

**Golf Commission Meeting  
November 26, 2012  
Minutes**

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

**Also Attending:** Robert Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; Jon Janik, Head Golf Professional; John Ponzio, Town Treasurer

**Members Absent:** Tony Johnson

Ron Dray, Chairman, called the meeting to order at 7:00 PM.

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of October 22, 2012 . . . A Motion was made by Mr. Evans seconded by Mr. DeLuca to approve the minutes as is. Motion carried unanimously.
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**Audience Participation:**

- Mr. John Karpowich, representing the Trumbull High School Golden Eagle Marching Band, appeared before the Commission to ask about the feasibility of holding a 9-hole afternoon tournament to benefit the band. Mr. Brown responded that in fact the band has held such a tournament in the past and would be able to do so once again. Mr. Karpowich also asked about the possibility of the band sponsoring a hole contest on the Knolls on a weekend day during the summer. Mr. Dray reported that this would not be possible as it was prohibited under Golf Course Commission Regulations

**Director of Golf Course Properties Report (Hidalgo Nagashima):**

**Labor:**

- Director of Golf Course Properties (Nagashima)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Cook, Gallant, Romano)
- Three part-time seasonal (Markaj, Balkun, Mitchell)

**Maintenance Department Outline:**

- The greens will be verti-drained this Wednesday, weather permitting.
- All fairways, tees, and greens were sprayed for snow mold.
- The Glen greens were topdressed.
- The vast majority of leaves have been cleaned up.
- The irrigation system is being winterized. The outdoor bathrooms and ice machine have been winterized and closed.

- Superstorm Sandy was responsible for the loss of six trees and a great deal of brush. All debris has been cleaned up with the exception of some stumps and branches which will be ground down once the ground freezes.
- The pond aerators will be removed in December.
- Tree contract work has been arranged for the winter.
- The bunker project is proceeding with an RFQ expected this week. In response to questions, Mr. Nagashima reported on various types of bunker construction, but responded that it would be up to the architect to determine the best method given our conditions.

**Green Committee (Owen Evans):**

- Mr. Evans did not have a report but was asked about replacing the willow trees that were lost between holes #6 and #15 on the Knolls during the storm. Mr. Evans will look into the possibility.

**Director of Golf Operations/Head Professional Report (Bobby Brown):**

**Golf Operations:**

- October Rounds 2012: 4,819 (3,473 Knolls/1,346 Glen) vs. 2011: 4,959 (3,398 Knolls/1,561Glen)
- October Income 2012: \$150,943 vs. 2011: \$159,111
- Superstorm Sandy closed the course from Sunday October 28 until October 31<sup>st</sup>. The clubhouse was without power until November 3<sup>rd</sup>.
- November rounds have lost momentum due to the Superstorm and the snowfall that followed.
- Thanksgiving Day rounds were 53 on the Knolls and 37 on the Glen; Black Friday rounds were 160 on the Knolls and 97 on the Glen.
- The starter/player assistant staff has been reduced.
- Mr. Brown recommended a closing date for the 2012 season of Sunday, December 16<sup>th</sup>, weather permitting. Commission consensus was given.

**Pro Shop:**

- The final clearance sales of the season will continue until the end of the season.
- Fall pre-book meetings have concluded. Orders for the 2013 season are being placed and will conclude after the PGA Merchandise Show.
- All pro shop credits must be redeemed by December 15<sup>th</sup>. All rain checks will expire on the last day of play as well.

**Instructional Programs:**

- Adult Programs saw a total of 215 participants (195) unique vs. 138 in 2011. Programs included Ladies Golf School, Couples Golf School, Short Game School, ½ Day Golf School, Adult Education, and Full Swing Workshop.
- Junior Programs saw a total of 425 unique participants and included Instructional Programs, Summer Camp, Tashua Glen League, Junior Golf Club, Summer Advanced Camp. LPGA-USGA Girl's Golf, Tuesday and Wednesday Swing Clinics, and Adult/Junior Tournaments.

**House Committee (Ron Dray):**

- Mr. Dray reported that Mr. Johnson has decided not to seek re-appointment to the Commission.
- The anti-freeze has been installed in the heating system at Mr. Faustini's expense.
- Mr. Dray, Mr. Evans, and Mr. Nagashima will be working on a list of clubhouse projects for the winter.
- Mr. Dray thanked Mr. Nagashima for the great work in fixing the Miklus Center sign that had been broken in half.
- A coil for one of the clubhouse boilers was cracked and had to be ordered. After approximately five weeks without heat, the coil has been shipped and should be installed this week.
- Mr. Dray contacted Mr. Jim Silva regarding work to be done on the stone garden between #1 and #10. After Mr. Nagashima and crew takes down the ash tree, the stone work will be rounded at the corners, made one height, and made stable where appropriate. The total cost for the project is \$1,300.
- Mr. Dray asked for input regarding the Men's Locker Room. It was felt that the area is very large and is currently being underutilized.

**Finance (Jonathan Turk):**

**Monthly revenue (From POS System)**

Total Income (including carts)

<u>October 2011</u>	<u>October 2012</u>	<u>Change</u>
\$159,111	\$150,944	-5.13%

Knolls (including carts)

<u>October 2011</u>	<u>October 2012</u>	<u>Change</u>
\$126,536	\$128,405	+1.48%

Glen (including carts)

<u>October 2011</u>	<u>October 2012</u>	<u>Change</u>
\$31,019	\$25,749	-16.99%

**Round Analysis**

Knolls

<u>October 2011</u>	<u>October 2012</u>	<u>Change</u>
3,473	3,398	2.20+%

Glen

<u>October 2011</u>	<u>October 2012</u>	<u>Change</u>
1,561	1,346	-8.62%

**Items of Note:**

- Revenue has dropped off slightly from last year's October numbers. However, this is the first month where revenues have fallen below last year's monthly figures. We are still ahead of last year's revenue numbers, which were the best in our history. Even though the weather has much to do with our success, Mr. Turk thanked both Bobby Brown and his staff, and Mr. Nagashima and his staff as major contributors to the success of Tashua Knolls Golf Course over the past several years.

**Budget**

- The preliminary budget meeting for next year's budget (2013/2014) will occur next week. Mr. Turk asked that all special projects slated for this coming fiscal year (including the cost) either be presented at the current meeting or be forwarded to Mr. Turk prior to the budget meetings. Once complete, the preliminary budget will be distributed to each Commissioner prior to the next meeting scheduled for December 17<sup>th</sup>. All Commissioners will be asked to review, make changes, and vote for the final budget at the December meeting.
- Mr. Turk and Mr. Ponzio discussed the funding for the bunker project. Both agreed that the current state of the bonded projects at the course would allow the Commission to take on the bunker project next winter.

**Correspondence:**

- Mr. Ponzio informed the Commission that four checks in the amount of \$7,500 each were given to the Trumbull High School Band, Trumbull High School Choir, Ace's, and xxx as a result of the First Selectman's Cup Tournament. Mr. Ponzio conveyed the thanks from each organization for the role the Tashua Knolls Golf Course played in making the tournament such a success.

**Old Business:**

- Mr. Dray asked all the Commissioners if they had reviewed the Motions Regarding Contract Employees, Their Duties and Obligations as they were previously distributed. All responded that they had. Mr. DeLuca stated that he felt a time limit was given on some of the motions, but felt that a limit was needed on all motions.

Mr. Evans made a motion, seconded by Mr. DeLuca, to approve the Motions Regarding Contract Employees, Their Duties and Obligations (attached) with the change added that "Where there is no time limit stated, a limit of a maximum of 30 days shall apply" and the stipulation that the final paragraph in the motions is reviewed and approved by the Town Attorney. Motion carried unanimously.

**New Business:**

- Mr. Dray asked the Commissioners to think about how they wanted to handle Tournaments for the coming season. He stated that there were several options including

leaving them as is, scaling them back, or eliminating them. He asked that Commissioners be prepared to vote on a policy at the December meeting.

- Mr. Evans distributed a proposal to pave the entire Knolls course to make it cart paths only. Mr. Evans' proposal was a four-year proposal at an approximate cost of \$105,420 over the four years. He asked all Commissioners if they felt it was worth pursuing. As only two Commissioners agreed with Mr. Evans, the proposal was dropped.
- Mr. Dray personally thanked each of the Commissioners for the work and dedication over the past year in making the present Commission the best one ever.

A motion was made by Mr. Dray; seconded by Mr. DeLuca to make the starting time for all future Golf Commission meetings 7:00 PM. Motion carried unanimously.

