

Golf Course Commission Meeting
Agenda

Date: Monday, January 22, 2023

Time: 7:30 PM

Place: Long Hill Room – Town Hall

1. Meeting called to order
2. Review and approval of prior minutes
3. Audience Participation
4. Director, Golf Course Properties/Green Committee – Andy Fries/Shelly Dowling
5. Director of Golf – Bobby Brown
 - a. House Committee – Tony Ciccaglione
 - b. Concessionaire – Domenick Faustini
 - c. Finance Committee – Jay Cunningham
 - d. Personnel – Shelly Dowling
 - e. Customer Service – Regina Evans
6. Correspondence
7. Old Business
8. New Business
9. Executive Session
 - a. Contractual Matter
10. Adjournment

Please email Chris Plumeau at tkgolf@trumbull-ct.gov if unable to attend

**Golf Course Commission Meeting
December 18, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice Chairman); Tony Ciccaglione; Pete Caligiure; Jay Cunningham; Shelly Dowling; Regina Evans; Joel Satin

Also Attending: Bobby Brown, Director of Golf Operations; Andy Fries, Director Golf Course Properties

Members Absent: Owen Evans

Mr. Gaudiano called the meeting to order at 7:30 PM

Review and Approval of Prior Minutes:

Review and approval of the Minutes of November 27, 2023, . . . A Motion was made by Mrs. Evans, seconded by Mr. Moyer to approve the minutes as is. Motion carried unanimously (8 – 0)

Election of Officers:

Mrs. Dowling moved to nominate Joe Gaudiano as Chairman of the Golf Course Commission for 2024, seconded by Mr. Ciccaglione. There being no further nominations, the clerk cast one unanimous ballot for Joe Gaudiano.

Mr. Gaudiano moved to nominate Nate Moyer as Vice-Chairman of the Golf Course Commission for 2024; seconded by Mrs. Dowling. There being no further nominations, the clerk cast one unanimous ballot for Nate Moyer.

Audience Participation:

- None

Director Golf Course Properties/Green Committee (Andy Fries):

- See report attached.
- Mr. Fries met with the neighbors abutting #4 Knolls to discuss the remaining clean-up work resulting from the removal of many trees along Tashua Road by the UI. An agreement was reached on the amount of clearing to take place.

Director of Golf Operations (Bobby Brown):

- The golf course closed for the season on December 17th.
- Mr. Brown thanked the Commissioners and the customers of Tashua Knolls Golf Course for a great season and wished all Happy Holidays.
- Both Bobby Brown and Dave Bove were voted one of the best golf Teachers in Connecticut through a peer-voting process conducted by Golf Digest. More than 3,000 teachers were included in the voting. Congratulations to both Mr. Brown and Mr. Bove on a job well done.

- Mr. Brown will be attending the PGA show in Orlando for a week beginning January 21st.

House Committee (Tony Ciccaglione)

- See report attached.
- Mr. Faustini has repaired the damaged alarm in the entrance to the restaurant.
- Mr. Faustini must still provide proof that the damaged fire sprinkler in the range hood over the stove has been repaired.

Concessionaire (Domenick Faustini):

- No report given.

Finance (Jay Cunningham):

- See attached report.
- Mrs. Plumeau reported that the transfer from retained earning will be entered into the Capital Account this week. Requisitions will be entered for the paving project, the fencing along the cart barn, the brush cutter and the plow for the truck. Mr. Brown will work on obtaining quotes for the cover and netting for the range when he is at the PGA Show.
- A draft of the FY 2025 budget was presented for a final vote.

A motion was made by Mr. Ciccaglione; seconded by Mrs. Dowling to approve a budget of \$2,667,422 for the 2024/25 fiscal year with the understanding that there may be some adjustments in the salary, utility, and reimbursable accounts. Motion carried unanimously (8 – 0).

- A draft was presented for the 2024 calendar year season rate proposal. After discussions regarding the rate increase particularly in the area of senior rates, the following motion was made.

A motion was made by Mr. Moyer; seconded by Mr. Satin for the following rate increase for the 2023 golf season:

Regular 18-hole Knolls \$3
Resident 18-hole Knolls \$2
All 9-hole Knolls and Glen Special \$1

Motion carried unanimously (8 - 0).

Personnel (Shelly Dowling):

- Four new Starter/Rangers were hired for the 2024 golf season.

Customer Service (Regina Evans):

- Mrs. Evans presented the Commission with an initial draft of the policies and procedures for Customer Service. A discussion was held, and the procedures will be worked on and fine tuned in time for the opening of the 2024 golf season.

Correspondence

- None

Old Business:

- None

New Business:

- None

Executive Session:

Mrs. Evans made a motion seconded by Mr. Satin at 8:27 PM to move into Executive Session to discuss a minor customer matter. Also invited to attend were Mr. Brown, Mr. Fries and Mrs. Plumeau. Motion carried unanimously (8 – 0).

A motion to exit Executive Session was made by Mr. Moyer at 8:42 PM and seconded by Mr. Caligiure. Motion carried unanimously (8 – 0).

- After the meeting was over, the following motion was made:

A motion was made by Mrs. Dowling; seconded by Mrs. Evans to reinstate the golf privileges for a minor customer that were rescinded in August 2023. Motion carried unanimously (8 – 0).

Adjournment:

A motion was made by Mr. Ciccaglione at 8:52 PM; seconded by Mr. Cunningham to adjourn the meeting. Motion carried unanimously (8 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Committee Meeting Minutes
January 18, 2024**

Members Present: Shelly Dowling (Chair); Nate Moyer; Joel Satin; Bobby Brown; Andy Fries

Members Absent: None

Mrs. Dowling called the meeting to order at 10:30 AM

Audience:

Commissioner Regina Evans was present and asked the Committee to consider the following projects:

1. Modifying the tee box on #4 Knolls to elevate it a considerable amount to be flush with the top of the hill similar to the white and blue tees. She also stated the same problem exists on #14 Knolls.
2. Reducing the amount of rough on #2 Knolls.
3. Reducing the amount of rough on the right side of #18 Knolls.
4. Conduct a survey of Tashua Knolls customers regarding their opinions of various topics including the course itself.

Green Topics Discussed:

- Mrs. Dowling started the meeting by welcoming Commissioner Joel Satin as the newest member of the Green Committee.
- A discussion of Mrs. Evans' requests was held. The Committee was thankful to Mrs. Evans for attending the meeting and very much appreciated her suggestions. The following points were brought up in discussions:
 - Mr. Brown stated that the problem with the issues mentioned in the requests for modifications to the Knolls were really due to player ability rather than course design. He suggested that using different clubs or taking a lesson to learn how to play those holes in a different manner should be considered.
 - Mrs. Dowling stated that the Green Committee is following the 10-year plan as recommended by Northeast Golf Company and voted on and accepted by the entire Commission in 2022. The report outlines plans for each hole on each course and practice facilities and rates them in terms of priority and cost. The plan is followed but can be modified by changes due to safety issues or other aspects. The Committee reviews these requests and then decides whether to modify the 10-plan to accommodate new priorities.
 - Mr. Fries added that the request from Mrs. Evans probably require a \$25,000-\$30,000 investment to accomplish. The project has to be compared to other projects on the list in terms of priority, cost and benefit to the course as a whole or to individual players and how large a group those numbers of players are.

- For the reasons given above the Green Committee decided to keep Mrs. Evans requests in mind, however, at this point, it was decided not to incorporate them into the 10-year plan.
- The Committee also discussed the need for a survey and recommends not to undertake the project due to the fact that they already have a plan for moving forward and didn't want to discourage customers who suggestions may not be able to be incorporated into those plans.
- The courses have been conditioned for winter including applications for sno mold, seeding, sand and fertilizers.
- The #4 Knolls hole was 90% cleared before the snow/ice hit. United Illuminating cleared the street side of the stone wall on #4 of dead trees, vines and other trees that had the potential to bring down the power lines. If Tashua Knolls refused to have the clearing done, we would become financially liable for making any repairs should those trees take out the power lines. When the UI was finished, several dead and leaning trees on the course side of the stone wall remained and posed a very real safety hazard for falling onto the course. Particularly after the vines were cleared which were the only thing holding up many of the trees. Tashua was left with no choice but to clear the dead trees, remaining vines and poison ivy in the area. We also worked with the adjoining #4 neighbor to remove the trees and vines along their stone wall. The neighbor requested that some trees and foliage be left alongside the cart bench to prevent golfers from entering their yard for errant balls or other reasons. The course is accommodating their request.
- Brush is being cleared on Glen # 4, 6 and 7.
- The split rail fence on the side of the Cart Barn has been removed and will be replaced when the ground allows.
- The ball washers, tee markers, benches and other course amenities are being refurbished for next season.
- Several pieces of old equipment were sent to auction with the Town. Tashua should be receiving the proceeds of that auction although not much is expected for them.
- Mr. Fries has obtained four quotes for Phase 1 and 2 of the irrigation project.
- Several cedar trees have been removed from Knolls #7 and 16.
- There are several dead ash trees marked for removal on #10 Knolls.
- The drains on #1 Knolls are being repaired.
- The tees will be rebuilt inhouse on Knolls #6 and #11.
- The tees on Knolls #3 and #12 will be rebuilt in 2024 using outside sources.
- Mr. Fries is obtaining quotes to rebuild several bunkers to try out a new process.
- Overgrown irrigation boxes are being dug out.
- Several leaking irrigation valves are being replaced.
- Additional "No Trespassing" signs are being replaced around the course.
- The Sr. Men's garden will have the wood fence replaced and the trees trimmed.
- The side of Knolls #1 will be reworked to allow additional space for carts to pass.
- Mr. Moyer will be taking drone photos of the course for publicity purposes.
- Weather report for November & December: The weather for November started with the first dry weekend in 8 weeks and ended with it being about 2.5 degrees cooler on average on a daily basis. December temperatures were around normal but ended up being the 2nd wettest on record 8.35" of rain which is about 4" above normal.

Adjournment:

The meeting adjourned at 12:00 PM.

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, January 22nd,2024**

Topics For discussion

- 0 Finished painting new color for on course bathrooms. Pending weather.
- 0 Develop punch list items for repair of the Cart Barn & Maintenance facility. Punch List completed. Review work.
- 0 Obtaining quotes to upgrade storage facility on the left side of the Mikulus Center. 2/3/24
- 0 Monitoring Pumping in the Septic Systems. **Water issue** in the front of the building.
- 0 **Upgrade Main entrance** in the club house by Painting and Removing any marks. Ceiling repairs. 2/28/24
- 0 Extending the Maintenance Barn on the left side. Contractor review completed. Quotes completed
- 0 Upgrade bathroom ceiling and dispensers
- 0 Powerwash Cart Barn on the East and North sides. Repair all rotted wood with Azak. 2/28/24

Respectfully submitted

Anthony Ciccaglione – Head of House Committee

Performance Summary

December 2023

Rounds

Knolls - Increased 486 rounds, or 122% YOY and Increased 352 rounds, or 66% vs. 5-year average
 Glen - Increased 180 rounds, or 225% YOY and Increased 148 rounds, or 131% vs. 5-year average
 Cart Rounds - Increased 372 rounds, or 140% YOY and Increased 228 rounds, or 56% vs. 5-year average

	Dec. 2022	5-yr. Avg.	Dec. 2023
Knolls	397	531	883
Glen	80	112	260
Cart	266	410	638

Income

Knolls - Increased \$19,945, or 119% YOY and Increased \$20,363, or 124% vs. 5-year average
 Glen - Increased \$4,002, or 213% YOY and Increased \$3,024, or 106% vs. 5-year average
 Total Income - Increased \$24,247, or 85% YOY and Increased \$25,721, or 95% vs. 5-year average

	Dec. 2022	5-yr. Avg.	Dec. 2023
Knolls	\$16,785	\$16,367	\$36,730
Glen	\$1,879	\$2,857	\$5,881
Total	\$28,479	\$27,005	\$52,726

Calendar Year Ending December 2023

Rounds

Knolls - Increased 2,791 rounds, or 6% and Increased 8,198 rounds, or 20% vs. 5-year average
 Glen - Increased 2,747 rounds, or 14% and Increased 4,837 rounds, or 27% vs. 5-year average
 Cart Rounds - Increased 3,028 rounds, or 6% and Increased 9,604 rounds, or 23% vs. 5-year average

	2022	5-yr. Avg.	2023
Knolls	46,667	41,260	49,458
Glen	20,279	18,189	23,026
Cart	47,581	41,005	50,609

Income

Knolls - Increased \$101,622, or 5% and Increased \$479,535, or 28% vs. 5-year average
 Glen - Increased \$80,518, or 16% and Increased \$146,091, or 33% vs. 5-year average
 Total Income - Increased \$112,094, or 4% and Increased \$570,662, or 25% vs. 5-year average

	2022	5-yr. Avg.	2023
Knolls	#####	#####	#####
Glen	\$506,429	\$440,855	\$586,946
Total	#####	#####	#####

Tashua Golf YTD Budget Report - Fiscal Year 2023/2024

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 1/10/2024
							Available
501101	Salaries-FT/Permanent	452,405		452,405	208,789		243,615
501102	Salaries-PT/Permanent	27,307		27,307	8,705		18,601
501103	Salaries-Seasonal	256,000		256,000	148,092		107,907
501105	Salaries - Overtime	20,000		20,000	14,983		5,016
501106	Salaries- Longevity	425		425	425		0
501888	Uniform Allowance	4,000		4,000	270		3,730
522201	Services & Fees Clerical	840		840	420		420
522202	Services & Fees Professional	233,383		233,383	127,191	105,992	200
522203	Services & Fees Ancillary	17,000		17,000	3,240	5,235	8,525
522204	Services & Fees Contractual	112,283		112,283	108,722		3,560
522205	Svcs Program Expense	2,000		2,000	1,578		421
522210	Reimbursable to GF	308,238		308,238	308,238		0
534401	Matierials & Supplies Office	60,000		60,000	17,022	19,932	23,046
534402	Program Supplies	235,000		235,000	97,360	84,737	52,902
545503	Communications PR	1,000		1,000	0		1,000
556601	Professional Dev Conferences	2,350		2,350	250		2,100
556602	Dues	1,500		1,500	865		635
567701	Oil, Gas, Grease	18,500		18,500	17,313	1,186	3,500
567703	Travel Reimbursement	500		500	158		341
578801	Maintenance Repair Contracts	20,143		20,143	5,227	6,652	8,263
578802	Maintenance Equipment/Building	92,000		92,000	42,167	23,936	25,896
578804	Refuse	2,944		2,944	1,472	1,472	0
581888	Capital Outlay	87,000	167,114	254,114	19,950	170,465	63,699
589901	Leases	97,082		97,082	47,108	49,975	0
589902	Occasional Rentals	8,000		8,000	1,277		6,723
590011	Heat	14,000		14,000	5,407		8,592
590012	Electricity	40,000		40,000	22,730		17,269
590013	Water	54,500		54,500	12,368		42,131
590014	Telephone/Internet	1,560		1,560	649		910
595888	Interest on Bonds	17,184		17,184	9,280		7,904
597888	Principal on Bonds	250,730		250,730	222,000		28,730
TOTAL TASHUA KNOLLS BUDGET		2,437,874		2,604,988	1,453,256	469,582	685,636
TOTAL TASHUA KNOLLS EXPENSES							
Tashua Knolls Income (MUNIS)					1,511,349		
Misc. Revenue (Rent)					21,295		
TOTAL INCOME					1,532,644		
NON BUDGET EXPENSES <small>taken out of MUNIS income</small>							
Credit Card Fees					40,268		
Golf Cart Taxes					22,961		
Banking Fees					0		
Customer Refund					600		
ATK Tournament Fees					10,360		
TOTAL NON-BUDGET EXPENSES					74,189		