

**Golf Commission Meeting
October 28, 2013
Minutes**

Members Present: Ron Dray, Chairman; Owen Evans, Vice-Chairman; Teri Deal; Joe DeLuca; Joyce Michaels; Jonathan Turk; Diane Wheeler

Also Attending: Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; Jon Janik, Head Golf Professional; John Ponzio, Town Treasurer

Members Absent: Dick DeLibro; Tony Guzzi

Ron Dray, Chairman, called the meeting to order at 7:00 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of September 23, 2013 . . . A Motion was made by Mr. Evans seconded by Mr. DeLuca to approve the minutes as is. Motion carried unanimously.
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Audience Participation:

- Mrs. Karen Daley introduced herself to the Commission as the incoming president of the Ladies 9-holers.
- Mr. & Mrs. Kirkham of Farmstead Lane in Trumbull presented the Commission with a letter regarding their property near the 5th hole for consideration.

Director of Golf Course Properties Report (Hidalgo Nagashima):

Labor:

- Director of Golf Course Properties (Nagashima)
- Assistant Superintendent (Gallant)
- Mechanic (Plaveck)
- Full-time Greensmen (Cook, Romano)
- Part-time Seasonal (Balkun, Quinn, Goodwin, Hoepner, Oleyar, Markaj)
- Summer seasonal (Messina, Fowler, Martins, Spangenburg, Riley)

Maintenance Department:

- The condition of the 17th green is vastly improved and nearly of it is all back to good condition.
- The maintenance department is seeding the Glen tees with a rye grass/blue grass mix.
- The Knolls greens will be vertidraind at the end of November.
- The course will be sprayed for snow mold.
- The bunker project is progressing well. The warm, dry days have helped to keep on schedule and we are approximately at the half-way point of the project. Several of the

new bunkers have already been sodded, but will remain out of play as the sod will not take until next spring. Several Commissioners commented on the neatness, precision, and dedicated work of the Turco crew on the project. In response to a question from Mr. Turk regarding ledge in a bunker on #8, Mr. Nagashima replied that the ledge was very large and could not be blasted. Rather, the floor of the bunker was built up approximately 6 inches and drainage was diverted to accommodate the ledge. Mr. Nagashima was also asked about the sod wrapping over the edge of the bunkers. The sod was solidly “stapled” into place and will require “gentle” maintenance going forward.

- Mr. Turk asked Mr. Nagashima if he ever tried or considered turning on the sprinklers on frost delay mornings to help melt the frost and avoid delays. Mr. Nagashima replied that he has in fact done this on a few occasions and found the results less than satisfactory. In fact on numerous occasions, it may result in an icing situation.

Green Committee (Owen Evans):

- Mr. Evans distributed both an updated maintenance project list and a status list of all the bunkers on the Knolls.
- Mr. Evans presented a preliminary work list of projects to be completed in the clubhouse over the winter and asked for further input from the Commissioners.

Director of Golf Operations/Head Professional Report (Bobby Brown):

Golf Operations:

- The weather for September and October has been warm and dry. Rounds and revenue for September were on par with previous years. October numbers are trending upward.
- Bunker/fall specials were implemented on October 1.
- The Annual Thanksgiving Day shotgun start will be at 8:30 AM. The course will close for the day after the shotgun has cleared.
- All 2013 golf shop credit must be redeemed by December 15th, 2013.
- A preliminary discussion was held regarding the tournament rates for next year. The present rates will be honored until a decision is made.

Specials:

- Mr. Brown proposed a special for both the Knolls and the Glen. The purpose was to offer an incentive to play Tashua during the bunker renovation project.

Mr. DeLuca made a motion, seconded by Mrs. Michaels to approve the following weekend specials for the remainder of the 2013 season:

Knolls: Saturday, Sunday, Holiday greens fees. Residents - \$24, Non-residents - \$39

Glen: Saturday, Sunday, Holiday greens fees and cart. Resident - \$20, Non-residents - \$25

Motion passed unanimously.

House Committee (Ron Dray):

- Mr. Dray stated that he felt that parts of the clubhouse were starting to look “tired” and he re-iterated Mr. Evans request for the Commissioners to help put together a winter project list for the clubhouse.
- A dust detector in the duct work triggered the fire alarm two weeks ago. The cause was attributed to lack of maintenance in the ducts for dirty filters.
- The emergency switch outside the boiler room was found to be in the “off” position once again.
- The circulator pump was repaired by Mr. Faustini.
- The code to the thermostat has been changed.
- The alarm panel for the security system has been replaced. The invoice has been submitted to Mr. Faustini for payment.
- The fire watch bill for the golf course portion has been paid. No word yet as to if Mr. Faustini’s portion has been paid.
- A minor accounting problem has been rectified regarding the POS numbers. A modification has been made procedurally to alleviate the problem.
- Over the past weekend, the website was not updated in time regarding frost delays. The website will be updated daily 90 minutes prior to the first tee time.

Concessionaire:

- None

Finance (Jonathan Turk):

Monthly revenue – September (From POS System)

Revenue:

Total Income (including carts)		
September 2012	September 2013	Change
\$277,622	\$276,713	-0.3%

Knolls (including carts)		
September 2012	September 2013	Change
\$213,894	\$219,417	+2.6%

Glen (including carts)		
September 2012	September 2013	Change
\$56,356	\$52,972	-6.0%

Round Analysis:

Knolls

<u>September 2012</u>	<u>September 2013</u>	<u>Change</u>
5,503	5,551	+0.1%

Glen

<u>September 2012</u>	<u>September 2013</u>	<u>Change</u>
2,691	2,515	-6.5%

Items of Note:

- Revenue continues to track close to last year's numbers and the future looks steady. However, weather conditions are the ultimate factor when comparing any year-to-year analysis. Therefore, keeping a close eye on spending budget percentages and staying within those constraints is still the most prudent action our committees can take.

Budget:

- The budget process will start in November. Mr. Turk reminded the Commission that any large projects or purchases needed in the future (Capital Expenditures) be included in the next budget. Please be prepared to present your proposal (information) during the November or December meetings. After hearing proposals, the Commission can decide whether to include, postpone, or modify requests for the budget.

Correspondence:

- Mr. Brown presented a request from the Southern New England Women's Golf Association (SNEWGA) that Tashua host the 2014 Pro Lady:

Mr. Evans made a motion, seconded by Mrs. Wheeler to approve the SNEWGA request that Tashua Knolls host the 2014 Pro Lady tournament on Tuesday, September 16, 2014 at the preferred rate (\$1 over then prevailing resident rates). Motion passed unanimously.

Old Business:

- Mr. Evans requested the following change be made to the Correspondence item in the Minutes of the Meeting for August 22, 2013,

FROM:

- Mr. Evans presented a letter requesting that Tashua host the 2014 U.S. Junior Qualification.

Mr. Dray made a motion, seconded by Mrs. Michaels to approve the national 2014 Junior Championship for Monday, June 30, 2014 for approximately 60 juniors with greens fees waived. Motion carried unanimously.

TO:

- Mr. Evans presented a letter requesting that Tashua host the 2014 U.S. Junior Amateur Qualifier.

Mr. Evans made a motion, seconded by Mr. DeLuca to approve the national 2014 Junior Amateur Qualifier for Monday, June 30, 2014 for approximately 60 juniors with greens fees waived. This motion replaces the Correspondence item in the Minutes of the Meeting of August 22, 2013. Motion carried unanimously.

- Mr. Dray proposed the following Memo of Understanding regarding the bunker renovation project:

Mr. Dray made a motion, seconded by Mrs. Deal to approve the following Memo of Understanding:

“BE IT RESOLVED, for the purpose of memorializing the understanding upon which loan proceeds in the principal amount of \$400,000.00 were transferred from the Town of Trumbull’s General Fund (“General Fund”) into the Tashua Knolls Enterprise Fund. Tashua Knolls Golf Commission hereby acknowledges and represents that it has an obligation to and shall repay into the General Fund, from the annual revenues received from the operation of the Tashua Knolls Golf Course and other ancillary revenues, said principal in the amount of \$400,000.00 plus interest thereon at a rate of 2.75 percent per annum in 15 annual installments per the attached Amortization Schedule commencing on June 30, 2014, relative to the bunker renovation project and last day of each fiscal year thereafter, until said principal and interest are paid in full.”

Motion carried unanimously.

- Mr. Ponzio reported to the Commission that a seminar was held with the Town’s medical insurance consultant regarding the effects of the Affordable Healthcare Act. In summary, it is imperative that all seasonal employees work under 30 hours per week. The Commission has stated that in order to comply, no seasonal employee will regularly work more than 25 hours per week (unless a documented emergency situation occurs).
- Mr. Ponzio also asked that the Commission consider a 5-year capital plan to take into consideration any large projects that it would like to undertake in the future. This planning is important to budgetary purposes and to determine whether any grants might be available for such projects.
- Mr. Ponzio informed the Commission that a new Town ordinance required that every individual and business (including Town buildings) register their alarms with the police department. Mrs. Plumeau will pursue the matter.
- Mr. Ponzio stated that the First Selectman’s Classic has just issued four checks in the amount of \$12,000 each to four Town charities. He also stated that the Tournament Committee would be meeting to choose a date for next year, but asked that the corresponding date in 2014 be reserved at this time.

- Mr. Ponzio updated the Commission on a debit amortization item regarding the initial Glen bonding. After thoroughly researching the subject, Mr. Ponzio has determined that in 2005 the Glen was bonded for \$2.5 million at the same time \$17 million was also bonded for other Town projects. The entire amount was bonded together. However, some of the other bonded items did not have the lifespan of the Glen, and therefore the schedule reflected that fact as some of those items needed to be paid back sooner. That is the reason our principal and bond payments will be going up approximately \$100,000 in the next fiscal year. Mr. Ponzio assured the Commission that bonding for the golf course will no longer be handled in this manner and that he would look into ways to lessen our burden in the future. He also stated that the golf course retained earnings was in a good position to help offset some of these higher payments in the future.
- Mr. Dray requested the following change be made to the Old Business Motion in the Minutes of the Meeting for September 23, 2013,

FROM:

Mr. Dray made a motion, seconded by Mr. DeLuca to approve allowing the Director of Golf the authority to remove anyone from the course at any time at his discretion from the Tashua Knolls Golf Course facility. Motion passed unanimously

TO:

Mr. Dray made a motion, seconded by Mr. DeLuca to approve allowing the Director of Golf, the Head Golf Professional, the Assistant Golf Professional, the Director of Golf Course Property, and the Assistant Golf Course Superintendent (“Commission Agents”) the authority to remove anyone from the course at any time at his discretion from the Tashua Knolls Golf Course facility. Motion passed unanimously

New Business:

- Mr. Dray stated that Commission policy has been that any time a change to the course resulted in a change to the playing characteristics in a significant way required Commission approval. Recently, the bunker project architect has recommended several small changes that he felt would result in increased playability on some holes, for example, a mowing pattern. Rather than wait for the next Commission meeting, Mr. Dray asked whether if a change deemed warranted by himself, Mr. Evans, and Mr. Nagashima, full Commission approval could be obtained by phone rather than waiting for the next meeting. Consensus was given.
- Mr. Dray updated the Commission on the need for security cameras both inside and outside the clubhouse area. The requirement was for employee and customer security as

well as credit card processing. An initial quote came in at \$10,000 and Mr. Dray asked that the Commission consider it and decide at the next meeting.

- Mr. Dray reported that the emergency shut off switches outside the boiler rooms downstairs were continuing to be shut off. He proposed installing a single camera in the area so that the situation could be monitored to find out if an individual is manually shutting off the boilers.

Mr. Dray made a motion, seconded by Mr. DeLuca to approve \$600 be spent to install a security camera outside the boiler room. Motion passed 5 – 0 (Abstain: Deal, Wheeler)

- Mr. DeLuca asked that given the status of the bunker renovation project and the fact that even completed bunkers will not be able to placed back in play due to the sod that all bunkers be taken out of play. Mr. Dray asked for permission to call the CSGA for advice prior to taking that action. Mr. DeLuca agreed.
- Mr. Evans asked that a sub-committee be created to explore the issue of dress code. Mr. Evans will act as chairman and Mrs. Michaels, Mrs. Wheeler, and Mr. DeLibro will serve on the committee who will review their findings with Mr. Brown prior to presenting it to the entire Commission.
- Mr. Brown reported that he, Mr. Dray, and Mr. Janik recently visited Smith Richardson to review their project to add forward tees to improve pace-of-play and course playability. He stated that the project was favorably received at Smith Richardson. The opportunity exists at this time to add some forward tees due to the excess of soil from the bunker project. Mr. Nagashima responded that it should not take a great deal of money to add these tees at this time. Mr. Brown identified holes #1, 3, 4, 6, 7, 10, 14, 16, and 17 as candidates. It was agreed that further research would be done on the subject. In particular, Mrs. Michaels would query some of the women golfers from Smith to get their opinion.

Executive Session:

Mr. Dray made a motion at 8:50 PM, seconded by Mr. DeLuca, to move into Executive Session to discuss a contractual matter. Motion carried unanimously.

A motion to exit Executive session was made by Mrs. Deal at 9:12 PM and seconded by Mrs. Michaels. Motion carried unanimously.

Adjournment:

A motion was made by Mr. Evans at 9:15 PM; seconded by Mr. Turk to adjourn the meeting.
Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk