

**Golf Commission Meeting
July 27, 2020
Minutes**

Members Present: Don Espach (Chairman) Richard DeLibro; Tom Cerulli; Angelo Cordone; Shelly Dowling; Joe Gaudiano; Frank Squicciarro; Diane Wheeler

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

Members Absent: None

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

Review and Approval of Prior Minutes:

Review and approval of the Minutes of June 22, 2020 . . . A Motion was made by Mr. Gaudiano, seconded by Mr. Cordone to approve the minutes as is. Motion carried unanimously.
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Audience Participation:

- None

Director of Golf Course Properties (Doug Snyder):

- Greens are in good health with some Athracnose, annual bluegrass weevil, crabgrass and the effects of high heat and humidity which are continually being treated.
- Tees are showing more wear and tear from the increased rounds of golf and the tee divot boxes are continually filled.
- The increased June rain helped the fairways recover.
- The roughs are “really” healthy due to some overspray of fertilizer which has resulted in additional mowing.
- The bunkers are edged and raked routinely and additional sand will be purchased shortly.
- The ponds are continuing to be treated with an organic management program.
- Audubon work is continuing.
- The irrigation system remains problematic.
- Some of our equipment is aging and the mechanic has been extremely busy. We would like to hire a part-time mechanic to help with the situation. We have had three hydraulic leaks this season.
- The Glen greens are in good health with last year’s crabgrass elimination program proving effective.
- The increased Glen rounds are wearing on the tees.
- The Glen fairways suffer from a lack of soil and poor infiltration. Mr. Snyder proposed an aeration and topdressing program to improve the conditions.
- The delays in paying invoices by the Town is having a detrimental effect on our ability to order products. Vendors are constantly calling to ask for payment. Mr. Snyder is afraid if the payments are not caught up, we may be looking at vendors refusing to deliver materials.
- A meeting with OSHA is scheduled for August 4th regarding an incident involving the wood chipper back in March.

- Mr. Lupo explained to the Commission how he uses the new POGO moisture meters to help better manage the water conditions on the course.

Green Committee (Frank Squicciarro):

- The 10th tee and putting green paving has been postponed until the fall.
- The wall clearing project will resume on the 14th hole.
- The 4th hole nursery is cut to rough height due to lack of staff.
- We have not had success finding a tub grinder to remove the wood at the maintenance barn due to the small size of the project. Mr. Snyder will work with the Town to see if there are other options.
- The drainage projects on #7 and #16 will resume in August.
- A winter project list includes drainage, green restorations, bunker restorations and tee leveling.
- This year's entire tree budget will be used to remove dead ash trees.
- Thanks to the Kaulbach Foundation, the new aerator is installed and running on the 15th hole.

Director of Golf Operations (Bobby Brown):

- The rounds and revenue remain strong for July despite the increased rain.
- Tee times continue to be sold out daily on both the Knolls and the Glen.
- The advanced 10-day reservation system remains strong with calls lasting about 6 to 8 minutes. Double tees on Saturdays and Sundays from 6:30 – 8:30 AM is working well with many customers walking or riding double in a cart.
- The Father's Club has decided to cancel this year's tournament. Only two organizations still plan to hold fall tournaments.
- The ATK contract expires in December. Mrs. Wheeler and Mr. Espach will begin working with Mr. Brown immediately on a new contract.
- Mr. Brown updated the Commission on the status of the golf carts and the single vs. double rider situation. The State and the CT PGA have allowed two riders per cart for several weeks now. We have given the customer the choice of riding single or double without an upcharge if a customer chooses to ride single. The vast majority of our customers are choosing to ride single which results in a lack of carts on busy days, additional wear and tear on the course and carts, and increased time to sanitize the carts. A comparison of other area courses was presented with some following our system, some charging a premium, and some not allowing single riders at all. A discussion was held with the pros and cons listed for all scenarios. In the end, it was decided to maintain the present cart policy and monitor the situation. In addition, the various clubs will send out an email to their members asking them to consider riding double as the likelihood of running out of carts is greater on days when the clubs play.

House Committee (Dick DeLibro):

- The A/C to the pro shop and office went out on June 29th. It was determined that two problems existed. First, the A/C had not had routine maintenance performed in quite some time which resulted in extremely dirty air filters and loose belts which caused the system to work harder. This may or may not have caused a capacitor to the outside condenser to go out. The capacitor was replaced and the belts tightened. However, the entire system must undergo routine maintenance to work properly. Mr. Guadiano will ask Mr. Faustini to complete the maintenance.

- A lightning storm on July 2nd brought down the internet and phone systems at the clubhouse and the irrigation system on the course. The irrigation system was fixed relatively quickly by Mr. Snyder. The clubhouse needed several pieces of equipment replaced by the Town's IT department which occurred promptly. A modem from Charter took 1-1/2 days to replace.
- The strike also resulted in a problem with one of the two phone lines provided by Frontier to the clubhouse fire alarm. The system is redundant with the two phone lines. United Alarm reported that using a phone line is old technology and that they now use radio communication. The radio takes Frontier completely out of the picture and United alone will fix any problems. The cost is one time \$400 but we eliminate the cost of the two phone lines forever. The change was made.
- A broken faucet in the men's room was fixed by Mr. Faustini.
- On July 7th, the clubhouse was opened to customers with many restrictions including wearing face masks, limits on allowed number of customers and traffic patterns based on guidelines by the State and Town. It was necessary to have the Town inspect the clubhouse on July 24th due to a lack of understanding over which doors should be open and customers ignoring the signage. The Town implemented several further restrictions including which doors are for entry and which for exit, traffic patterns and the requirement of facemasks. Additional stronger signage has been ordered. Mr. Faustini was informed of the new requirements.
- The fence behind the restaurant delivery area next to the fountain had deteriorated further. Mr. Faustini was asked to replace it and he has complied.
- Many women are complaining about the stale odor in the ladies room. Mr. Faustini will be advised of the situation and asked to perform a thorough cleaning.
- The restaurant employees are leaving the doors to the restaurant side of the building wide open which has resulted in flies and birds entering the clubhouse. In addition, the A/C in the restaurant and grill room are completely turned off. This results in excess heat entering the clubhouse when Mr. Faustini leaves his doors to the clubhouse open. The excess heat is making the rest of the A/C work harder and be less effective. Mr. Faustini will be advised of these situations as well and asked to keep the outside doors closed.
- In addition, there has been no septic cleaning to date at the clubhouse. Mr. Faustini is responsible for cleaning the system three times per year. Although there have been less customers at the clubhouse due to Covid-19, the Commission feels the system should still be cleaned.
- Mr. Faustini has advised us that when people google "Tashua Knolls", his banquet facility comes up before the golf course. This results in his staff getting many customers asking for tee times, and conversely the golf course getting many calls asking about restaurant functions. He has asked us to fix the situation, but we are not sure what we can do to resolve the problem.

Concessionaire (Domenick Faustini):

- None

Finance (Joe Gaudiano):

- The Town is many weeks behind in paying the golf course expenses. As a result, an updated expense report is not possible. A report will be issued as soon as the information is more accurate.
- June income was \$79,000 over average due to the great weather and the number of people at home who are available to play golf. In addition, despite the rain, July is trending above average. Although these numbers are great, we are fighting back from a \$180,000 deficit from our closure due to Covid-19.

- Mr. Gaudio will be working with Mr. Snyder and Mr. Brown to go out with the cart bid as soon as possible as we are in our last year of our lease with the present carts. The updated costs will be necessary to complete our budget in December.

Correspondence:

- None

Old Business:

- **Seasonal Staff/Minimum Wage Increase** (Diane Wheeler): At its December meeting, the Golf Commission approved its FY 2021 budget which included an increase in Seasonal Salaries of approximately \$20,000 to be effective July 1, 2020. This increase was to account for the minimum wage increase (effective September 1, 2020) and standard merit increases for long time seasonal staff. Due to the Covid-19 pandemic, huge changes hit the golf course and Town operations which resulted in the Town freezing any seasonal salary increases until that September 1st.

Mrs. Wheeler made a motion seconded by Squicciarino to implement the minimum wage and standard merit increases for all seasonal staff as approved in the FY2021 budget effective September 1, 2020. Motion carried unanimously.

- **Advanced Tee Time Reservation Policy Update** (Tom Cerulli): Mr. Cerulli and Mrs. Dowling have been working on collecting information from area municipal golf courses on their advanced tee time procedures. Information from approximately six courses has been collected with another two courses still on this list. Once all the information has been collected, a report will be issued summarizing the information. At this point, nothing is off the table and vendors and costs of additional software will be considered in time to include any potential changes in the FY 2022 budget. With only six weeks left in the busy season, current tee time reservations will remain in place.

New Business:

- None

Executive Session:

Mr. Squicciarino made a motion seconded by Mr. Gaudio at 8:48 PM to move into Executive Session to discuss contractual matters. Motion carried unanimously.

A motion to exit Executive Session was made by Mrs. Wheeler at 9:26 PM and seconded by Mr. Cerulli. Motion carried unanimously.

After the Executive Session, the following motions were made:

Mr. Squicciarro made a motion seconded by Mrs. Wheeler to Amend the Agreement for the Golf Course Property Director as follows:

Add to the General Statement of Duties on Schedule A (Obligations and Duties) as follows
“Overall security of the golf courses and housekeeping of the buildings.”

Motion carried unanimously.

Mr. Squicciarro made a motion seconded by Mrs. Wheeler to Amend the Agreement for the Golf Course Property Director as follows:

Revise the first and third bullets of Reporting on Schedule A (Obligations and Duties) as follows:

- “Report directly to the Chairman of the Golf Commission or its designee.”
- “Coordinate with the Director of Golf Operations on a regular basis.”

Motion carried unanimously.

Mr. Squicciarro made a motion seconded by Mrs. Wheeler to Amend the Agreement for the Golf Course Property Director as follows:

Adjust Section 5.5, Vacation and Personal Time of the Golf Course Property Director such that he receives:

- “Five (5) vacation days and two (2) personal days from May 1 through September 30”
- “Fifteen (15) vacation days from October 1 through April 30”

Adjust the first sentence of Section 3.2, Work Schedule to account for the above as follows:

- “The employee shall be at work a minimum of forty (40) hours per week as approved by the Commission,”

Motion carried unanimously.

Mr. Squicciarro made a motion seconded by Mrs. Wheeler to increase the Golf Course Property Director’s annual salary by 2.25% effective July 1, 2020 with a requirement to take two (2) furlough days in FY2021 as compensation for added responsibilities. Motion unanimously.

Mr. Gaudiano made a motion seconded by Mrs. Wheeler that Gralor rent and utilities for the time of the State-mandated Covid-19 shut down, March 16 to May 5, 2020 (50 days) will be added to the end of the Gralor, Inc. lease which ends December 21, 2028. These amounts are \$3,599.97 in rent (the golf course share for this period) and \$2,622.11 in utilities. If all payments are made between now (July 27, 2020) and the end of the lease, the sums will be forgiven in full. Further, the Golf Course Commission Chairman and Finance Committee Chairman are authorized to request similar forgiveness of \$3,599.97 representing the Town of Trumbull’s share of the rent for the period. Motion carried 4-3-1 (Against: Mr. DeLibro, Mr. Cerulli, Mr. Cordone) (Abstain: Mrs. Dowling)

Adjournment:

A motion was made by Mrs. Wheeler at 9:33 PM; seconded by Mrs. Cerulli to adjourn the meeting.
Motion carried unanimously.

Respectfully submitted,
Christine A. Plumeau
Golf Course Commission Clerk