

**Golf Commission Meeting
February 27, 2012
Minutes**

Members Present: Ron Dray, Chairman; Owen Evans, Vice-Chairman; Teri Deal; Dick DeLibro, Joe DeLuca; Joyce Michaels; Jonathan Turk

Members Absent: Tony Guzzi; Tony Johnson

Ron Dray, Chairman, called the meeting to order at 7:30 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of January 23, 2012 . . . A Motion was made by Mr. Evans, seconded by Mr. DeLuca to approve the minutes as is. Motion carried unanimously.

Audience Participation:

- None

Director of Golf Course Properties Report (Owen Evans for Hidalgo Nagashima):

Labor:

- Director of Golf Course Properties (Nagashima)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Cook, Gallant, Romano)

Maintenance Department Outline:

- Mr. Nagashima is currently attending the Golf Course Superintendents Conference. He is taking seminars titled “Maximizing Disease Control With Proper Application Techniques” and How To Prepare, Manage and Deal with Winter Injury in Northern Climates.”
- Seasonal employees have been activated but will not start until Mr. Nagashima returns from the conference.
- The course and weather conditions are being evaluated for a possible opening later this week.

Project Follow-up:

- Two drains have been installed on #17 – one across the fairway and one by the green. The project is nearly complete with mostly hand work left. The drainage is proving to be very effective.
- The drain on #15 is complete and the majority of the repair is complete.
- Long Hill spent two days removing dead or dying trees between #7 and #8 to improve air flow and sunlight. The stumps will be ground down.

Green Committee (Owen Evans):

- None

Director of Golf Operations/Head Professional Report (Bobby Brown & Jon Janik):

Golf Operations:

- Mr. Brown and his staff attended the 2012 PGA Merchandise Show. The focus of the show was the Golf 2.0 initiative which is a golf industry movement focusing on the growth of the game to produce more rounds, revenue and value.
- Mr. Brown reported back to work on February 27th
- The driving range is open for the 2012 season.
- ID passes and program registration for the 2012 season will begin on Saturday, March 10th from 8:30 AM to 4:00 PM.
- The conversion of the POS system has been deferred to the Fall of 2012. The funds will be encumbered.
- A meeting was held on Thursday, February 23, with the Board of Finance to discuss our budget. The meeting was very positive.

House Committee (Ron Dray for Tony Johnson):

- Mr. Dray and Mr. John Button, House Committee Special Liaison, spent a great deal of time inspecting the mechanical, attic, and roof at the clubhouse. They also spoke with several of the building's contractors and determined the following:
 1. There were many violations to the electrical code in the attic because of the use of extension cords and power strips. Mr. Faustini, Concessionaire, has corrected some of the problems, but at least four additional problems exist. Mr. Faustini has agreed to correct them.
 2. The Trane air handler installed several years ago was inspected due to issues with the coils leading to and from the unit. It was determined that the recommended coils to be used for the unit fell between two measurements. The decision had been made to use the smaller of the diameters. It appears that this may be the cause of the problems and it is recommended the lines be switched to larger ones. The cost is approximately \$2,400. The Commission recommends that Added Comfort replace those lines as they are the contractor most familiar with the building mechanicals.
 3. The situation with the insulation was also inspected. It was felt that the majority of the problems occur when different contractors move the existing insulation to do work and never replace it when they are finished. It was recommended that someone be hired to re-install the existing insulation. It was also stated that contractors must be held accountable to replace the insulation when they are finished with a project.
 4. The situation regarding the sprinkler system was also discussed. Fairfield Sprinkler has been contracted but has not yet provided feedback regarding the on-going problems with the system. They will be contacted again.

- The Commission felt it was necessary for all contractors to provide a detailed report of the work that they perform on any building at the course in order to provide a history of service.

A motion was made by Mr. Dray; seconded by Mr. Evans; to require that all contractors who perform work that is an addition or structurally changes the Tashua Knolls Golf Course/ Town of Trumbull property agree to submit to the Golf Course Commission or its designee a detailed description of work performed upon completion of a project. Motion carried unanimously.

- Mr. Dick DeLibro also updated the Commission regarding the renovations to the maintenance barn and storage building. Several contractors have been contacted for both the paving and construction work. A few proposals have been received and several more are expected. At this point, it is expected that a \$75,000 request from retained earnings will be needed for the job.

Finance (Jonathan Turk):

Monthly revenue - January (Taken off of the Munis report)

Revenue January 2011 was: \$902

- We are currently tracking well against expenses for the 2011-2012 fiscal year.
- The Board of Finance meeting over our 2012-2013 annual budget went well.

Considering rate setting for the 2012-2013 fiscal year, we need to plan for the unexpected circumstances and taking a prudent approach to rate setting the following items must be considered:

- Current economic conditions
- Future retained earnings
- Local golf course competitors rates
- Unpredictable weather conditions

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012
July	\$238,898.50	\$321,276.88	\$332,425.74	\$339,228.50	\$344,149.00	\$311,308.50	\$349,041.25
August	\$238,684.50	\$293,232.00	\$303,320.50	\$345,791.28	\$325,218.50	\$324,575.00	\$280,997.00
September	\$227,999.00	\$251,289.71	\$259,745.00	\$242,016.00	\$277,855.00	\$271,419.00	\$233,621.50
October	\$96,635.00	\$146,098.11	\$134,895.50	\$156,633.00	\$147,526.08	\$174,005.00	\$159,111.10
November	\$46,341.00	\$89,692.50	\$59,936.93	\$59,287.00	\$80,697.05	\$74,961.24	\$80,000.00
December	\$4,048.00	\$37,317.00	\$7,307.00	\$8,235.00	\$13,416.00	\$12,343.00	\$41,579.25
January	\$13,550.00	\$0.00	\$3,582.00	\$255.00	\$381.00	\$60.00	\$902.00
TOTAL	\$866,156.00	\$1,138,906.20	\$1,101,212.67	\$1,151,445.78	\$1,189,242.63	\$1,168,671.74	\$1,145,252.10

Based on the 2011-2012 revenue numbers above, we are comparable with 2008-2009 which had total annual revenue of: \$1,987,189.

Our annual budgeted expenses for the 2011-2012 fiscal year is: \$1,953,069.

If we assume that 2011-2012 revenues turn out to be the same as 2008-2009 and that our expenses continue to finish in line with our annual budget number, then we can assume:

\$1,987,189 - \$1,953,069 = \$34,120 Retained Earnings

This also assumes No Changes in greens fee or cart rates for the remainder of this fiscal year.

Correspondence:

- The Golf Commission received a letter from James Olayos, Athletic Director from St. Joseph High School.

A motion was made by Mr. Dray; seconded by Mr. DeLuca; to allow St. Joseph High School to utilize the golf course for its 2012 golf team. Motion carried unanimously.

Old Business:

- Mrs. Deal informed the Commission that she is continuing to work on the Tashua Knolls Golf Course Business Plan. She has received feedback from several of the committee members. Once she has incorporated all the information into the plan, she will forward a copy of the plan to the members and schedule a meeting for discussion.
- An update of the First Selectman's Cup was discussed. Several dates for the event have been proposed but none has been selected. Once a definite date is decided, the Commission will begin working with the First Selectman's office to further define the role of the golf course.

New Business:

- Mr. Evans proposed the following changes to the Tashua Knolls Golf Course Rules and Regulations to clarify the stipulations for reduced rates for club tournaments:

Mr. Evans made a motion, seconded by Mr. Dray, to amend the Tashua Knolls Golf Course Rules and Regulations as follows:
Under Section F. Tournaments:
Change to #1 From: Mondays **are** reserved for golf outings on Tashua Knolls.
To: Mondays **may be** reserved for golf outings on Tashua Knolls.
Motion passed unanimously.

Mr. Evans made a motion, seconded by Mr. Dray, to amend the Tashua Knolls Golf Course Rules and Regulations as follows:
Under Section F. Tournaments:
Delete #3. All food and beverage for golf course outings or other organized golf-related activities must be provided by Gralor, Inc. at its scheduled rates unless Gralor cannot accommodate the

outing due to a scheduling conflict on their part, as per Gralor's July 2005 Agreement with the Town of Trumbull. Gralor will refrain from booking the facilities for non-golf outings on Mondays from May 1 to October 31 of each year and, in addition, will refrain from booking the facilities for non-golf-related purposes for any period reserved by the Commission no less than 2 years in advance of the event.

Motion passed unanimously.

- Mr. Brown began a discussion of rates for the 2012 season by presenting a comparison of 19 area golf courses. He also provided a rate history of Tashua Knolls. In all rate categories, Tashua was in the bottom third. The only category where we are high is the non-resident 9-hole rate. Due to an increasingly tight budget and the fact that a rate increase has not been implemented in two years, an increase in several categories was recommended. Several of the categories were discussed and minor changes were made prior to the Commission voting on the budget.

Mr. Evans made a motion, seconded by Mr. Dray, to approve the 2012 season rates as presented by Mr. Brown with some slight modifications as decided by the Commission. (A copy of the 2012 Tashua Knolls Golf Course 2012 season rates is attached.) Motion passed unanimously.

Mr. Dray made a motion, seconded by Mr. DeLuca, to approve the 2012 junior season ID with an increase of \$10. Motion was rescinded.

Mr. DeLuca made a motion, seconded by Mr. DeLibro, to split the junior season IDs into two categories; resident and non-resident. The resident junior season ID's would increase by \$5 and the non-resident junior season ID would increase by \$10. Motion passed 6 – 1 (Oppose: Evans)

- The issue of opening day for the 2012 season and the effective date of 2012 season rates were also discussed. Due to the possibility of bad weather mid-week, it was agreed to leave the date open until after the storm. The situation would be monitored and the course would be open as soon as feasible. It was also recommended that the 2012 rates become effective March 19th.

Executive Session:

Mr. Evans made a motion at 9:35 PM, seconded by Mr. DeLuca, to move into Executive Session to discuss a contractual matter. Mr. Bobby Brown was invited to attend the meeting. Motion carried unanimously.

A motion to exit Executive session was made by Mr. Evans at 10:05 PM and seconded by Mr. DeLibro. Motion carried unanimously.

Adjournment:

A motion was made by Mr. Evans at 10:10 PM; seconded by Mr. Turk to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk