

Golf Course Commission Meeting
Agenda

Date: Monday, August 28, 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
 - e. Customer Service – Joe Gaudiano
6. Correspondence
 - a. Father's Day Fall Tournament Request
7. Old Business
8. New Business
 - a. Revisions to 2024 ID Application – Regina Evans
9. Executive Session – to discuss a personnel issue
10. Adjournment

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

**Golf Course Commission Meeting
July 24, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Tony Ciccaglione; 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: None

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

Review and Approval of Prior Minutes:

Review and approval of the Minutes of May 22, 2023 . . . A Motion was made by Mrs. Dowling, seconded by Mr. Moyer to approve the minutes as is. Motion carried unanimously (8 – 0)

Review and approval of the Minutes of June 26, 2023 . . . A Motion was made by Mrs. Evans, seconded by Mr. Moyer, to approve the minutes as is. Motion carried unanimously (8 – 0)

Audience Participation:

- The parents of two minor golfers at Tashua appeared before the Commission to discuss a recent incident.

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

- See report attached
- We are in the heart of the season with heat, rain and plenty of play. The staff continues to work on the condition of the course during this busy time.
- The two new electric maintenance carts were delivered today. The gas carts and the new Diesel Truck are scheduled for August delivery.
- The Commissioners had a month to review the “Tashua Knolls Golf Course Properties: 10-Year Plan” as presented at the May meeting and a vote was taken to adopt the plan.

A motion was made by Mrs. Dowling; seconded by Mr. Moyer to approve the “Tashua Knolls Golf Course Properties: 10-Year Plan”. Motion carried unanimously (8 – 0).

Director of Golf Operations (Bobby Brown):

- See report attached

- A discussion was held regarding possible steps to better control the access to the Golf Course given the amount of activity at the course itself and from the surrounding pool, basketball and tennis and pickle ball courts. The Green Committee was tasked with looking into solutions.

House Committee (Pete Caligiure):

- See report attached
- The Committee is continuing to work on potential installations of solar panels at the Cart Barn.
- The four steel doors on the sides of the cart barn will be painted.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report

Personnel (Shelly Dowling):

- The full-time Greenskeeper position was offered to and accepted by Mr. Michael Edvardson. He has been working for Tashua on a seasonal basis for 13 years and will be joining us full time on July 31st.
- Mrs. Dowling brought up the issue of moving the part-time Administrative Assistant position to full-time.

A motion was made by Mrs. Dowling; seconded by Mr. Galla to approve moving the part-time Administrative Assistant position to full-time. Motion carried unanimously (8 – 0).

Correspondence

- None

Old Business:

- None

New Business:

- None

Executive Session:

Mr. Galla made a motion seconded by Mr. Moyer at 8:45 PM to move into Executive Session to discuss a personnel and a contractual matter. Mr. Brown, Mr. Fries and Mrs. Plumeau were asked to attend the second portion of the Session Motion carried unanimously (8 – 0).

A motion to exit Executive Session was made by Mrs. Dowling at 9:05 PM and seconded by Mr. Moyer. Motion carried unanimously (8 – 0).

- After the meeting was over, the following two motions were made:

A motion was made by Mrs. Dowling; seconded by Mr. Evans to approve a 6% raise for FY 2023-2024 for the Director of Golf Course Properties effective July 1, 2023. Motion carried unanimously (8 – 0).

A motion was made by Mrs. Evans; seconded by Mr. Ciccaglione to approve the following conditions for two minors for several infractions at Tashua Knolls Golf Course effective immediately:

1. Suspension of golfing privileges at Tashua Knolls Golf Course for the remainder of the 2023 season
2. No longer eligible for the Junior Golf Play Pass
3. Must pay for damages to golf cart

Motion carried unanimously (8 – 0).

Adjournment:

A motion was made by Mr. Moyer at 9:12 PM; seconded by Mrs. Dowling to adjourn the meeting. Motion carried unanimously (8 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Sub-Committee Meeting Minutes
August 16th, 2023**

Members Present: Shelly Dowling (Chair) (via Phone): Owen Evans, Nate Moyer, Andy Fries

Members Absent: None

Mrs. Dowling called the meeting to order at 10:02A.M.

Topics Discussed:

- A discussion regarding the edge of the TK property line near the lower parking lot and #1 bordering a property that is under contract. The area is currently used as an area to haul organic debris from the golf course. The new owners are concerned about this area going forward and the debris. A vote was held to continue with “Past Practice” of using this area as we have in the past. Future discussions will be held on how to proceed in utilizing this area.

Motion: Nate

2nd: Owen

Vote Passed: 4-0

- Andy discussed how record rainfall in July resulted a very lush golf course but presented challenges in keeping playability at ideal levels.
- Sand has been added to the Glen Bunkers.
- The bunker machine is currently down and new parts are on order. This resulted in raking bunkers less frequently, but we are hoping to have parts by the end of August.
- Contact has been made with 3 irrigation consultants regarding plans to replace our 25+ year old irrigation system. Prices to retain these services will be forthcoming.
- Tee aeration will begin over the next few weeks and Greens will be aerated in October.
- Paving cart paths for this fall was discussed and Andy will work with Tony on this process.
- We received a quote from one company regarding adding additional fencing around the clubhouse. We are working on getting 2 more quotes before a decision is made.
- July weather report: July was extremely wet with record amounts of rainfall for the month throughout the state. While temperatures were normal, humidity and dew point levels remained consistently high during the month.

Adjournment:

The meeting adjourned at 10:48 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, August 28th, 2023**

Topics For discussion

- 0 Purchase orders set for On course bathrooms. Final doors on the course to be installed by 8/31/23.
- 0 Received quotes and purchase order for replacement septic pumps for the on course bathrooms. 8/30/23.
- 0 Coordinate painting of all the bathroom doors after on course are installed. 9/15/23.
- 0 New or Like in Kind Clubhouse Study has been completed. Expecting conceptual plan and cost 9/1/23.
- 0 Obtaining quotes for roof's on the Knolls Lightning protection covers and on course bathrooms. 8/30/23.
- 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.
- 0 Potential for a Solar Panel Project to be installed on the Cart Barn. Obtaining three quotes. 9/30/23.
- 0 Working with the Sprinkler System Installers to complete punch list. Coordinating with the Town Purchasing.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
August Meeting - 2023

Miscellaneous Finance

- Retained Earnings FY 2022-2023 – approximately \$615,000.00
- Purchase order transfer – pending items from FY 2022-2023 to be reassessed and submitted.

Income

- Total rounds
 - Knolls – down 1% YOY and up 10% over 5-year average
 - Glenn – up 26% YOY and 28% over 5-year average
- Income
 - Knolls – down 3% YOY and up 14% over 5-year average
 - Glenn – up 7% YOY and 23% over 5-year average
- Cart Rounds down 1% YOY and 10% over 5-year average
- Total income down 3% YOY and up 14% over 5-year average

Rounds	2021	5-yr. Avg.	2022
Knolls Rounds	7,397	6,681	7,334
Glenn Rounds	3,223	3,185	4,075
Cart Rounds	7,397	6,681	7,334

Income	2021	5-yr. Avg.	2022
Knolls Income	\$346,429.00	\$293,622.00	\$334,882.00
Glenn Income	\$ 96,723.00	\$ 84,123.60	\$103,286.00
Total Income	\$445,088.00	\$380,474.90	\$432,830.00

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 8/21/2022
							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	3,701		299
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	49,153	212	22,634
534402	Program Supplies	272,000		272,000	259,120		12,879
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	18,631		4,311
578802	Maintenance Equipment/Building	101,500	40,000	141,500	113,432	6,574	21,493
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	30,029		18,470
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	2,217,222	174,135	255,424
TOTAL TASHUA KNOLLS EXPENSES							
Tashua Knolls Income (MUNIS)					2,802,477		
Misc. Revenue (Rent)					29,382		
TOTAL INCOME					2,831,859		
TOTAL TASHUA KNOLLS EXPENSES							
Tashua Knolls Income (MUNIS)					2,802,477		
Misc. Revenue (Rent)					29,382		
TOTAL INCOME					2,831,859		
NON BUDGET EXPENSES taken out of MUNIS income							
Credit Card Fees					72,966		
Golf Cart Taxes					35,795		
Banking Fees					644		
ATK Tournament Fees					1,560		
TOTAL NON-BUDGET EXPENSES					110,965		

Tashua Knolls

From: Trumbull Father's Club Golf Tournament <tfcgolftournament@gmail.com>
Sent: Thursday, August 17, 2023 1:37 PM
To: Tashua Knolls
Cc: Joe Gaudiano
Subject: Fathers Club golf tournament request 10/10

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Christine and Trumbull Golf Commision,

We are excited about our upcoming tournament at Tashua Knolls in October! The Trumbull Fathers Club would like to kindly request resident rates for our participants in the October 10th golf tournament to the golf commission at the upcoming meeting August 28th.

The Trumbull Fathers Club tournament is run by volunteer dads from the 6 Trumbull elementary schools. All proceeds from the tournament will go directly to each school's Fathers Clubs to be used for school initiatives.

Thank you again for allowing us to host our event and your beautiful golf course!

Thanks,
2023-24 Trumbull Fathers Club Golf Committee

Tashua Knolls Golf Course 2024 ID Application

Check One Box (residents live/reside in Trumbull, no exceptions)

- Resident \$50
 Resident Senior \$50 Non-Resident Senior \$50 (ages 60+ or on Social Security)
 Resident Junior \$30 Non-Resident Junior \$35 (up to age 22)

Requirements

- Resident ID applications **MUST** be accompanied by the following items:
 1. Driver's License indicating Trumbull address
 2. One of the following: Property Tax or Utility Bill (no cell phone bills), Car Registration, Home Deed or Rental Agreement
- Senior and Junior applications - A driver's license, birth certificate, school ID, or another official document is required for Junior and Senior ID's to verify age. Applications for a Senior ID on Social Security must be accompanied by proof of receiving Social Security.
- **A valid Driver's License is required for any golfer renting a golf cart. If your Driver's License is not on your profile, you will NOT be permitted to rent a golf cart.**
- An email address is required to make online tee time reservations. Reservations are not accepted over the phone. Email addresses are never sold to a third party.

Terms

- All ID Applications are valid for the current calendar year and **expire on December 31st**. You will not be eligible for discount pricing until you obtain a current ID.
- Senior and Junior rates apply Mon - Thurs (except holidays). Outside of these timeframes, pricing defaults to the regular resident or non-resident rate.

***** PLEASE COMPLETE FULLY AND CLEARLY *****
APPLICATIONS WILL NOT BE ACCEPTED UNTIL ALL INFORMATION IS PROVIDED

Name _____ Date of Birth* _____

Street _____ Phone _____

Town _____ State _____ Zip _____

Driver's License #/State ** _____ Email _____

* Required for Junior and Senior applications

** Required to rent cart

I hereby certify that all the statement and information contained in this application are true and correct, and understand any misrepresentation may result in the loss of all golfing privileges for the 2024 season. I accept the rules, regulations and pace of play policy of the golf course. I will cooperate fully with the Tashua golf staff. Falsification of residency address or birth date or Driver's License information will result in loss of golfing privileges for the remainder of the season.

Signature _____ Date _____