

**Golf Commission Meeting  
September 22, 2014  
Minutes**

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

**Also Attending:** Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Property; John Ponzio, Town Treasurer

**Members Absent:** none

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 August 25, 2014 . . . A Motion was made by Mr. DeLuca seconded by Mr. Evans to approve the minutes as is. Motion carried unanimously.

**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, Markaj)
- Part-time Seasonal (Rodriguez, Ferguson, Hicks, Quinn, Hoepfner, Oleyar, Messina, Riley, Martins, Summerville, Kelley, Harrison, Goodwin, Bova, Walton)
- Summer Seasonal (Ormsbee, Spangenburg, Matera, Ebert)

**Maintenance Department:**

- The Knolls tees have been aerated and seeded. The Glen tees have been aerated, seeded and topdressed.
- The Glen greens will be core aerated next Monday.
- Fairway and rough renovation will begin this week including aeration and seeding of bare areas.
- Fertilization and lime will be dependent on the results of soil tests.
- The expanded grub control applications have shown results. Some grubs remain on the edges of treated areas and are being spot treated.

- The Glen program to increase playability and aesthetics is continuing:
  - Removed visible vapor barriers around greens
  - Pushing back encroachment of weeds and growth around greens and fairways
  - Trim and remove some trees and brush by the golf course property lines on #6, #5 and #3
  - Repairing ruts behind #4 and #8 greens
  - Repairing and roping off of cut throughs by #7 and #8
  - Installing a drain behind #3 green which still needs to be cut down and a cap installed
  - Mulched around the #7 monument
  - Began repair of thin areas around fairways with seeding and topdressing; if not successful areas will be switched to rough
  - Will treat with broadleaf control for clover around fairways in fall
- The ponds will be treated on September 29
- The golf course boundary on the Glen will be marked off by the Town
- Mrs. Michaels reported that the Ladies 9-holers have asked that the forward tees be widened. Mr. Dray reported that they will be widened depending on usage.

**Green Committee (Owen Evans):**

- None

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

**Golf Operations:**

- August Rounds: 9,965 (Knolls 6,605; Glen 3,360)
- August Revenue: \$325,429.03
- Racking for tee times will end on Thursday, September 25<sup>th</sup>
- All weekend morning tee times will be available seven days in advance via internet, phone, or walk-in
- Weekend shotguns will start on Saturday, November 1<sup>st</sup>, at 8:30 AM

**Outings:**

- Newtown Rotary – 84 players
- LPGA Girls Adult/Jr. – 53 teams
- Knights of Columbus - cancelled
- SNEWGA Pro-Lady – 127 players
- Orchards Women’s Group Glen – 63 players
- Trumbull Republican Town Committee – 40 estimated
- St. Mary/St. Michael – 60 estimated
- 2015 Tournaments – tabled until October Meeting

**Fall Specials:**

- Commission consensus was given to for the Weekday 9-hole Knolls Twilight Special of \$5 off 9-hole green fee after 1:30 PM

- Commission consensus was given for the Weekend Glen Special for 9-holes with a cart at \$20 for residents and \$25 for non-residents.

**Pro Shop**

- All 2014 Pro Shop credit must be redeemed by Monday, December 15<sup>th</sup>, 2014.
- All 2014 rain checks must be used by the end of the 2014 golf season

**House Committee** (Richard DeLibro & Ron Dray):

- Mr. Dray reported that the new video surveillance system is installed and operational at the clubhouse facilities and the maintenance barn.
- Two cameras were found in the common hallways during the video installation that were not identified. They were removed and subsequently found to be Mr. Faustini's. No approval was given for the installation nor was confirmation received that the wiring had been done by a licensed professional.
- To date, Mr. Faustini has not repaired the air scoop on one of the boilers even though the boiler will not be operational until the repair is made.
- We have not yet heard back from Mr. Faustini regarding a permanent solution to the slippery floor conditions in the ladies room.

**Concessionaire** (Mr. Faustini):

None – did not attend.

**Finance** (Jonathan Turk):

**August Revenue from POS System**

<b>Total Income (including carts)</b>		
<b>2013</b>	<b>2014</b>	<b>Change</b>
\$322,752	\$325,429	+0.8%

<b>Knolls (including carts)</b>		
<b>2013</b>	<b>2014</b>	<b>Change</b>
\$251,874	\$254,853	+1.2%

<b>Glen (including carts)</b>		
<b>2013</b>	<b>2014</b>	<b>Change</b>
\$73,295	\$72,762	-0.7%

**August Round Analysis:**

<b>Knolls</b>		
<b>2013</b>	<b>2014</b>	<b>Change</b>
6,707	6,669	-0.6%

<b>Glen</b>		
<b>2013</b>	<b>2014</b>	<b>Change</b>
3,335	3,360	+0.7%

**Items of Note:**

- Based on the MUNIS report ending June 30, 2014, Tashua Knolls Golf Course's retained earnings increased approximately \$150,000 for the fiscal year. This is close to 7.5% of the total revenue collected this past year.

**Budget:**

- The budget process will begin in October for next year's budget. If any Commissioner has a new long-term project or purchase that they would like to include in the Capital Line item of the budget, please prepare your request and documentation for the November meeting.

**Correspondence:**

- None

**Old Business:**

- Mr. DeLuca asked the Commission to consider an alternative plan for exiting #3 Knolls cart path removal. He suggested a turnaround be paved which will not affect the hole and be completely out of play. He and Mr. Nagashima will paint out lines for the idea which Commissioners should review and be prepared to decide at the October meeting.

**New Business**

- Mr. Evans asked the Commission to consider removing the elevated tee at the back of Glen #6 due to lack of use and disrepair of the tee.

A motion was made by Mr. Evans; seconded by Mrs. Michaels; to remove the back elevated tee on Glen #6. Motion carried unanimously.

- Mr. Warren Jacques, Town of Trumbull Tree Warden, met with Mr. Dray and Mr. Nagashima to discuss the utility company's request to trim and remove some trees near the utility lines on Tashua Road. Although some of the trees do require some trimming, the Commission feels very strongly that the trees provide a barrier to balls being hit onto the road which have the potential to cause an accident. Mr. Jacques will follow up with the utility company to try to resolve the issue. Information has been forwarded to Mr. Callahan, Town Attorney, who will be working on Tashua Knolls behalf.
- Mr. Dray asked Mr. Brown to pay for a "Teaching Professional" sign that was installed for one of his employees. Although Mr. Brown did not authorize the sign, he replied that he would pay for it. After some questions, Mr. Nagashima stated that he had ordered the sign even though he had not received. Mr. Nagashima did not follow proper procedures

in ordering the sign and was told by the Commission that permission is needed for all future orders.

- Mr. Dray stated that the Commission would be implementing a policy to review all golf course employees. Mrs. Deal and Mrs. Wheeler would be working on a new review form and policy.
- Mr. Dray also requested that a complete file with all available documentation for each employee be maintained in both the golf course office and the Town's Civil Service department.
- Mr. Dray requested that a time card machine be installed in the maintenance barn as there is already one in place for employees working out of the clubhouse and many other Town departments do the same.
- Mr. Turk discussed an incident between himself, Mr. Dray, and golf course mechanic, Rich Plaveck. On a recent Saturday, Mr. Turk and Mr. Dray were inspecting the new video system at the maintenance barn when they came across Mr. Plaveck and asked him what he was working on. Mr. Plaveck responded that he was "working." When they asked for more detailed information, Mr. Plaveck responded that he felt he was being harassed and that he didn't have a union representative or witnesses present. Mr. Nagashima met with Mr. Plaveck to inform him that anyone on the Commission did have the right to ask him about his work assignments and that he was to respond accordingly and that was not harassment. A letter will be followed up for file.
- Mrs. Deal and Mrs. Wheeler will also be working with Mr. Nagashima to establish a time range for performing the required tasks at the golf course.
- Mr. Brown was asked about a few holes in the newly installed range net. He replied that at this point it looks like the material may have been defective and that the installer is working with the manufacturer to resolve the issue.
- Mr. Dray proposed a change to the Golf Course Rules & Regulations regarding closing out dates for the various clubs in order to allow any remaining tee times to be filled on a timely and fair basis.

A motion was made by Mr. DeLuca; seconded by Mr. Guzzi; implement a policy that all Tashua Knolls Golf Clubs must close out registration eleven days prior to all weekend tournaments and eight days prior to all weekday tournaments beginning with the 2014 golf season. Motion carried unanimously.

- Mr. Dray proposed a change to the Golf Course Rules & Regulations regarding an addition to the pace of play policy.

A motion was made by Mr. Dray; seconded by Mr. Guzzi; to add an additional step to the established pace of play policy "If any party refuses to move when requested due to slow play and after the entire pace-of-play procedure has been followed, that player's golfing privileges will immediately be suspended. The party must appear before the Golf Commission in order to request that their privileges be reinstated." Motion carried 8 – 1 (Oppose: Michaels).

**Executive Session:**

Mrs. Deal made a motion at 8:07 PM, seconded by Mr. DeLuca, to move into Executive Session to discuss a contractual matter. Also invited to attend were Mr. Ponzio and Mr. Brown. Motion carried unanimously.

A motion to exit Executive session was made by Mr. Guzzi at 9:55 PM and seconded by Mr. DeLibro. Motion carried unanimously.

A motion was made by Mrs. Michaels; seconded by Mr. DeLibro; to install a time card machine at the maintenance barn. Motion carried unanimously.

A motion was made by Mr. Evans; seconded by Mrs. Deal; to establish an employee review policy and form for all golf course employees. Motion carried unanimously.

**Adjournment:**

A motion was made by Mrs. Wheeler at 10:05 PM; seconded by Mr. Evans to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk