

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

Members Present: Ron Dray, Chairman; Owen Evans, Vice-Chairman; Richard DeLibro; Joe DeLuca; Tony Guzzi; Joyce Michaels; Jonathan Turk (arrived 7:15 PM); Diane Wheeler

Also Attending: Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Properties; Scott Lund, Golf Course Superintendent; Stuart McCarthy, Director of Parks and Recreation

Members Absent: Teri Deal

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 26, 2015 . . . A Motion was made by Mrs. Michaels seconded by Mr. DeLibro to approve the minutes as is. Motion carried unanimously.

Audience Participation:

- None

Director of Golf Course Properties & Superintendent Reports (Hidalgo Nagashima & Scott Lund):

Labor:

- Director of Golf Course Properties (Nagashima)
- Golf Course Superintendent (Lund)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Romano, Markaj)
- Part-time Greensmen (Quinn, Rodriguez, Martins, Harrison, Hicks, Hoepfner, Ferguson, Somerville, Riley, Mahlstedt)
- Summer Seasonal (Bova, Bova, Ormsbee)

Maintenance Department:

- **Tashua Glen – (Scott Lund):**
 - Work on the Glen has slowed in recent weeks as the majority of the maintenance staff is working on the 8 and 9 Knolls tees and forward tees.
 - Mr. Lund felt that the new maintenance procedures on the Glen have resulted in improvement in the conditions on the Glen. The Commission agreed and Mr. Dray and Mr. Evans extended kudos to Mr. Lund.

- Mr. Dray asked Mr. Lund to prepare a map of the Glen trees that needed to be removed.
- **Tashua Knolls – (Hidalgo Nagashima):**
 - The greens on both courses will be vertidraind on December 1st. Mr. Turk asked for an explanation of what that entailed. Mr. Nagashima stated that it was an aeration that goes down between 8 – 12 inches rather than the 4 – 6 inches of other aerations.
 - The maintenance department is making preparations to “put the course to bed” for the winter.
 - Fall Projects Include:
 - Continued tree pruning
 - Fairway depressions
 - Expansion of the forward tees
 - Renovation of 8 and 9 tee complexes
 - The pump house and on-course bathrooms have been winterized. In addition the doors, locks and walls have been reinforced in order to deter vandalism. Estimates for additional security for the building are being investigated.
 - The irrigation system has been blown out.
 - Mr. Dray advised the Commission that he and Mr. Evans authorized switching of weekend days for Mr. Lund and overtime for Mr. Romano as well to complete the tee projects during the month that the Excavator is being rented.

Green Committee (Owen Evans):

- Mr. Evans distributed an updated Green Committee work list showing the open actions being worked on and the numerous actions completed recently. The majority of the work at this time is on the 8, 9 and forward tees.
- Tree trimming is also being worked on. After the course closes for the season, Long Hill and the maintenance crew will perform more extensive work. The trees to be taken down were previously determined by the green committee and approved by the Golf Commission. Commissioners are still invited to review the trees.
- **Director of Golf Operations/Head Professional Report (Bobby Brown):**

Golf Operations:

- October rounds and revenue were strong.
- The mild November is contributing to an outstanding month.
- The starter and player assistant staff has been reduced.
- The final clearance sale for the season will continue in the pro shop until the end of the season.
- All pro shop credits must be redeemed by December 15 or the last day of play – whichever is later.
- All rain checks must be redeemed by the last day of play for the season.

Marketing:

- Mr. Brown proposed a closing date for the 2015 season of December 20, weather permitting.

Mr. DeLuca made a motion seconded by Mr. DeLibro, to close the course for the 2015 season on December 20th, weather permitting. Motion carried unanimously.

House Committee (Ron Dray):

- The winter HVAC maintenance has been completed on one boiler. Hulse is scheduled to return to service the second boiler.
- Mr. Dray discussed the worn and dirty look of the carpet in the common areas of the clubhouse. According to the contract, Mr. Faustini is responsible for replacing the carpet with the Commission agreeing to pay for 30% of the cost under the conditions that we approve the carpet and cost in order to budget for the item. As Mr. Faustini has not proved a cost or sample, therefore the budgeting process cannot move forward.

Concessionaire (Mr. Faustini):

- None – did not attend.

Finance (Jonathan Turk):

October Revenue from POS System

Total Income (including carts)		
2014	2015	Change
\$162,375	\$162,375	-0.01%

Knolls (including carts)

2014	2015	Change
\$137,231	\$132,998	-3.1%

Glen (including carts)

2014	2015	Change
\$28,545	\$29,908	+4.8%

October Round Analysis:

Knolls

2014	2015	Change
3,668	3,630	-1.0%

Glen

2014	2015	Change
1,445	1,532	+6.0%

Items of Note:

- Weather conditions have been mild and dry. Revenue to date is 2.9% higher than last year. Hopefully we will continue to have good weather well into December.
- The preliminary budget meeting took place in October. Mr. Turk thanked Mr. Nagashima, Mr. Brown, Mrs. Plumeau and Mr. Dray for their valuable input which made the process much easier. The Commissioners previously received a copy of the proposed budget and were asked to review it and prepare any questions they might have. Mr. Turk would like to discuss the budget under New Business, make any necessary revisions and vote on the final budget this evening.

Correspondence:

- A request was received by Mr. John Ponzio, Town Treasurer, regarding the 2016 Trumbull First Selectman's Golf Classic.

A motion was made by Mr. Dray; seconded by Mr. Evans; to approve the Trumbull First Selectman's Golf Classic on Friday, August 12, 2016. Motion carried unanimously.

- A request was made by Mrs. Karen Daly, President of the Ladies' 9 Holers regarding their 2016 season:

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

1. Invitational Tournament on Thursday, July 14, 2016 with an 8:00 AM shotgun start with carts at residential rates.
2. Block time on Thursday mornings from April through October.

Motion carried unanimously.

- A request was received from Mrs. Sara Walden, President of the Ladies' 18 Holers regarding their 2016 season.

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

1. Member/Guest Tournament on Thursday, July 28, 2016 at resident rates.
2. SCWGA tournament on September 15, 2106 at 8:00 AM at preferred rates.
3. Block time on Thursday mornings from April through October.

Motion carried unanimously.

Old Business:

- Mr. Brown updated the Commission on the cost of the EZ-Go golf car lease. Recalculating the finance cost of the carts resulted in an annual lease cost of \$74,014.

Mr. DeLuca made a motion seconded by Mr. DeLibro, to accept the bid from EZ-Go for our 5-year lease of their golf cars and TKV system at a cost of \$74,014 for the first year. Motion carried unanimously.

- Mr. Dray asked the Commission to consider allowing Mr. Brown to use the gas at the maintenance barn for his on-course range vehicles. Mr. Nagashima would keep track of the amount used and Mr. Brown would reimburse the Town. It would be less expensive and more convenient for Mr. Brown to use on-site gas as he currently drives his personal vehicle to a gas station and uses gas cans to fill the range vehicles. Mr. Evans agreed with the idea but asked that the Commission check with the Town to verify there is no conflict.

Mrs. Michaels made a motion seconded by Mr. Turk, to allow Mr. Brown to use the on-site gas to fill his on-course vehicles pending Town review. Motion carried unanimously.

- Mr. Dray updated the Commission regarding the vulnerability to vandalism of some of our course vehicles that are left outside. In particular, was the incident involving the theft of the range picker. Several ideas were discussed, but the Commission felt the best alternative was to get as many vehicles as possible in the lean-to attached to the Miklus Indoor Training Center.

Mrs. Wheeler made a motion seconded by Mr. Evans, to store as many on-course vehicles in the lean-to as possible. Motion carried unanimously.

- Mrs. Michaels began a discussion of a possible rewards program for golf. She felt that we had begun discussions on the issue on several occasions, but felt that we had not fully developed and voted on specific plans. Mrs. Michaels felt it was a good time to form a committee to explore the options and present them to the Commission. Mr. Dray agreed and a committee was named with Mr. Brown, Mr. Guzzi and Mrs. Michaels as members.

New Business

- Mr. Dray asked the Commission to consider adding additional fencing around the cart barn. When the cart path on the side of the barn was widened, it created a steep slope that could represent a safety hazard. The addition of fencing would also serve as a barrier to people sneaking onto the course.

Mr. Turk made a motion seconded by Mr. Evans, to add fencing on the side of the cart barn at a cost not to exceed \$1,000. Motion carried unanimously.

- Mr. Evans asked the Commissioners if they thought he should contact the CSGA because we have not yet received a request to hold a tournament for them this year. Several Commissioners felt that the reason may be because we are hosting the Amateur in 2017. But the Commission agreed to ask the CSGA about a tournament so that we could set our dates for the 2016 season.
- Mr. Brown informed the Commission of a marketing program by Benchcraft. The program includes a book with information regarding the course and advertising that the company would sell. The course would get between 5,000 to 7,500 copies of the book at no charge. The books could be distributed to local area hotels. The course would have to sign a contract to use the service for 3-years and to not have any conflicts with any advertisers. Although the Commissioners felt it was a beneficial idea, they asked that the contract be reviewed and the company be contacted regarding any possible conflicts with the golf car advertising.
- Mr. Turk began a discussion of the proposed budget for the 2016/17 fiscal year. The following motions were made as a result of the discussion.

Mr. Turk made a motion seconded by Mr. Guzzi, to approve \$20,000.00 in the capital account for a blower and dump trailer. Motion carried unanimously.

Mr. Evans made a motion seconded by Mr. DeLuca, to add \$3,000.00 in the maintenance services account for additional cart path repair. Motion carried unanimously.

Mr. Turk made a motion seconded by Mr. Guzzi, to add \$6,227.00 in the lease account for a lease on an Excavator to replace a rough mower coming off lease. Motion carried unanimously.

- After the discussion was complete, the Commission voted to approve a budget for the 2016/17 fiscal year.

Mr. Dray made a motion seconded by Mr. Turk, to approve a budget of \$1,999,872.00 representing a 2.48% increase for the 2016/17 fiscal year with the understanding that there may be some adjustments in the salary, utility and reimbursable accounts. Motion carried unanimously.

Executive Session:

Mr. Dray made a motion seconded by Mr. Evans at 8:20 PM to move into Executive Session to discuss pending mediation. Also invited to attend was Mr. Brown, and Mr. McCarthy. Motion carried unanimously.

- Mr. Brown and Mr. McCarthy left the Executive Session at 8:50 PM.

A motion to exit Executive Session was made by Mr. DeLuca at 9:30 PM and seconded by Mrs. Michaels. Motion carried unanimously.

- The following motions were made at the conclusion of the Executive Session.

Mr. Dray made a motion seconded by Mr. DeLuca, to split the cost 50/50 with Mr. Faustini of an accredited HVAC engineer to perform a full review of the HVAC equipment in the restaurant. Motion carried unanimously.

Mr. Dray made a motion seconded by Mr. Evans, to approve approximately \$60,000 to be used for the cost of two Triplex machines. Motion carried unanimously.

Mr. Dray made a motion seconded by Mrs. Michaels, to approve a management contract extension for ATK Golf Services Inc. with the following:

1. 4-year extension
2. Increased bond and medical reimbursement of \$2,500
3. Policy for days worked outside of contract parameters

Motion carried unanimously.

Mr. Dray made a motion seconded by Mr. Evans, to approve a contract extension for Hidalgo Nagashima with the following:

1. 4-year extension

Motion failed 4 – 3.

- In addition the Commission gave its consensus for legal counsel to draft a letter to Fence-Me-In for substandard work done on range netting at the course.

Adjournment:

A motion was made by Mrs. Wheeler at 9:50 PM; seconded by Mr. DeLibro to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk