

Golf Course Commission Meeting
Agenda

Date: Monday, July 24, 2023

Time: 7:30 PM

Place: Long Hill Room – 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 – Dave Galla
 - d. Personnel – Shelly Dowling
 - o Administrative Assistant Position
 - e. Customer Service – Joe Gaudiano
6. Correspondence
7. Old Business
8. New Business
9. Executive Session
 - a. Contractual Matter
10. Adjournment

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

**Golf Course Commission Meeting
May 22, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Pete Caligiure; Shelly Dowling; Tony Ciccaglione; Owen Evans; Regina Evans; Brian Galioto (arrived 7:42 PM); Dave Galla

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

Members Absent: None

Mr. Gaudiano called the meeting to order at 7:34 PM

Review and Approval of Prior Minutes:

Review and approval of the Minutes of April 24, 2023 . . . A Motion was made by Mr. Galla, seconded by Mr. Ciccaglione, to approve the minutes as is. Motion carried unanimously (8 – 0)

Audience Participation:

- None

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

- See report attached
- An outside tree service is on-site to perform three days of tree removal and pruning services.
- A town-wide series of several power outages on Friday, May 19th, resulted in surges to our irrigation system affecting Knolls # 1 – 6. The irrigation service company has been called in to repair.
- Several “No Trespassing”, “No Fishing” and “Area Under Surveillance” signs have been posted around the course. The website has been updated to reflect our long-standing policy. Customers are reminded that Tashua Knolls is not a Town Park it is very dangerous and forbidden to simply walk the course at anytime.
- The 10-year grounds plan is coming along. It should be presented to the entire Commission at the June meeting for review with a final vote in July.

Director of Golf Operations (Bobby Brown):

- See report attached
- Customers are reminded to follow us on Facebook and install our APP “Tashua Knolls Golf Course” for continuing important and updated information on the course.

House Committee (Tony Ciccaglione):

- See report attached
- The clubhouse was inspected for a potential sump pump installation in the clubhouse basement. Unfortunately the cost to install a necessary drainage basin to accept the water makes the idea unfeasible.

- The Clubhouse Facility team met to begin the process of any potential clubhouse improvements. A completely conceptual idea will be presented to the Commission later in the year.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report

Personnel (Shelly Dowling):

- The Mechanic position has been accepted by Mr. Craig Romano. His former position of Greenskeeper will be posted shortly.
- Mr. Fries one-year review was held. He took the opportunity to update the Commission on his standard working days and hours.

Correspondence

- None

Old Business:

- None

New Business:

- Mr. Caligiure asked the Commission to consider installing a step and rail on the present scoreboard. The Commission agreed and asked Mr. Ciccaglione who will work with Mr. Evans to draw up a potential plan.
- Mr. Brown reported that several customers have asked for an air compressor to be installed to be used to blow grass off golf shoes. The cost and placement will be determined so the Commission can make a decision.

Adjournment:

A motion was made by Mr. Galioto at 8:25 PM; seconded by Mrs. Dowling to adjourn the meeting. Motion carried unanimously (9 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission Meeting
June 26, 2023
Minutes**

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

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

Members Absent: Joe Gaudiano; Tony Ciccaglione;

Mr. Moyer called the meeting to order at 7:28 PM

Audience Participation:

- None

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

- See report attached
- There is some black algae in a few spots. The areas are being treated and should not represent a big problem.
- The condition of the ponds was discussed. The ponds have not been treated in a few years and solutions will be investigated.
- The amount of sand in the bunkers was also discussed. Over 100 tons of sand last year and 20 tons of sand to date this year have been added to the bunkers. Due to the fact that we do not have liners in our bunkers, rocks will always be a problem and rise to the surface.

Director of Golf Operations (Bobby Brown):

- See report attached

House Committee (Pete Caligiure):

- See report attached

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report
- Mr. Galla introduced a motion to purchase four new utility vehicles for the maintenance department. Two older vehicles recently suffered blown engines and cannot be repaired.

A motion was made by Mr. Galla; seconded by Mr. Evans to approve a transfer of up to \$60,000 from retained earnings to capital for the purchase of four maintenance department utility vehicles. Motion carried unanimously (6 – 0).

- Mr. Galla reported that with the exception of a new truck, none of the maintenance equipment ordered last July will be received in calendar year 2023. Due to the nature of the Town's fiscal year accounting, those Purchase Orders will have to be closed and re-opened for the new fiscal year starting July 1.

A motion was made by Mrs. Evans; seconded by Mrs. Dowling to the closing and re-opening of all Purchase Orders for equipment previously ordered, but not received in Fiscal Year 2022-2023. Motion carried unanimously (6 – 0).

Personnel (Shelly Dowling):

- Three applicants for the full-time Greenskeeper position are being interviewed.

Correspondence

- None

Old Business:

- None

New Business:

- Mr. Moyer informed the Commission that Mr. Brian Galioto has resigned from the Commission. He was thanked by all for his work.
- Mr. Moyer also thanked the staff at Tashua for diligently working through difficult conditions and upset customers during the recent prolonged electrical, phone and internet issues.
- Mrs. Plumeau informed the Commission that the Butterfly Emerging Project will continue due to popular demand. Donations this year will benefit the Town's Trumbull Nature and Arts Center

Adjournment:

A motion was made by Mr. Moyer at 8:25 PM; seconded by Mrs. Dowling to adjourn the meeting. Motion carried unanimously (6 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Committee Meeting Minutes
July 19, 2023**

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

Members Absent: None

Mrs. Dowling called the meeting to order at 9:50 AM

Topics Discussed:

- The crew has been landscaping around the Miklus Center, lightening shelter and finishing touches on painting. Color selection/signage for bathrooms well done!
- The course was going to be sprayed again after play tonight before the tournament the invitational.
- Bobby thanked everyone connected with the Connecticut Women's Amateur that everyone went above and beyond and a job well done! He received many compliments all around . The winner was a 13 year with a lowest score in history. First tournament 1966. I'm sure the course conditions helped tremendously! The greens and tees are better than the last. Also much better maintenance on crabgrass and clippings.
- The aging irrigation system was discussed. We talked about costs, approximately \$2000 for each sprinkler head, 1200 sprinkler heads with 800 stations controlling them. We need to plan on a new pump house, estimate now is \$2.5-4m and approximately 2/3 years to complete. We discussed the ponds and possibly looking at using the water in the ponds, free, to replenish as an option. Should we be looking at bonding now? A new pump for pond, approximately \$100k.
- Owen raised concerns over the lily pads. We couldn't get three quotes on that.
- There was some lightening strikes and delays with that in tournament which brought up a good suggestion about a digital board to show updates when golfers are called in so they can see live what's happening as well as any other useful information on conditions, etc. would be a great addition for staff & public. The entire course was completely cleared in 5 minutes and had multiple strikes before all clear.
- Weather report for June: Mostly dry, cool but 6" of rain in 20 days.
- There were several comments received by Sr. Men's Club members regarding what should be done to improve their garden. As there were many varying opinions the club issued a letter to its membership that the club felt it was up to Tashua personnel to decide what work needs to be done in the garden. The Club then issued us a letter stating that it was up to us to decide. It was the consensus of our the Green that the merits of keeping those trees (can be pruned) outweigh cutting them. It creates a buffer between the holes. Unless the trees become a safety hazard and are in danger of falling down in which

case they would need to be removed. We will consider reinforcing the pilings and sprucing it up.

Adjournment:

The meeting adjourned at 10:55 AM

Respectfully submitted,
Shelly Dowling
Green Committee Chairman

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, July 24th, 2023**

Topics For discussion

- 0 Purchase orders set for On course bathrooms. Final doors on the course to be installed by 7/30/23. All painted & Tiled.
- 0 Received quotes for air compressor's in the cart barn. Must be negotiated by 7/30/23.
- 0 Scoreboard updates with New Gravel/Edging and Railing. All completed. Thanks for the funding by the Men's Club.
- 0 New exterior Clubhouse Painting completed on 7/10/23. NEW letters on the building now are visible from the road.
- 0 New or Like in Kind Clubhouse Study has been completed. Expecting conceptual plan and cost 8/1/23.
- 0 Obtaining quotes for roof's on the Knolls Lightning protection covers and on course bathrooms. 7/30/23.
- 0 Monitoring Pumping in the Septic Systems. Did have some water leakage this past month but minimal.
- 0 Upgrade Cart Barn Bathrooms. All doors and floors complete. NEED new locks to be installed by 7/30/23.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
July Meeting - 2023

Income

- Total rounds
 - Knolls – up 6% YOY and 18% over 5-year average
 - Glenn – up 20% YOY and 20% over 5-year average
- Income
 - Knolls – up 8% YOY and 22% over 5-year average
 - Glenn – up 13% YOY and 18% over 5-year average
- Cart Rounds up 11% YOY and 18% over 5-year average
- Total income up 8% YOY and 8% over 5-year average

Rounds	2021	5-yr. Avg.	2022
	Knolls Rounds	7,312	6,523
Glenn Rounds	3,187	3,181	3,821
Cart Rounds	7,284	6,848	8,109

Income	2021	5-yr. Avg.	2022
	Knolls Income	\$320,012.00	\$283,535.70
Glenn Income	\$ 85,532.00	\$ 81,842.50	\$ 96,947.00
Total Income	\$425,103.00	\$425,103.00	\$460,211.00

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 7/17/2022
							Available
501101	Salaries-FT/Permanent	433,665		433,665	306,333		127,331
501102	Salaries-PT/Permanent	26,706		26,706	36,036		-9,330
501103	Salaries-Seasonal	256,500		256,500	268,181		-11,681
501105	Salaries - Overtime	18,000		18,000	11,216		6,784
501106	Salaries- Longevity	850		850	425		425
501888	Uniform Allowance	4,000		4,000	3,551		449
522201	Services & Fees Clerical	840		840	840		0
522202	Services & Fees Professional	223,464		223,464	223,464		0
522203	Services & Fees Ancillary	17,000		17,000	8,195		8,805
522204	Services & Fees Contractual	117,283		117,283	112,202		5,081
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	48,060	212	23,756
534402	Program Supplies	272,000		272,000	242,503		29,496
545503	Communications PR	1,000		1,000	0		1,000
556601	Professional Dev Conferences	1,750		1,750	1,676		74
556602	Dues	2,100		2,100	2,180		-80
567701	Oil, Gas, Grease	18,500		18,500	24,809		-6,309
567703	Travel Reimbursement	500		500	296		203
578801	Maintenance Repair Contracts	22,943		22,943	18,429		4,513
578802	Maintenance Equipment/Building	101,500	40,000	141,500	111,577	6,574	23,347
578804	Refuse	2,761		2,761	2,761		0
581888	Capital Outlay	95,000	126,646	221,646	75,235	117,374	29,036
589901	Leases	106,462		106,462	47,107	49,975	9,378
589902	Occasional Rentals	3,000		3,000	1,081		1,918
590011	Heat	7,450		7,450	10,075		-2,625
590012	Electricity	48,500		48,500	26,167		22,332
590013	Water	54,500		54,500	39,637		14,862
590014	Telephone/Internet	1,560		1,560	1,560		0
595888	Interest on Bonds	28,052		28,052	28,052		0
597888	Principal on Bonds	251,961		251,961	251,961		0
TOTAL TASHUA KNOLLS BUDGET		2,480,147	166,646	2,646,793	2,193,443	174,135	279,231
TOTAL TASHUA KNOLLS EXPENSES							
Tashua Knolls Income (MUNIS)					2,531,015		
Misc. Revenue (Rent)					29,382		
TOTAL INCOME					2,560,397		
NON BUDGET EXPENSES <small>taken out of MUNIS income</small>							
Credit Card Fees					72,966		
Golf Cart Taxes					35,795		
Banking Fees					644		
ATK Tournament Fees					1,560		
TOTAL NON-BUDGET EXPENSES					110,965		

Miscellaneous Finance

- End of Fiscal year recap
- Purchase order transfer
- Retained Earnings FY 2022-2023