

**Golf Commission Meeting
October 24, 2016
Minutes**

Members Present: John Chiota, (Chairman) Joyce Michaels (Vice-Chairwoman) Richard DeLibro; Julie Jenkins; Robert Oleyar; Frank Squiccimarro; Jonathan Turk; Diane Wheeler

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

Members Absent: Dave Molgard

Mr. Chiota called the meeting to order at 7:00 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of September 26, 2016 . . . A Motion was made by Mrs. Michaels seconded by Mr. Turk to approve the minutes with the third paragraph under “Audience Participation” stricken from the record. Motion carried unanimously.

Audience Participation:

- Mr. Al DeWalt spoke up and felt that his comments from the September meeting were not accurately written in the minutes. As agreed, his comments were stricken from the minutes.
- Mrs. Karen Daly, president Ladies 9-holers, commented that they had a very successful season in 2016 with 78 members. She thanked everyone for their help and looks forward to an equally successful 2017.

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

Labor:

- Director of Golf Course Properties
- Golf Course Superintendent
- Mechanic
- Three Full-time Greensmen
- Nine Part-time Greensmen; Three Weekend Seasonal

Tashua Glen:

- Overall, Mr. Lund is pleased with the condition of the Glen.
- The condition of the Glen greens is good. There is a really good catch of seed on #8 and it is recovering.

- The fairways were verticut and are healing in.
- The tees will be verticut this week.

Tashua Knolls:

- The season is starting to wind down and leaves are falling. Overall the Knolls is in nice shape.
- Renovation of the Knolls is going well:
 - All green banks and surrounds were aerified and seeded.
 - Rough around fairways have been aerated and seeded.
 - All fairways have been full core aerified.
- Greens will be vertidraind (deep tine) in early December.

Projects:

- The staff has been retrained in bunker maintenance and sand has been moved in the bunkers.
- The new blower has been ordered and should be in this week.
- Mr. Nagashima has identified three areas for cart path repair. There is \$8,000 budgeted for this work this season:
 - #6 Knolls
 - #1 Knolls
 - Around the putting green

Green Committee (Frank Squiccimarro):

- The Memorial on #2 Glen has been cleaned and cleared of overgrowth so that the names on the memorial can be read.
- The fence around the propane tank at the Miklus Center has been installed at a cost of approximately \$300.
 - The older fencing around the center needs to be cleaned
 - The stumps will be removed and plantings added in the spring as the Maintenance Department has a new gardener on staff
- Several yardage markers on the Glen cannot be found. All nine must be ordered as a set at a cost of \$1,000.
- Irrigation maps for both the Knolls and Glen were distributed to the Committee.
- Mr. Nagashima will follow-up to see if the golf course's old Toro equipment has been sold by the town.
- The cost estimate for cart path paving near Fox Road is approximately \$12,950. It will have to be listed as a capital project.
- The excavator will be used on more projects once the ground freezes including:
 - Cleaning the left of the 18th tee
 - Cleaning the wood from the 13th to 14th walk path
 - Cleaning the creeks
- The cost to install a concrete pipe cart path on the left of 15 will be minimal and can be done in-house.
- Conditions on the Glen are improving – especially #8
- The fall checklist will be worked on.
- Crooked signs around the road and parking lots will be fixed.
- Anti-freeze for the heating oil will be stocked.

- The lock on the gate will be checked.
- A CSGA meeting is scheduled for Thursday at 10:00 AM.

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

Golf Operations:

- September Rounds total 7, 279
 - Knolls Rounds: 5,167
 - Glen Rounds: 2,112
- September Income: \$245,746 vs. 5-year average of \$261,257
- October rounds and revenue are trending slightly higher than 2015
- Customer Appreciation Day on September 26th was successful in bringing some new players to the course.
- The Monday Madness special is bringing some additional play. However, Tuesday play remains stronger than Monday.
- Play still remains strong on weekends. Mr. Brown will implement additional specials when play begins to fall off.
- The 12th Annual Thanksgiving Day shotgun is at 8:30 AM. The course will close at approximately 2:00 PM so that staff can enjoy time with their families.
- Budget preparations are underway.
- An in-house CSGA Amateur Championship meeting was held. The committee is working with the Trumbull Chamber of Commerce and area hotels. The CSGA is working to design a new logo and program for the event. The CSGA has requested no changes to the course.
- All pro shop credit must be used by December 15, 2016.

House Committee (Dick DeLibro):

- Fairfield Sprinkler replaced and tested the backflow preventer.
- The septic tanks were pumped on October 12th with no issues.
- The fence around the propane tank at the Miklus Center has been installed
- The damaged ceiling tiles in the Grill Room has been replaced.
- The broken UI cover has still not been replaced.

A meeting was held between the Tashua Knolls Golf Commission's House Committee and Custom Air Systems to go over some HVAC requirements at the clubhouse.

