Golf Course Commission Meeting  
Agenda

Date: Monday, May 23, 2022  
Time: 7:30 PM  
Place: Long Hill Room – Trumbull Town Hall

1. Meeting called to order
2. Review and approval of prior minutes
3. Audience Participation
4. Director, Golf Course Properties/Green Committee – Andy Fries/Shelly Dowling
5. Director of Golf – Bobby Brown  
   a. House Committee – Tony Ciccaglione  
   b. Concessionaire – Domenick Faustini  
   c. Finance Committee – Joe Gaudiano  
   d. Personnel – Diane Wheeler
6. Correspondence
7. Old Business  
   a. R&R – Affiliated Clubs
8. New Business
9. Adjournment

Please email Chris Plumeau at tkgolf@trumbull-ct.gov if unable to attend
Members Present: Don Espach (Chairman); Tom Cerulli; Tony Ciccaglione; Shelly Dowling; Owen Evans; Dave Galla; Nate Moyer

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

Members Absent: Joe Gaudiano (Vice-Chairman); Diane Wheeler

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

Review and Approval of Prior Minutes:

Review and approval of the Minutes of February 28, 2022... A Motion was made by Mrs. Dowling; seconded by Mr. Ciccaglione, to approve the minutes as is. Motion carried unanimously (7 - 0)

Audience Participation:

• None

Old Business:

• A revised request was received from Mr. Chris Lenzen, regarding the Men’s Club request for a Districts Golf Tournament.

A motion was made by Mr. Espach seconded by Mr. Evans to approve the following Annual Greater Bridgeport District Golf Tournament:

Monday, September 26 - Two-tee system at 8:00 AM for approx. 72 players cart fees only
Saturday, October 1 – Seven AM tee times, Three PM tee times resident rates and cart fees
Sunday, October 2 – OneAM tee time, Two PM tee times resident rates and cart fees

Motion carried (4 – 3, No: Ciccaglione, Dowling, Moyer)

• Mr. Cerulli was asked to review the current Golf Course Commission Rules & Regulations Sections G.3 and G.4. where reference is made to “as clarified by the Commission at its January 23, 2012 meeting.”

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

• See report attached
• Mr. Fries discussed the winter course ice damage, which affects #3, 15 and 18 the most. Nearly all of the area courses are experiencing the same type of damage due to the past winter’s rain/ freeze cycles. It is too early to determine the extent of the damage. If the areas do not begin to recover when the temperature moderates, the areas will be aerified, seeded and fertilized.
Director of Golf Operations (Bobby Brown):
- See report attached

House Committee (Tony Ciccaglione):
- See report attached
- Mr. Ciccaglione gave an update on the roof bids. Three bids were received and reviewed by Town Hall. The lowest bidder, VAD Contractors, Inc., was vetted and submitted a final bid of $98,800 with a contingency if additional damage is discovered when the roof is removed. The work is scheduled to begin in April but will be paid at the beginning of the next fiscal year. The Town’s Legal Department will also work with Mr. Domenick Faustini, Concessionaire, for partial reimbursement as the vast majority of the damaged roof is over the restaurant.

Concessionaire (Domenick Faustini):
- No report given

Finance (Joe Gaudiano):
- See report attached

| A motion was made by Mr. Galla seconded by Mr. Moyer to authorize the following transfer: |
| FROM: |
| GL: Services Ancillary $7,000 |
| GL: Services Contractual $5,000 |
| TO: |
| GL: Maintenance #12,000 |
| Motion carried unanimously (7 – 0). |

Personnel (Diane Wheeler):
- No report given

Correspondence
- Mr. Brown reviewed a request from the CSGA regarding Tashua’s participation in the Youth on Course Program. The request was tabled so that Mr. Brown could obtain additional specifics on how the program worked.

Old Business:
- Mrs. Dowling asked for a motion to approve a Mission and Values Statement for Tashua Knolls Golf Course (see attached):

| A motion was made by Mrs. Dowling seconded by Mr. Moyer to approve the Tashua Knolls Golf Course Mission and Value Statement as drafted. Motion carried unanimously (7 – 0) |
New Business:
- Mr. Moyer made a suggestion to install volunteer built boxes for the tees for the disposal of broken tees. Although the suggestion was appreciated, it was agreed the boxes require more maintenance to move and mow around and customers generally don’t use them correctly. It was suggested that all golfers throw their old tees in the rough where they will disintegrate with other organic matter.

Executive Session:

Mrs. Dowling made a motion seconded by Mr. Evans at 8:10 PM to move into Executive Session to discuss a contractual matter. Mr. Fries and Mrs. Plumeau were asked to attend the Session. Motion carried unanimously (7 – 0).

A motion to exit Executive Session was made by Mr. Evans at 8:25 PM and seconded by Mr. Moyer. Motion carried unanimously (7 – 0).

After the Executive Session, the following motion was made:

A motion was made by Mr. Espach seconded by Mr. Cerulli to authorize that Greenseeker, Mr. Craig Romano, be asked to accept the temporary position of Mechanic. Per the collective bargaining agreement he will receive an additional 10% above his salary while performing these duties and an additional 10% premium (total 20% on his base salary) due to the emergency nature of the need, subject to union approval. Motion carried unanimously (7 – 0).

Adjournment:

A motion was made by Mr. Galla at 8:30 PM; seconded by Mr. Ciccgagne to adjourn the meeting. Motion carried unanimously (7 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk
Golf Course Commission  
Green Sub-Committee Meeting Minutes  
May 11, 2022

Members Present: Shelly Dowling (Green Committee Chair), Owen Evans, Bobby Brown, Andy Fries

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

Topics Discussed:
- Knolls #3 and 5 reseeded from winter damage. Several other smaller areas are being reseeded as well. Areas on Knolls #7/16, 8, 13 and 18 will be seeded to the tree line. Seeded areas have been protected by hay.
- Working with the Town to remove debris from around course.
- Knolls #14 and Glen #6 areas were cut back last fall. The areas will be inspected at end of season to see if necessary again.
- Green Sub-Committee agreed that the 150’ markers will not be re-installed.
- The compression bridges on the Glen are starting to show wear and should be inspected.
- Course maintenance priority is work necessary for the Women’s Amateur in July.
- Audubon Certification work will be reinstated after a break due to COVID.
- Working with crew on work expectations and habits.
- Interview for new seasonal staff.
- Sr. Men’s club is donating Golf Ball Tenders to fit at bottom of flag sticks for easier retrieval. Green Sub-Committee OK.
- Working on submitting the capital requests for July.
- Mr. Romano approved for out of class mechanic position. Updated Mechanic job description to union for approval and then to Civil Service for approval to post.
- April Weather Comparison: The weather this year was significantly different than last year. Although the average temperature was slightly warmer, the precipitation and winds were higher and impactful on our higher use days. April of 2021 gave us 2.47” of rain and this year we received 5.62” of rain. We had 13 days in April with measurable rain and 10 of those days occurred on our higher play days like Wednesday, Friday, Saturday, & Sunday. This resulted in a slightly less number of rounds for the month of April.
- We would like to thank the Sr. Men’s Club and the 18-hole Ladies Club for their continued support of the beautification of the grounds at Tashua Knolls.

Adjournment:
The meeting adjourned at 11:20 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant
**Topics For discussion**

- Painting required for the Starter Office, Front and Rear Entrance. Potential color Gray. Nate to take the lead.
- Rain shelter at the 17th hole needs wood repair and green paint. Add new gate required at the Cart Barn. Reviewed with Andy
- Investigate the potential of EV stations placed in our parking areas. Three units, $25K, includes programming, No Install
- Contacting UI for input on rebates for LED fixtures in all areas. Estimated savings $25,000. Need to have commission review.
- Main water pipe from the Meter to the Maintenance Barn has an underground leak. Need to confirm date for repair.
- Roof Repair now approved and construction started on May 9th. Completion by May 23rd.
- Preventative Maintenance Program completed. NOW waiting for report to determine actions. Expect by 5/23/2022
- Upgrades required for both Mens/Women bathrooms plus new carpets. Need to keep on the radar. Will try to include new budget
- 5-year fire sprinkler test failed. Cost to repair and re-test $15,445.25, scheduled for May 24th. Other two tests and repair complete.

**Respectfully submitted**

Anthony Ciccgaglione – Head of House Committee
Tashua Knolls
Finance and Budget

May 23, 2022
## Income - April 2022

### Rounds

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>5-yr. Avg.</th>
<th>2022</th>
</tr>
</thead>
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<tr>
<td>Knolls Rounds</td>
<td>5,035</td>
<td>2,732</td>
<td>4,640</td>
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<tr>
<td>Glenn Rounds</td>
<td>1,871</td>
<td>853</td>
<td>1,657</td>
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<td>Cart Rounds</td>
<td>3,127</td>
<td>2,437</td>
<td>4,181</td>
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April 2020 COVID Closed

### Income

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<tr>
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<th>2021</th>
<th>5-yr. Avg.</th>
<th>2022</th>
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<td>Knolls Income</td>
<td>$160,107.00</td>
<td>$100,570.30</td>
<td>$161,422.00</td>
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<td>Glenn Income</td>
<td>$33,655.00</td>
<td>$20,725.25</td>
<td>$31,382.50</td>
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<td>Total Income</td>
<td>$290,236.00</td>
<td>$158,817.10</td>
<td>$286,204.00</td>
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April 2020 COVID Closed
# Expenses

**Tashua Golf YTD Budget Report - Fiscal Year 2021/2022**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Description</th>
<th>Original</th>
<th>Transfer</th>
<th>Revised</th>
<th>YTD</th>
<th>Encumber</th>
<th>Available</th>
<th>Note</th>
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<td>501101</td>
<td>Salaries-FT/Permanent</td>
<td>376,259</td>
<td>52,000</td>
<td>428,259</td>
<td>291,604</td>
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<td>501102</td>
<td>Salaries-PT/Permanent</td>
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<td>26,118</td>
<td>26,806</td>
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<td>501103</td>
<td>Salaries-Seasonal</td>
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<td>157,188</td>
<td>119,311</td>
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<td>501105</td>
<td>Salaries - Overtime</td>
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<td>8,000</td>
<td>9,853</td>
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<td>501106</td>
<td>Salaries- Longevity</td>
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<td>0</td>
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<td>501888</td>
<td>Uniform Allowance</td>
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<td>522201</td>
<td>Services &amp; Fees Clerical</td>
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<td>522202</td>
<td>Services &amp; Fees Professional</td>
<td>213,935</td>
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<td>522203</td>
<td>Services &amp; Fees Auxiliary</td>
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<td>8,617</td>
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<td>522204</td>
<td>Services &amp; Fees Contractual</td>
<td>143,403</td>
<td>33,400</td>
<td>110,203</td>
<td>106,778</td>
<td>3,424</td>
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<td>522210</td>
<td>Reimbursable to GF</td>
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<td>255,920</td>
<td>276,252</td>
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<td>534401</td>
<td>Materials &amp; Supplies Office</td>
<td>48,000</td>
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<td>28,101</td>
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<td>534402</td>
<td>Program Supplies</td>
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<td>185,476</td>
<td>177,840</td>
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<td>Communications PR</td>
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<td>556601</td>
<td>Professional Dev Conferences</td>
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<td>556602</td>
<td>Professional Dev Dues</td>
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<td>1,000</td>
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<td>567701</td>
<td>Oil, Gas, Grease</td>
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<td>17,000</td>
<td>12,122</td>
<td>4,876</td>
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<td>567703</td>
<td>Travel Reimbursement</td>
<td>500</td>
<td>500</td>
<td>243</td>
<td>256</td>
<td>48.8%</td>
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<tr>
<td>578801</td>
<td>Maintenance Repair Contracts</td>
<td>22,043</td>
<td>49,105</td>
<td>71,148</td>
<td>3,486</td>
<td>7,919</td>
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<tr>
<td>578802</td>
<td>Maintenance Equipment/Bldg</td>
<td>60,500</td>
<td>69,000</td>
<td>129,500</td>
<td>7,989</td>
<td>7,837</td>
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<td>578804</td>
<td>Refuse</td>
<td>2,500</td>
<td>2,500</td>
<td>2,415</td>
<td>219</td>
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<td>581888</td>
<td>Capital Outlay</td>
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<td>205,456</td>
<td>205,456</td>
<td>3,200</td>
<td>105,585</td>
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<td>589901</td>
<td>Leases</td>
<td>45,879</td>
<td>45,879</td>
<td>38,396</td>
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<td>589902</td>
<td>Occasional Rentals</td>
<td>2,000</td>
<td>2,000</td>
<td>2,756</td>
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<td>590011</td>
<td>Heat</td>
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<td>6,300</td>
<td>13,456</td>
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<td>590012</td>
<td>Electricity</td>
<td>46,000</td>
<td>46,000</td>
<td>33,053</td>
<td>12,946</td>
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<td>590013</td>
<td>Water</td>
<td>64,500</td>
<td>-10,000</td>
<td>54,500</td>
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<tr>
<td>590014</td>
<td>Telephone/Internet</td>
<td>1,400</td>
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<td>595888</td>
<td>Interest on Bonds</td>
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<td>37,901</td>
<td>32,210</td>
<td>5,691</td>
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<td>Principal on Bonds</td>
<td>251,213</td>
<td>251,213</td>
<td>224,000</td>
<td>27,213</td>
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<tr>
<td><strong>TOTAL TASHUA KNOLLS BUDGET</strong></td>
<td><strong>2,118,387</strong></td>
<td><strong>395,961</strong></td>
<td><strong>2,447,748</strong></td>
<td><strong>1,919,016</strong></td>
<td><strong>60,292</strong></td>
<td><strong>481,276</strong></td>
<td><strong>80.3%</strong></td>
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</table>
- a motion to request $106,646 from retained earnings to Capital Outlay for FY 2023.

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<tr>
<th>Component</th>
<th>FY 2023 Budget</th>
<th>Purchase</th>
<th>Lease</th>
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<tbody>
<tr>
<td>Current Capital FY 2023</td>
<td>$95,000.00</td>
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<tr>
<td>Truck Outlay</td>
<td>$61,000.00</td>
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<tr>
<td>Remaining</td>
<td>$34,000.00</td>
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<tr>
<td>Paving/LED/Carpet</td>
<td>$58,000.00</td>
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<tr>
<td>BoF request for house</td>
<td>$24,000.00</td>
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<tr>
<td>Greensmaster 3500 Rough/Bank</td>
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<tr>
<td>Triplex</td>
<td>$40,410</td>
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<tr>
<td>BoF request for Greens</td>
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</tr>
<tr>
<td>BoF Total request</td>
<td>$106,646.00</td>
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<tr>
<td>Lease payments</td>
<td>$103,810</td>
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</tbody>
</table>
G. Affiliated Clubs

1. The four clubs ("Affiliated Clubs") approved by the Commission that play at Tashua Knolls and maintain United States Golf Association handicaps via the Connecticut State Golf Association through Tashua Knolls membership are:
   a. Tashua Knolls Golf Club (Men’s Club)
   b. Senior Men’s Golf Club
   c. Tashua Knolls Women’s Golf Association 18-holers
   d. Tashua Knolls Women’s Golf Association 9-holers

2. Tournaments, Block Times and Shotgun starts for Tashua Knolls Affiliated Clubs:
   a. Block times are granted as follows:
      i. Two Women's Clubs: A maximum of 2.5 hours on Thursday mornings,
      ii. Senior Men's Club: A maximum of 3.5 hours on Wednesday mornings, and
      iii. Men's Club: Six Saturday and/or Sunday mornings during the “first wave” for
          4 tournaments and up to 9 additional hours on multiple Saturdays and/or
          Sundays for the various flights of the Club Championships, including Seniors
          and Superseniors.
   b. Within their allocated Block Times, each Tashua Knolls Affiliated Club shall be
      granted up to three shotgun starts per year, with a minimum of 88 players for each
      shotgun start. For the women's clubs, if one club has a tournament on a given
      Thursday, the other women's club will be granted a block time on the Glen course.
      For the Men's Club, a two day tournament with two shotgun starts would count as
      two toward the granted three.
   c. Each Tashua Knolls Affiliated Club is granted one tournament per year during their
      block time at resident rates for all players.
   d. All Tashua Knolls Affiliated Clubs must close out registration for reserved tee times
      prior to 11 days for weekends, and 4 days for weekdays, before the date of the first
      day of the tournament.

3. Regional Golf Organization Tournaments
   a. The following are granted a one-day weekday tournament at preferred ($1 above
      resident) rates:
      i. SNEWGA (Annual)
      ii. SCTWGA (Annual)
b. Any other requests for Regional Golf Organization Tournaments must be approved by the Golf Course Commission, including dates and rates. These include:
   i. CIAC High School Championships
   ii. CSGA Events including Qualifiers and Championships
   iii. CT PGA Event
   iv. GCSA Events
   v. Districts