

Harwich Golf Committee

March 29, 2016

Meeting called to order at 4:00 PM

Present: Clem Smith, Tom Johnson, Jeff Williams, Martha Duffy, Bob Kingsbury
(Phone – John Crook)

Absent: John Wheeler

Invited guests – Roman Greer and Shawn Fernandez

Announcements:

Mr. Smith announces Robert Cafarrelli and Paul Sweetser are unable to make the meeting but they did meet with Mr. Fernandez and Mr. Smith earlier. They will do their best to make the May meeting.

Consent Agenda:

Mr. Johnson motions to approve January 19th minutes, Ms. Duffy seconds. Vote 6-0

Directors report – Roman Greer:

There have been a lot of things going on over the winter.

- We opened on March 19th
- We have redesigned the web site
- Mr. Greer and Pam Domos went to a training session on personnel topics of sexual harassment and customer service
- Hired a new janitor for 5 days a week from Cape Abilities
- Security cameras will go in to the maintenance building, the ball shed and the cart barn.

Mr. Greer asked the committee to review the following:

First - Junior Member Policy

He would like junior's under the age of 14, who have demonstrated sufficient golf experience and knowledge of rules and etiquette, through proven tournament play, school team play or recommendation by a PGA professional to be allowed to play on the course unaccompanied by an adult.

Second - Contract related

He would like to amend a small part in the contract with Miller Golf. He would like Miller Golf to offer Club Fittings and for this to be done totally through Miller Golf. He would like it amended to any and all golf equipment sales to students of the licensee, derived from club fittings conducted by the Licensee at Cranberry Valley GC, shall be reported monthly to the Director of Golf with the Town receiving 25% of the net profits. These profits shall be accounted and included in the monthly rent check paid to the Town.

Discussion:

Mr. Williams asks how we would know what he sells, would we rely on him to tell us. Mr. Greer answers yes and if approved there would be a process set up to make sure things go well. Having a club fitting would be a good service to have at the course.

Mr. Johnson agrees that if there is an accurate accounting this would be a good service to offer.

Mr. Smith states he would entertain a motion to approve this. This is not changing a policy just amending the contract held with Miller Golf.

Ms. Duffy makes a motion to add this into the contract with Miller Golf, Mr. Johnson seconds. Mr. Kingsbury suggests the word Student be changed to customer. Vote 6-0

Mr. Johnson questions what the standard would be set for the junior policy to change. Mr. Greer feels their past play that could be looked up to show their standard. He feels this would not be open to any and all junior players just to the ones that can show they know the etiquette and rules of golf. Mr. Kingsbury asks if there is a back lash to allowing some and not others? Mr. Johnson sug-

gest the town Attorney be asked if there is any issues with this being done. Mr. Smith asks Mr. Greer to look into that for the next meeting.

- New England Golf Monthly Magazine will be creating a weekly blog that will go on the web site and on our Facebook page.
- There have been a lot of different CV logo's that are around. We have had it redone so there will be one logo being used for things going forward.
- The Cape Cod media group will be sending out an email drive of about 40,000 people from Chatham, Orleans, through Yarmouth.

Cape residents that have given their emails to The Cape Cod Times.

- We will also have a pace of play card that will be handed out as well as a survey card.

Membership Renewal Drive has been very successful. In March of 2014 we had a total revenue of about \$37,000. The following year, March of 2015, there was \$21,000. As of March 28, 2016, we have collected \$232,000 in revenue from memberships due to the early drive.

The timing of the membership year is very difficult to define for any golf operation. Mr. Kingsbury suggest that moving the membership date closer to a calendar year be discussed further. Mr. Smith and Mr. Greer agree.

Pre-Paid greens fees have been stable. There is no historic data on hotel rounds but we will start to track this information now.

Membership contest results:

Mr. Greer asks Connie Mahady to pull both names from a hat. The first name is for the Golf Membership and the name is Dave Murray. The second one is for the Range Membership and the name is Jan Doda. Mr. Greer will contact both winners.

Mr. Smith asks if there has been any new hires for the interns they have been looking for? Mr. Greer answers yes we did get 2 interns this year and there will be additional new staff hires as the year progresses.

Mr. Smith asks if the Chelsea system was upgraded. Mr. Greer answers yes it was done a little later than we had wanted it to be done but once we get to using it the

upgrade will be a great help. There will be a capability for the starter to scan people into the system when they arrive at the club.

As of July there will be a new token machine down at the range. You will be able to use a credit card so you will not have to come up to the pro shop every time you buy tokens.

Old Business:

Winter Work Plan – Shawn Fernandez:

- About 50% of all 3 projects are done. Weather permitting the 10th fairway drainage will be almost done. The 12th cart path has been ripped out and will be repaved. Final sod work on 10 is in the process of being completed. The contract states that work will be done by April 15th.
- Tree work on all of 13 fairway has been done and work on 18 has been done. In the last 2 weeks he has removed about 14 trees
- We are aerating right now. We have done 7 holes and tomorrow and Thursday fairways and tees will be done. Next week we will start greens.
- We have had a problem with the fountains. They came in and put both in but there were some issues with the manufacturing and they both sunk to the bottom of the pond. They are in the process of being replaced.
- Portable toilets will be out April 1st.
- All of my guys that wanted to come back have. They really do an amazing job.
- Shawn, Rob Donovan and Rain Ryder went to recertification classes this winter to get additional license credentials for chemical application. Mr. Johnson asks about the warning on the 12th tee. Mr. Fernandez said they took them in for the winter and they will be going back out soon. There will be a button at the ladies tee also.

Mr. Fernandez announces he has created a binder for all projects information to be in. This way everyone will know all timelines, all article information and all monies spent on all projects in one spot.

Food Service:

The Hot Stove will open by April 16th. Mr. Leidner has done a great job that has included new equipment, tables, and chairs. This was in addition to the great work done by Shawn's staff in painting and installation of the new carpet. He does have his liquor license and is currently working on a seating chart to submit to the Health Department.

Policy Manual – Clem Smith:

Policy manual has been scanned so it can be updated. Mr. Smith asks the committee to take a look at the hand out he has supplied and work can begin at the next meeting. John Crook emphasized that this new document will be know as an "operations manual" including of course current and future policy documentation.

New Business:

In February Mr. Smith, Mr. Greer and Mr. Donovan (for Mr. Fernandez) met with Paul Sweetser for the Town Engineering department to discuss progress and direction for the capital project. The following are some of the points of discussion.

- The water containment system for the new cart barn
- The electrification of the new cart barn to house an electric fleet and solar panels to go with this
- A costs analysis

Mr. Smith had a conversation with the Club Cart Company about the electrification of a cart barn for an 80 cart fleet. That would include 18 charger installations, a 400 amp service, the overhead garage doors and a lighting configuration. This information was given to Mr. Smith by Ed Erlich who has done about 182 installations of this type around Southern New England and in the Northeast.

These are the figures that were discussed:

charger installations about \$16,000,

- the 400 amp service would be about \$10,000,
- the power for the overhead doors (7 of them) would be about \$5,000,

- The lighting configuration was about \$7,000 (a 10% increase was factored into all figures). For a total of about \$40,000 for these components of the project.
- Mr. Smith also spoke to the president of Carbtrol in regards to the wash down system and he gave a price of \$35,000.
- The next step would be to get together with the Town Administrator and nail down what will be our portion of the bond.
- Mr. Fernandez discuss the “building” of the new cart barn. He will make another binder with all areas of the project and prices that go along with it.
- It’s not the actual building that will be the major expense it is all of the other things like the parking lot, the electric, the wash-down area, etc. he feels the building could be done for about \$500,000 - \$550,000.
- Mr. Smith feels like about \$40,000 would cover moving and relocating the gas tank at the most.
- About \$85,000 is the figure for the parking lot to be completed.

- Here is a financial summary and analysis to date:

1. Butler type building -	500
slab/foundation work	20

2. Shawn’s maintenance facility -	175
--	-----

3. Wash Down - Carbtrol package including engineering	35
--	----

electric hookup 20-40 amp service	1
concrete pad and housing	10

4. Cart Barn electrification

80 charger installations - 16+ (14+)	16
--------------------------------------	----

400 Amp Service complete install	10
----------------------------------	----

power overhead door hookup - 7 doors - 5+	5
lighting configuration, standard fluorescent tube	7
5. Car Park reconfiguration and paving	85
Car Park lighting and surveillance	
6. Hardscape - pedestrian walkways	50
7. Site prep - Town of Harwich Highway	
8. SOLAR - Roof install @ 2600 sq. feet, BTM service	
9 Gas tank relocation and installation/diesel conversion	35
Total	949+

Note:

Ed Elrich industrial electrical -182 successful installations - “Club Car”

Water containment systems - average in costs , +35 and will be bid dependent

*Town of Harwich site preparation

Public Comment:

Max McCarthy commented on drone views of part of the course that are on the web site. Mr. Greer says there is a posting that is on Facebook that Golf of New England did a few years ago.

Mr. McCarthy also has inquired that due to the time change of when the course closes that the time change as to when there are no points given during the day he feels is an issue. Currently there are no points given after 2:00 PM and that is the same year round whether the course closes at 2:00 or 6:00. Mr. Greer says he will look into it. The thought of that is the time of day for getting in 18 vs 9 holes. Mr. Smith asks Mr. McCarthy to put his request and concerns regarding the Chelsea system in writing for future discussion.

Motion to adjourn by Tom Johnson, second by Martha Duffy. Vote 6-0 6:00 PM

Respectfully Submitted,

Jenn Heath

Harwich Golf Committee Secretary