

DRAFT MINUTES

Beaver Meadow Golf Advisory Committee Meeting
October 19, 2017

In Attendance: Chris Mulleavey, Chair; Jim Marshall; Mark Coen; Jennifer Kretovic; Bob Norton; Fran Hunt; Brian LeBrun; Bernard “Sid” Chase; and Phil Davis.

Excused: Linda Mattlage; Travis Martin; Justin Kimball; David Croft; Dick Holden; and Roger Jobin.

Other Attendees: Suzanne Pegg, Economic Development Director.

- 1) **Public Input:** The meeting was called to order and opened for public input. There was no public input.

Economic Development Director Suzanne Pegg was introduced to the committee. Ms. Pegg noted that golf and other recreational activities play a big role in economic development, as they attract companies and employees to a location.

- 2) **Approval of September 19, 2017 Meeting Minutes:** Bob Norton motioned, and Jennifer Kretovic seconded, to approve the minutes from the September 19, 2017 meeting. The minutes were unanimously approved.

- 3) **Course Update:** Electrical repair of the fountains has begun and an electrical line to the pond has been installed. City staff helped with digging the trench and moving the water supply for flooding of the skating pond.

TeeSnap is the selected vendor for the new Point of Sale (POS) system, which will go live in December. The new system will incorporate all aspects of the member database, retail sales, pro shop tee time management, and online tee time sales; helping to build revenue.

Golf Course staff has received responses to the RFP for repair of bunkers. Bunkers #1, 4, 10, and 13 have been identified as priorities. Bunker repair is part of the 5-year plan and is in response to customer feedback. There was discussion about the use of sod versus hydro-seed. Both have been used on various projects. Hydro-seeding is less expensive than sod.

White Engineering is working on the design of the new irrigation pump station. Staff is putting together a request for pricing, based on White’s dimensions. Concrete will be poured by the end of November, and the bunker contractor will do the site work.

The Pro Shop is preparing for simulator season and running the final tournaments of the season. Inventory will be conducted on November 20th. The Pro Shop simulator will be up and running on November 21st.

- 4) **Updated Draft Memorial Policy:** Draft policy written by Jim Marshall and Jennifer Kretovic was reviewed. The Golf Course Administrator will create a list of needs in conjunction with the 5-year plan. The policy provides for revenue to maintain donations. Donations of less than \$10,000 are to be reported to City Council as diminimus gifts on the consent agenda. Donations greater than \$10,000 must be accepted and appropriated by City Council before being spent.

The committee thanked Jim, Jennifer, and the subcommittee for their efforts on the policy.

Bob Norton motioned, and Jim Marshall seconded, to forward the draft policy to the City Manager for review. The motion carried unanimously.

- 5) **Old Business:** The 5-year plan for improvements will be discussed at the next Golf Course Advisory Committee meeting and presented to City Council once complete. It will need to be updated for the FY 2019 Capital Budget. There was discussion about the Master Plan and the need to set up for yearly review prior to Capital budget creation.
- 6) **New Business:** Mark Coen spoke about national golf trends in 2017. Much of the country is flat in rounds played. New England and the Northeast are down 9% for the season, mostly due to the wet spring. Beaver Meadow will have better data once the new POS system has been in use for a year.

There was discussion about the check-in process for members.

Deputy City Manager LeBrun will bring financials to the November meeting.

- 7) **Adjournment:** Bob Norton motioned, and Jennifer Kretovic seconded, to adjourn the meeting. With a unanimous vote, the meeting was adjourned.
- 8) **Next Meeting:** Thursday, November 16th, at 8:00 AM, at BMGC Clubhouse