

**Golf Commission Meeting
November 25, 2013
Minutes**

Members Present: Ron Dray, Chairman; Owen Evans, Vice-Chairman; Dick DeLibro; Joe DeLuca (arrived 7:10 PM); Tony Guzzi; Joyce Michaels; Jonathan Turk

Also Attending: Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; Jon Janik, Head Golf Professional; Chris Gallant, Assistant Superintendent

Members Absent: Teri Deal; Diane Wheeler

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 28, 2013 . . . A Motion was made by Mr. Evans seconded by Mrs. Michaels to approve the minutes with the following change to the first bullet point on page 6:

FROM: Mr. Ponzio updated the Commission on a debit amortization item regarding the initial Glen bonding. After thoroughly research the subject, Mr. Ponzio has determined that in 2005 the Glen was bonded for \$2.5 million at the same time \$17 was also bonded for other Town projects. The entire amount was bonded together. However, some of the other bonded items did not have the lifespan of the Glen, and therefore the schedule reflected that fact as some of those items needed to be paid back sooner. That is the reason our principal and bond payments will be going up so significantly in the future. Mr. Ponzio assured the Commission that bonding for the golf course will no longer be handled in this manner and that he would look into ways to lessen our burden in the future. He also stated that the golf course enterprise fund was in a good position to help offset some of these higher payments in the future.

TO: Mr. Ponzio updated the Commission on a debit amortization item regarding the initial Glen bonding. After thoroughly researching the subject, Mr. Ponzio has determined that in 2005 the Glen was bonded for \$2.5 million at the same time \$17 million was also bonded for other Town projects. The entire amount was bonded together. However, some of the other bonded items did not have the lifespan of the Glen, and therefore the schedule reflected that fact as some of those items needed to be paid back sooner. That is the reason our principal and bond payments will be going up approximately \$100,000 in the next fiscal year. Mr. Ponzio assured the Commission that bonding for the golf course will no longer be handled in this manner and that he would look into ways to lessen our burden in the future. He also stated that the golf course retained earnings was in a good position to help offset some of these higher payments in the future

Motion carried unanimously.

Audience Participation:

- None

Director of Golf Course Properties Report (Hidalgo Nagashima):

Labor:

- Director of Golf Course Properties (Nagashima)
- Assistant Superintendent (Gallant)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Romano)
- All seasonal employees will finish working for the season Thanksgiving week

Maintenance Department:

- All aerators have been removed from the ponds.
- The cart barn and on-course bathrooms have been winterized.
- The vertidrain service scheduled for this week was postponed due to frozen ground. If it does not warm up enough to be rescheduled this year, it will be done in the spring. The course is in good enough shape that this will not present a problem.
- The pump house and irrigation system are still in use for watering the sod on the new bunkers. If there is a significant amount of rain this week, the system will be winterized as well.
- The bunker project has progressed on-time and on-budget. Due to the recent cold weather, no additional bunkers will be opened and the emphasis will be on completing those bunkers that are already open. If the weather moderates, more bunkers will be worked on.
- Mr. Nagashima responded to a question regarding sodding in the cold weather. The sod companies make the decision as to whether it is still safe to sod or not. But it is generally safe to sod, as the sod is dormant at this time of year and will be in good shape to begin to take in the spring.
- A decision was made to reduce the bunker on #13 by 400 sq. ft. and move it forward and left.

Green Committee (Owen Evans):

- Mr. Evans distributed both an updated maintenance project list and a status list of all the bunkers on the Knolls.

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

Golf Operations:

- October rounds and revenue are up significantly over last year and in fact it was the best October in ten years.
- November rounds and revenue are up as well mainly due to the warm weather and lack of rain in the beginning of the month.
- Thanksgiving Day is forecast to be cold and windy. At this time, there is only one group scheduled. Mr. Brown asked if we could make a last minute decision on Wednesday to close the course on Thanksgiving due to lack of players and allow our staff to spend the day with family. Mr. Dray and Mr. Brown will assess the situation on Wednesday afternoon.
- The starter and player assistant staff has been reduced.
- Ads have been placed in the CT Post, Trumbull Times and on-line for 4 starter and 3 player assistant positions for the 2014 season. Several applications have been received to date and interviews will begin after December 6th.
- The closing date for the 2014 season will be December 15th unless the weather is unusually warm. If so, the season will be extended to no later than December 22nd.

Pro Shop:

- Final clearance sales for the season will continue until the end of the season.
- Fall pre-book meetings have concluded. Orders for the 2014 season are being placed and will conclude after the 2014 PGA Merchandise show.
- All pro shop credits must be redeemed by December 15, 2013 or the last day of play (whichever comes first).

Instructional Programs:

- Junior golf participation was up 14% from 2012 with 486 unique participants broken down as follows: Instructional programs - 96; summer camp - 126; Glen League - 56, Junior Golf Club - 24; Advanced Camp - 11; LPGA/USGA Girls' Golf - 160; Swing Clinic - 32; Adult/junior tournaments - 33.

House Committee (Ron Dray):

- One of the two water heaters sprung a leak and must be replaced. Mr. Nagashima will contact Town Director of Facilities, Allen White, for advice.
- Mr. Faustini has been asked to replace the main floor carpeting over the winter. Mr. Faustini has asked to address the situation after the carpets have been cleaned.
- There have been several unexplained spikes in electrical usage throughout the complex. The situation will be monitored.
- The thermostat codes in the clubhouse have been changed.
- A relay switch and circulator belt has been replaced in the clubhouse.
- The main doors will be replaced once the golf season ends.

Concessionaire:

- None

Finance (Jonathan Turk):

Monthly revenue – October (From POS System)

Revenue:

Total Income (including carts)		
October 2012	October 2013	Change
\$150,944	\$176,255	+16.8

Knolls (including carts)		
October 2012	October 2013	Change
\$128,405	\$142,529	+11.0%

Glen (including carts)		
October 2012	October 2013	Change
\$25,749	\$35,465	+37.7%

Round Analysis:

Knolls		
October 2012	October 2013	Change
3,473	3,933	+13.2%

Glen		
October 2012	October 2013	Change
1,346	1,698	+26.1%

Items of Note:

- The bunker project is in full swing with more than half of the work complete. The need to use temporary greens during the week did not seem to have hurt our revenue numbers in October. We are ahead of last year's revenue numbers and hopefully we can continue with relatively warm temperatures into December. Mr. Turk thanked both Mr. Brown and Mr. Nagashima and their staffs for their continued effort to make Tashua Knolls one of the finest public golf courses in Connecticut.

Budget:

- The preliminary budget meeting for next year's budget (2014/2015) will occur over the next two weeks. Mr. Turk asked that all capital projects for the budget be presented at the November meeting or emailed to him over the next two weeks. Once complete, the preliminary budget will be distributed to the Commissioners prior to the December 16th meeting where all Commissioners will be asked to vote on the budget.

Correspondence:

- A request was received from Ms. Pat Brennan and Ms. Karen Daly, Co-Presidents of the Ladies' 9 Holvers regarding their 2014 season.

A motion was made by Mr. DeLuca; seconded by Mr. Evans; to approve the Tashua Knolls Ladies 9 Holers requests as follows:

1. Block time for the 2014 season on Thursday mornings beginning in April and ending in November.
2. Invitational Tournament on Thursday, July 10, 2014 with an 8:00 AM shotgun start with carts at residential rates.
3. Member/Member Tournament on Thursday, August 21, 2014 at 7:00 AM

Motion carried unanimously.

- A request was received from Ms. Janet Duffy, President of the Ladies' 18 Holers regarding their 2014 season.

A motion was made by Mrs. Michaels; seconded by Mr. DeLuca; to approve the Tashua Knolls Ladies 18- Holers requests as follows:

1. Block time for the 2014 season on Thursday mornings beginning in April and ending in November.
2. Member/Guest Tournament on Thursday, July 31, 2014 at resident rates.
3. SCWGA tournament on June 19, 2104 at 8:00 AM at preferred rates.

Motion carried unanimously.

Old Business:

- Mr. Evans presented the Commission with a proposed dress code policy as recommended by the Dress Code Committee:

Mr. Evans made a motion, seconded by Mrs. Michaels to approve the following Tashua Knolls/Glen Dress Code Policy.

- Men must wear collared shirts, mock, or turtle neck attire.
- Women may wear sleeveless or collarless tops, mock or turtleneck attire.
- All players must wear soft spikes or sneakers on the golf course.
- The following are not allowed for play: short shorts, cutoffs, blue jeans, workout clothing, tennis shorts, tank tops, halter tops, men's sleeveless shirts, or any clothing exhibiting tasteless messages.
- Children 10-years old and younger are exempt from the above unless they wear ripped, overly worn, or attire with tasteless messages.

Motion carried unanimously.

- Mr. Dray asked and received consensus from the Commission for permission to obtain two additional quotes for the security system and earmark the money in the technology budget for the project.

New Business:

- An electrician will be brought in to assess the outside lighting situation around the clubhouse. Mrs. Plumeau will work with Mrs. Michaels to recommend improvements to the outside lighting.
- At the next meeting, Mr. Nagashima will provide the Commission with a cost and time assessment to install forward tees.
- Commission consensus was given to move the tees on #6 to improve playing time.

- Commission consensus was given to remove a tree on #10 to improve playing conditions.
- Commission consensus was given to remove a tree on #4 to improve playing conditions.
- A tree on #6 will be monitored for health and appearance.
- The 2014 Golf Commission meeting schedule was proposed:

Mr. Evans made a motion, seconded by Mr. DeLuca, to approve the 2014 Golf Commission meeting schedule as attached. Motion carried unanimously.

Executive Session:

Mr. DeLibro made a motion at 8:40 PM, seconded by Mr. DeLuca, to move into Executive Session to discuss a contractual matter. Motion carried unanimously.

A motion to exit Executive session was made by Mrs. Michaels at 8:50 PM and seconded by Mr. Turk. Motion carried unanimously.

Adjournment:

A motion was made by Mr. Evans at 8:52 PM; seconded by Mr. DeLibro to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk