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MEMORANDUM

TO: LOUIS FOSSI, FIRST SELECTMAN  
FROM: DON BROOKS, Chairman Golf Course Committee  
DATE: January 12, 1974  
SUBJECT: Golf Course Committee Organization

Since inception, the Golf Course Committee has operated as an arm of the Selectmen, but in many instances, operating independently for minor decisions and day-to-day operations.

It is apparent that Guidelines for Operation, Authority and Responsibility need to be established. The purpose of this Memo is to ask that these Guidelines be established in writing so that the Golf Course can function as smoothly as possible and in legal bounds for the benefit of the Town of Ridgefield. What follows is a description of the areas that I think need to be included or clarified so that the Guidelines can be developed.

I. INCOME AND EXPENSES

The Committee has been operating on the original appropriation of \$650,000 to design, build, maintain, buy equipment, construct buildings, parking lot, etc., prior to opening of play. Most of this phase has been completed and play should be underway by May 15, 1974, dependent on winter and spring weather. Procedures for handling of the income from Golf Fees and the expenditure of moneys for maintenance, bonds and interest need to be established.

Authority needs to be established in terms of who shall set the Golf Fees, who has the authority to raise, lower, or alter them.

The same is needed for the expenditure of money for maintenance, payroll, bonds and interest, etc.

II. LABOR FORCE

Presently, three full-time people are employed by the Golf Course Committee. One is a superintendent, the other two are laborers, caretaker-type.

MEMORANDUM

TO: LOUIS FOSSI, FIRST SELECTMAN  
FROM: DON BROOKS, Chairman GOLF COURSE COMMITTEE  
DATE: January 12, 1974  
SUBJECT: Golf Course Income and Expenses - 1974

Two subcommittees are at work and expect to file with your office a projection of income from the Golf Course and proposed maintenance and budget expenditures for the 1974 season.

The reports will be from the period of May 1, through December 31, 1974. Budgets and income thereafter will be on a calendar-year basis. Both of these reports are to cover the period after the original appropriation of \$650,000 have been spent, probably about May 15 or so.

Included as part of the income report will be a suggested Golf Fee Schedule for the 1974 season.

Included as part of the Expense Budget will be disbursement of the remaining \$650,000.

Be advised also that the full committee will study the problem of what kind of building to erect for a clubhouse, pro shop or whatever and recommend whether or not additional funds will be needed prior to floating of the bonds.

As per your request, these reports will be given you prior to March 1, 1974.

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Memorandum continued:

## II. LABOR FORCE (continued)

The Superintendent reports to the Committee, and more specifically to the Chairman, on day to day operations, ordering supplies, materials, etc. He outlines the work to be done by the crew and has basically hired the help needed to do the job. During the past summer's growing season, about four others were employed on a part-time basis and this will be the case during the golf season next year. Job descriptions are possibly needed.

Guidelines need to be established for a line of authority for the Superintendent and the work crew.

The Committee needs to also know which employees will have Town benefits, what they are, the cost, etc. Finally, are these Town employees or Golf Course Committee employees, and the ramifications that this question raises need clarification; who is the final authority in terms of direction?

## III. GOLF AND RECREATIONAL PROGRAM

It seems desirable to organize the golfers and a golf program, both of which should help in creating interest and thereby increase the revenues of the Golf Course.

Shall the Committee begin by attempting to organize the golfers into a group who will elect their officers and operate a golf program for men, women, juniors, etc.? Or shall the Committee itself be responsible for such a program? The first suggestion appears to be the best inasmuch as the Committee probably has more to do than it can handle now, and many of its members are private club members and perhaps not that interested (on a personal basis), in participating fully themselves.

It would be assumed that a separate Committee organizing the actual golf program would be ultimately responsible to our Committee and would have no authority except to run tournaments, establish their own handicaps, etc.

Memorandum continued:

III. GOLF AND RECREATIONAL PROGRAM (continued)

Joe McLinden's administration at one time gave consideration to establishing a separate Golf Course Commission, similar to what Danbury has done. The Commission would handle all of the above and, I assume would be elected, or at least appointed by the Selectmen with complete authority.

Another alternative is to make the Golf Course part of the Parks and Recreation Commission. Our Committee opposes this, fearing it would be to the detriment of the Golf Course and the golf program.

From these comments, I am sure you will foresee the need that a line of authority for the present Committee be established and you may want to give thought to creating a separate Commission which would have complete authority. Regardless, the need is now and matters need to be attended to quickly.

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