

Golf Course Commission Meeting
Agenda

Date: Monday, January 23, 2023

Time: 7:30 PM

Place: Long Hill Room – Town Hall

1. Meeting called to order
2. Review and approval of prior minutes
3. Election of Officers
4. Audience Participation
5. Director, Golf Course Properties/Green Committee – Andy Fries/Shelly Dowling
6. Director of Golf – Bobby Brown
 - a. House Committee – Tony Ciccaglione
 - b. Concessionaire – Domenick Faustini
 - c. Finance Committee – Dave Galla
 - o 2023 Season Rates
 - d. Personnel – Shelly Dowling
7. Correspondence
8. Old Business
9. New Business
10. Adjournment

Please email Chris Plumeau at tkgolf@trumbull-ct.gov if unable to attend

**Golf Course Commission Meeting
December 19, 2022
Minutes**

Members Present: Joe Gaudio (Chairman); Nate Moyer (Vice-Chairman); Shelly Dowling; Owen Evans; Regina Evans; Dave Galla

Also Attending: Robert Brown, Director of Golf Operations; Andy Fries, Director Golf Course Properties

Members Absent: Pete Caligiure; Tony Ciccaglione

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

Review and Approval of Prior Minutes:

Review and approval of the Minutes of November 28, 2022 . . . Mrs. Dowling made a motion, seconded by Mr. Moyer, to approve the minutes as is. Motion carried unanimously (6 – 0)

Audience Participation:

- None

Director Golf Course Properties/Green Committee (Andy Fries, Shelly Dowling):

- See report attached
- We received two applicants for the open Mechanic position and are working to schedule the interviews.
- Mr. Gaudio asked about the readiness of the truck for the winter plowing season. Mr. Fries responded that the truck had some recent repairs to a belt and a pulley. It is operational at this time but it is scheduled for new tires and a break check this week.
- Mr. Gaudio also asked about the progress of the Architect's report. Mr. Fries responded that he will be scheduling a meeting with Mr. Brown to go over the findings to issue a report to the Green Committee.

Director of Golf Operations (Bobby Brown):

- See report attached

House Committee (Tony Ciccaglione):

- See report attached
- Mrs. Plumeau reported that the flooding problem in the basement of the clubhouse appears to be fixed. Two issues contributed to the problem. The first is that the septic system acts as sort of a sump pump in removing ground water underneath the clubhouse. Repairs made to the septic system include a pump, float, alarm and electrical components. The second problem is during the recent repairs to the roof the water from the downspouts directed water down under the clubhouse contributing to the amount of ground water. All downspouts are now directing water away from the clubhouse.

Concessionaire (Domenick Faustini):

- No report given.
- Mr. Gaudio reported on correspondence received from Marie Scott, President Ladies 18-holers, to Mr. Faustini in which the Club agreed to hold its Opening Meeting at the restaurant on April 6, 2023. The Club is accepting Mr. Faustini's offer to hold the event for free for approx. 50 people.

Finance (Dave Galla):

- See attached report
- A draft of the FY 2024 budget was presented for a final vote.

A motion was made by Mrs. Dowling; seconded by Mr. Evans to approve a budget of \$2,481,348 for the 2023/24 fiscal year with the understanding that there may be some adjustments in the salary, utility, and reimbursable accounts. Motion carried unanimously (6 – 0).

Personnel (Shelly Dowling):

- The Town has posted job openings for various Administrative Assistant positions for the Town of Trumbull. Mrs. Plumeau will be applying to take the Civil Service test for possible full-time employment.
- Mrs. Evans began a discussion regarding some questions she was asked at the recent Employee Recognition Event. It was acknowledged that it is very difficult to disseminate information to the entire Tashua Knolls staff due to the widely varying days/times that most employees work. It was decided to hold a staff wide meeting in Spring 2023 to update as much staff as possible on the status of Tashua Knolls.

Correspondence

- None

Old Business:

- None

New Business:

- None

Adjournment:

A motion was made by Mrs. Evans at 7:45 PM; seconded by Mr. Galla to adjourn the meeting. Motion carried unanimously (6– 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Sub-Committee Meeting Minutes
January 11, 2023**

Members Present: Shelly Dowling (Green Committee Chair); Nate Moyer; Andy Fries, Bobby Brown

Members Absent: Owen Evans

Mrs. Dowling called the meeting to order at 10:00 AM.

Topics Discussed:

- Snow Mold applications for the year are complete.
- Sand was applied to the greens and several tees on both courses. This will help protect the roots from winter damage and help level the surfaces.
- The crew is working on irrigation and backfilling the area next to the newly paved area.
- Mr. Fries and Mr. Brown will be meeting with the golf course architect on January 18th
- The crew is working on removing dead trees and hangers around the course while the weather still allows outside work.
- The crew is also working on refurbishing course amenities for next year. They will also move to the clubhouse for some refurbishing projects.
- Mr. Fries will be investigating Track Mats for use on the range to prevent excess wear and tear.
- Weather permitting some bunkers edges will be rebuilt and several will have sanded added.
- Equipment maintenance is progressing nicely and the equipment should be in great shape to start the season.
- The applicants for the Mechanic position will be interviewed and tested shortly.
- As previously discussed, the flag tenders on the course were stolen once again and will not be replaced.
- Mr. Fries will explore the First Green program which establishes a day where local students are brought to the course to learn various aspects about working on and managing a golf course. He is hoping to arrange for various industry experts and Tashua staff members to be part of the program. More details to follow.

Adjournment:

The meeting adjourned at 10:50 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, January 23rd , 2023**

Topics For discussion

- 0 Need to brush the rear entrance with a Zep cleaner or cover with new paint and sealant. January based on weather.
- 0 Reviewed the property for a Solar installation. Need a Residential contractor. Lack of funds put this on hold 2023.
- 0 Landscaping the NEW paved area has been started. Weather has been positive.
- 0 New Water Main Pipe NOW installed and leak repaired. All debris removed and ground graded.
- 0 Carpets have been cleaned and new carpet program on hold.
- 0 Roof Repair on final punch list. New Chimney Cap added. Water leaks in two areas. Repairs completed 1/13/23
- 0 Monitoring Pumping in the Septic Systems. Two Pumps failed and continue to upgrade.
- 0 Upgrades required for both Men's/Women bathrooms. Developed Action plan for Gralor – Completion 4/1/2023.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
 January Meeting - 2023

Income

Weather related issues forced course closure earlier than anticipated. Directly affecting the income numbers.

- Total rounds
 - Knolls – (61%)
 - Glenn – (59%)
- Income
 - Knolls – (5%)
 - Glenn – (19%)
- Cart Rounds – (69%)
- Total income
 - Knolls – (5%)
 - Glenn – (19%)

Rounds	2021	5-yr. Avg.	2022
Knolls Rounds	1,006	504	397
Glenn Rounds	195	110	80
Cart Rounds	860	399	266

Income	2021	5-yr. Avg.	2022
Knolls Income	\$ 17,584.00	\$ 14,529.20	\$ 16,785.00
Glenn Income	\$ 2,322.00	\$ 2,752.80	\$ 1,879.00
Total Income	\$ 33,753.00	\$ 23,698.60	\$ 28,464.00

The 5 year average is impacted by COVID-19 course closure in 2020

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023							
Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 1/12/2022 Available
501101	Salaries-FT/Permanent	433,665		433,665	157,492		276,173
501102	Salaries-PT/Permanent	26,706		26,706	18,251		8,454
501103	Salaries-Seasonal	256,500		256,500	150,428		106,071
501105	Salaries - Overtime	18,000		18,000	4,500		13,499
501106	Salaries- Longevity	850		850	425		425
501888	Uniform Allowance	4,000		4,000	2,865		1,134
522201	Services & Fees Clerical	840		840	420		420
522202	Services & Fees Professional	223,464		223,464	121,889	101,574	0
522203	Services & Fees Ancillary	17,000		17,000	3,000	4,995	9,005
522204	Services & Fees Contractual	117,283		117,283	106,922		10,361
522205	Svcs Program Expense	2,000		2,000	1,534		466
522210	Reimbursable to GF	288,300		288,300	288,300		0
534401	Matierials & Supplies Office	72,000		72,000	14,342	12,959	44,701
534402	Program Supplies	272,000		272,000	87,995	61,649	125,355
545503	Communications PR	1,000		1,000	0		1,000
556601	Professional Dev Conferences	1,750		1,750	968		782
556602	Dues	2,100		2,100	865		1,235
567701	Oil, Gas, Grease	18,500		18,500	10,210	1,789	6,500
567703	Travel Reimbursement	500		500	168		332
578801	Maintenance Repair Contracts	22,943		22,943	10,762	7,155	5,024
578802	Maintenance Equipment/Building	101,500		101,500	58,424	20,288	22,787
578804	Refuse	2,761		2,761	1,380	1,380	0
581888	Capital Outlay	95,000	106,646	201,646	46,490	154,721	435
589901	Leases	106,462		106,462	29,792	67,290	9,378
589902	Occasional Rentals	3,000		3,000	0	1,977	1,023
590011	Heat	7,450		7,450	7,766		-316
590012	Electricity	48,500		48,500	14,261		34,238
590013	Water	54,500		54,500	28,483		26,016
590014	Telephone/Internet	1,560		1,560	649		910
595888	Interest on Bonds	28,052		28,052	13,830		14,222
597888	Principal on Bonds	251,961		251,961	224,000		27,961
	TOTAL TASHUA KNOLLS BUDGET	2,480,147	106,646	2,586,793	1,406,411	435,777	747,591
	TOTAL TASHUA KNOLLS EXPENSES						
	Tashua Knolls Income (MUNIS)				1,548,106		
	Misc. Revenue (Rent)				20,255		
	TOTAL INCOME				1,568,361		
	NON BUDGET EXPENSES						
	Credit Card Fees				41,543		
	Golf Car Taxes				245,174		
	Banking Fees				246		
	ATK Tournament Fees				10,200		
	TOTAL NON-BUDGET EXPENSES				297,163		

Miscellaneous Finance

Budget Presentation

GOLF COURSE RATES 2023

Course	Weekday Rate Walking		Weekday Rate Riding		Weekday Rate Walking		Weekday Rate Riding		Weekend 9 Walking		Weekend 9 Riding		Weekend 18 Walking		Weekend 18 Riding	
	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident	Resident	Non Resident
Richter	-	-	-	-	\$ 44.00	\$ 79.00	\$ 62.00	\$ 79.00					\$ 52.00	\$ 89.00	\$ 70.00	\$ 89.00
Whitney Farms	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Oak Hills	\$ 24.00	\$ 30.00	\$ 37.00	\$ 43.00	\$ 39.00	\$ 52.00	\$ 59.00	\$ 72.00					\$ 42.00	\$ 64.00	\$ 62.00	\$ 84.00
Sterling Farms	\$ 28.00	\$ 41.00	\$ 42.00	\$ 53.00	\$ 36.00	\$ 52.00	\$ 52.00	\$ 68.00	\$ 29.00	\$ 43.00	\$ 41.00	\$ 55.00	\$ 37.00	\$ 61.00	\$ 53.00	\$ 77.00
S. Richardson	\$ 22.00	\$ 33.00	\$ 36.00	\$ 47.00	\$ 30.00	\$ 59.00	\$ 48.00	\$ 77.00	\$ 23.00	\$ 33.00	\$ 37.00	\$ 47.00	\$ 35.00	\$ 59.00	\$ 53.00	\$ 77.00
Fairchild	WINTER RATES		WINTER RATES		WINTER RATES		WINTER RATES		WINTER RATES		WINTER RATES		WINTER RATES		WINTER RATES	
Grassy Hill	-	\$ 22.00	-	\$ 32.00	-	\$ 41.00	-	\$ 52.00	-	\$ 25.00	-	\$ 35.00	-	\$ 47.00	-	\$ 65.00
Orange Hills	-	\$ 23.00	-	\$ 34.00	-	\$ 43.00	-	\$ 63.00	-	\$ 26.00	-	\$ 37.00	-	\$ 49.00	-	\$ 69.00
Oak Lane	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Longshore	\$ 26.00	\$ 39.00	\$ 39.00	\$ 52.00	\$ 31.00	\$ 33.00	\$ 49.00	\$ 51.00	-	-	-	-	\$ 33.00	\$ 59.00	\$ 51.00	\$ 77.00

TASHUA | \$ 19.00 | \$ 25.00 | \$ 33.00 | \$ 39.00 | \$ 32.00 | \$ 49.00 | \$ 52.00 | \$ 69.00 | \$ 31.00 | \$ 21.00 | \$ 45.00 | \$ 35.00 | \$ 35.00 | \$ 55.00 | \$ 55.00 | \$ 75.00