

**Golf Commission Meeting  
December 16, 2013  
Minutes**

**Members Present:** Ron Dray, Chairman; Owen Evans, Vice-Chairman; Teri Deal; Dick DeLibro; Joe DeLuca; Tony Guzzi; Joyce Michaels; Jonathan Turk

**Also Attending:** Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; Jon Janik, Head Golf Professional; Chris Gallant, Assistant Superintendent

**Members Absent:** Diane Wheeler

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 November 25, 2013 . . . A Motion was made by Mr. DeLibro seconded by Mr. DeLuca to approve the minutes with the following addition to the motion on Page 6 under Old Business:

Women may wear sleeveless or collarless tops, mock or turtleneck attire.

Motion carried unanimously.

**Election of Officers:**

Mr. Evans moved to nominate Ron Dray as Chairman, seconded by Mrs. Michaels. There being no further nominations, the clerk cast one unanimous ballot for Ron Dray.

Mr. Dray moved to nominate Owen Evans as Vice-Chairman, seconded by Mr. Turk. There being no further nominations, the clerk cast one unanimous ballot for Owen Evans.

**Audience Participation:**

- None

## **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)
- Seasonal (Markaj, Rodriguez)

### **Maintenance Department:**

- The course is blanketed in snow which has put the bunker project on hold. There is only approximately two weeks of work left and hopefully we get a thaw so that work can continue.
- The Knolls has been treated for snow mold. The Glen still needs to be treated.
- The irrigation system and on-course bathrooms have been winterized.
- All amenities on the course will be brought in for the winter.
- Mr. Brown and Mr. Nagashima identified 10 holes on the Knolls as candidates for forward tees (1, 3, 4, 6, 7, 10, 14, 15, 16 and 17). The cost per tee would be approximately \$350 including fill, topsoil, sod, and irrigation for a total cost of \$3,500, excluding in-house labor.

Mr. Dray made a motion, seconded by Mr. Guzzi, to approve the forward tee program for \$3,500 for 10 tees from the capital account. Motion carried; Abstain: Michaels.

## **Green Committee (Owen Evans):**

- Mr. Evans distributed both an updated maintenance project list and a list of work to be done at the clubhouse over the winter.
- In particular Mr. Evans pointed out that an irrigation project on #2 Knolls will be undertaken to alleviate a long-standing water problem. The project was proposed by Mr. Gallant and embraced by the Commission.

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

### **Golf Operations:**

- November rounds and revenue are up significantly over last year.
- December rounds are lower than last year and revenue will be down as well.
- Calendar year 2013 rounds and revenue are down mainly due to the late start in March, a rainy April, an extremely hot July, and an early winter.
- All starter and player assistant staff has been laid off for the season.
- The course closed for the season on December 10<sup>th</sup> and the pro shop closed on December 15<sup>th</sup>.
- Mr. Brown received 22 applications for outside positions and interviewed 17. Five individuals were offered Player Assistant positions and three individuals were offered Starter positions.

**Pro Shop:**

- Mr. Brown, Mr. Janik, Mr. Bove, and Mr. Martin will be attending the PGA Show on January 20<sup>th</sup> – 25<sup>th</sup>.
- Simulation golf will be available by appointment beginning after the New Year.

**House Committee (Ron Dray):**

- The carpet has been steam cleaned by Mr. Faustini. Commissioners are asked to take a look the next time they are in the clubhouse and give their opinion as to the condition of the carpet.
- Mrs. Michaels gave a summary of the findings of the clubhouse outside lighting. The lights on the restaurant parking lot side are working, but the timer must be replaced. The lights on the cart barn parking lot side are burned out with the exception of one light. Once they are replaced, the amount of light on that side of the building will be assessed. The front and back porch lights will be put on photo cells so that they cannot be turned off at night. Mrs. Michaels asked that the Commission set a policy that all clubhouse lights and timers are inspected in both the spring and fall. Mr. Nagashima will assume that responsibility.
- We have been obtaining quotes for the broken water heater. Because the water heater is a commercial model, the replacement cost is \$6,200 for the tank. The labor cost to replace it will be about \$2,000. An additional quote will be obtained.
- Mr. Dray asked the Commission to consider removing the first tree in the line of trees running along the 10<sup>th</sup> tee to improve the sight line for customer safety purposes.

Mr. Dray made a motion, seconded by Mr. DeLuca, to approve the removal of the first tree along the right side of the 10<sup>th</sup> tee. Motion carried unanimously.

- Mr. Dray asked the Commission to consider joining the stone wall by the bunker on #9. Now that the bunker has been reshaped, there is an open space between the walls. A complete wall will look much more finished.
- Mr. Dray asked that the Commissioners take another look at the tree on #10. The bunker was not moved, but angled slightly left. This shifts the focus of the bunker and with the removal of a leader limb from the tree and the removal of some scrub trees, there may be enough of a sight line to avoid removing the larger tree.
- Three quotes have been received for the security cameras at the clubhouse, cart barn, and maintenance barn. All quotes have come in at approximately \$18,000. The quotes have just been received and must still be reviewed, but the Commission was asked to approve the expenditure. The system would include cameras on each structure's entrances and exits and outside vicinity as well as clubhouse mechanics and stairwell, hallway, and pro shop.

Mr. Dray made a motion, seconded by Mr. DeLuca, to approve the installation of a security camera system at the Clubhouse, Cart Barn, and Maintenance Barn at a cost of \$18,000 (\$12,000 from the Ancillary Services account and \$4,000 from the Capital account). Motion carried unanimously.

- Mr. Dray reported on the snow plowing situation at the clubhouse this past weekend. It was an unusual situation because it was a weekend and the course was closed, but the pro shop was still open. The snow plow policy going forward is as follows: When the course is closed, there will be no plowing on weekends; on weekdays, Tashua Knolls Lane, the circle, a few parking spots in the cart barn lot and the sidewalk on that side will be cleared.
- A pull station near the door to the kitchen was replaced due to it being shorted out when a wet mop was stored above it. When the technician was here to replace the pull station, a wet mop was once again being stored above it. Mr. Faustini has been previously advised of the situation and will be reminded once again.

**Concessionaire (Mr. Faustini):**

- None – did not attend.

**Finance (Jonathan Turk):**

**Monthly revenue –November (From POS System)**

**Revenue:**

<b>Total Income (including carts)</b>		
<b>November 2012</b>	<b>November 2013</b>	<b>Change</b>
\$41,051	\$52,896	+28.9

<b>Knolls (including carts)</b>		
<b>November 2012</b>	<b>November 2013</b>	<b>Change</b>
\$32,243	\$42,041	+30.4%

<b>Glen (including carts)</b>		
<b>November 2012</b>	<b>November 2013</b>	<b>Change</b>
\$8,031	\$10,447	+30.1%

**Round Analysis:**

<b>Knolls</b>		
<b>November 2012</b>	<b>November 2013</b>	<b>Change</b>
1,194	1,294	+8.4%

<b>Glen</b>		
<b>November 2012</b>	<b>November 2013</b>	<b>Change</b>
449	513	+14.2%

**Items of Note:**

- November year-to-year revenue is up from last year. In addition our year-to-date fiscal revenue numbers are ahead of last year's numbers. However, we are completely dependent on the weather and adverse conditions can come very quickly in Connecticut.

**Budget:**

- The preliminary budget meeting took place on December 10<sup>th</sup>. Mr. Turk thanked Mr. Nagashima, Mr. Brown, and Mrs. Plumeau for their valuable input which made the process much easier. Mr. Turk previously emailed the proposed budget to all Commissioners and asked them to review the budget and be prepared to discuss and vote on the budget tonight.
- Mr. Turk in conjunction with Mr. Ponzio proposed a Bond Debt Schedule to help alleviate the jump of approximately \$145,000 in principal and interest payments in the next fiscal year. The revised schedule lowers the principal payment in the short term to allow the debt to rise at a level of approximately \$30,000 per year until it reaches its peak payment in six years. Although it will also result in higher interest payments over the term of the debt, it allows the golf course the opportunity to put aside more money in retained earnings and not be forced to have a very high rate increase next year.

A motion was made by Mr. Evans, seconded by Mrs. Michael to accept the proposed bond debt schedule:

Consolidated Debt Totals

Date	Glen+Barn	Bunker	Total P+I
6/30/2013	\$177,558	\$0	\$177,558
6/30/2014	\$157,884	\$32,904	\$190,788
6/30/2015	\$302,389	\$32,904	\$335,293
6/30/2016	\$299,119	\$32,904	\$332,023
6/30/2017	\$290,494	\$32,904	\$323,398
6/30/2018	\$283,079	\$32,904	\$315,983
6/30/2019	\$274,929	\$32,904	\$307,833
6/30/2020	\$267,809	\$32,904	\$300,713
6/30/2021	\$252,769	\$32,904	\$285,673
6/30/2022	\$218,369	\$32,904	\$251,273
6/30/2023	\$200,689	\$32,904	\$233,593
6/30/2024	\$190,759	\$32,904	\$223,663
6/30/2025	\$173,550	\$32,904	\$206,454
6/30/2026	\$56,831	\$32,904	\$89,735
6/30/2027	\$5,065	\$32,904	\$37,969
6/30/2028	\$0	\$32,024	\$32,024
Total	\$3,151,293	\$492,680	\$3,643,973

Motion carried. Abstain: Deal.

- Mr. Turk presented a budget for fiscal year 2014/2015. The proposed budget represents a 1.80% increase from the previous year. The changes included:
    - An increase in the principal and interest line items due to increased bonding.
    - An increase in the maintenance and repair contract item due to the need for more batteries for the aging golf carts.
    - A decrease in program supplies due to the large amount of sand purchased this year for the new bunkers.
    - Increases in several utility accounts to better reflect the actual historical costs.
- Mr. Evans asked and was assured that there is some money allocated in the capital account to be able to make some repairs to the cart paths.

A motion was made by Mr. Turk, seconded by Mr. Evans to accept a budget for the golf course of \$1,894,770 which represents an increase of 1.80% for the 2014/2015 fiscal year, with the understanding that there may be adjustments in the salary and general fund accounts. Motion carried. Abstain: Deal.

**Correspondence:**

- A request was received by Mrs. Barbara Whetstone representing the First Selectman’s Cup for the 2014 season:

A motion was made by Mr. Dray; seconded by Mr. DeLibro; to approve the following for the First Selectman’s Cup for the 2014 season.

1. The date is Friday, August 15, 2014
2. Player fees: Greens \$0; Cart \$16
3. Only golfers must wear collared shirts, volunteers must wear appropriate attire.

Motion carried unanimously.

**Old Business:**

- None

**New Business:**

- Mr. Dray asked the Commission to give some thought to the open greenskeeper position in the maintenance department. In order to control costs, Mr. Dray proposed making the job responsibilities include irrigation, greenskeeping, and maintenance. In addition the days will include Wednesday through Sunday.

**Executive Session:**

Mr. DeLibro made a motion at 8:45 PM, seconded by Mrs. Deal, to move into Executive Session to discuss a contractual matter. Motion carried unanimously.

A motion to exit Executive session was made by Mrs. Michaels at 9:05 PM and seconded by Mr. DeLuca. Motion carried unanimously.

**Adjournment:**

A motion was made by Mr. Evans at 9:08 PM; seconded by Mr. Guzzi to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk