

MEETING NOTICE
TOWN OF BREWSTER
GOLF COMMISSION

Location: Remote Participation Only

Date: August 11, 2020

Time: 4:00 PM

This meeting will be conducted by remote participation pursuant to Governor Baker's March 2020 orders suspending certain Open Meeting Law provisions and imposing limits on public gatherings. No in-person meeting attendance will be permitted. If the Town is unable to live broadcast this meeting, a record of the proceedings will be provided on the Town website as soon as possible. The Town has established specific email addresses for each board and committee so the public can submit comments either before or during the meeting. To submit public comment or questions to the Golf Commission, please email: golfcommission@brewster-ma.gov. To view the:

- Live broadcast: Tune to Brewster Government TV Channel 18
- Livestream: Go to www.livestream.brewster-ma.gov
- Audio/video recording: Go to www.tv.brewster-ma.gov

AGENDA

- Call to Order
- Director's Report (Mark O'Brien)
 - FY2021 Revised Budget
 - Update on Freemans Grill
 - Update on Maintenance
 - Off-season memberships
- Concerns and Questions about Golf Course Operations
 - Masks
 - Sprinkler System
 - Divot Repair Project
- Questions and comments from Associations (Bill O'Brien, Donna Potts, Jane Samiotes) and Liaisons
- Refund Requests (Anne O'Connell)
- Update on Solar Project (Anne O'Connell)
- Superintendent Search (John Kissida)
- Strategic Planning Process
- Questions and comments from Associations (Bill O'Brien, Donna Potts, Jane Samiotes) and Liaisons
- Approve Minutes 071420
- Topics the Chair did not Reasonably Anticipate
- Future Agenda Topics and Meetings
- Adjournment

Date Posted:

Date Revised:

FY 2021 Projections - rev. 8/6/20

	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2021</u>	<u>FY 2021</u>
	Actual	Actual	Orig. Proj.	Covid Proj.	New Proj.
REVENUES:					
Season Passes	\$ 986,785	\$ 1,293,344	\$ 821,000	\$ 821,000	\$ 821,000
Green Fees	\$ 1,691,233	\$ 1,519,109	\$ 1,763,000	\$ 1,386,000	\$ 1,763,000
Cart Fees	\$ 631,559	\$ 535,807	\$ 699,000	\$ 688,000	\$ 648,000
Driving Range	\$ 131,768	\$ 111,033	\$ 132,000	\$ 132,000	\$ 128,000
Pro Shop Revenues	\$ 277,232	\$ 203,224	\$ 300,000	\$ 266,000	\$ 243,000
Restaurant Rent	\$ 37,452	\$ 28,202	\$ 38,000	\$ 38,000	\$ 38,000
Miscellaneous	\$ 3,045	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 3,759,073	\$ 3,690,719	\$ 3,753,000	\$ 3,331,000	\$ 3,641,000
EXPENSES:					
Wages	\$ 1,366,011	\$ 1,284,723	\$ 1,525,147	\$ 1,427,611	\$ 1,483,423
Operating Expenses	\$ 857,360	\$ 704,727	\$ 915,919	\$ 816,220	\$ 887,220
Pro Shop Purchases	\$ 204,440	\$ 163,795	\$ 230,000	\$ 160,000	\$ 200,000
Fringe Benefits	\$ 528,183	\$ 543,203	\$ 613,668	\$ 568,338	\$ 599,598
Liability & Property Insurance	\$ 72,019	\$ -	\$ 91,080	\$ 91,080	\$ 91,080
OPEB	\$ -	\$ -	\$ 17,277	\$ 17,277	\$ 17,277
Indirect Costs	\$ -	\$ -	\$ 128,790	\$ 114,967	\$ 114,967
Payback of Prior Year Deficit	\$ -	\$ -	\$ -	\$ 107,466	\$ -
Debt Service Interest	\$ 61,637	\$ 31,837	\$ -	\$ -	\$ -
Debt Service Principal	\$ 775,000	\$ 810,000	\$ -	\$ -	\$ -
Capital	\$ 52,617	\$ 88,708	\$ 170,000	\$ 20,000	\$ 110,000
Prior Year Encumbrances	\$ 15,222	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 3,932,489	\$ 3,626,993	\$ 3,691,881	\$ 3,322,959	\$ 3,503,565
Surplus/Deficit	\$ (173,416)	\$ 63,726	\$ 61,119	\$ 8,041	\$ 137,435

GOLF DEPARTMENT - FY 2021 BUDGET - rev 08/06/20							
	EXPENDED FY2017	EXPENDED FY2018	EXPENDED FY2019	EXPENDED FY2020	ORIGINAL REQUEST FY2021	COVID REQUEST FY2021	NEW REQUEST FY2021
WAGES							
Full-time Maintenance	\$ 547,282	\$ 563,501	\$ 573,351	\$ 588,859	\$ 617,630	\$ 583,164	\$ 595,164
Part-time Maintenance	\$ 223,099	\$ 240,563	\$ 280,357	\$ 221,794	\$ 305,271	\$ 285,000	\$ 305,271
Full-time Administrative	\$ 232,625	\$ 238,714	\$ 245,278	\$ 253,962	\$ 276,534	\$ 252,993	\$ 276,534
Part-time Administrative	\$ 225,675	\$ 223,655	\$ 206,468	\$ 161,572	\$ 211,467	\$ 198,536	\$ 198,536
Overtime	\$ 45,146	\$ 49,044	\$ 44,033	\$ 41,237	\$ 47,638	\$ 47,638	\$ 47,638
Longevity	\$ 16,859	\$ 15,902	\$ 16,525	\$ 17,299	\$ 18,072	\$ 18,072	\$ 18,072
Contractual Obligations	\$ -	\$ -	\$ -	\$ -	\$ 48,536	\$ 42,208	\$ 42,208
SUBTOTAL	\$ 1,290,686	\$ 1,331,380	\$ 1,366,012	\$ 1,284,724	\$ 1,525,148	\$ 1,427,611	\$ 1,483,423
GENERAL EXPENSES							
Clothing-Maintenance	\$ 7,453	\$ 9,085	\$ 10,357	\$ 8,786	\$ 8,500	\$ 8,500	\$ 8,500
Clothing-Administrative	\$ -	\$ 1,657	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
Oil/Grease-Maintenance	\$ 1,474	\$ 2,142	\$ 4,104	\$ 2,628	\$ 3,000	\$ 3,000	\$ 3,000
Diesel Fuel	\$ 9,086	\$ 12,033	\$ 14,759	\$ 12,493	\$ 17,117	\$ 10,000	\$ 10,000
Heating-Maintenance	\$ 2,355	\$ 2,992	\$ 2,909	\$ 2,440	\$ 3,000	\$ 3,000	\$ 3,000
Heating-Clubhouse	\$ 11,261	\$ 11,264	\$ 11,933	\$ 9,048	\$ 11,000	\$ 11,000	\$ 11,000
Gasoline-Maintenance	\$ 7,195	\$ 11,796	\$ 12,245	\$ 10,112	\$ 10,082	\$ 8,500	\$ 8,500
Electricity-Maintenance	\$ 9,423	\$ 6,481	\$ 5,291	\$ 4,905	\$ 6,000	\$ 6,000	\$ 6,000
Electricity-Clubhouse	\$ 43,087	\$ 36,459	\$ 36,191	\$ 31,131	\$ 36,000	\$ 36,000	\$ 36,000
Electricity-Irrigation	\$ 27,985	\$ 21,434	\$ 20,861	\$ 19,152	\$ 22,000	\$ 22,000	\$ 22,000
Electricity-Driving Range	\$ 6,779	\$ 3,824	\$ 3,669	\$ 3,439	\$ 4,000	\$ 4,000	\$ 4,000
R & M Equipment	\$ 72,346	\$ 90,085	\$ 80,149	\$ 71,872	\$ 80,000	\$ 80,000	\$ 80,000
R & M Irrigation	\$ 61,244	\$ 39,280	\$ 31,904	\$ 19,388	\$ 35,000	\$ 30,000	\$ 35,000
Professional/Technical	\$ 1,778	\$ 3,352	\$ 3,842	\$ 5,083	\$ 4,500	\$ 4,500	\$ 4,500
Phone-Maintenance	\$ 636	\$ 668	\$ 628	\$ 530	\$ 600	\$ 600	\$ 600
Phone-Clubhouse	\$ 966	\$ 980	\$ 912	\$ 911	\$ 850	\$ 850	\$ 850
Alarm-Maintenance	\$ 1,141	\$ 1,094	\$ 1,454	\$ 963	\$ 1,100	\$ 1,100	\$ 1,100
Alarm-Clubhouse	\$ 4,525	\$ 5,746	\$ 5,367	\$ 672	\$ 1,100	\$ 1,100	\$ 1,100
Office Supplies-Admin.	\$ 8,346	\$ 9,116	\$ 8,705	\$ 10,087	\$ 9,000	\$ 8,000	\$ 9,000
Score Cards	\$ 3,480	\$ 3,220	\$ 3,859	\$ 1,610	\$ 3,600	\$ 3,600	\$ 3,600
Maintenance Supplies	\$ 8,876	\$ 10,582	\$ 12,206	\$ 7,698	\$ 8,000	\$ 8,000	\$ 8,000
Range Supplies	\$ 10,061	\$ 7,646	\$ 9,362	\$ 6,292	\$ 8,000	\$ 8,000	\$ 8,000
Computer Services	\$ 7,173	\$ 6,676	\$ 6,860	\$ 7,648	\$ 7,000	\$ 7,000	\$ 7,000
Office Supplies-Maint.	\$ 409	\$ 375	\$ 210	\$ 693	\$ 500	\$ 500	\$ 500
Custodial Supplies/Services	\$ 6,577	\$ 10,899	\$ 19,320	\$ 17,164	\$ 20,000	\$ 20,000	\$ 20,000
Rubbish Removal/Sanit.	\$ 15,421	\$ 19,886	\$ 23,613	\$ 19,778	\$ 26,000	\$ 26,000	\$ 26,000
Seed & Sod	\$ 35,383	\$ 24,061	\$ 12,388	\$ 17,618	\$ 20,000	\$ 20,000	\$ 20,000
Tee & Green	\$ 8,419	\$ 4,708	\$ 11,269	\$ 2,292	\$ 8,000	\$ 4,000	\$ 8,000
Landscaping	\$ 2,957	\$ 3,633	\$ 4,407	\$ 907	\$ 5,000	\$ 4,000	\$ 5,000
Topsoil & Sand	\$ 22,291	\$ 57,659	\$ 27,427	\$ 25,064	\$ 30,000	\$ 20,000	\$ 30,000
Fertilizer	\$ 72,922	\$ 88,862	\$ 77,784	\$ 65,762	\$ 80,000	\$ 75,000	\$ 80,000
Fungicide	\$ 129,432	\$ 94,907	\$ 99,220	\$ 21,640	\$ 120,000	\$ 100,000	\$ 110,000
Insecticides	\$ 11,784	\$ 10,347	\$ 14,857	\$ 2,580	\$ 15,000	\$ 10,000	\$ 15,000
Soil Amendments	\$ 55,312	\$ 43,865	\$ 51,894	\$ 62,709	\$ 50,000	\$ 45,000	\$ 50,000
Riding Cart Lease	\$ 119,986	\$ 119,986	\$ 119,986	\$ 118,271	\$ 111,000	\$ 111,000	\$ 111,000
Clinse Furnish/Repair	\$ 35,416	\$ 56,343	\$ 31,015	\$ 30,979	\$ 35,000	\$ 30,000	\$ 40,000
Credit Card Expense	\$ 46,496	\$ 46,461	\$ 46,924	\$ 56,231	\$ 52,000	\$ 42,000	\$ 57,000
In State Travel-Maint.	\$ 705	\$ -	\$ 677	\$ 702	\$ 450	\$ 450	\$ 450
Meetings/Travel-Maint.	\$ 858	\$ 1,404	\$ 1,125	\$ 252	\$ 2,000	\$ 2,000	\$ 2,000
Meetings/Travel-Admin.	\$ 199	\$ 537	\$ 316	\$ 124	\$ 500	\$ 500	\$ 500
Dues Subscrip-Maint.	\$ 1,356	\$ 2,525	\$ 740	\$ 205	\$ 1,520	\$ 1,520	\$ 1,520
Dues Subscrip-Admin.	\$ 2,255	\$ 2,518	\$ 2,270	\$ 2,270	\$ 2,300	\$ 2,300	\$ 2,300
Adverts/Mark/Promo	\$ 67,173	\$ 31,374	\$ 22,554	\$ 19,554	\$ 50,000	\$ 30,000	\$ 30,000
OSHA Training	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Environmental Monitoring	\$ -	\$ -	\$ -	\$ -	\$ 2,700	\$ 2,700	\$ 2,700
TOTAL OPERATING EXP.	\$ 942,021	\$ 917,958	\$ 857,361	\$ 701,565	\$ 915,919	\$ 816,220	\$ 887,220
PRO SHOP PURCHASES					\$ 230,000	\$ 160,000	\$ 200,000
FRINGE BENEFITS							
Life Insurance					\$ 591	\$ 591	\$ 591
Unemployment					\$ 54,000	\$ 54,000	\$ 54,000
Health Insurance					\$ 296,524	\$ 251,194	\$ 282,454
Medicare Tax					\$ 22,000	\$ 22,000	\$ 22,000
Retirement/Pension					\$ 240,553	\$ 240,553	\$ 240,553
TOTAL FRINGE BENEFITS					\$ 613,668	\$ 568,338	\$ 599,598
CAPITAL							
WORKERS COMPENSATION					\$ 170,000	\$ 20,000	\$ 110,000
PROPERTY INSURANCE					\$ 16,000	\$ 16,000	\$ 16,000
OPEB					\$ 75,080	\$ 75,080	\$ 75,080
INDIRECT COSTS					\$ 17,277	\$ 17,277	\$ 17,277
					\$ 128,790	\$ 114,967	\$ 114,967
EXPENSE BUDGET TOTAL					\$ 2,166,734	\$ 1,787,882	\$ 2,020,142
TOT. WAGE & EXP. BUDGET					\$ 3,691,882	\$ 3,215,493	\$ 3,503,565

FY 2021 Projections by month - rev 8/6/20

REVENUES:	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Season Passes	\$ 15,000	\$ 18,000	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 200,000	\$ 250,000	\$ 150,000	\$ 36,000	\$ 821,000
Green Fees	\$ 480,000	\$ 430,000	\$ 240,000	\$ 120,000	\$ 15,000	\$ 5,000	\$ 3,000	\$ 2,000	\$ 8,000	\$ 45,000	\$ 165,000	\$ 250,000	\$ 1,763,000
Cart Fees	\$ 165,000	\$ 140,000	\$ 90,000	\$ 50,000	\$ 15,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 4,000	\$ 20,000	\$ 70,000	\$ 90,000	\$ 648,000
Driving Range	\$ 30,000	\$ 28,000	\$ 15,000	\$ 6,000	\$ 2,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	\$ 9,000	\$ 15,000	\$ 18,000	\$ 128,000
Pro Shop Revenues	\$ 35,000	\$ 35,000	\$ 25,000	\$ 10,000	\$ 8,000	\$ 10,000	\$ 4,000	\$ 5,000	\$ 6,000	\$ 20,000	\$ 40,000	\$ 45,000	\$ 243,000
Restaurant Rent	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 1,000	\$ 4,000	\$ 5,000	\$ 38,000
Short Term Loan Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 730,000	\$ 638,000	\$ 393,000	\$ 193,000	\$ 43,000	\$ 23,000	\$ 9,000	\$ 159,000	\$ 220,000	\$ 345,000	\$ 444,000	\$ 444,000	\$ 3,641,000

EXPENSES:	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTALS
Wages	\$ 144,000	\$ 144,000	\$ 128,000	\$ 112,000	\$ 104,000	\$ 94,000	\$ 98,000	\$ 74,000	\$ 100,000	\$ 110,000	\$ 141,000	\$ 234,423	\$ 1,483,423
Operating Expenses	\$ 79,000	\$ 119,000	\$ 99,000	\$ 39,000	\$ 59,000	\$ 29,000	\$ 29,000	\$ 38,000	\$ 72,000	\$ 102,000	\$ 109,000	\$ 113,220	\$ 887,220
Pro Shop Purchases	\$ 15,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 3,000	\$ 2,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 50,000	\$ 50,000	\$ 200,000
Fringe Benefits	\$ 599,598	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599,598
Liability & Property Insurance	\$ 91,080	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,080
OPEB	\$ 17,277	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,277
Indirect Costs	\$ 114,967	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,967
Payback of Prior Deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital	\$ 1,060,922	\$ 283,000	\$ 237,000	\$ 201,000	\$ 166,000	\$ 125,000	\$ 177,000	\$ 112,000	\$ 192,000	\$ 252,000	\$ 300,000	\$ 397,643	\$ 3,503,565
TOTAL EXPENSES	\$ (390,922)	\$ 355,000	\$ 156,000	\$ (8,000)	\$ (123,000)	\$ (102,000)	\$ (168,000)	\$ 47,000	\$ 28,000	\$ 93,000	\$ 144,000	\$ 46,357	\$ 137,435

CAPTAINS GOLF COURSE COMPARISON REPORT JULY

	<u>Jul-15</u>	<u>Jul-16</u>	<u>Jul-17</u>	<u>Jul-18</u>	<u>Jul-19</u>	<u>Jul-20</u>
REVENUE						
MEMBERSHIPS:						
RESIDENTS - Early	\$ 900.00	\$ 6,300.00	\$ 3,708.00	\$ 10,505.00	\$ 3,009.00	\$ 9,377.00
RESIDENTS - Morning	\$ 3,000.00	\$ 5,250.00	\$ 3,092.00	\$ (2,385.00)	\$ 5,010.00	\$ (793.00)
RESIDENTS - Twilight	\$ 2,793.00	\$ 1,596.00	\$ 1,644.00	\$ 2,125.00	\$ 1,338.00	\$ 2,384.00
CHARTER NON-RESIDENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NON-RESIDENTS	\$ 1,500.00	\$ 4,500.00	\$ 1,545.00	\$ 3,180.00	\$ 5,007.00	\$ 8,760.00
NON-RESIDENT TWILIGHT	\$ 1,198.00	\$ -	\$ 1,234.00	\$ 1,905.00	\$ -	\$ 3,500.00
AFP COLLEGIATE	\$ -	\$ -	\$ 515.00	\$ 740.00	\$ 945.00	\$ 1,221.00
AFP JUNIOR	\$ 525.00	\$ 700.00	\$ 540.00	\$ 820.00	\$ 388.00	\$ 496.00
SUBTOTAL	\$ 9,916.00	\$ 18,346.00	\$ 12,278.00	\$ 16,890.00	\$ 15,697.00	\$ 24,945.00
GREEN FEES:						
18 HOLE GREEN FEE	\$ 386,191.03	\$ 363,121.08	\$ 363,618.63	\$ 379,855.97	\$ 397,052.87	\$ 436,784.92
TWILIGHT GREEN FEES	\$ 32,662.49	\$ 37,458.00	\$ 37,429.00	\$ 36,184.60	\$ 45,900.00	\$ 53,312.99
BACK 9 GREEN FEES	\$ 11,757.00	\$ 17,859.00	\$ 20,314.00	\$ 24,953.01	\$ 27,066.00	\$ 27,426.00
ADVANCED RESERVATIONS	\$ 26,992.00	\$ 16,494.30	\$ 24,065.58	\$ 14,884.50	\$ 7,727.60	\$ 8,169.20
SUBTOTAL	\$ 457,602.52	\$ 434,732.38	\$ 445,427.21	\$ 455,878.08	\$ 477,746.47	\$ 525,693.11
CARTS:						
18 HOLE CART	\$ 120,112.21	\$ 115,724.99	\$ 121,248.45	\$ 124,042.32	\$ 127,026.10	\$ 133,960.38
9 HOLE CART	\$ 22,063.77	\$ 23,100.58	\$ 25,833.15	\$ 28,219.02	\$ 31,444.58	\$ 29,644.95
SUBTOTAL	\$ 142,175.98	\$ 138,825.57	\$ 147,081.60	\$ 152,261.34	\$ 158,470.68	\$ 163,605.33
DRIVING RANGE	\$ 31,714.00	\$ 27,453.50	\$ 31,690.00	\$ 27,664.00	\$ 34,346.00	\$ 31,029.00
PULL CARTS	\$ 2,069.16	\$ 1,871.13	\$ 2,042.78	\$ 1,994.64	\$ 1,749.99	\$ 2,492.46
SNACK BAR RENT	\$ 7,500.00	\$ 7,500.00	\$ 8,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
GIFT CERTIFICATES	\$ (3,742.16)	\$ (6,574.32)	\$ (5,752.41)	\$ (6,651.70)	\$ (6,941.83)	\$ (5,322.76)
CREDIT BOOK	\$ 150.18	\$ 503.12	\$ 517.09	\$ (355.76)	\$ (422.08)	\$ (261.54)
PRO SHOP SALES	\$ 54,869.89	\$ 58,454.51	\$ 50,630.59	\$ 56,390.63	\$ 53,171.65	\$ 38,543.80
MISC. SALES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL	\$ 92,561.07	\$ 89,207.94	\$ 87,628.05	\$ 84,041.81	\$ 86,903.73	\$ 71,480.96
TOTAL REVENUE	\$ 702,255.57	\$ 681,111.89	\$ 692,414.86	\$ 709,071.23	\$ 738,817.88	\$ 785,724.40

MONTH: Jul-20

DATE	GUEST PLAY				MEMBER PLAY				GRAND TOTALS	COMMENTS/WEATHER
	18	B-9	19	72	18	B-9	13	67		
1 WED	156	19	72	250	154	13	67	234	484	Sunny 73
2 THU	185	4	80	320	156	20	43	216	499	Party sunny 79
3 FRI	228	20	78	326	126	33	53	212	540	Cloudy 72
4 SAT	186	23	68	288	127	22	40	188	477	Mostly cloudy 77
5 SUN	197	21	59	279	115	30	43	188	467	Party sunny 72
6 MON	185	19	73	276	138	28	73	240	518	Party sunny 72
7 TUE	169	15	82	267	139	39	53	231	498	Sunny 73
8 WED	166	13	55	231	173	18	51	242	473	Sunny/humid 75
9 THU	180	22	78	288	185	29	63	277	565	Sunny/humid 80
10 FRI	199	13	82	295	160	47	56	263	559	Cloudy/humid 75
11 SAT	208	27	44	297	140	21	35	196	483	Party sunny 80
12 SUN	210	11	68	289	209	8	69	286	575	Sunny/humid 82
13 MON	155	16	48	219	197	24	84	305	524	Party sunny/humid 80
14 TUE	144	22	78	245	179	30	58	267	512	Party sunny/humid 80
15 WED	169	23	83	280	168	31	78	275	555	Party sunny 72
16 THU	228	7	42	279	202	12	97	311	590	Sunny 72
17 FRI	287	4	66	381	132	37	78	247	608	Cloudy/light rain 68
18 SAT	270	14	36	320	154	28	50	232	552	Sunny/humid 80
19 SUN	222	30	30	334	155	41	82	278	612	Sunny/humid 84
20 MON	184	33	59	282	193	27	64	284	568	Sunny/humid 84
21 TUE	182	12	81	275	154	27	72	253	528	Sunny/humid 89
22 WED	184	45	54	297	155	15	75	245	542	Sunny/humid 84
23 THU	208	8	71	288	181	14	72	267	555	Sunny/humid 84
24 FRI	228	42	77	347	169	14	78	277	624	Party sunny 80
25 SAT	238	9	57	308	179	15	37	231	539	Sunny/humid 84
26 SUN	198	6	39	249	192	12	65	269	518	Sunny/humid 85
27 MON	159	24	43	226	152	20	53	225	451	Sunny/humid 88
28 TUE	181	25	38	244	128	25	27	180	424	Sunny/humid 93
29 WED	157	57	48	266	166	23	98	287	553	Sunny 88
30 THU	228	17	66	317	183	22	62	267	584	Party sunny 85
31 FRI	256	38	49	346	131	31	66	228	574	Rain am/cloudy pm 80
TOTALS	6,147	639	1,966	8,853	4,991	775	1,942	7,705	16,598	
July-19	5,695	676	1,547	8,771	4,225	994	1,140	6,359	14,530	
July-18	5,735	732	1,432	8,369	4,283	1,096	1,217	6,606	14,975	
July-17	5,322	522	1,682	8,242	4,415	1,072	972	6,459	14,701	
July-16	5,895	537	1,748	8,557	4,401	1,363	875	6,639	15,196	
July-15	6,476	331	1,439	8,905	4,428	1,165	1,035	6,625	15,430	
July-14	5,825	241	1,273	7,742	4,433	1,048	741	6,222	13,984	
July-13	5,830	280	1,250	7,790	4,428	1,063	579	5,770	13,560	
July-12	6,338	275	1,387	8,484	4,784	1,233	363	6,380	14,864	
July-11	5,964	264	1,278	8,327	4,859	1,317	368	6,644	14,871	
July-10	5,768	206	1,462	7,712	4,663	1,328	480	6,491	14,203	
July-09	5,901	280	1,603	8,518	4,882	1,260	347	6,189	14,707	
July-08	6,113	269	1,416	8,070	4,433	1,373	1,280	6,786	15,856	
July-07	6,412	285	1,496	8,283	5,154	1,302	477	6,933	16,216	
July-06	5,917	332	1,326	8,079	5,309	1,338	400	7,098	15,977	
July-05	4,259	480	1,202	6,003	5,538	1,403	601	7,632	16,535	
July-04	4,451	428	1,233	6,316	5,158	1,175	794	7,427	15,743	
July-03	4,574	412	1,336	6,731	4,846	1,283	599	6,808	16,539	
July-02	4,505	434	1,485	6,086	5,031	1,425	343	6,789	15,885	
July-01	3,016	431	1,316	5,920	4,838	1,514	236	6,586	16,508	
July-00	3,107	399	1,052	5,753	4,567	920	581	6,078	13,831	

From: Gilbert Sutcliffe [gilsutcliffe@gmail.com]
Sent: Sunday, July 26, 2020 5:45 PM
To: Golf Commission
Subject: Masks

Last week I played on Starboard on Wednesday, and I couldn't help but notice that the people working in the clubhouse were not wearing masks. There were also a number of golfers standing arounding the starter's shack not wearing masks. There were also people on the practice putting green not wearing masks. And, as I thought about it, when I checked in, no one told me that I was required to wear a mask until I went to the first tee.

Not only am I concerned about getting this virus myself, but I am also concerned that our golf course may be shut down when someone gets the virus and contact tracing indicates that they caught it at Captains. And, if I were visiting the Cape and playing at Captains, I might very well look for a golf course that takes this virus problem more seriously.

I think you should put this issue on the agenda of your next meeting and seriously consider dealing with this as the serious issue that it is.

Gil Sutcliffe

From: mclucenti@verizon.net
Date: July 17, 2020 at 10:35:35 AM EDT
To: david.p.valcourt@gmail.com
Subject: FW: Golf Course Sprinkler System

Dave

As a Brewster Captain's Course golf commissioner I'd like to bring the below golf sprinkler system issue to your attention.

Is it too much to ask that the sprinkler system remain off until players have completed their round of play. I can't imagine charging a fee player to play golf, accept their money, and then make the course unplayable so they cant play what they have paid for. Please see my email to Mark O'Brien, Director of Golf, below.

When you accept money from the public to allow 9 hole play and you then deny 9 hole availability by spraying water on the course it is not simply an inconvenience it is a breach of contract you enter with the public.

Am I being unreasonable or is this response from Mark O'Brien misguided.

Marty Lucenti

From: Mark O'Brien <mobrien@captainsgolfcourse.com>
Sent: Friday, July 17, 2020 9:22 AM
To: mclucenti@verizon.net
Subject: RE: Sprinkler System

Hi Marty,

Unfortunately it takes many hours for the irrigation system to water the entire course. In these very dry conditions, we are required to start it when we do in order for it to be completed by the time we start morning play. Sorry for the inconvenience.

Mark

From: mclucenti@verizon.net [mailto:mclucenti@verizon.net]
Sent: Thursday, July 16, 2020 10:14 AM
To: contact@captainsgolfcourse.com
Cc: Candy Lucenti <mclucenti@verizon.net>
Subject: Sprinkler System

Golf Course Staff

My wife and I (members 1379 & 0014) teed off on the Starboard Course at 5:42 PM yesterday (15 July). At 7:24 PM we reached the starboard 9th hole. The sprinkler system was ON and the hole was unplayable. We walked off the course. Suggest the timer be set at approximately 8:00 PM to allow those with tee times to complete their 9 hole play.

Thank You For Your Consideration

Marty Lucenti

AFP REFUNDS AND/OR CREDITS:

Below is the Golf Commission policy in regard to Annual Fee Player refunds and/or credits:

Two-Year Membership:

For purposes of this policy, the total amount paid towards the AFP membership will be divided in half. One half will be deemed to be the Year 1 Balance and the other half will be deemed to be the Year 2 Balance. The Adjusted Year 1 or Year 2 balance is the payment for that year *less* the value of any rounds played in the relevant membership year prior to June 30. A round will be valued at the prevailing greens fee in effect at the time it was played.

1. Refund or credit requested prior to 6/30/2020:

If the AFP has played three times or fewer during the membership period commencing on 4/1/2020, they may request a *refund* of the Adjusted Year 1 balance plus the Year 2 balance.

If the AFP has played more than three times during the 2020 membership year they may request a *refund* of the Year 2 balance and a *credit* of the Adjusted Year 1 balance. This non-transferable credit may be applied only towards the AFP's membership fee in 2021 and expires on 6/30/2021.

2. Refund requested between 7/1/2020 and 3/31/2021:

An AFP may request a *refund* of the Year 2 Balance.

3. Refund or credit requested after 3/31/2021:

Any application for a *refund* or *credit* must be received by June 30, 2021.

If the AFP has played three times or fewer, then they may request a *refund* of the Year 2 adjusted balance.

If the AFP has played more than three times during the 2021 membership year they may request a *credit* of the adjusted Year 2 balance. This non-transferable credit may be applied only towards the AFP's membership fee in 2022 and expires on 6/30/22.

One-Year Membership:

1) Any application for a *refund* or *credit* must be received by June 30th of the current membership year.

2) Any rounds that have been played during the current membership period will be valued at the prevailing green fee in effect at the time and deducted from the membership fee paid. This shall be referred to as the *remaining balance*.

3) If the AFP has played three times or fewer, then they are eligible to request *refund* for the *remaining balance*.

4) If the AFP has a temporary disability or hardship that prevents them from playing for the remainder of the season, then they are eligible to request a *credit* of the *remaining balance* to be applied only towards the AFP's membership fee in the following year. This *credit* is non-transferable, and expires on June 30th of the following year.

All such *refunds* or *credits* will be issued at the discretion of the Golf Commission.

From: joseph Cardito [kayaker8@comcast.net]
Sent: Thursday, July 16, 2020 9:40 AM
To: Golf Commission
Cc: Mark O'Brien
Subject: Re: Refund Request

Anne O'Connell,
Chair Brewster Golf Commission,

I did read the 2020 Golf Information Guide section which addresses refunds. I find it very surprising that a debilitating injury is not justification for refund considerations given that I only joined on June 8 and submitted my request for refund on July 6. I tried to play through it but it became increasingly painful which is when I contacted Mark. I can provide an affidavit from my doctor if that is what is needed. Shoulder tendinitis and bursitis take months to heal, as I now understand, so there is no chance for me to play this season. I had my membership for 28 days and because I missed June 30 by 6 days the total amount of my membership fee is lost. The rule seems more punitive than reasonable as life does happen to people. I would greatly appreciate a relook of my request.

Sincerely,
Joseph Cardito

Andy Oleski
Refund Request
August 5, 2020 at 10:48 PM

Dear Commissioners,

My name is Andrew Oleski and I live in Orleans, MA. For the past 16 years, I have been a non-resident member of The Captains Golf Course and have also participated in both the Tuesday and Thursday leagues. I returned from my winter residence in Florida at the end of June this year, much later than usual due to Covid 19 concerns. Subsequently, I did not join Captains G. C. until July 7th. After golfing only 4 rounds, I sustained a serious injury on July 28th while in the process of moving. The end of my left middle finger was crushed beneath a car jack and I ended up in Cape Cod Hospital E.R. that evening. The accident resulted in a fracture and also required numerous sutures. Medical documentation is available if needed. Due to this injury, I will be unable to play golf for the foreseeable future this summer / fall, and I am not in residence on Cape from the end of October until early June.

Consequently, I am writing to request a refund of my membership fee, minus the 4 rounds of golf I played. I realize your policy is not to grant refunds after June 30, however I believe my situation is unusual and worthy of your consideration. Thank you.

Sincerely,
Andrew Oleski



TOWN OF BREWSTER
Brewster, Massachusetts 02631
(508) 896-3701

GOLF COMMISSION
Minutes of July 14, 2020

Commissioners Present: Anne O'Connell (Chair), Andrea Johnson (Vice-Chair), Carl Blanchard, John Kissida, Wyn Morton, Jeff Odell, and David Valcourt

Others Present: Mark O'Brien (Director of Operations), Jay Packett (Asst. Oper. Mgr.), Bill O'Brien (CCMGA), and Donna Potts (9-Holers Assn.).

THIS MEETING WAS HELD REMOTELY WITH AUDIO AND VIDEO RECORDED

Anne O'Connell called the meeting to order at 4:00 pm after reading remote meeting guidelines and procedures.

Golf Commission Reorganization

- Mark O'Brien asked for nominations for Brewster Golf Commission Chairperson. Jeff Odell nominated Anne O'Connell as Chair and Andrea Johnson as Vice Chair. Motion was seconded by Carl Blanchard. There were no other nominations. A vote was called for Anne O'Connell as Chair person. The vote was 7 in favor none opposed.
- Anne O'Connell asked for nominations for Vice Chair. Jeff Odell nominated Andrea Johnson, seconded by Anne O'Connell. There were no other nominations. A vote was called for Andrea Johnson as Vice Chair. The vote was 7 in favor and none opposed.

Update on maintenance

- Mark O'Brien reported that the crew is doing a great job.
- The season has been very dry.
- Weekly meetings are taking place with Mark, Dwight, Tom, and Steve Mann.
- Steve Mann is putting together a spray program for the course.
- Two new seasonal positions were filled this week, but we are still short-handed.
- John Kissida asked about aeration plans for the fall. Mark O'Brien reported that the aeration would be taking place in September after Labor Day as scheduled.
- Dave Valcourt stated he thinks the traps are in good shape. He asked about the cup lifters stating

they are in disrepair. Mark O'Brien stated he is looking into replacing them or using a different method.

Financial report

- Mark O'Brien reported that we will end FY20 in the black by about \$60,000.
- This allows us to remove a little over \$100,000 off of our FY21 budget which was set to pay off a projected FY21 shortfall.
- Memberships are up and play for June is up overall. Member rounds were way up. Guest rounds were down as expected as we reduced the number of guest times to allow for more member play.
- We were able to go back to 9 minute intervals as of July 8 as opposed to the 12 minute intervals that were required previously. This has had a very positive effect on our revenues.
- Mark O'Brien reported that he will be revisiting the FY21 budget and presenting to the Select Board and Finance Committee. Mark will send this revised budget to the Golf Commission prior to presenting to the Select Board and Finance Committee.
- John Kissida asked about the NGF study. Mark O'Brien stated that it would be good to go forward with that now as the Town is looking to validate the golf course's viability as an enterprise fund.

Operational procedures

- Jeff Odell asked about the check in process as he has observed some backups. Mark O'Brien reported that we now have two clerks on and that the pro shop is now open for people to come in for check in and merchandise sales. We are still using the window check in also. So with this set up we should be able to improve the check in process.
- Dave Valcourt asked if there was a way to address the volume of demand at the driving range. Mark O'Brien reported that we can remove the stations that are blocked off and increase the distance of the each tee station. This will result in an increase in the number of tee stations. Mark also stated that we will be increasing the driving range hours of operation next week, as we have been able to bring in a few more staff.
- Dave Valcourt talked about ways to have members bring a container with divot mix on the course and repair divots. Mark O'Brien said he could place signage on the divot mix containers. Mark stated that we will not be able to provide divot mix on the course due to sanitation issues and the volume of carts that we are putting out each day. Anne O'Connell suggested providing divot mix containers on the tenth tees. Mark O'Brien said yes. Mark O'Brien and Jay Packett will come up with a plan for this issue and report back.
- An email was sent to the Commission regarding placing signage in the golf carts with cart rules. Mark O'Brien said we could do that.
- A concern was raised by a member regarding being required to back 9 times. Mark O'Brien stated that it is still a requirement and the Chelsea system could not be changed to improve it. He has not received any other complaints from any other members.
- Wyn Morton stated he thought this would be a good time to have a communication to the membership. Anne O'Connell asked Wyn to draft something that could be sent out in an email.

Strategic planning

- Dave Valcourt stated that he feels the strategic planning is best accomplished in a face to face meeting. Anne O'Connell stated that the Golf Commission still cannot meet face to face. However, Commissioners can meet face to face in smaller groups.

- Anne suggested that Commissioners meet in small groups to discuss their swim lanes and then discuss this further at the September meeting.
- John Kissida noted that he has not been assigned a swim lane and is currently helping as needed.

Additional Questions and comments from Associations (Bill O'Brien (Mens Golf Association), Donna Potts (Ladies 9-Hole)

- Bill O'Brien suggested having a better set up for people waiting in line at the range.
- Bill O'Brien asked about good dates for providing lunch for maintenance crew.
- Bill O'Brien asked about issues with the Chelsea points system. Jay Packett stated those issues have been resolved.
- Donna Potts also asked about providing lunch for the maintenance crew. Anne O'Connell said she would coordinate some dates.

Solar Superintendent search

- John Kissida reported that there were about a dozen applicants.
- John, Mark O'Brien and Steve Mann have made a short list recommended for interview.
- The interviews will take place the first week of August and we hope to have a superintendent on board by mid-September.

Refunds

- Jeff Odell made a motion seconded by Dave Valcourt to approve a refund of a two year Resident Twilight membership to Kathleen Brunet as this request met all of the Golf Commission policies. The motion was approved 7-0-0.
- Jeff Odell made a motion, seconded by Andrea Johnson to deny the refund request for a one year non-resident membership from Joseph Cardito as it was received after June 30, thus not meeting the Golf Commission policy. The motion was approved 7-0-0.

Approve Minutes

- Jeff Odell made a motion, seconded by Carl Blanchard to approve the minutes of June 16, 2020 with one correction (listing Peter Lombardi as being present at the meeting). Motion approved 7-0-0.

Topics that the Chair did not Reasonably Anticipate (Anne O'Connell)

- Anne O'Connell stated that she viewed the Planning Board meeting that addressed the solar project. She then received a request from Peter Lombardi for the Commission to recap the history of this project. Anne suggested having a special meeting of the Commission to revisit the project and the report back to Peter Lombardi. She will send out a list of dates.

Future agenda items

- Strategic planning
- Communication to members
- Divot mix containers

A motion to adjourn was made by Andrea Johnson, seconded by Wyn Morton, and passed 7-0.

Meeting was adjourned at 5:48pm.



TOWN OF BREWSTER
Brewster, Massachusetts 02631
(508) 896-3701

GOLF COMMISSION
Minutes of June 16, 2020

Commissioners Present: Carl Blanchard, Andrea Johnson, John Kissida, Wyn Morton, Anne O'Connell, Jeff Odell, David Valcourt

Others Present: Mark O'Brien, Peter Lombardi, Bill O'Brien, Bill Meehan, Donna Potts, Jane Samiotes and Jay Packett

THIS MEETING WAS HELD REMOTELY WITH AUDIO AND VIDEO RECORDED

Anne O'Connell called the meeting to order at 4:00 pm after reading remote meeting guidelines and procedures.

Update on Golf Course Finances (Mark O'Brien)

Before reporting on finances Mark reviewed a time line of course operations beginning with the shut down ordered by the Governor on March 16. The course was closed, no employees in any building, all work done remotely. On March 30 some maintenance staff were allowed to work on the course. On May 8 the course reopened to walking members only. On May 11 carts for those with disabilities okayed. On May 18 a more complete maintenance staff was approved. On May 21 guest play was added. On May 25 single rider carts and push carts were introduced. June 8 saw phase 2 approved. 12 minutes tee times, reservations for guests, outside dining, grab and go food, and 3 port-a-johns were implemented. Range and shop will open soon when staffing is completed. During this time Mark and staff sent out 14 emails keeping members up to date.

