

Golf Course Commission Meeting
Agenda

Date: Monday, July 25, 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
8. New Business
 - a. ATK Contract Extension – Joe Gaudiano
9. Adjournment

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

**Golf Course Commission Meeting
June 27, 2022
Minutes**

Members Present: Don Espach (Chairman); Joe Gaudiano (Vice-Chairman); Tony Ciccaglione; Shelly Dowling; Nate Moyer; Diane Wheeler

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

Members Absent: Tom Cerulli, Owen Evans, Dave Galla

Mr. Espach called the meeting to order at 7:30 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of May 23, 2022 . . . A Motion was made by Mr. Moyer, seconded by Mrs. Wheeler, 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
- The third pond fountain will be installed tomorrow
- Bunkers #10, 12, 13 and 17 were replenished with sand. Additional bunker sand will be delivered tomorrow.

A motion was made by Mr. Moyer, seconded by Mr. Gaudiano to take the agenda out of order and move the “Correspondence” section forward to accommodate the Trumbull Father’s Club request. Motion carried unanimously (6 – 0).

Correspondence

- A Memo was received from Mr. Emilio Annuziej, representing the Trumbull Father’s Club, requesting a fall outing on Tuesday, October 11th at resident rates. A discussion followed regarding the request.

A motion was made by Mr. Espach, seconded by Mrs. Wheeler to consider offering preferred rates after Columbus Day to organizations that offer tournaments where the majority of the proceeds are donated back to the Town. Requests must be considered by the Commission on a case-by-case basis. Motion carried (4 – 0) – Abstain: Gaudiano, Moyer

A motion was made by Mr. Espach, seconded by Mrs. Wheeler, to approve the Trumbull Father’s Club request for an outing at preferred rates on Tuesday, October 11, 2022. Motion carried (4 – 0) – Abstain: Gaudiano, Moyer

Director of Golf Operations (Bobby Brown):

- See report attached

House Committee (Tony Ciccaglione):

- See report attached
- VAD Contractors did a great job on the clubhouse roof replacement. All that remains is the gutter installation. The only issue about the project is the lack of clean-up after the installation. Six golf carts and at least one car suffered flat tires after running over nails remaining in the driveway. VAD has agreed to reimburse Tashua Knolls for the cost of fixing the tires.

Concessionaire (Domenick Faustini):

- No report given

Finance (Joe Gaudiano):

- See attached report
- Mr. Gaudiano reminded the Commission that the first of two 1-year renewals to the ATK Contract must be voted on by December 1, 2022

Personnel (Diane Wheeler):

- No report given

Correspondence

- None

Old Business:

- None

New Business:

- None

Adjournment:

A motion was made by Mr. Gaudiano at 8:55 PM; seconded by Mr. Moyer 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
July 13, 2022**

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

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

Topics Discussed:

- The main issue discussed was the dry conditions and brown spots on the course. Mr. Fries responded that several factors affected the course conditions at the beginning of July:
 - Lack of rain (less than ½ inch)
 - Condition of the irrigation system: 8 leaks (4 fixed); 40 – 50 broken sprinkler heads (35 fixed)
 - Learning curve for Mr. Fries on the system.
 - Mr. Romano is the main irrigation technician but he has been filling in as mechanic
 - Preparation for the Women’s Amateur took time away from other projects.
- Mr. Fries has taken the following steps to improve the situation:
 - Seven additional employees are being training on the system
 - Many repairs have improved the watering conditions
 - Venting of the greens in July and August
 - Mr. Fries is steadily gaining knowledge of the system
 - Mr. Fries reported that the irrigation system is his main priority right now. He feels he is gaining on correcting the conditions and they will not be getting any worse.
- Several important pieces of equipment required repairs in recent weeks. There is no additional update on the permanent mechanic position.
- The newest full-time greenskeeper, Mr. Sarosky, is learning how to spray. An additional seasonal worker has a spray license and will be trained as well.
- The replacement ball tenders are not performing satisfactorily. We will purchase the original ball tenders one more time.
- Weather Report June: Very dry and normal temperatures. We’ve had 1.3” of rain but only .35” from June 13th through the end of the month occurring on June 27th. June of 2021 were similar rainfall amounts but occurred on 4-5 different days. Temperatures were similar to last year although slightly warmer at the end of June.

Adjournment:

The meeting adjourned at 10:45 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, July 25th, 2022**

Topics For discussion

0 Painting required for the Starter Office, Front and Rear Entrance. Potential color Gray. Work starting September.

0 Lighting purchase order to be issued July. Install in August.

0 Plan to go for three bids for new paving in the area from the Cart Barn to Clubhouse. Develop scope. Fall

0 Review areas for New carpet in club house. Expect install in fall.

0 Main water pipe from the Meter to the Maintenance Barn has an underground leak. Funds set. Start end of July.

0 Roof Repair underway. Roof work completed. Spout drains still need to be done. Expect finishing by August 10th.

0 Parking lot painting of the lines and curbs for targeted for Fall.

0 Upgrades required for both Mens/Women bathrooms plus new carpets.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee

Tashua Knolls Finance and Budget

25 Jul 2022

May Earnings/Rounds

	2021	5-year Avg.	2022
Income	\$429,014	\$429,014	\$424,767
Knolls Rounds	7611	6362.6	7312
Glen Rounds	3187	3179.5	3323
Carts	7712	6625	7284

Expenses updated 06/20/2022

Account Description	Original	Transfer	Revised	YTD	Encumber	As of 7/18/2022		Note	Percent
						Available			
Salaries-FT/Permanent	376,259	52,000	428,259	352,866		75,393			82.40%
Salaries-PT/Permanent	26,118		26,118	31,613		-5,495			121.04%
Salaries-Seasonal	276,500		276,500	216,676		59,823			78.36%
Salaries - Overtime	8,000		8,000	11,181		-3,181			139.76%
Salaries- Longevity	850		850	850		0			100.00%
Uniform Allowance	4,000		4,000	4,029		-29			100.73%
Services & Fees Clerical	840		840	840		0			100.00%
Services & Fees Professional	213,935		213,935	213,935		0			100.00%
Services & Fees Ancillary	26,500	-13,000	13,500	10,167		3,332			75.32%
Services & Fees Contractual	143,403	33,400	110,203	106,778		3,424			96.89%
Reimbursable to GF	255,920		255,920	276,252		-20,332			107.94%
Materials & Supplies Office	48,000		48,000	44,867	287	2,845	Encumbered Staples		94.07%
Program Supplies	175,476	10,000	185,476	186,533		-1,077			100.58%
Communications PR	1,000		1,000	1,000		0			100.00%
Professional Dev Conferences	1,750		1,750	715		1,035			40.86%
Dues	2,100		2,100	1,000		1,100			47.62%
Oil, Gas, Grease	17,000		17,000	12,122		4,876			71.32%
Travel Reimbursement	500		500	275		224			55.20%
Maintenance Repair Contracts	22,043	49,105	71,148	61,306		9,841			86.17%
Maintenance Equipment/Building	60,500	69,000	129,500	126,350	1,014	2,135	Encumbered Turf		98.35%
Refuse	2,500		2,500	2,613		-113			104.52%
Capital Outlay	0	205,456	205,456	178,390	20,280	6,785	Encumbered VAD		96.70%
Leases	45,879		45,879	38,396	7,064	417	Encumbered Turf Mc		99.09%
Occasional Rentals	2,000		2,000	2,756		-756			137.80%
Heat	6,300		6,300	11,958		-5,658			189.81%
Electricity	46,000		46,000	32,857		13,142			71.43%
Water	64,500	-10,000	54,500	20,907		33,592			38.36%
Telephone/Internet	1,400		1,400	1,423		-23			101.64%
Interest on Bonds	37,901		37,901	37,901		0			100.00%
Principal on Bonds	251,213		251,213	251,213		0			100.00%
TOTAL TASHUA KNOLLS BUDGET	2,118,387	395,961	2,447,748	2,237,769	28,645	181,300			

Misc. Business

- Motion to extend ATK contract
- BoF transfer (success)
- Lighting project underway
- Equipment needs for this FY

TO DO

- Course consultant? / vision
- 10-15 yr capital outlay plan
- FY 2024 Budget