CAS was informed of the following:

- According to his contract, Mr. Faustini, of Gralor, Inc. is responsible for the maintenance of all HVAC equipment at the clubhouse.
- The Town of Trumbull, through Tashua Knolls Golf Course, is responsible for the replacement of major components.
- Copies of all work orders and/or invoices for work done by CAS at the clubhouse must be provided to the golf course.
- All HVAC equipment at the clubhouse is the property of the Town of Trumbull.
- All warranties for HVAC equipment are to be given to Tashua Knolls Golf Course.

- All work done by CAS at the clubhouse is the financial responsibility of Gralor, Inc. unless prior written financial responsibility for a particular replacement is obtained from Tashua Knolls Golf Course.

During the course of the meeting it was learned:

- CAS had not been made aware of any of the above by Mr. Faustini.
- CAS has replaced the Freon in the unit to the Grill Room on three occasions but repairs have not been made. This is very worrisome as there is a reason that the unit is leaking Freon. This issue must be addressed. CAS reports that much of the HVAC equipment to the restaurant has been “installed incorrectly”.
- The air handler above the restaurant is completely disassembled.
- CAS has been requested by Mr. Faustini to adjust the thermostats that control the restaurant. CAS has not made the changes, but will send a recommendation to both the golf course and Mr. Faustini as to their recommended temperature differentials.

The following list of work that must be done by Mr. Faustini was discussed with CAS. (CAS will submit a copy of the requested work to Mr. Faustini before proceeding with the work)

- Fix the oil leak in the boiler room.
- Verify the level of antifreeze in the boilers as it has not been measured in several years.
- Perform fall maintenance on the 2nd boiler.

CAS has been asked to provide quotes for the following work that is the responsibility of the golf course:

- Expand the duct work to the A/C for the pro shop
- Fix the controls for the heat in the ladies locker room.
- Insulate the oil lines outside the building.

Finance (Jonathan Turk):

September Revenue Analysis

Total Income (including carts)						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
\$233,622	\$277,119	\$276,713	\$259,830	\$259,002	\$245,746	\$258,672

Knolls (including carts)						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
\$187,332	\$213,894	\$219,417	\$209,541	\$208,637	\$207,294	\$207,686

Glen (including carts)						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
\$41,361	\$56,356	\$52,972	\$46,793	\$47,319	\$41,085	\$47,648

Round Analysis

Knolls						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
4,872	5,503	5,551	5,149	5,165	5,167	5,235

Glen						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
1,609	2,691	2,515	2,261	2,386	2,112	2,262

Carts						
Sept. 2011	Sept. 2012	Sept. 2013	Sept. 2014	Sept. 2015	Sept. 2016	Average
4,943	5,921	5,833	5,720	5,928	5,706	5,675

Items of Note:

- The lower than anticipated revenue numbers for September. According to Bobby Brown, play was down in many local municipal golf courses this past Sept.

Budget

- The budget process will begin tonight. A budget meeting was held this past Wednesday morning to plan and discuss next year’s budget. A preliminary budget was created and will be distributed tonight for discussion. I want to thank Mr. McCarthy, Mr. Chiota and Mr. Brown for their input. If any Golf Commissioner has a new long term project or purchase that they would like to include in the Capital Line item of next year’s (2017-2018) budget, please have your documentation ready to present to the commission for approval at the November Golf Commission meeting.
- Mr. McCarthy distributed revised income and expense worksheets to the Commissioners. The formats breakdown the numbers to more easily determine where both income and expenditures are trending both this year and for several years to come. The revised worksheets will help the Commission make decisions in the future including the direction of Tashua Knolls Golf Course. As there was a great deal of information to go over, Mr. McCarthy asked that the Commissioners carefully review the information and ask any questions so that discussions can continue in November. Further capital projects have been requested of both the Green and House Committees.

Correspondence:

- None

Old Business:

- Mr. Oleyar asked about the progress of the upgraded electrical service up Tashua Knolls Lane to the golf course and parks and recreation facilities. Mr. McCarthy stated that the process has been delayed for a month at Town Hall, but that he would prepare an update for the November meeting.

New Business

- A discussion and several votes were held for improvements to the golf course:

A motion was made by Mr. Squicciarino; seconded by Mr. Turk; to approve the Practice Bunker Plan as prepared by Robert McNeil, Golf Course Architect, with all the work done in-house and

an approximate supply cost of \$8,600 from the GL Account #534402 – program supplies.
Motion carried unanimously.

A motion was made by Mr. Squicciarino; seconded by Mrs. Michaels; to approve the replacement of the walking bridge on the 15th hole Knolls with a cart bridge using materials which are already on hand at the maintenance department. Motion carried unanimously.

A motion was made by Mr. Squicciarino; seconded by Mr. DeLibro; to approve the purchase of replacement PGA yardage markers on the Glen for \$1,000 from the GL Account #534401 - supplies. Motion carried unanimously.

Adjournment:

A motion was made by Mrs. Wheeler at 8:20 PM; seconded by Mr. Oleyar to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk