

**Golf Commission Meeting  
February 23, 2015  
Minutes**

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

**Also Attending:** Bobby Brown, Director of Golf; Chris Gallant, Assistant Golf Course Superintendent; John Ponzio, Town Treasurer

**Members Absent:** Tony Guzzi

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 February 3, 2015 . . . A Motion was made by Mr. DeLibro seconded by Mrs. Wheeler to approve the minutes as is. Motion carried unanimously.
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**Audience Participation:**

- None

**Director of Golf Course Properties Report (Chris Gallant):**

**Labor:**

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

**Maintenance Department:**

- Mr. Nagashima will be attending the International Golf Course Industry Conference and Show this week in San Antonio, TX.
- The maintenance department has not been able to make much progress on the Green Committee project list due to the extremely cold and snowy weather. As soon as possible, the department will begin shoveling off the greens. Hopefully with the increased amount of sunlight some melting should begin.
- Next week a large snow blower will be brought in to help in removing some snow so that the #5, #8, #11, #12, and #13 greens can be shoveled.
- The Town office expansion is complete at the clubhouse.

- The maintenance department is working on preventative equipment maintenance. This includes inspection of all interlock safety switches, hydraulic hoses and brakes. Also reels were ground and are being reassembled.
- All on-course amenities are being inspected and painted. The Knolls amenities are completed. The Glen amenities, which have never been painted, are being worked on.
- The maintenance crew has dug down through the snow on the practice green and saw no evidence of ice or ice damage. As the snow starts to melt the course will be monitored for the melt and freeze.

**Green Committee (Owen Evans):**

- None

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

**Golf Operations:**

- Mr. Brown reported that Fence-Me-In was finally successful in getting the manufacturer of the defective range net to agree to replace it. As soon as the weather cooperates, the new net will be installed.
- Mr. Brown reported to the Commission that it is possible to initiate some type of Loyalty Program. Although details still need to be worked out, it will probably be some type of program which rewards customers when they reach certain spending amounts.
- Mr. Brown reports back to work next week to begin the 2015 golf season.
- 2015 Season IDs will begin to be processed on Saturday, March 14<sup>th</sup>.

**House Committee (Richard DeLibro & Ron Dray):**

- Mr. Dray reported that two additional checks were received made payable to “Tashua Knolls” that were intended for Gralor. Legal counsel will be brought in on the situation to see if it is possible to simply return the checks.
- An issue was brought up regarding the snow in front of the dumpsters that hindered access. The golf course does not shovel or plow when the golf course is closed.
- Last week, an individual was spotted shoveling snow off the roof of the restaurant. He was asked to stop working until he could produce an insurance certificate. He eventually did and resumed work. Mr. Faustini was reminded that no work by an outside vendor is to take place until suitable insurance is provided to the Commission.
- The quote to fix the #5 Circulator was received by Hulse in the amount of \$6,900.00. It was forwarded to Mr. Faustini to authorize. No word has been received back.
- The final land use letter was issued. The land area is now being prepared for a fence which will be installed when weather conditions allow.
- Recently, a running saturation problem occurred in one of the boilers due to a cracked target wall. The problem resulted in an extremely dirty and oily boiler room. Hulse responded to the call on a Saturday and did an excellent job in cleaning the room. Although the boiler is now running, Hulse is contacting the manufacturer to make certain

that flue gases are in the proper range and that the burner and nozzle currently in place are compatible.

**Concessionaire** (Mr. Faustini):

None – did not attend.

**Finance** (Jonathan Turk):

**Items of Note:**

- There was no income for the month of January.
- The golf course is currently tracking well against most expenses. We will, however, be keeping a close eye on water which is currently at 83% of its budget for the current fiscal year.
- The Board of Finance meeting for our 2015/2016 annual budget was held on Thursday, February 19<sup>th</sup>.

**Correspondence:**

- The Commission was recently asked about the possibility of allowing a group of Trumbull High students to pose for prom pictures at the course. As we are covered by the Town's insurance and it was previously deemed a liability issue by the Town, we have no choice but to deny the request.

**Old Business:**

- Mr. Evans asked the Commission to consider an amendment to the motion regarding the discipline policy of the Employee Golf Policy

Mr. Evans made a motion, seconded by Mr. Dray, to modify the discipline policy of the Employee Golf Policy to state that all employees involved in an incident will receive discipline according to the same policy. Motion carried 7 – 0 (Abstain: Deal).
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- Mr. DeLuca asked about the ID form and if there were any decisions made. Mr. Dray responded that the decision has been made to let the policy stand as is as there were several issues that must be considered on a case-by-case basis by the pro shop.
- Mr. DeLibro began a discussion about the hiring practices of employees at the golf course. It was decided that a new HR Committee would be formed to include Mr. Dray, Mr. DeLuca and Mrs. Michaels. The names of all potential employees must be brought before the Committee for review.

Mr. DeLibro made a motion, seconded by Mrs. Michaels, to require that the names and information on all potential employees be brought before the Golf Commission's HR Committee prior to the actual hire. Motion carried unanimously.

### **New Business**

- Mrs. Deal began a discussion on the overtime policy in the maintenance department. Discussions included the differences between scheduled overtime and emergency overtime and it was requested that Mr. Nagashima be given a letter to sign indicating his receipt of the policy.

Mrs. Deal made a motion, seconded by Mr. DeLuca, that, effective immediately, all overtime at the golf course be used on an emergency basis only with the prior authorization of the Chairman or Vice-Chairman of the Golf Commission. There is to be no scheduled overtime. Motion carried unanimously.

- Mr. Evans took the opportunity to inform the Commission that out of the seven golf courses that will be hosting the CSGA's CT Open Qualifier this year, five are private and two are public – Richter Park and Tashua.
- Mr. Brown asked for Commission approval to host the 2015 CT PGA Jr. tournament

Mr. Evans made a motion, seconded by Mr. DeLibro, to approve the CT PGA Jr. tournament on July 13 and 14, 2015 at junior rates. Motion carried unanimously.

### **Executive Session:**

Mr. Dray made a motion at 8:10 PM, seconded by Mr. DeLuca, to move into Executive Session to discuss a contractual matter. Also invited to attend was Mr. Brown and Mr. Ponzio. Motion carried unanimously.

Mr. Dray exited the Executive Session at 8:45 PM.

A motion to exit Executive session was made by Mr. DeLuca at 8:47 PM and seconded by Mrs. Deal. Motion carried unanimously.

**Adjournment:**

A motion was made by Mr. DeLuca at 8:48 PM; seconded by Mrs. Deal to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk