffard asked Mr. Negoshian if he could let the juniors know to move their clubs out of the Meeting Room since they'll be working in that area. He also mentioned communicating to the juniors that they should have tags on their golf bags identifying who they belong to. Mr. Hightower suggested that juniors rent lockers if they'd like to leave their bags at the club or take them home at the end of the day. Committee members agreed and felt that in an emergency bags can be stored, but otherwise no clubs should be left in the Meeting Room overnight. Mr. Hall made a motion that going forward golf bags cannot be stored in the Meeting Room overnight and Mr. Bouffard seconded. VOTED: 4-0-0.

Mr. Bouffard also wanted to discuss the sinks in the ladies and men's locker rooms. He presented the Committee with a quote he received for replacing the sinks and noted they are about \$200+ each. Mr. Bouffard said he will contact the Town's Buildings & Grounds Supervisor, Frank Cornine, about using the Town's plumber. Mr. Negoshian mentioned that Mr. Cornine sent a plumber out recently because of a leak underneath the sink in the ladies locker room. He noted that the plumber said the pipes are rusting and need to be repaired or replaced before they break since the pipes are about 20 years old. Mr. Bouffard felt this was now a bigger project than just swapping out sinks. Mr. Negoshian mentioned that he is still waiting to hear back from Mr. Cornine as to what the next steps will be. Mr. Bouffard asked to have this topic added to next month's agenda for further discussion since he thought it was just a cosmetic issue but now he's finding out it's more of a plumbing issue.

The portable restrooms were also discussed. It was noted that Mr. Hightower hasn't been happy with the current vendor, Dave's Septic, since he didn't feel they were maintaining or cleaning the units properly. In contacting the Recreation Department, they said they use Chase/harris and were happy with their service, plus they offered to match the same price as Dave's Septic. The Committee agreed to switch the portable restroom vendor for next year to Chase/harris. Mr. Hightower wanted to make sure that Chase/harris understands that they need to sign in at the Pro Shop with the Golf Pro before going on the course.

Adjournment: Having no further business, Mr. Bouffard made a motion to adjourn the meeting at 8:08 p.m. and Mr. Hall seconded. VOTED: 4-0-0. It was noted that the next CCOC meeting is scheduled for Tuesday, December 13, 2016, at 7:00 p.m.

Respectfully submitted,

Approved:

Jessica Kaiser, Administrative Assistant

Katie Welch, CCOC Chairman