**Adjournment:**

A motion was made by Mr. DeLuca at 8:45 PM; seconded by Mr. Turk to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk

## **Contract Employee Motions**

### **Motion 1 – Care of Property:**

All property and equipment of a permanent nature belongs to the Town of Trumbull and the Tashua Knolls Golf Course. As such, it is of utmost importance that the property be maintained in such a manner as to provide for the safety of employees and customers, the aesthetic of the property, and the optimal life of the equipment.

1. All work done by Contract Employee for any reason by a worker other than Town or Contract Employee personnel must be performed by a licensed contractor. Such license must be provided to the Tashua Knolls Golf Course.
2. All work of permanent nature by a Contract Employee must have prior written approval of the Tashua Knolls Golf Course Commission.
3. Copies of invoices for all work done of a permanent nature by a Contract Employee must be presented to the Tashua Knolls Golf Course when work is completed.
4. The Tashua Knolls Golf Course must be provided with copies of warranties of any equipment of a permanent nature installed by a Contract Employee.
5. All mechanical equipment must be operated and maintained to standards set by the Tashua Knolls Golf Course Commission. At no time is any HVAC equipment to be turned off or on by any Contract Employee except in an emergency situation. A Tashua Knolls Golf Course Commission member or the Golf Course Property Manager must be advised of such a situation in a timely manner if such situation occurs. The temperature of the thermostats must be set in the building at maximum of 74 degrees in warm weather and a minimum of 65 degrees in cold weather. It has been determined by authorized Town and mechanical engineers that this level maintains optimal efficiency of operation and life of HVAC equipment.
6. The Concessionaire (per written contract) must maintain an annual maintenance contract on mechanical equipment and provide a copy of the agreement as well as proof of maintenance performed to the Tashua Knolls Golf Course.
7. The Concessionaire (per written contract) must provide monthly pest control service and provide Tashua Knolls Golf Course with proof a service performed.
8. The Tashua Knolls Golf Course in conjunction with Town and contractor employees has determined that the frequency of pumping for septic tanks at the Clubhouse be set at three (3) times per year. Proof of service must be provided to Tashua Knolls Golf Course. The cost is to be borne by Concessionaire per written contract.
9. The Concessionaire (per written contract) must provide adequate trash removal of the Clubhouse complex. If Tashua Knolls Golf Course Commission feels that the frequency of trash removal is not frequent enough to provide a pleasant aesthetic appearance of the grounds a letter will be issued to Concessionaire advising them that the situation be addressed within 30 days. If the situation is not rectified, the Tashua Knolls Golf Course Commission reserves the right to remove the trash and bill the Concessionaire for said service.
10. The Concessionaire is responsible for snow removal of the Clubhouse after 3:30 PM on weekdays and all day on weekends and Town Holidays if required for a restaurant function. Areas for snow removal include any area to be accessed by the public by foot or vehicle.
11. The last employee (whether Contract or Town) to leave the building at the end of the day must check and lock all doors and set the alarm.

**Motion 2 – Invoices:**

1. Under no circumstance shall any invoice associated with a good or service provided to a Contract Employee be issued under the name of the Town of Trumbull or Tashua Knolls Golf Course. All invoices for vendors providing goods or services to a Contract Employee must be issued under the legal name of the Contract Employee.
2. All invoices for rent, utilities, or any other services issued to a Contract Employee by either the Town of Trumbull or the Tashua Knolls Golf Course must be paid within thirty (30) of issue.
3. Under no circumstance shall a Contract Employee provide a vendor associated with their personal good or service the Town's tax exempt number.

**Motion 3 – Fire and Safety:**

The safety of all employees and patrons of the Tashua Knolls Golf Course complex is of the utmost importance. All Contract Employees must adhere to standards set forth by the Town of Trumbull and its Fire Marshall. The Tashua Knolls Golf Course Commission is prepared to call the Town Fire Marshall and shut down the building should any of these violations be found that directly affects the safety of any employee or patron of the building. These include, but are not limited to:

1. All indicated lights must be turned “on” downstairs on the first floor of the building at all times when the building is occupied.
2. All indicated doors must be closed in the downstairs level.
3. No employee shall park in the designated “No Parking Fire Lane Areas”. In addition, if possible, customers should be discouraged from parking in those areas as well.
4. In no circumstance shall any item be stored or placed in any hallway on any level of the Clubhouse complex.
5. No items shall be stored or placed in any room where access to a door or fire extinguisher may be compromised.

#### **Motion 4 – Use of Outside Spaces:**

As previously established by the Tashua Knolls Golf Course Commission, the use of the parcel of land next to the first tee may be used by the Concessionaire only under the following conditions:

1. The Concessionaire is current in all its financial obligations to the Town of Trumbull and/or Tashua Knolls Golf Course.
2. The Concessionaire is to maintain the shrubbery and netting in the area and replace when necessary within 30 days written notice by the Tashua Knolls Golf Course Commission.
3. Main usage for the area is after 4:00 PM. Brief (no longer than 15 minute) ceremonies and/or pictures are allowed after 12:00 PM (Noon).
4. No temporary or permanent structures can be erected in the area without prior written approval of the Tashua Knolls Golf Course Commission.
5. No music is to be played at any time for any function on this parcel of land.
6. All netting and plantings on the building side of the fence shall not crowd the first tee. The netting and plantings must extend the length of the first tee box and must begin at the stone wall and extend at least 85' from that point towards the back of the tee. The netting must be hidden from view on both sides of the netting by plantings. The netting must a minimum of 10' high.
7. The Tashua Knolls Golf Course will mow the grass in the area as well as provide for leaf pickup.
8. No guests of the restaurant are allowed to enter the golf course.
9. No guests of the restaurant are allowed to use a golf cart.
10. The Tashua Knolls Golf Course Commission reserves the right to revoke the agreement with 30 day written notice should it vote that the use of the area becomes a nuisance to the golfing public.

**Motion 5 – Use of Ladies Locker Room:**

As previously established by the Tashua Knolls Golf Course Commission, the use of the rooms known as the Ladies Locker Room and Ladies Bathroom may be used by the Concessionaire as a Bridal Suite only under the following conditions:

1. The room must be cleaned immediately after use for any event.
2. The room must always be available to any female golfer as a locker room at any time the course is in operation.
3. No door to the rooms can be locked at any time.
4. At no time is any item to be placed in the room that blocks access to the door or fire extinguisher.
5. At no time is the room to be used as a storage area for chairs, tables, coat racks, or any other item
6. The Tashua Knolls Golf Course Commission reserves the right to revoke the agreement with 30 day written notice should it vote that the use of the room becomes a nuisance to the golfing public.

### **Motion 6 – Other:**

Several issues have been agreed to by the Concessionaire either by contract or other written or oral agreement that have not been adhered to or have been a problem in the past. These issues include

1. The Grill Room (section 1.4 of contract) – “during the golf season, the refreshment concession must be open seven (7) days a week, including all holidays, from at least one half (1/2) hour before golf course opening time until one half (1/2) hour after dusk or 9:30 PM, whichever occurs earlier.
2. As Built mechanical drawings for the restaurant have been requested on numerous occasions but never delivered.
3. On February 5, 2012 an agreement was reached between the Tashua Knolls Golf Course Commission and the Concessionaire wherein the Concessionaire agreed to install anti-freeze in the HVAC system by February 29, 2012. The work still has not been completed.
4. The Concessionaire has been notified on numerous occasions that the floor in the ladies room is slippery and represents a dangerous situation for female employees and patrons of the building. The situation has still not been rectified.
5. The Concessionaire has been requested to keep areas outside the clubhouse utilized by restaurant patrons clean from cigarette and other trash items. The cleaning is not being performed on a regular basis
6. Contract Section 2.3 – “A price list of all food and beverages sold by the operator shall be furnished to the Owner and said prices shall be subject to the reasonable review of said Owner”. The submission of a price list is not being performed on a regular basis.
7. Modification of Agreement, Exhibit C, and Section 4 – Concessionaire agreed to provide “such additional thermostats and system re-balancing as may be reasonably necessary to provide the Premises with seasonally appropriate heating, cooling and air conditioning.” The problem exists to this date.
8. Alarm Call List – Concessionaire agreed and has been placed on a call list to respond to boiler alarms, fire, and burglar alarms. On several occasions, Concessionaire has received a boiler alarm, but has not contacted proper contractor for repair.