

MEETING NOTICE TOWN OF BREWSTER

GOLF COMMISSION

Golfcommission@Brewster-ma.gov

Location: 2198 Main Street

Date: Sept. 26, 2023

Time: 4:00 PM



This meeting will be conducted in person at the time and location noted above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. **As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law.** Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting remotely may do so in the manner shown on our posted agenda. **Meetings may be joined by:**

1. **Phone:** +1 312 626 6799 or +1 929 436 2866 Webinar

ID: 881 4407 8985

Passcode: 049087

To request to speak: Press *9 and wait to be recognized. 2. **Zoom Webinar:**

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Passcode: 049087

To request to speak: Tap Zoom "Raise Hand" button, then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting may do so by attending the meeting in person or by accessing the meeting remotely.

Please note that for any item listed on this agenda, the Golf Commission may take official action including votes.

Jay Packett
Director of Operations
Colin Walsh
Course Superintendent

Golf Commission

Andrea Johnson
Chair

John Kissida
Vice Chair

Rob David

Jim Juras

Anne O'Connell

Jay Paggi

David Valcourt

The Captains Golf Course
1000 Freemans Way
Brewster, MA 02631
(508) 896-1716

www.CaptainsGolfCourse.com

Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

AGENDA

- Call to Order
- Declaration of a Quorum
- Meeting Participation Statement
- *As required by the Open Meeting Law, we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.*
- Public Comment
- State of the Captains – discussion and approval (Dave Valcourt)
- Pump House Protection: RFP, Irrigation water source/supply study, Scope of work (John Kissida & Jay Paggi)
- Capital Plan for 2025 – 2028: discussion of existing plan.
- Strategic Planning Updates (Commission)
- Questions and Comments from Associations and Liaisons
- Future Agenda Items and Meetings (10/10 and 10/24)
- Matters not anticipated by the Chair.
- Adjourn

Date Posted:

Date Revised:

Received by Town Clerk:

ALL THIS RED WILL GO AWAY....

A thought before you begin to read.....yes, it is long but our doing this only 2x a year forces either length or omission of key nuggets to share from the commission. In the past when we have discussed strat comms I have often shared a lesson from my Army experience...*You can never over-communicate*. Although we have previously discussed and not adopted, perhaps we want to re-visit quarterly SOC launches?

I have attempted to mitigate this SOC's length by using bolded sentence lead-ins so that those that do not wish to ferret through the entire message can scan and focus in on topics that most interest them. (This edition when compared to our last is really not that much longer. This draft represents my vote but will certainly support the commission's majority vote where more brevity can be achieved.)

Draft State of Captains, (SOC) Fall 2023 Version2.0

Fellow Members of Captains!

It is hard to believe that summer weather and annual tourist surge on the Cape are in the rearview mirror! As the Captains' Fall season begins so will the migration of our Cape Cod golfing snowbirds seeking warmer weather and softer greens. For us year-rounders who remain, we look forward to crisp mornings with breath-taking foliage, an occasional invocation of "the leaf rule", and hopefully more open tee times. In this edition of the State of Captains your golf commission would like to take the opportunity to reflect on this past season, share with you the planned course work over the next few months, and finally provide you awareness of some of our headwinds and challenges that lie ahead in future seasons.

Before getting started it is appropriate to mention several recent transitions on the golf commission. Anne O'Connell ended her tenure as the commission's chair passing the leadership duties to Andrea Johnson, previously our Vice-Chair. We extend our most sincere appreciation and thanks to Anne for her leadership and energy over the past several years. Anne will continue service as a commission member. We enthusiastically welcome Andrea as the commission's new chair as well as John Kissida now serving as the Vice-Chair. In addition to the commission leadership transitions two commissioners have recently completed their service and two new commissioners have been brought on board. Jeff O'Dell tirelessly served on the commission for 14 years. He will always be remembered for being our institutional memory and most recently for spearheaded the solar projects and practice range improvements. Wynn Morton who was the energy and intellect behind our website and advertising efforts has also completed his service on the commission. We cannot thank both Jeff and Wynn enough for their enduring contributions and tireless commitment to make Captains the premier public

course on Cape Cod. We welcome our newest additions to the golf commission, Jay Paggi and most recently Jim Juras. Both Jay and Jim bring with them a wealth of golf course-relevant experience, eagerness to serve, and a love of the game.

2023 Assessment

“The State of Captains” remains strong and is getting stronger! In FY 2023, our first year as an enterprise fund, Captains successfully executed its budget, continued sustainment of a strong membership, and maintained exceptional playing conditions while understaffed and supporting near record play totals over 36 holes.

Captains has enjoyed a very busy year! So far this golf season Captains has recorded 92,312 rounds and counting! 2023 was our 2nd most ever since 2021 which was COVID driven. This season benefitted from good weather and enjoyed next to no closures; Our Director of Golf, Jay Packett, noted that during past years the Labor Day holiday would often mark a decrease in play as visiting golfers returned home. Surprisingly, this year’s Labor Day holiday saw over 2300 rounds played during the 4-day holiday with between 560-570 rounds per day! Jay remarked with a weary but prideful face that “This was a good problem to have.” Overall, our successful season can certainly be partially attributed to kind weather, however, clearly it has been the tireless efforts of our golf superintendent, Colin Walsh, and his world class maintenance and groundskeeping teams that have maintained outstanding course conditions throughout the entire season who deserve our appreciation and accolades.

Season memberships in all categories have remained at target capacity with our current membership at 1150 golfers. Cape Cod Men’s Golf Association (CCMGA) President Rob Harris reported that “the CCMGA popularity endures, boasting 167 CCMGA members and a wait list for Wednesday block times in 21 of the 22 events this year”! After a year-long freeze on new Non-Resident (NR) memberships, 25 new NR golfers became Captains members from our ever-growing wait list. We maintained last season’s tee time allocation ratio for annual membership and daily fee player tee times at 37.4%. Of note, daily fee revenues accounted for nearly 57% of our greens fee revenues. (Unspoken point here is that certainly our 1st loyalty remains with our annual membership but at the same time we must continue to carefully balance membership loyalty and their expected course access with daily fee player dollars that are much needed to support the course.) **Feedback from our men’s and women’s golf associations indicated that although there were some member closeouts experienced, these were for the most part equitably and satisfactorily managed.** Again, it is strongly recommended that players expand their requested tee time windows, especially by 4-day a week players, in order to avoid being closed out and not receiving a tee time.

Our **initial year financials** as an enterprise fund were solid as we closed FY 2023 with revenues of \$5,191,881 against our FY 2023 budget of \$4,250,962 for a surplus of \$1,038,136. Here we should insert the active link to Jay’s roll-up of the FY2023 financials as well as the link to the current FY2024 Captains budget.

Self Help Projects to Save Money and Improve Play continued throughout the past year. This past winter Colin, his team and the DPW did much of the prep work necessary before asphalt could be applied in the Spring, saving about 50% of the cost allowing more paths to be improved. This will continue through Fall/Winter 23-24.

We all recognize that our tee boxes need leveling. Progress in this area has been hampered as the main tool required (laser leveler) has been on back order for two years. Regardless, Colin has a plan to level several tee boxes this winter. Note the recent addition of a new red tee on #6 port and more recently the renovation of the white tee on Port #14.

Teaching and growing the Game at Captains has never enjoyed a better coach-mentor than Pat Fannon. Golf lesson appointments have been booked solid through the season. Best to look ahead and book early for next year...we highly recommend as Christmas presents! Youth golf has also been extremely well attended. Pat's keen eye, personable approach, and endless patience has truly brought Captains golf instruction to a new level.

Resurgence of the Pro Shop under the leadership of Keith Gagnon has also been a bright spot at Captains this year. Expanded inventories that include items not previously stocked along with better selections for both men and women have produced record sales revenues and high customer satisfaction.

Return of Seasonal Memberships for Brewster residents was approved at our recent golf commission meeting. These memberships are offered for play October-March. There is a morning membership and an afternoon membership offered. Although this initiative has historically brought in only a small number of new memberships, Captains will benefit from a modest revenue increase that would otherwise be missed during the off-season period.

Friends of Captains President, Peggy McEvoy's contagious enthusiasm and tireless leadership have enabled her and her awesome group of dedicated volunteers to make huge impacts on Captains golf experience and attractiveness. Such initiatives include new range markers on practice range, putting green clock, refurbished bag drop rack, golf library, and even bird houses. Volunteers have spent countless hours fixing fairway divots, repairing ball marks on greens, resurrecting imbedded range balls, and providing several plantings of flowers and shrubs to beautify Captains entryway and throughout both courses. Our thanks and appreciation go out to Friends of Captains as we are so lucky to have such a supportive band of dedicated volunteers!

Freeman's Grill, rated the #1 restaurant in Brewster by TripAdvisor, continues its tradition of excellence in this, its 6th year at Captains. Owner Sean Sullivan, ably assisted by managers Sam O'Connor and Max Fallon, has established a tradition at Freeman's Grill of great food and exceptional service that draws rave reviews from both golfers and non-golfers alike. Captains is very fortunate to have Freeman's Grill with Sean and his team as a partner. (omitted any discussion of HVAC temp fix w/long term fix coming soon; pavilion use or lack of it? Upcoming contract?)

Capital Planning Updates and Preview of the 2024 Golf Season

After years of postponed expenditures and deferred maintenance, Captains continues to reinvest its available funds to replace aging and inadequate infrastructure and machinery.

To this end, the golf commission has been working with the town administration to develop a 10 year capital plan to budget for several much needed repairs and improvements at Captains. The plan currently has an estimated cost of more than \$15 million over the 10-year period and will ultimately require bonding for the major projects.

Some of the key pieces of work in the plan include: construction of new equipment maintenance facilities, clubhouse maintenance, continued systemic replacement of aged turf maintenance equipment (mowers, sprayers, aerators etc.); study, design, and renovate Captains Port and Starboard course irrigation water source, supply, and distribution systems to include pump station protection and irrigation water supply enhancements; and finally cart path and tee repairs. You can view some of the details of the plan (first 5 years) on this town website link (Insert the active links to Brewster's Capital plan for Golf Department and the link to Maintenance Building Study by Catalyst)

At Special Town Meeting in November, the Golf Department will be seeking funding approval of several capital improvements mentioned above that are earmarked for FY 2024. These include funds for critical turf maintenance equipment replacement, reconditioning main course irrigation well (current well is the original), and a pump house feasibility study for irrigation water source and supply given its age and history of flooding. Also included will be a request for maintenance facility design funding as well as additional funds due to cost increases for the replacement of all doors and windows at the Captains Clubhouse. Although the total Golf Department request will be considerable, all necessary funds for all these projects will come from a combination of retained earnings and the capital stabilization fund first established in 2022. No taxpayer dollars will be used for any of the Golf Department's expenditures. The support of Captains membership and their neighbors and friends at the Special Town Meeting for support of these Town warrant requests is both needed and appreciated. (We may want to provide the FY2024 specific Capital Improvement Plan link here that we focused on during our 5 year plan discussions. This will show the detail of where we plan to spend \$ in 2024 given Town approval)

Supporting Brewster's Green Vision continues to focus the ongoing work of course superintendent, Colin Walsh, and his crew in reducing the application of fertilizers on the course without negatively impacting play. These efforts have had a tremendous impact on Brewster's updated nitrogen mitigation requirements in the Pleasant Bay watershed. Due in at any day now, are three global positioning service (GPS) enabled sprayers that will bring even greater cost savings and environmental impacts by allowing less product to be applied more precisely with better results. This is a great news story and highly likely to result in future savings for the Town. (no mention of water savings initiatives???)

One more topic area that I have failed to include and will look to add is a brief mention of the proposed Byelaw revision we worked with Peter L and that must be approved by Town this November. Assuming a Byelaw revision approval, future work to revise the Commission Handbook should also be 2024 work. Perhaps this all will best fit in the paragraph beginning with "At Special Town Meeting..." We should also request that Jay adds the SOC to Captains website once we approve and send out.

Town of Brewster
Captains Golf Course
Irrigation Water Source and Supply Study
Scope of Work

The Town of Brewster owns, operates and maintains the Captains Golf Course.

The Facility consists of two 18 hole courses, the first of which was built in 1985, and the second course built in 1999.

As the irrigation system is reaching the end of its useful life the Course is contemplating full replacement in the near future.

The water supply for the system consists of two production wells, drilled in 1984 and 1998, and a pressure maintenance well drilled in 1987. The wells operate under a current DEP Water Withdrawal Permit, which will be made available upon request. The wells pump through a control building located on the north side of Hole #2 on the Port Course. As this is a low point, the control building and Well #3 routinely flood with storms of 4% recurrence interval, and sometimes less.

The Town wishes to retain the services of a Professional Engineering Firm, appropriately licensed and insured, to study the existing conditions of the source and supply for the existing and proposed irrigation system, and to explore alternatives to the same.

It is anticipated that the following scope of services would be included in the Study. Consultant will at a minimum:

- * Evaluate the two existing production wells, with the end goal being to determine if they can (should) be redeveloped or redrilled. Well #2 is scheduled to be redeveloped this winter along with the installation of a new well pump. This work is predicated on funding approval. Well #3, located in the main Pump House, was redeveloped in 2018, and, in 2021, a new casing, screen, and well pump was installed.
- * Evaluation of the flooding potential for the two existing production wells, and what mitigation could be offered. There is a recent Pumphouse Flooding Evaluation report that will be made available. It is anticipated that a higher recurrence interval Storm be considered in the Study.
- * Evaluation for a site for the new control building, including all necessary components.
- * Evaluation of the Pumping System design, including the potential for any storage, atmospheric or hydopneumatic, to more efficiently control and buffer the large well pumps.
- * Evaluation of the construction of a pond to provide the necessary storage for the irrigation supply. This could possibly include reconfiguration and reconstruction of the current pond that exists on Port #8.
- * Cost Estimates of Alternatives studied.

It is understood that the Consultant that is retained for the preparation of this report will have full access to the Course's files and reports, including the GIS aerial mapping the Town has. It is

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also understood that the Consultant would have access to the Staff as necessary. It is anticipated that the Consultant would meet with appropriate Town Staff an adequate number of times to discuss alternatives and recommendations to insure that the final report is consistent with the Town's vision for the System.

Because of the broad spectrum of the services anticipated, it is anticipated that the Consultant would need to retain the services of some subcontractors. These could include a well drilling contractor, a pump system contractor or manufacturer, or a water storage contractor or supplier.

Another item that the course would like to see considered in the report is the environmental impact of all the different alternatives. This could include impacts to wetlands, and any other sensitive areas. Any required regulatory agency permits that may be associated with the alternatives should be identified, including any necessary modifications to the existing permits.

The new irrigation system that will be built will not be considered in this study. This report is solely for source and supply, however a brief section on the size of the distribution mains should be considered.

The Consultant will, upon completion of all investigations and meetings with the appropriate Town Department, prepare the Final report, and deliver five(5) copies to the Town, along with an electronic version. The Consultant should also be prepared to present findings to appropriate Boards and Committees as requested by the Town of Brewster.

The Consultant will provide in their Proposal:

- *Information on qualifications and experience in similar type Engineering Studies.
- *References from Clients on similar projects the Town may contact.
- *Resumes of key Staff proposed to work on the Report.
- * Proposed Subcontractors and their qualifications and relevant experience.
- *Anticipated schedule for completion of the Study from the date of Contract award.
- *A detailed Scope of Services, and cost proposal for each task, as well as total project costs.

BREWSTER GOLF COMMISSION

Andrea Johnson, Chair

142 Yankee Drive
Brewster, MA 02631
Cell: 914-406-0137
Andrea.johnson166@gmail.com

John Kissida, Vice-Chair

110 Damon Road
Brewster, MA 02631
Cell:617-797-3320
Kissidaje@gmail.com

Rob David, Commissioner

73 Trevor Lane
Brewster, MA 02631
Cell:508-320-4832
Redavidjr@gmail.com

Jim Juras, Commissioner

136 Russells Path
Brewster, MA 02631
Cell:413-219-8219
Jimjuras@hotmail.com

Anne O'Connell, Commissioner

P.O.Box 881
Brewster, MA 02631
Cell:508-274-3211
Annie551@msn.com

Jay Paggi, Commissioner

147 Winstead Road
Brewster, MA 02631
Cell:914-474-3183
Paggi.jay@gmail.com

Dave Valcourt, Commissioner

96 Deer Path Circle
Brewster, MA 02631
Cell:757-506-4828
David.p.valcourt@gmail.com

Selectboard Liason

Dave Whitney, Selectboard Member
Cell:774-212-3945
Dwhitney@brewster-ma.gov

Finance Committee Liason

Bill Meehan
Cell:617-640-0120
Wmeehan@brewster-ma.gov

Director of Operations

Jay Packett, PGA
Cell:508-725-2509
Jpackett@brewster-ma.gov

Golf Course Superintendent

Colin Walsh
Cell:774-470-8202
Cwalsh@brewster-ma.gov

Golf Professionals

Pat Fannon, PGA
Pfannon@brewster-ma.gov
Keith Gagnon
Kgagnon@brewster-ma.gov

Ladies 18-Hole Association

Terry Ivester, President
Cell:978-273-9098
Lanx15@verizon.net

Ladies 9-Hole Association

Susan Olin, President
Cell:617-974-7059
Solin117@yahoo.com

Men's Association

Rob Harris
Cell:508-245-9879
Golfrob@gmail.com

Freeman's Grill

Sean Sullivan, Owner
Cell:857-225-2996