Mark wanted to let everyone know how much support he received from all town departments during this very difficult and changeable time. Often changes were approved with little or no notice. Many town employees made extraordinary efforts to help the course do all that was needed to follow all guidelines and keep all staff and customers safe. Mark noted names of departments and employees that had a hand in all that went on during the shut down and eventual reopening phases.

Mark reported that the expected deficit at month end which coincides with fiscal year end will only be \$50,000. Initial projection was a deficit of \$330,000. A big reason for this reduction is the number of new members.

Update and Review of Golf Course Operations

- Membership (Mark O'Brien). Mark reported that there have been 164 new members added in

2020. Of that number 95 are new non-resident members, 69 resident members and the remainder twilight and collegians. The number of new members and dollars generated are both larger than 2019.

- **Current Operations (Mark O'Brien).** Currently tee times are spaced 12 minutes apart. Mark is making sure that the reduced number of tee times will not affect how many tee times are available to members. The percentage of times will change but not the actual number that are available. Through June 15 monthly play is equal to 2019 and that is mostly member play.
- **Trash Receptacles (Mark O'Brien).** During phase 1 of the reopening no trash receptacles were allowed. Customers were instructed to take their trash with them at the end of the round. Not everyone did this. Mark has added some trash receptacles and put safety measures in place.

At the conclusion of Mark O'Brien's report Peter Lombardi, Town Administrator, asked for a chance to add his thoughts. He wanted to recognize Mark, Jay and Steve for all of their efforts in getting the course back open and ensuring that all guidelines were adhered to. With some help help from the town each change was incorporated safely and quickly to get members back out on the course. Each commissioner added their kudos to a job well done under the most difficult circumstances.

Superintendent Search

Mark O'Brien announced that because our financial situation has improved dramatically a decision has been made to narrow the field of original candidates from 12 to 4. The process will go forward beginning in July with a decision made by early to mid September and start date negotiated.

During the search period the town has hired Steve Mann, a retired Superintendent, as a consultant to continually monitor the state and health of the course. He will co-ordinate ordering key supplies such as chemicals. Mark has arranged a site visit from an agronomist from the USGA who will look at the health of the turf overall as well as helping find ways to reduce nitrogen as outlined in the Pleasant Bay Reduction Act. Tom Flynn will arrange a spraying program utilizing product already in stock.

Peter Lombardi added that the search was put on hold because of a town hiring freeze on 4/1 due to financial situations. Those situations have improved and this important position can now be filled. Current maintenance employees will meet with candidates and their in-put considered.

Refund Requests (Anne O'Connell)

Refund policies for one and two year memberships were read. 3 written request were read. It was noted that only one of these had played any golf so 3 votes were taken: 2 full refunds (a one year, a 2 year) and a one year refund that reflected the cost of two rounds played that lessened balanced due.

Each of the 3 requests was voted upon. All motions were made by Jeff Odell, seconded by Carl Blanchard and resulted in 7-0 votes in favor of 2 full refunds and one adjusted refund.

Questions and comments from Associations (Bill O'Brien (Mens Golf Association), Donna Potts (Ladies 9-Hole), Jane Samiotes (Ladies 18-Hole), Bill Meehan (Liaison)

Bill O'Brien thanked Mark and his team for all of their hard work in getting us back on the golf course so quickly and so safely. Bill also thought that having the employees involved in the Superintendent search was a good idea.

Jane Samiotes wanted to add her thanks and appreciation for Mark and team.

Donna Potts expressed gratitude for Mark and his team.

Bill Meehan commented on the impressive numbers that Mark reported and he was happy to take these to the next finance committee.

Update on the Proposed Communications to Members (John Kissida/David Valcourt)

Anne O'Connell thanked John and Dave for the draft email.

During the polling of the commissioners it was suggested that during the discussion of the financials that Mark O'Brien be recognized for the huge decrease in expected deficit at year end. It was proposed that this type of communication be sent on a regular basis. John Kissida asked Mark if the divot mix mentioned in the proposed email had been introduced. Mark promised it would be out next week.

Update on Solar Project(Jeff Odell)

Jeff reported that the amendments to the improved financial arrangement were being reviewed by the Town Council and test borings were being done.

Mark reported that John Gammon from CFD was at the site and talked about starting staging in September. The permitting process has begun. The project should be ready to go in late September or early October. The window agreed upon was to start in late October because the range will have to be closed for the year when it gets under way.

Peter Lombardi agreed that once they gain approval the company will be eager to get going. However we must ensure that the timeline works best for us.

Jeff added that with a November start the expectation is an April connection date. That is important because the fee is paid to us upon connection.

Peter was fairly certain that payment would be a lump sum payment upon connection.

Additional Questions and comments from Associations (Bill O'Brien (Mens Golf Association), Donna Potts (Ladies 9-Hole), Jane Samiotes (Ladies 18-Hole), Bill Meehan (Liaison)

Bill reported that the drink cart was driving too close to the greens. Mark will communicate to Sean. Bill asked about drinking water on the course. Mark responded that after speaking to Town Health Director it was decided that there would be no water containers on the course at this time.

Donna asked if customers could make purchases from the pro shop while it is closed. Mark said yes, after a phone call a remote sale can be arranged.

Approve Minutes

Minutes from meeting 5/19/20 with one correction:

Misspell Jeff Odell

Motion to approve corrected minutes Jeff O'Dell

Seconded by Carl Blanchard

Vote 7-0

Topics that the Chair did not Reasonably Anticipate (Anne O'Connell)

Mark wanted everyone to know that cup lifters had been ordered and will be in next week.

Future Meetings-

Peter Lombardi reported that future meetings through the summer will be held remotely. A tentative schedule is being worked on. Meetings will continue to adhere to Open Meeting Laws.

A motion to adjourn was made by Jeff O'Dell, seconded by Carl Blanchard, and passed 7-0.

Meeting was adjourned at 5:15pm.