

**Golf Commission Meeting  
December 19, 2016  
Minutes**

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

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

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of November 28, 2016 . . . A Motion was made by Mrs. Michaels seconded by Mrs. Wheeler to approve the minutes as submitted. Motion carried unanimously.

**Election of Officers:**

Mrs. Michaels moved to nominate John Chiota as Chairman for 2017, seconded by Mr. DeLibro. There being no further nominations, the clerk cast one unanimous ballot for John Chiota.

Mrs. Michaels moved to nominate Richard DeLibro as Vice-Chairman for 2017, seconded by Mr. Chiota. There being no further nominations, the clerk cast one unanimous ballot for Richard DeLibro

**Audience Participation:**

- Mr. Jon Cady, President of the Sr. Men’s Club, introduced himself to the Commission. He reported that there are approximately 300 members of the club with approximately half not residing in Trumbull.

**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
- Two Part-time Greensmen

**Maintenance Department Outline:**

**Tashua Glen: Scott Lund**

- Sod exit point #1 green, #8 cut through
- Brush cleaning:
  - #2 green both sides
  - #3 rough left side
  - #6 green left side
  - #7 tee right side
  - #9 green left side
- Met with tree company for trees that inhibit sunlight and air movement and work is scheduled to begin this week.

**Tashua Knolls: Hidalgo Nagashima**

- Ponds #1 and #2 drawn down
- Practice bunker finished
- Application for winter diseases will be made soon
- Other practice bunker filled in and trees removed
- Port-a-potties picked up
- Date to fix drain in grill room set for week of January 9th

**Green Committee (Frank Squicciarro):**

**Old Business:**

- The bunker project is scheduled to be finished on Tuesday the 13<sup>th</sup>. All that remains is sodding and cutting some drainage pipes. Mr. Nagashima estimates that the project will come in at approximately \$5,500 rather than the estimated \$8,500 due to a much smaller area of disruption than originally anticipated.
- Excavator projects:
  - Tree work on the Glen
  - Walk bridge on 15
  - Dredging of the creeks on 7, 8 and 16 to deepen, define and remove grass
  - The 8<sup>th</sup> and 18 tee boxes are partially done
- The Glen liners will be worked on in the spring
- The drainage behind the cart barn will be finished before the start of the season. The new leveling equipment will help determine the pitch in the area.
- A meeting was held with Dimitri Paris of Parks and Recreation to discuss working together on the Fox Road project. The work is scheduled to be done after the week of the Amateur.
- Ponds #1 and #2 are being drawn down. The beavers have built a dam on the other side of Madison Avenue. Research is being done to determine if the area is town or private owned.

- A few lights around the clubhouse must still be fixed. The large light at the Miklus Center will be changed to photovoltaic.
- Hidalgo will firm up the quote to paint all the parking lot lines.
- The following fall projects are updated:
  - The gutters have been cleaned
  - Several signs in the complex have been removed or straightened
  - A pole by the practice green remains to be straightened
- A discussion was held regarding aggressively fixing the divots around the time of the Amateur.
- A project will be started to improve the appearance of the bathroom in the maintenance barn.
- Hidalgo will meet with Easton Arborists this week and two days' worth of work will be scheduled for next week.
- A brief discussion was held regarding additional information on the proposed budget.

Mr. Squicciarro took the opportunity to thank Mrs. Plumeau for her work in putting together the Green Committee minutes.

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

##### **Golf Operations:**

- The nicer weather had a positive impact on our rounds in November. It was our 2<sup>nd</sup> best November over the past 12 seasons – 2015 was our best.
- The golf course officially closed on December 15<sup>th</sup> and we were hit with measurable snow on the 17<sup>th</sup>. Frigid temperatures and lack of play were the reasons for closing.
- November rounds: 2,908 (Knolls 2,028 and Glen 880)
- Calendar year rounds: 57,500 (Knolls 40,528 and Glen 16,972)
- Fiscal income 2016: \$1,165,925.70 (down \$103,365 from 2015)
- Income on a calendar year basis for 2016:
  - Income: \$2,008,467.33 (down \$91,441.18 from 2015)
  - Tournaments: \$34,226 (down \$7,454 from 2015)
  - ID's: \$75,915 (down \$2,165 from 2015)
  - Knolls: \$1,555,831 (down \$14,596 from 2015)
  - Glen: \$357,073 (down \$45,919 from 2015)
- The Tashua web site will be under the management and development of the Town. Mr. Brown thanked Mr. Dan Lynch who had the initiative to start and manage our site since 2014. He is a true friend of the Tashua golf family and we wish him the very best.
- Mr. Brown and staff will be attending the 2017 PGA show from January 21 – 27
- The golf simulator will be available by appointment in the New Year.
- Mr. Brown distributed some rate history information so the Commissioners can begin to plan for 2017 rate discussion.
- Tashua Knolls Golf Course was featured in a CSGA article under the heading “History Made” for the CT Amateur.
- Tashua Knolls Golf course was named by Golf Digest as one of the Top 100 fitting sites in the country.
- Mr. Chiota asked Mr. Brown if he could attribute the lower income numbers this year to anything particular. Mr. Brown responded that he felt that with July and August being

two of the hottest months on record that had something to do with the numbers. Mr. McCarthy added that Tashua was in line with what the other regional courses were reporting.

### **House Committee (Dick DeLibro):**

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

1. CAS has been asked to proceed with the following work as authorized by the Golf Commission out of the operating budget:
  - a. Controls in boiler room to ladies rooms: \$3,500 plus parts
  - b. Insulate outside oil lines
  - c. A/C vent in pro shop – after storage unit is removed in off season
2. Mr. Faustini has been asked to complete the following required work
  - a. Fall maintenance on boilers
  - b. Redo anti-freeze level in boilers
  - c. Redo oil piping in boiler room to fix leak
  - d. Find and repair Freon leak in grill room A/C unit
3. The House Committee has decided on the following priorities for the budget:
  - a. Pro shop carpet: \$6,000
  - b. Both sets of doors and flooring in circle side entrance: \$10,000
  - c. Attic insulation: \$15,000
  - d. The men's locker room renovation to be removed
4. The following items will be fixed out of the operating budget:
  - a. Add screens to the pro shop windows
  - b. Fix broken windows in ladies locker room
  - c. Replace broken DVR and camera at maintenance barn
5. The 4<sup>th</sup> quarter sprinkler inspection was performed on December 12<sup>th</sup>, no problems
6. The annual fire alarm system inspection is scheduled for January 10<sup>th</sup>
7. Mr. Oleyar has received an additional quote of \$8,800 to remove and install new cement on the front and back clubhouse patios.

### **Finance (Stuart McCarthy):**

#### **Budget**

- A discussion was begun for the 2017-2018 budget. Mrs. Michaels stated that historically we have never had so large an increase of 3.7% (2.87 operating and 1.1 debt) and our increases in the past included debt services and monies for a full time position for Mrs. Plumeau. Mrs. Michaels felt that, as a Commissioner, she wanted everything. However, realistically and to honor her responsibility to the consumer and the Town of Trumbull, she couldn't support many of the increases, especially if it means increases across the board for fees and dipping into retained earnings. Retained earnings were never meant to supplement the yearly operating budget. We know that beginning in 2017 and moving forward, our debt service expenses will increase substantially (approx. \$25,000 each year). Philosophically, if we can't afford it, we don't buy it. Specifically, Mrs. Michaels' questions were:

- At this point in the fiscal year, our income is down approximately \$100,000. We are a weather dependent industry with no revenue guarantees and we had one of the earliest opening days in our history last year.
- We already know that for one week in June 2017 the course will lose revenue of approximately \$18,000 and we have no idea if the publicity of the CT Amateur will help us recoup the loss.
- Under uniform, the idea of shirts for the part-time staff is nice, but we are not a country club. Is this a necessary expense?
- Professional services has a \$5,000 increase over the amount voted on at the November meeting. What is the explanation?
- Supplies has a 2% increase. Why? Did we use the entire budgeted amount last year?
- Maintenance contracts: The numbers listed do not add up to the budget amount. Please re-check.
- Equipment repairs. Over the last two years we spent a great deal of money on new equipment and we are again scheduled to purchase new equipment. Did we use the entire amount last year? Shouldn't new equipment require less maintenance?
- Under capital there is a greens roller for \$12,500 and under leases there is a total of \$26,340 all with a four or five year commitment. Can we push one of these purchases to next year? What is the plan going forward for future purchases and/or leases?
- Mr. Chiota explained that the budget was a starting point to go before the Town for further discussions. If we are requested to reduce the budget, we can do that. In addition if the income numbers are not in line, we can always choose not to go ahead with a piece of equipment or project.
- Mr. McCarthy echoed Mr. Chiota's statement and said that it is wiser to budget for something and not use it, rather than not have it in the budget and need it.
- After further discussion, the Commission then decided to hold off on the budget vote until after the Executive Session.

**Correspondence:**

- Mr. Leary and Mr. Button of the Men's Club submitted a letter requesting their tournaments for the 2017 season.

Mr. Chiota made a motion, seconded by Mrs. Wheeler, to approve the Tashua Knolls Men's club 2017 requests as follows:

Sunday, May 21: Member/Member - shotgun start

Saturday and Sunday, June 10, 11, 17 and 18: Senior Club Championship – four times Day 1, two times Day 2; one time each Day 3 and 4

Friday, June 23: Tashua Glen – 5:30 shotgun start

Saturday and Sunday, June 24 & 25: Two Day Member/Member – Shotgun start on the 26th

Saturday and Sunday, July 29 & 30 and August 5 & 6: Club Championship Finals – Number of times to be determined; each day is half the number of tee times of the preceding day.

Saturday and Sunday, August 19 & 20: Two Day Member/Guest – Shotgun start. Resident Rates

Sunday, September 24: Annual Tashua Cup – Up to 10 start times

Motion carried unanimously.

**Old Business:**

- Mr. Brown distributed a copy of the Gallus Golf Mobile App License Agreement. The cost for the service is \$2,400 per year which is nearly the exact amount that we will be saving by having the Tashua Knolls web site managed by the town.

Mr. Squicciarro made a motion, seconded by Mrs. Jenkins, to proceed with the Gallus Golf Mobile app License Agreement pending Town review of the agreement. Motion carried unanimously.

- Mr. Brown also distributed a copy of the Bench Craft Company scorecard and yardage book proposal which is at no cost to the golf course. The course will be saving money as the cost of the score cards will be borne by Bench Craft.

Mr. Squicciarro made a motion, seconded by Mr. Chiota to proceed with the Bench Craft Company Agreement pending town review of the agreement. Motion carried unanimously.

**New Business**

- None

**Executive Session:**

Mrs. Wheeler made a motion seconded by Mrs. Michaels at 8:40 PM to move into Executive Session to discuss a personnel and contractual matter. Also invited to attend was Mr. McCarthy and Mr. Brown. Motion carried unanimously.

Mr. Brown left the Executive Session at 9:00 PM.

A motion to exit Executive Session was made by Mr. Squicciarro at 9:30 PM and seconded by Mrs. Wheeler. Motion carried unanimously.

After coming out of Executive Session, the following changes were made to the 2017/2018 golf course budget:

1. Uniforms reduced by \$500

2. Program Supplies reduced by \$8,000
3. Professional Development reduced by \$500
4. Equipment Maintenance reduced by \$500
5. Water reduced by \$500

Mr. Chiota made a motion seconded by Mr. DeLibro, to approve a budget of \$2,045,317 representing a 3.2% increase for the 2017/18 fiscal year with the understanding that there may be some adjustments in the salary, utility and reimbursable accounts. Motion carried 4 – 2 – 1 (Abstain: Squicciarro, Wheeler, No: Michaels)

**Adjournment:**

A motion was made by Mrs. Wheeler at 9:45 PM; seconded by Mr. Oleyar to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk