

**Golf Commission Meeting
March 22, 2021
Minutes**

Members Present: Don Espach (Chairman) Joe Gaudiano (Vice-Chairman); Tom Cerulli; Angelo Cordone; Shelly Dowling; Owen Evans; Frank Squicciarro; Diane Wheeler

Also Attending: Bobby Brown, Director of Golf; Paul Lupo, Assistant Golf Course Superintendent

Members Absent: Tony Ciccaglione

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 22, 2021 . . . A Motion was made by Mrs. Wheeler seconded by Mrs. Dowling to approve the minutes as is. Motion carried unanimously.

Review and approval of the Minutes of March 11, 2021 . . . A Motion was made by Mrs. Wheeler seconded by Mr. Squicciarro to approve the minutes as is. Motion carried unanimously.

Audience Participation:

- None

Assistant Golf Course Superintendent (Paul Lupo):

- Winter Projects:
 - Creek restoration complete on Knolls #3, 8 and 15. Next winter plans are for restoration for creeks on Knolls #7 and 16 and the following winter Glen #2 and 3.
 - Tree work has concluded for the season with the exception of some clean up and stump removal.
 - Stonewall clearing is complete behind Knolls greens #5 and 6. Those areas will be seeded in the spring.
 - Clubhouse and Maintenance shop indoor refurbishing is progressing
- Equipment Maintenance/Irrigation System:
 - Equipment is deteriorating due to age and lack of upkeep.
 - Lack of a full-time mechanic (out on Workman's Comp since November 2020) is continuing and has a detrimental effect on our equipment.
 - Time is being dedicated to servicing our equipment properly, however we are months behind where we should be.
 - Equipment will be ready for the season but we may experience frequent down time for repairs during the season because of inadequate winter service.
 - The irrigation satellite on Knolls #7/8 still requires service from the previous season's damage. All satellites will be checked and repaired within the next month.

- Opening:
 - The Knolls has been the focus of cleanup and preparation as the Glen still had snow and ice cover last week.
 - Most turf is still dormant and not growing. When it begins to perk up, we will begin our mowing schedule.
 - Additional staff are returning to help in debris cleanup.
 - Prior to opening, the greens will be rolled to smooth out any inconsistencies.
 - Course accessories will be returned to the course with the exception of water coolers.
 - Some accessories, like practice green pins, are being ordered. Many useful tools and accessories were thrown away in 2020 during maintenance shop reorganization.

Green Committee (Frank Squicciarro):

- The March Green Committee meeting was cancelled. Mr. Squicciarro and Mr. Evans toured the Knolls and Glen courses to review winter projects and determine areas in need of attention prior to opening.

Director of Golf Operations (Bobby Brown):

- The new Point of Sale and Tee Time Reservation system and updated equipment is finally working. We are presently testing the system by beginning to accept ID renewals.
- Mr. Brown and Mr. Lupo have been discussing opening day given the return of warm weather. Both agree that that we will be ready by this Thursday, March 25th. Mr. Brown suggests we send out an email on Tuesday with our new procedures and instructions for customers to activate their accounts. This will be followed on Wednesday with the opening up of our tee sheets. Tee times will begin on Thursday at 9:30 AM. Mr. Brown added that Mr. Ambrosini reported the starter/ranger staff will be ready, but Mr. Faustini may not be ready to open the Grill Room. Commissioners were in agreement with the starting date.
- Mr. Squicciarro asked Mr. Lupo if the expected rain on Wednesday would have a negative effect on opening on Thursday. Mr. Lupo stated that the course is extremely dry and the expected rain is minimal so he believes the course will be in good shape to begin the season.
- Mr. Brown informed the Commission of a new youth program from the CSGA. Any youth registered in the program will pay \$5 for their round with an additional \$5 - \$7 reimbursement from the CSGA. Mr. Brown will forward information on the program to Commissioners who were generally receptive to the program.

House Committee (Tony Ciccaglione):

- Mrs. Plumeau began by thanking the Town's IT department for their tremendous help in setting up the new golf course software as well as computer, sales and telephone upgrades made during the off season.
- Safety Projects:
 - Obtain quotes for circle entrance railing as it is rusted and needs replacement.
 - Asphalt repair required at back of cart barn. It is a minor repair, which may prove difficult to get quotes.
 - Removal of roof and gutter over circle entrance to prevent ice from forming on stairs and sidewalk.

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- Priority Project:
 - Replacement of sprinkler heads in outside porch area. The measurements for the six sprinkler heads have been taken. The pipes leading to the sprinklers are ¾”, which are now required to be 1”. The sprinkler company will pick up the cost of the piping; however, it does require us to take down the entire faux roof. We will work on obtaining quotes to fix the underlying ceiling.
- Other Projects:
 - Azak was installed on the side of the clubhouse near the starter shed to prevent further wood rot. That entire side of the clubhouse needs to be repainted.
 - Wood molding around all entrances of the cart barn are rotting and need to be replaced with Azak.
 - The concrete at the circle entrance needs re-surfacing.
 - Faucets at the cart barn and piping to the water fountain need repair. An approved plumber will be called in.
 - Signs around the course are being cleaned and refurbished.
 - A better drainage system is required where golf carts are cleaned.
 - The UI will be contacted for input on LED lamp change out and possible solar energy projects.
 - The portion of the roof over the circle entrance to the golf course parking lot requires new shingles, ice shield, and a chimney cap, flashing and new siding on the chimney.
- Roof Update: Mr. Espach updated that the Commission received a third quote on repairing the roof over the restaurant, which came in at approximately \$60,000. The Town brought out an insurance adjuster to look at the roof who reported that the repairs could not be made under an insurance claim. The Commission is still waiting on the Town to decide the best approach for the situation.

Concessionaire (Domenick Faustini):

- No report given.

Finance (Joe Gaudiano):

- An overview of the official Town FY202 audit was given. Our unrestricted funds (or retained earnings) are now at \$830,501, down from \$1,077,378 last year. The main reason for this decrease is a \$204,800 deferred charge on refunding, related to our debt principal, which previously did not apply against our restricted net position. The remaining \$42,000 decrease is primarily due to a reduction in income due to the seven-week closure from Covid-19 last spring. It is expected that the income picture will improve in FY2021.
- We continue to closely follow the expenses for FY 2021. We have re-coded several invoices that were inadvertently posted to the wrong accounts and we have unencumbered some funds. However, the remaining funds in both the program and maintenance accounts are lower than normal for this time of year. Mr. Gaudiano proposed moving several items from service accounts that will not be completed this year into the program and/or maintenance accounts:

A motion was made by Mrs. Wheeler, seconded by Mr. Squicciarro to request the following transfer of funds at the next Board of Finance Meeting.

From:

GL# 522204, Vertidrain aeration, \$5,500
GL #578801, Pond Vegetation, \$5,800
GL # 578801, Cart Path Paving, \$6,500

To:

GL #534402, Program Supplies
And/or
GL# 578802, Equipment Maintenance

Motion carried unanimously.

- It was reported that the vertidrain aeration was not done last fall as the Covid closure allowed us to aerate more aggressively in the spring. Also last year a new, more eco friendly approach to pond vegetation was implemented. And finally it is already too late in the fiscal year to begin a cart path paving project as it will be too disruptive to our customers. Mr. Squicciarro asked about some other potential savings in some other GL accounts. Although there are some potential small savings, at this point in the fiscal year, it is too early to reallocate these funds.

Human Resources (Diane Wheeler):

- None

Correspondence:

- None

Old Business:

- **Golf Cart Lease** (Joe Gaudiano): The new golf carts are scheduled for delivery either the first or the second week of April. The contract has been signed as appropriate.
- **Advanced Tee Time Reservation Policy Update** (Tom Cerulli): A committee meeting was held on March 15th to discuss the feasibility of affording Trumbull residents a period of time to reserve tee times before non-residents. The consensus of the committee was that residents should be given this opportunity. However, no changes will be made to the tee time reservation system at this time because of:
 - The nearness of the opening of the season.
 - The challenge of implementing a new point of sale as well as upgraded computer equipment.
 - The challenge of implementing the tee time system reservation previously voted on.
 - Several other operational challenges being faced by the Commission, and
 - The time needed to thoroughly assess how such a change could affect the operation and revenue stream of the course.
- The Tee Time Committee will continue to meet and discuss possible changes to be implemented as soon as all relevant questions can be answered.

New Business:

- Mr. Espach begin a discussion of a single rider cart policy and the implementation of a \$7 fee should riders choose to ride alone We will continue to follow current CSGA policy requiring the

wearing of masks and other sanitizing procedures regarding golf carts. Several reasons for implementing this policy include:

1. There is an ever-increasing population of vaccinated customers.
 2. Past abuse of the ability to ride alone.
 3. Availability of carts during peak playing times.
 4. Wear and tear on the carts.
 5. Additional staff time required to sanitize more carts.
 6. Other areas courses have implemented such a policy
- Mrs. Kathleen McGannon, Chief Administrative Officer for the First Selectman, asked if single players on the course by themselves would incur the charge through no fault of their own. Mr. Espach responded that the \$7 charge would only apply to players where there in an available space in a cart with another player.

A motion was made by Mr. Squicciarro seconded by Mr. Gaudio to charge a Premium Single Rider Fee of an additional \$7 to individuals who prefer to not ride with another golfer, and wish to ride alone. Motion carried unanimously.

Adjournment:

A motion was made by Mrs. Dowling at 7:47 PM; seconded by Mr. Cordone to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,
Christine A. Plumeau
Golf Course Commission Clerk