

Harwich Golf Committee

November 17, 2015

Meeting called to order at 4:00PM

Present: Clem Smith, Bob Kingsbury, Jeff Williams, Martha Duffy, John Crook

Absent: Tom Johnson, John Moretti

Invited Guest – Roman Greer, Shawn Fernandez

Consent Agenda:

Motion to approve the October 6th and October 27th minutes by Martha Duffy, Second by John Crook. Vote 5-0

Old Business:

Cart Barn – Bob Kingsbury

Mr. Kingsbury, Mr. Fernandez, and Mr. Greer representing the committee met with Capital Outlay to discuss the cart barn project. Mr. Crook and Martha Duffy also attended this meeting.

Capital Outlay is encouraged by the committee's foresight, planning and thinking about this project. They will approve the plan and change the money that has been earmarked for this project to 1.2 Million. This will also include the parking lot renovation and redesign, the re-skinning of the old maintenance building and the cart barn. The next step will be to go to the Finance Committee. The Town Administrator is also on board with this project. Financing of the project could be a shared responsibility with the Town and the Golf Department. Nothing has been set in stone.

Mr. Smiths stated that historically wether it is irrigation, bunker restoration or sand trap restoration, projects approved at Town Meeting have been financed in the past by the entire Town. Mr. Fernandez

reminds the committee that over the past 30 years the course has produced and returned a lot of money to the general fund and hasn't really seen a lot of that money back into projects.

Mr. Smith asks Mr. Fernandez what the longevity of the maintenance building, is the skinning of the building able to be pushed out a bit or is it something that needs to be done right away? Mr. Fernandez says the building is rated for 20 years and has been there for 30 years so it should have been re-skinned by 1990. So it is time for it to be done right away.

School Project – Shawn Fernandez

As asked by the Town Administrator Shawn has put some figures together to do the school lawn.

- Total maintenance performed so far is a total of 33 hours of labor, it has consisted of mowing, weed whacking, grooming of the turf field and blowing out the irrigation system.
- All work has been performed after hours and offered as overtime to the staff.
- Starting in 2017 budget line item could be installed into the golf budget showing all aspects of the Monomoy Regional School Maintenance plan. Roughly \$100,000 in total.
- He has found some irrigation issues already and they should be fixed by the contractor before they are done.

Mr. Crook states when this first came about it was supposed to be a short term thing helping them out but it seems like it is turning into a permanent thing? Mr. Fernandez states he was asked to get them through the fall and into the spring and then present it in the budget so the selectman and finance can see it. Then the selectman can approve what they want to do and what they don't want to do.

Mr. Crook also asks why this field can't be taken care of by the highway department like they do the other fields. Mr. Fernandez states they are

understaffed already and can't take on another one. Mr. Crook feels as though the 120 acres at the course should be the focus and not any other fields. Mr. Fernandez assures everyone once again that this will not in any way take away from the course. In the total of a week it may be up to 15 hours of labor at the most.

Mr. Kingsbury feels it may be a good idea to have Mr. Clark come to our next meeting to answer any of the committee's question or concerns on this subject.

Mr. Smith feels that by January there would be a clear picture as to how this project is going to work out. This may be a good time to have the Town Administrator come to a meeting, it may also be helpful to have someone from the School department be at the meeting also.

Winter Work Plan – Shawn Fernandez

- Greens will be closed on December 14, 2015. The course will be still open for play just on Temp greens and tees. This will allow his staff to finish work prepping for the winter months ahead.
- General Maintenance – roughly 75 pieces of equipment will be readied for next year to include service and repair.
- General Maintenance – all golf supplies ball washer, flag poles, tee markers, etc. to be serviced and repaired or painted
- Tree work – in house staff to take down dead trees and prep stumps to be ground in the spring, there are numerous areas on course that will be addressed
- Sink Hole repair – continue with filling in sink holes on the golf course and prepping to seed in spring. Will give update as to what holes are being address as they are done (16, 11) are two holes that will have already done or are doing.
- Tree Work – Outside company will be hired per budget to continue tree work plan on back nine holes 13, 15-18 is what is left to be

addressed. Understand not all those holes will get done, it really depends on number of trees that need to be taken down on each hole.

Mr. Smith suggest that it may be a good idea to put more money in the future budget for tree work. There is a lot of work to be done and it would be prudent to increase the amount now.

Fall Bid Projects – Shawn Fernandez

The projects went to bid on November 4th. There was a walk through on November 12th, clearly stating the scope of the work to be performed with a bid opening on November 19th at 2:00 PM at Town Hall. The scope of the work to be performed should take only a couple of weeks. Ideally would like to start around December 1 and be done by Christmas and paving will take place in the spring by or around April 15, 2016.

New Business

Miller Golf Lease – Roman Greer

- The lease this year was only for 1 year. Mr. Miller feels things went very well this year even with the late start.
- Mr. Miller would like to have a 5 year license going forward. Mr. Greer would like to offer a 3 year license with a 2 year add on after that to be offered by the committee at the time.
- Fee would be \$5000 a year with a 5% increase each year after year 1.
- Mr. Greer has a few thoughts on how to make the range a little better in the future. To have someone designated to be at the range and take care of it, looking at a different token dispenser so people don't have to go up to the pro shop for token, a bench to be put down there and to get a bag stand also.

Motion by John Crook to offer a 3 year license with a 2 year extension to be offered by the committee if it work out and a yearly fee of \$5000 with a 5% yearly increase. Second by Martha Duffy

Mr. Kingsbury would like to see a 3 year lease with 2 additional years offered by the committee 1 by 1 rather than 2 more at a time, he would also like to see the yearly fee a little higher than \$5000. Mr. Greer has done some market research when this license was first offered this year. This \$5000 is actually the highest in the area. Granted we do have one of the best driving ranges on the Cape but the license fee shouldn't be too high to push people away either.

Mr. Crook feels that we have a great benefit having Mr. Miller teach at the course since he is one of the best Golf Instructors on the Cape. He brings in a lot of non-members to play and practice at the course also.

Mr. Kingsbury would like to amend the motion to read that there be a 3 year contract awarded with 2 – 1 year extensions for a total of 5 years and to increase the annual fee to \$6000 and rather than a 5% increase do a flat fee increase of \$250. Mr. Williams seconds.

Mr. Crook feels the increase of \$1000 isn't worth quibbling over. Mr. Miller is doing a great job, bringing a lot of people in to the course and he feels good with the original motion.

Vote on the amendment by Mr. Kingsbury 1-4 motion not passed

Vote on motion by John Crook 5-0

Public Comment:

Jack Connolly asks who assumes liability for this license? Mr. Kingsbury informs him that Miller Golf is required to have a \$1 Million policy.

Mike Gardner – liked the motion as approved and feels that what Mr. Miller brings to the course is among the things we are trying to do which is to improve the image of the course. He feels the image of the course is improving all the time now. The pace of play and customer service is much better. He feels the direct money the course gets from something like this or even the restaurant is not as important as the indirect money that is brought in by them.

Food Service Research and RFP proposal – Jeff Williams

After long discussions as to what really needs to happen to make the restaurant work this time the subcommittee has come up with an RFP that they feel is what the committee and the members are looking for.

- Offer a more limited menu
- Standard items
- Have daily specials
- Good grab and go area
- Be able to do tournaments and events

The RFP has to be broad enough to not discourage someone that may have slightly different ideas. But also focus on important items to the committee and the membership.

The next step would be to bring the RFP to Mr. Robert Cafarelli to make sure it is all up to the legal criteria. Its proposed to have this advertised in January so it can be awarded by February. It may be a tight time frame but it is possible.

Mr. Crook asks how long it normally takes to get a liquor license? Mr. Smith said it can take anywhere from 2 weeks to 4 months. The only thing that slows up the process is when the person has tax obligations, other financial obligations to take care of or the person who has the current license also has to give it up for it to be given to someone new.

Motion to accept the RFP as proposed and move forward with the process by Martha Duffy, second by John Crook. Vote 5-0

New Warrant Articles for 2016

- Tree work – as done in previous years, hire outside contractors and continue with plan roughly \$30,000 a year
- Forward Tees – start to add forward tees depending on cost and locations. As to USGE report recommendations. Budget roughly \$30,000/\$6,000 each (5 tees).
- either rework language in the existing Golf Improvement Fund to include surcharges proposed for 2016 on cart rentals and public green's fees or create a "Infrastructure Revitalization Fund" as proposed

Focus Priorities – John Crook

Mr. Crook reads over the list of Priorities for 2016-2017. Everything seems to be on schedule with the plan as of now.

- Budget Review
- Fee/Rates
- Warrant articles for town meeting
- Surveying holes #15-18
- Update policy manual
- Winter work plan
- Goals/accomplishments 2015
- Cart barn status

- Revitalization fund
- Strategic plan
- Capital outlay/projects need estimates
- Video surveillance for CVGV
- Warrant article completion
- Review GIF and PRO shop 53 1/2E accounts
- Cranberry valley web site & social media
- Restaurant review
- Audubon certification
- Inter municipal strategies for joint maintenance ventures
- Cape cod golf trail

Mr. Greer hands out a tentative tournament schedule for 2016 to be reviewed and discussed at the next meeting.

Public comment –

NONE

Martha Duffy motion to adjourn, second by Bob Kingsbury Vote 5-0 at 6:15 PM

Respectfully submitted,

Jenn Heath, Secretary HGC