

**Golf Commission Meeting  
November 28, 2016  
Minutes**

**Members Present:** John Chiota, (Chairman) Joyce Michaels (Vice-Chairwoman) Richard DeLibro; Julie Jenkins; Dave Molgard; Robert Oleyar; Frank Squiccimarro; Jonathan Turk; Diane Wheeler

**Also Attending:** Bobby Brown, Director of Golf; Hidalgo Nagashima, Director of Golf Course Properties; Stuart McCarthy, Director, Parks and Recreation; Scott Lund, Golf Course Superintendent

**Members Absent:** none

Mr. Chiota called the meeting to order at 7:00 PM.

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of October 24, 2016 . . . A Motion was made by Mrs. Michaels seconded by Mrs. Wheeler to approve the minutes as submitted. Motion carried unanimously.
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**Audience Participation:**

- Mr. John Button introduced himself as the incoming president of the TKGC Men’s Club. They will be submitting their 2017 tournament requests in January.
- Mrs. Karen Daly reported that she is now the outgoing president of the Ladies 9-holers and that Janet Melfi would be taking over as president. However as Mrs. Melfi lives in Easton, Mrs. Daly would continue to represent the club at some of the meetings.

**Director of Golf Course Properties & Superintendent Reports (Hidalgo Nagashima & Scott Lund):**

**Labor:**

- Director of Golf Course Properties
- Golf Course Superintendent
- Mechanic
- Three Full-time Greensmen
- Seven Part-time Greensmen; One Weekend Seasonal

**Tashua Glen:**

- Overall, Mr. Lund is pleased with the condition of the Glen with leaf cleanup nearly complete.

- The green committee along with Mr. McCarthy held a site visit on the Glen with the purpose of identifying trees for removal to improve turf health. There is \$10,000 in the current budget for tree removal. The town has negotiated reduced rates with Easton Arborists for the current year. Next year's budget earmarks \$13,000 for tree removal. Between the work performed by an outside vendor and in-house personnel, a significant amount of tree removal work should be accomplished.

**Tashua Knolls:**

- Leaf cleanup is nearly complete
- The greens were vertidraind today and topdressed fairly heavily with the exception of the chipping and putting greens which will be vertdrained the next time DryJect is in the area.
- The on-course bathrooms have been winterized and temporary port-a-potties brought in.
- The irrigation system has been winterized.
- Ponds #1 and #2 will be drained down in mid-December to control weeds and algae next season.
- The practice bunker is roughed out. It will be tarped over the next few days due to the heavy rain in the forecast. After that drainage will be installed followed by the liner, sand and sod. All work is anticipated to be complete before real winter weather sets in. The architect will make one additional site visit.
- Part time personnel will be kept on for a couple more weeks to help with completion of the bunker.
- Application for winter diseases, including snow mold, will be made shortly.

**Green Committee (Frank Squiccimarro):**

**Old Business:**

- The project list for the excavator is being worked on including the 13<sup>th</sup> to 14<sup>th</sup> hole path where trees and rocks were removed and the path graded, grading the path from 11<sup>th</sup> to 17<sup>th</sup> and cleaning behind the 8<sup>th</sup> and 18<sup>th</sup> tees. The 15<sup>th</sup> hole bridge project will begin when the course closes and the work next to the Miklus Center will be done in the spring.
- The practice bunker project began today with sod being cut and removed from the area. The sod will be transplanted to other areas of the course where needed
- The memorial on the Glen has been cleaned and will be maintained on a more regular basis. In addition, the speed limit sign on the driveway has been straightened and the lock on the gate has been fixed.
  - Mr. Brown asked that the speed bump sign be straightened and several no longer used poles be removed.
- Mr. Brown located some existing US Kids markers for the Glen. The Green Committee will look at them to determine if they are acceptable.
- The old Toro equipment has not yet been auctioned although we are not looking for a large return.
- The fall checklist is nearly complete. Some electrical fixtures still must be replaced when time or weather permits.
- The drainage behind the cart barn must be addressed
- The circle area at the entrance to the golf course will be landscaped and aesthetically improved to present a better impression when approaching the course
- The sidewalk from the door by the circle to the bag drop area will be added to the list of paving projects.

