

## DRAFT MINUTES

Beaver Meadow Golf Advisory Committee Meeting  
December 14, 2017

**In Attendance:** Mark Coen, Linda Mattlage, Jennifer Kretovic, Justin Kimball, Bob Norton, Dick Holden, Roger Jobin, Brian LeBrun, Bernard “Sid” Chase, and Phil Davis.

**Excused:** Chris Mulleavey (Chairman), Fran Hunt, David Croft, Travis Martin, and Jim Marshall.

- 1) **Public Input:** The meeting was called to order and opened for public input. There was no public input.
- 2) **Approval of November 16, 2017 Meeting Minutes:** Jennifer Kretovic motioned, and Linda Mattlage seconded, to approve the minutes from the November 16, 2017 meeting. The minutes were unanimously approved.
- 3) **Course Update:**
  - Outdoor golf season is officially closed.
  - Simulator business ramping up.
  - The bunker project is proceeding nicely. The contractor will do as much work as possible this winter, depending on weather.
  - Sod work to be completed in the spring.
  - The tees are shaping up on Holes #10 and #13. Hole #10 will be a score-able par 5 for women when the tee is completed, about 75 yards shorter.
  - The course is overdue to be re-rated.
  - The pump station project is awaiting pricing for pumps. Foundation is being poured and the contractor will start construction of the building.
  - The Point of Sale (POS) system is awaiting finalization of numbers to balance Logos/GolfTrac/TeeSnap for inventory and gift certificates. Staff training went well.
  - Recent Open House went well. Phil provided free lessons and club fittings.
  - There was discussion about Pro Shop credits that expired on December 1, 2017. These are different than gift certificates. Expiration of credit is common practice in the industry, and BMGC has followed this practice since taking over operation of the Pro Shop.
  - Jennifer Kretovic reported that she is working with the City Manager and the Mayor regarding a more permanent pavilion for the lawn area. This pavilion will allow the course to attract larger golf outings and events. She indicated that she has received permission to apply for a grant from the NH Charitable Foundation.
- 4) **Memorial Donation Policy:** Deputy City Manager Brian LeBrun presented the revised policy, which has been reviewed by the City Manager and the City Solicitor. State laws impact these policies and Deputy City Manager LeBrun indicated that the policy was written to protect the City’s interests. The policy addresses ongoing maintenance and replacement of donated items. Bob Norton motioned, and Dick Holden seconded, to approve the policy as presented. Jennifer Kretovic excused herself from the vote. The policy was unanimously approved.

- 5) **CIP Discussion:** Deputy City Manager LeBrun distributed the staff recommended Capital Improvement Plan for the course. There was discussion about planned improvements and purchases; specifically, CIP #107, Golf Course Grounds Improvements; CIP #235, Golf Course Clubhouse and Maintenance Building Improvements; and CIP #530, Golf Course Equipment. None of the items are definite. Items can be moved around as needs arise. City Council must act on any recommendation as part of the Capital Budget adoption. The Plan includes assistance from the General Fund.
- 6) **Old Business:** There was discussion about the letter received from Charles Randall, which was discussed at the November 16<sup>th</sup> meeting. Jennifer Kretovic indicated that she had responded in writing to Mr. Randall after the November 16<sup>th</sup> meeting. The Committee will take Mr. Randall's suggestions under advisement.
- 7) **New Business:** Mark Coen attended a recent meeting of the First Tee of NH at the Concord Boys & Girls Club. BMGC is one of a very few host sites in NH, and First Tee is hoping to grow participation through the Boys & Girls Club.
- 8) **Adjournment:** Bob Norton motioned, and Linda Matlage seconded, to adjourn the meeting. With a unanimous vote, the meeting was adjourned.
- 9) **Next Meeting:** Thursday, January 18th, at 8:00 AM, at BMGC Clubhouse.