

**Val Halla Board of Trustees**

**Wednesday, October 8, 2008 6:00 p.m. to 6:45 p.m.**

**Town Hall – West Conference Room**

**Meeting Minutes**

**Present:** Bill Putnam, Frank Sola, Norene Ward, John Zappia, Roger Brooks, Judi Greene and Tim Moody

**Others Present:** Toby Young, Course Superintendent, Kevin Googins, Food and Beverage Manager, Brian Bickford, Golf Pro, Bill Stiles, Town Council, Alex Kimball, Finance Director and Cynthia Stennett.

- I. Welcome & Introduction of Guests** – Bill Putnam called the meeting to order at 6:00 and welcomed and thanked everyone for coming.
- II. Public Comment** – None
- III. Approval of September 17, 2008 Minutes** – Bill Putnam asked if everyone had an opportunity to review the September 17, 2008 minutes in their packets. Seeing that there were no corrections, additions or deletions, the minutes were accepted as written. A motion was made by Norene Ward to approve the minutes as written and seconded by Frank Sola.

**VOTE: MOTION PASSED – UNANIMOUSLY**

- IV. Review of Revenue Reports** – Alex stated that things were fairly well on track although there was a drop in revenues and expenses on the Club House side which seemed to be mirroring each other. He did state that they seemed to be up a bit this year as compared to September figures in prior years. He also stated that the Course Income still indicated a drop in Golf Memberships and that those monies were still coming in although they were a bit slower throughout September. Alex indicated that perhaps some of this may be due to people waiting until the last minute to sign up for memberships. He also stated that the figures for Greens Fees has rebounded a bit, mostly picking up from prior months.

Alex also stated that there was not much to report on the expense, side except for the monies spent for fertilizer which was used on #5 and #10. He stated, however, that all the figures do indicate that we are further behind than we were at the same time last year. Alex also stated that he hoped much of this was due to the fact that we were doing the 50/50 on the membership rates and it seemed as though people were waiting until the last possible second to join. Judi stated that, based on what she had seen that she felt a lot of people were waiting until the last minute.

Bill Putnam asked about the \$34,000 in monies due for outstanding golf outings and if any of those monies had come in as yet. Alex explained that some had come in, but that there was still \$18,000 still due to come in. He also stated that approximately \$20,000 of those monies had come in during the month of October, but that there are still some outstanding monies remaining. There was some discussion about whether or not any of these outings paid anything up front and Kevin indicated that they had paid a deposit.

Alex also stated that if all these monies projected for memberships came in, the figures for October should look great.

**V. New Business:** None

a. **Business Reports:**

**I. Department Reports:**

**1. Brian Bickford – Pro Shop**

Brian stated that he had a couple of things he wanted to discuss, the first being that there are currently 95 members that have signed up for next year, 22 of which are brand new and 52 which took advantage of the payment option of 50/50. He informed the Board that there is an upcoming weekend event for the Ryder Cup which has 62 signed up and he hopes to get some additional memberships from that. He also stated that as the daylight hours decrease, they were also decreasing their hours.

Brian informed the Board that there were six girls who had qualified for the State Junior Championship, which he felt was a real credit to the program that Abby had started. He stated that this was a first because never before had six girls even attempted to qualify, but that in this instance six had qualified from one school alone and that this was a state record and they are all members of Val Halla.

Bill Putnam asked Brian if he had heard of any current members who were not going to re-join at Val Halla and Brian stated that there had only been two instances and one was joining a Twilight League and the other was moving out of state. Brian also informed the Board that he had just seen the current fee schedule for Toddy Brooks and based upon that, he did not feel that people would be leaving to join Toddy Brook due simply to their rates. He informed the Board that an adult membership will be \$1,100 at Toddy Brook vs. \$700 for us and a couple membership at Toddy Brook will be \$1,800 and we will be at \$1,200. Tim stated that

he felt that word about the condition of the course has spread and that was also encouraging people to come to Val Halla.

Brian informed the Board that he has found that people really appreciate the opportunity to take advantage of the split payment option. He also stated that they are collecting the data from the membership forms for future reference.

## **2. Toby Young - Course**

Toby began his presentation by giving an update on the irrigation project. He reported that what the crew was doing on the front nine was pulling all the side laterals and putting in the heads and crew on the back nine has been putting in the main lines with the valves that feed the laterals. Toby also informed the Board that #3, #4, #5, #6, #7 and #8 are now complete, with the exception of greens and tees. He also stated that the #7 tee is complete due to the fact that they had to feed it off of the fairway main line. Toby also stated that #10 fairway, #11 tee and fairway has been done as well as #15, # 16, and #17 tees and fairways are also complete along with the #18 main line being done.

Toby stated that based upon this, they are way ahead of schedule from what had been anticipated. He also stated that based on how the project was going and if they did not run into any further complications, he expected that they would be done within two to three weeks, which is way ahead of the November 15<sup>th</sup> deadline.

Toby also stated how impressed he has been with the quality of work which has been done on the project and how they run their operation. He also stated that it has been very clean, thorough and well organized and all of the recommendations he had received from other operations where the crews have worked have been proven out by what they have done at Val Halla. Toby further stated that he can see why they were so highly recommended.

Bill Putnam asked if the amount of rain which had fallen during the installation had held them back and Toby stated that it had set them back somewhat in that they could not continue with their seven day a week schedule and that some of the conditions had been very muddy and messy.

Toby also stated that #3 and #4 had settled somewhat because of the existing soil type and that sand had been used in some locations. Toby reiterated that based upon the contract, they know

that they are liable for any settling issues and they will fix any problem areas.

Bill Putnam asked about the status of the Pump Station and Toby indicated that it was still on schedule for around the 17<sup>th</sup> and was coming on a truck from Arizona. He also stated that all the pipe and materials that Irrigation Systems of Maine needs would be delivered during the week of the 20<sup>th</sup>. He also stated that Public Works is currently excavating tree stumps and putting in a foundation and once the Pump Station arrives it will be on a skid where it will be set down and hooked up. After that the building will be put up around it and the final step will be to get CMP to come and hook up the power.

Bill Putnam asked about the part of the contract which stated that the system would be pumped and tested and Toby indicated that would not happen until next year. Toby also stated that they had blown out the front nine and the vendor is responsible for one fire-up and one winterization.

Tim stated that he had found the crews to be friendly and asked about how the decisions were made about closing holes. He did state that when he had played the previous Friday there seemed to be some confusion about #7 and whether or not it was closed. Tim stated that he wanted to make sure that when people went out to play that they were clear about which holes were closed. Toby stated that he felt a lot of the confusion was due to the fact that the crew was moving a lot faster than had been expected. He also stated that he had found the crew to be excellent workers with a very positive attitude.

Toby also stated that the only heads that were left to be flagged at this point were the putting green, #9 and #1. He informed the Board that he only had one extra head remaining.

### **3. Kevin Googins – Food and Beverage**

Kevin stated that things were winding down in the Viking Grill and that the hours of operation after the upcoming weekend will only be on Friday, Saturday and Sunday until November 2<sup>nd</sup> when the Grill will close for the season. Until that time the Viking Grill will only be open on Fridays from 10:00 – 6:00 and the weekend hours will be from 10:00 – 4:00, with nothing during the week except for the vending machines.

Kevin stated that Personal Touch is not willing to pay for staff hours and food for only \$60 a day, which is the reason why the hours are being cut. He reported that wedding bookings are still going strong, with three for the upcoming weekend. He stated the sales of beer and liquor should significantly help the October sales figures.

## **2. Val Halla Golf Association – Tim Matthews**

There was no report from the Val Halla Golf Association in Tim Matthews's absence.

## **3. Greens Committee Report – Rick Doane**

There was no report from the Green's Committee in Rick Doane's absence. Brian indicated that he does attend the Greens Committee Meetings as does Tim, as a Board representative, and reported that they have requested that all updates for the irrigation system be put up on the website. Brian also stated that he is working to keep that information up to date and that the only issue that has come up is in regard to having monies available, \$1,200 to \$1,500, for tree replacement.

Tim stated from what he has seen that it has been mostly fine tuning of little things pertaining to the course and there hasn't been any major concerns or issues addressed.

**c. Other New Business** – Bill Putnam stated how much he appreciated getting all the updated information from the website. Tim also stated that he checks it out every day to see what's happening and Norene stated that she checks it out often as well. Judi asked if having the information available online cuts down on the calls to the Pro Shop and Brian indicated that it does.

Bill Putnam stated that he would like to add an agenda item to next month's agenda having to do with "Incentive Plans for Resident Members." Norene stated that she has been doing research on the internet, but had not found a lot. Bill Putnam stated that he felt it was a worthwhile thing to give an additional value for resident memberships. There was some discussion about the possibility of using punch cards. Cindy will add as an agenda item for November's Board Meeting.

Bill Putnam stated that he and Bill Stiles had discussed aligning the term appointments of the Board members for the next year so that three expire in 2009, three in 2010 and three in 2011.

## **VI. Old Business**

None.

**VII. Adjournment, next meeting, Wednesday, November 19, 2008, 6:00 p.m. at the Town Hall in Council Chambers.**

There was a motion made by John Zappia and seconded by Roger Brooks to adjourn the meeting at 6:45 p.m.

**VOTE: MOTION PASSED UNANIMOUSLY.**

Respectfully submitted,

Cynthia A. Stennett  
Recording Secretary