**Capital Projects:**

- Fox Road Entrance Paving (near Glen port-a-potty) - \$13,000. After Commission discussion, it was determined that this project will be handled in house. Rather than pave the area which may result in a water problem, the area will be covered with old pavement from the Town and tamped down.
- Aggressive Tree Removal Project Glen - \$20,000 - \$40,000
- Men's Locker Room division project transferred to House Committee
- Tee Leveling Project will be prioritized.

After the meeting, the Green Committee along with Mr. Brown, Mr. Nagashima, Mr. Lund and Mr. McCarthy toured the Glen. During the tour, the capital project proposals were discussed as well as the course conditions on the Glen.

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

- October Rounds total 5,239
  - Knolls Rounds: 3,817
  - Glen Rounds: 1,422
- October Income: \$169,430 vs. 5-year average of \$162,286
- November rounds are trending on average despite running only the Monday Madness special.
- Starter and ranger staff have been reduced.
- The recommended closing date is Sunday, December 18<sup>th</sup> (weather permitting). A discussion was held regarding any further closing decision that might be needed due to exceptionally good, or bad, weather.

Mr. DeLibro made a motion, seconded by Mrs. Michaels, to approve that any changes that must be made to the season closing date due to unforeseen weather conditions will be made between the Director of Golf Operations in conjunction with the Chairman of the Golf Commission. Motion carried unanimously.

- All pro shop credit must be used by December 15, 2016.
- The pro shop is holding clearance sales for the season which will continue until the end of the season.
- Mr. Brown discussed a Marketing Course Guidelines booklet by Benchcraft Company. The company uses the marketing books to promote the golf course, access sponsors and cut out scorecard expenses. The Commissioners agreed to review the information and make a decision at the December meeting.
- Mr. Brown then discussed the Gallus Golf App. Once again, the commissioners agreed to review the information and make a decision at the December meeting.

**House Committee (Dick DeLibro):**

The meeting was held to discuss several projects and capital items for the 2017/18 budget.

1. Carpet Pro Shop - \$6,000
2. Replacement Double Doors facing circle - \$10,000 for glass door same as other side  
(*expecting quotes for other options*) new linoleum and new inner doors
3. Replace controls to ladies locker room side of clubhouse - \$2,500 - \$3,500 plus parts
4. Re-vent pro shop for proper A/C ventilation - \$400 if Bobby removes storage unit at back  
of pro shop
5. Insulate outside oil lines from tank to clubhouse - \$700 (*Dick to call CAS for more info to  
be done out of current maintenance budget*)
6. New coating on patio outside of pro shop - \$17,000 (*Bob to get additional quotes*)
  - a. New coating on landing and stairs outside of door near circle - \$5,500
7. Re-key master keys to clubhouse doors and replace door knobs for ADA compliance -  
\$6,000 (*not a priority*)
8. Add screens to windows in pro shop
9. Replace windows in ladies locker room
10. Insulate attic - \$12,000 (*bid from 2010*)
11. Divide men's locker room in half to add meeting space including walls, doors, electrical,  
fixtures, sprinkler, HVAC - \$14,500 (*not a priority*)
12. Replace DVR and camera that was damaged at maintenance barn due to electrical storm -  
\$1,500
13. Look into the feasibility and cost of installing solar panels on the cart barn roof to provide  
power to charge the golf carts - \$
14. Fix leaking roof over restaurant - \$

**Finance (Jonathan Turk):**

**October Revenue 2016**

<b>Total Income** (including carts)</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
\$159,111	\$150,944	\$176,255	\$162,375	\$162,748	\$169,430	\$162,286

<b>Knolls** (including carts)</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
\$126,536	\$128,405	\$142,529	\$137,231	\$132,998	\$146,636	\$133,540

<b>Glen** (including carts)</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
\$31,019	\$25,749	\$35,466	\$28,545	\$29,908	\$25,741	\$30,137

**October Round Analysis**

<b>Knolls</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
3,398	3,473	3,933	3,6687	3,630	3,817	3,620

<b>Glen</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
1,561	1,346	1,698	1,445	1,532	1,422	1,516

<b>Carts</b>						
Oct. 2011	Oct. 2012	Oct. 2013	Oct. 2014	Oct. 2015	Oct. 2016	Average
3,346	3,516	4,397	3,818	3,814	4,026	3,778

**Items of Note:**

- The month of October showed revenue numbers slightly above average for the month.

**Budget**

- A revised budget was emailed to the commission and hopefully all the commissioners have had time to review the information. If any Golf Commissioner has a new long term project or purchase that they would like to include in the Capital Line item of next years (2017-2018) budget, please have your documentation ready to present to the commission for approval at tonight’s Golf Commission meeting.
- Mr. McCarthy distributed updated income and expense worksheets to the Commissioners. Several capital and line item projects have been added to the proposed budget. Mr. McCarthy asked that the Commissioners carefully study the information as the vote to approve the budget will take place at the December meeting.

**Correspondence:**

- A request was made by Mrs. Karen Daly of the Ladies’ 9 Holers regarding their 2017 season:

A motion was made by Mr. Squicciarro; seconded by Mrs. Michaels; to approve the Tashua Knolls Ladies 9 Holers requests as follows:

1. Invitational Tournament on Thursday, July 13, 2017 with an 8:00 AM shotgun start with carts at residential rates.
2. Block time on Thursday mornings from April through October.

Motion carried unanimously.

- A request was received from Mrs. Sara Walden, President of the Ladies’ 18 Holers regarding their 2017 season.

A motion was made by Mr. Squicciarro, seconded by Mrs. Michaels; to approve the Tashua Knolls Ladies 18- Holers requests as follows:

1. Invitational Tournament on Thursday, July 27, 2017 at resident rates.
2. SCWGA tournament on September 14, 2107 at 8:00 AM at preferred rates.
3. Block time on Thursday mornings from April through October.

Motion carried unanimously.

**Old Business:**

- Mrs. Plumeau discussed the recently completed Financial Audit performed by Therese Keegan, Town Auditor, at the Tashua Knolls Golf Course.

Mr. DeLibro made a motion, seconded by Mrs. Wheeler, to approve the updated Tashua Knolls Golf Course Financial Procedures dated October 2016. Motion carried unanimously.

- Mr. McCarthy updated the Commission on the Town's approval of the electrical upgrade at the Tashua Knolls complex.

Mrs. Jenkins made a motion, seconded by Mrs. Michaels, to direct the administration to proceed with the previously approved electrical upgrade as a supplemental appropriation to the current budget. Motion carried unanimously.

**New Business**

- The 2017 Golf Commission meeting schedule was proposed:

Mr. Molgard made a motion, seconded by Mrs. Jenkins, to approve the 2017 Golf Commission meeting schedule as attached. Motion carried unanimously.

**Executive Session:**

Mr. Turk made a motion seconded by Mr. Oleyar at 8:20 PM to move into Executive Session to discuss legal matters. Also invited to attend was Mr. McCarthy and Mr. James Haselkamp, Director of Labor Relations for the Town of Trumbull. Motion carried unanimously.

A motion to exit Executive Session was made by Mr. Squicciarro at 8:58 PM and seconded by Mrs. Wheeler. Motion carried unanimously.

After coming out of Executive Session, the following motion was made:

Mr. Turk made a motion, seconded by Mrs. Wheeler, to approve the modification of Agreement with ATK Golf Services as presented revising the amount to \$180,337 with language to be added in compliance with Finding #3 in the Tashua Golf Course Town Cash-Receipt Review. Motion carried unanimously.

At the conclusion of the meeting, the Commissioners thanked Mr. Turk for his six years of service on the Commissions in particular for all his hard work in preparing the budget and his financial reporting.

**Adjournment:**

A motion was made by Mrs. Wheeler at 8:20 PM; seconded by Mr. Oleyar to adjourn the meeting. Motion carried unanimously.
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Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk