Golf Course Commission Meeting  
April 25, 2022  
Minutes

Members Present: Don Espach (Chairman); Joe Gaudiano (Vice-Chairman); Tom Cerulli; Tony Ciccaglione; Shelly Dowling; Owen Evans; Nate Moyer

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

Members Absent: Dave Galla; Diane Wheeler

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

Review and Approval of Prior Minutes:

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

Audience Participation:

• None

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

• See report attached
• The irrigation system was turned on. There are several small leaks which are being fixed but do not represent a major problem at this time.
• The mechanic’s out-of-class increase was approved. A union hearing will be held this week regarding the full-time mechanic who has been on worker’s compensation for 18 months.
• The grass is growing more slowly than normal due to the colder weather resulting in some winter damaged areas not responding as quickly. The areas are being monitored and treated accordingly.
• The water on #14 Knolls is backed up due to a blockage further down the line on water company property. Both the Town and the water company are responsible for fixing the problem. We are, of course, monitoring the problem and remain in touch with the Town.

Director of Golf Operations (Bobby Brown):

• See report attached

House Committee (Tony Ciccaglione):

• See report attached
• Mr. Ciccaglione displayed samples of the proposed LED replacement lights.
• The required fire sprinkler tests will be conducted next week.

Concessionaire (Domenick Faustini):

• No report given

Finance (Joe Gaudiano):

• See report attached
Personnel (Diane Wheeler):
  • No report given

Correspondence
  • None

Old Business:
  • None

New Business:
  • None

Adjournment:

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

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk
Golf Course Commission
Green Committee Meeting Minutes
April 13, 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:
• Personnel – The crew is working at full capacity. An additional 2 – 3 new seasonal employees will be hired.
• Cutting, fertilizing, seeding and weed and insect control has begun on the course
• Irrigation System – Will be turned on as soon as possible.
• Mechanic – Meetings are being held to seek a new mechanic
• Course Ice Damage – Is still being monitored.
• Equipment – The Greenspro Roller has been received. The Greensmaster 3150Q should be delivered shortly. This will complete our July 2021 order.
• Various options for getting rid of excess debris around the course were discussed.
• The dump truck is currently out of service and will be assessed for repair or possible replacement.
• Several signs on the course have been replaced and several more will be ordered.
• Goals For Holes – Now that the weather is moderating, Mr. Evans will begin the objectives for all 27 holes.

Adjournment:
The meeting adjourned at 11:15 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant
April Golf Commission Meeting
April 25, 2022
DIRECTOR OF GOLF REPORT
Bobby Brown, PGA Professional

Golf Operations:

* Rounds for April have been consistent. Good Friday (April) was a phenomenal day with 469 round played between the Knolls & Glen.

*New driving range targets have been installed. New balls and replacement mats will be introduced in early May.

Instructional Programs:

*GEARS was installed in early April in the Miklus Center. Gears is a 3D Biometric, Physical Assessment and Club/Shaft fitting system
*Adult Education_ Intro Class 10 participants for 5 weeks  Intro to Short Game: 10 students
*Golf for Women School- 6 students
*LPGA Girls Golf- Ages 7-10 - 28 girls
*Junior Glen League 27 players

Upcoming Outings:
*May 9th – Trumbull Fathers Club- Estimated 144 players

Correspondence-
*None

Old Business:
*None
Topics For discussion

0 Painting required for the Starter Office, Front and Rear Entrance. Potential colors Blue/Gray. Nate to take the lead.

0 Rain shelter at the 17th hole needs wood repair and green paint. Wood is fine, need to be straightened.

0 Investigate the potential of EV stations placed in our parking areas. Can be isolated. Member/Non member

0 Contacting UI for input on rebates for LED fixtures in all areas. Estimated savings $25,000. Need to have commission review.

0 Main water pipe from the Meter to the Maintenance Barn has an underground leak. Need to confirm date for repair.

0 Roof Repair now approved and scheduled for May 16th.

0 Preventative Maintenance Program completed. NOW waiting for report to determine actions by 4/30/22.

0 Upgrades required for both Mens/Women bathrooms plus new carpets. Need to keep on the radar. Will try to include new budget

Respectfully submitted

Anthony Ciccgaglione — Head of House Committee
## March Earnings/Rounds

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>5-year Avg.</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$53,181.00</td>
<td>$27,390.70</td>
<td>$51,594.00</td>
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<tr>
<td>Knolls Rounds</td>
<td>702</td>
<td>348</td>
<td>650</td>
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<tr>
<td>Glen Rounds</td>
<td>254</td>
<td>77.25</td>
<td>156</td>
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<tr>
<td>Carts</td>
<td>579</td>
<td>285.4</td>
<td>445</td>
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# Expenses updated 04/14/2022

<table>
<thead>
<tr>
<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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<tbody>
<tr>
<td>Salaries-FT/Permanent</td>
<td>375,259</td>
<td>52,000</td>
<td>428,259</td>
<td>262,908</td>
<td>165,351</td>
<td>61.39%</td>
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<tr>
<td>Salaries-PT/Permanent</td>
<td>26,118</td>
<td>23,716</td>
<td>2,402</td>
<td>92.02%</td>
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<tr>
<td>Salaries-Seasonal</td>
<td>276,500</td>
<td>129,276</td>
<td>147,222</td>
<td>48.76%</td>
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<td>Salaries - Overtime</td>
<td>8,000</td>
<td>6,414</td>
<td>1,596</td>
<td>80.18%</td>
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<tr>
<td>Salaries - Longevity</td>
<td>850</td>
<td>850</td>
<td>0</td>
<td>100.00%</td>
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<tr>
<td>Uniform Allowance</td>
<td>4,000</td>
<td>4,000</td>
<td>2,977</td>
<td>74.70%</td>
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<tr>
<td>Services &amp; Fees Clerical</td>
<td>840</td>
<td>840</td>
<td>210</td>
<td>75.00%</td>
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<tr>
<td>Services &amp; Fees Professional</td>
<td>213,935</td>
<td>155,589</td>
<td>58,346</td>
<td>100.00%</td>
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<tr>
<td>Services &amp; Fees Ancillary</td>
<td>26,500</td>
<td>-6,000</td>
<td>20,500</td>
<td>77.55%</td>
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<td>Services &amp; Fees Contractual</td>
<td>143,403</td>
<td>-28,200</td>
<td>115,203</td>
<td>80.92%</td>
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<td>Reimbursable to GF</td>
<td>255,920</td>
<td>276,252</td>
<td>4,332</td>
<td>107.94%</td>
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<td>Materials &amp; Supplies Office</td>
<td>48,000</td>
<td>23,198</td>
<td>6,271</td>
<td>13.17%</td>
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<td>Program Supplies</td>
<td>175,476</td>
<td>170,066</td>
<td>12,588</td>
<td>71.18%</td>
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<tr>
<td>Communications PR</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
<td>100.00%</td>
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<tr>
<td>Professional Dev Conferences</td>
<td>1,750</td>
<td>1,750</td>
<td>1,285</td>
<td>73.82%</td>
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<tr>
<td>Professional Dev Dues</td>
<td>1,200</td>
<td>1,200</td>
<td>1,200</td>
<td>47.90%</td>
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<tr>
<td>O.I. Gas, Grease</td>
<td>17,000</td>
<td>8,141</td>
<td>5,000</td>
<td>75.99%</td>
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<tr>
<td>Travel Reimbursement</td>
<td>500</td>
<td>218</td>
<td>281</td>
<td>43.00%</td>
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<tr>
<td>Maintenance Repair Contracts</td>
<td>22,043</td>
<td>7,941</td>
<td>8,314</td>
<td>38.31%</td>
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<tr>
<td>Maintenance Equipment/Building</td>
<td>60,500</td>
<td>177,295</td>
<td>3,498</td>
<td>97.02%</td>
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<td>Refuse</td>
<td>2,500</td>
<td>2,195</td>
<td>304</td>
<td>0</td>
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<tr>
<td>Capital Outlay</td>
<td>0</td>
<td>99,871</td>
<td>99,871</td>
<td>100.00%</td>
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<tr>
<td>Leases</td>
<td>45,879</td>
<td>35,544</td>
<td>9,517</td>
<td>417</td>
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<td>Occasional Rentals</td>
<td>2,000</td>
<td>2,756</td>
<td>-756</td>
<td>137.82%</td>
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<tr>
<td>Heat</td>
<td>6,300</td>
<td>10,847</td>
<td>-5,547</td>
<td>173.76%</td>
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<tr>
<td>Electricity</td>
<td>46,000</td>
<td>29,178</td>
<td>16,821</td>
<td>63.43%</td>
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<tr>
<td>Water</td>
<td>64,500</td>
<td>15,107</td>
<td>49,393</td>
<td>76.22%</td>
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<tr>
<td>Telephone/Internet</td>
<td>1,400</td>
<td>1,069</td>
<td>331</td>
<td>78.43%</td>
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<tr>
<td>Interest on Bonds</td>
<td>37,901</td>
<td>32,210</td>
<td>5,691</td>
<td>84.98%</td>
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<tr>
<td>Principal on Bonds</td>
<td>251,213</td>
<td>124,000</td>
<td>27,213</td>
<td>89.17%</td>
<td></td>
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</tr>
</tbody>
</table>
**Misc. Business**

- BoF approved transfers 4/14 for roof and maintenance

### GENERAL FUND BALANCE JULY 1, 2021 (AUDITED)

**SUPPLEMENTAL APPROPRIATIONS**

<table>
<thead>
<tr>
<th></th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to 4/2022</td>
<td>(223,776)</td>
</tr>
<tr>
<td>4/14/2022 Roof Replacement</td>
<td>(105,585)</td>
</tr>
<tr>
<td></td>
<td>(329,361)</td>
</tr>
<tr>
<td><strong>TOTAL UNAUDITED FUND BALANCE AS OF JUNE 30, 2022</strong></td>
<td><strong>1,487,291</strong></td>
</tr>
</tbody>
</table>

- $1.487 mil in retained earnings (expect another $500-600k from FY 2023)
  - $2 mil in retained earnings
  - $1 mill must be ‘maintained’ for ‘emergencies’
  - $1 mill to spend
**Misc. Business**

- **Equipment** - (est. $800,000) will use leases ($400,000) and cap ($200,000) for the next two years to replace.
- **Roof** - will transfer $105,000 from Retained Earnings to Capital outlay FY 2022 for payment.
- **Irrigation system** - ($2 mill) Retained Earnings will be used as cash and rest of project will be bonded (date to be advised by Superintendent).
- Building - will look to bond and replace in 2027 (est).

**Her major projects to consider**

- Parking lot pavement
- Range nets