

Golf Course Commission Meeting
Agenda

Date: Monday, February 27, 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 – Dave Galla
 - d. Personnel – Shelly Dowling
6. Correspondence
7. Old Business
8. New Business
9. Adjournment

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

**Golf Course Commission Meeting
January 23, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Pete Caligiure; Tony Ciccaglione; Owen Evans (via phone); Regina Evans; Brian Galioto; Dave Galla

Also Attending: Andy Fries, Director Golf Course Properties

Members Absent: Shelly Dowling

Mr. Gaudiano called the meeting to order at 7:31 PM.

Review and Approval of Prior Minutes:

Review and approval of the Minutes of December 19, 2023 . . . A Motion was made by Mr. Ciccaglione seconded by Mr. Moyer, to approve the minutes as is. Motion carried unanimously (8 – 0)

Mr. Gaudiano began the meeting by introducing the two newest members of the Golf Course Commission: Mr. Pete Caligiure and Mr. Brian Galioto. The entire Commission joined in to welcome them.

Election of Officers:

Mr. Moyer moved to nominate Joe Gaudiano as Chairman of the Golf Course Commission for 2023, 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 2023; seconded by Mr. Galla. 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 added that due to the warmer than normal weather, the crew has been working on removing brush and trees from Knolls #1, 2 and 3 to improve the airflow and sunlight on those holes.
- Mr. Fries and Mr. Brown held a meeting with Golf Course Architect, Robert McNeil, to discuss his report. They are working on a report to divide the recommendations in order of feasibility, importance and monetary issues.

- The lead time on ordering program supplies has improved and is not a problem. However, the lead time on new equipment remains at 12 – 18 months for delivery.
- Two applications were received from the re-posting of our Mechanic Position. Only one is interested in taking a practical exam this week. The Commission discussed options going forward should the one candidate not work out.

A motion was made by Mrs. Evans; seconded by Mr. Galioto to reclassify the Grade on the Tashua Knolls Mechanic to a more competitive grade to attract more candidates. Motion carried unanimously (8–0).

Director of Golf Operations (Bobby Brown):

- None

House Committee (Tony Ciccaglione):

- See report attached
- Mr. Ciccaglione updated the Commission on the continuing problem of water in the clubhouse basement. The problem was discussed further under “Finance”.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report
- Mr. Galla gave a summary of some of the unexpected maintenance expenses due mainly to the on-going septic and drainage problems at the clubhouse. After a lengthy discussion, two motions were made:

A motion was made by Mr. Galla; seconded by Mr. Galioto to transfer \$50,000 out of retained earnings to the following:

\$20,000 to G/L #21100000578002 for Maintenance Expenses, and

\$30,000 to G/L #21100000581888 Capital Outlay for a clubhouse feasibility study.

Motion carried unanimously (8– 0).

A motion was made by Mr. Galla; seconded by Mr. Moyer to make the following changes to the Golf Course Commission FY 2024 budget:

Under G/L # 21100000281888 (Capital) REMOVE the \$30,000 Line item for Clubhouse feasibility study.

Under G/L # 21100000281888 (Capital) ADD a \$250,000 Line item for Clubhouse drainage and septic projects.

Motion carried unanimously (8– 0).

- Mr. Galla began the 2023 calendar year season rate proposal. After discussions the following motion was made

A motion was made by Mr. Galla; seconded by Mr. Moyer for no rate increase for the 2023 golf season. Motion carried unanimously (7– 1: Against Caligiure).

Personnel (Shelly Dowling):

- None

Correspondence

- None

Old Business:

- None

New Business:

- None

Adjournment:

A motion was made by Mr. Moyer at 8:55 PM; seconded by Mr. Galla to adjourn the meeting. Motion carried unanimously (8– 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Sub-Committee Meeting Minutes
February 16, 2023**

Members Present: Owen Evans, Nate Moyer; Andy Fries

Members Absent: Shelly Dowling

Mr. Moyer called the meeting to order at 10:00 AM.

Topics Discussed:

- Mr. Brown and Mr. Fries will be meeting to develop the 10-year course and equipment plans
- Winter work continues on Knolls #2 and 3 with the goal of making the area more playable and improving airflow and sunlight. Still need to remove more rocks and add top soil.
- Clean up around the courses has begun in anticipation of opening day.
- Seasonal maintenance employees are filling out the required paperwork to return.
- The Mechanic position is being reviewed by Civil Service.
- Working with Mr. Brown to determine potential opening day.
- Would like to extend the cart paths on Knolls #10 and 11 with process material.
- An irrigation pipe on Knolls #16 needs to be extended so the split rail fence can be correctly repaired.
- Landscaping around the newly paved areas must be completed.
- The collar dams on the Glen greens need to be lowered for better drainage.
- The depression on #11 Knolls will be repaired one more time before calling in an outside service.
- Drainage issues are on the left of #15, right #11 and right#7
- Early spring aeration of Knolls tees is being planned.
- Bunker sand will be checked
- The area on Madison Avenue in front of the Maintenance facility will be cleaned up when resources are available. A permanent sign with the address will be installed.
- Mr. Fries was asked to generate and update a monthly task list with the projects being worked on.

Adjournment:

The meeting adjourned at 10:50 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, February 27th , 2023**

Topics For discussion

0 Need to brush the rear entrance with a Zep cleaner or cover with new paint and sealant. March based on weather.

0 Reviewed the property for a Solar installation. Received completed proposal as a turn key on 2/10/23.

0 Landscaping the NEW paved area has been started. Weather has been positive. Need completion date?

0 Labels installed on all HVAC equipment by CAS on 2/15/23.

0 New Purchase order issued to Ant1nozzi Associates for Clubhouse Study. Initial start date 2/21/23.

0 Need to establish time table for replacement of ceiling tiles in the Main/Grill room areas.

0 Monitoring Pumping in the Septic Systems. Two Pumps now replaced. Need heavy rain to determine completion.

0 Hot Water Heater needs replacement. Obtaining quote.

0 Upgrades required for both Men's/Women bathrooms. Developed Action plan that has been delayed. Painting only 2/28/23.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



**Tashua Knolls Golf Course
Finance and Budget
February Meeting - 2023**

Income

Course is currently CLOSED. No reported income for month of January 2023

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023							
Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 3/21/2022 Available
501101	Salaries-FT/Permanent	433,665		433,665	186,810		246,854
501102	Salaries-PT/Permanent	26,706		26,706	22,116		4,589
501103	Salaries-Seasonal	256,500		256,500	151,688		104,811
501105	Salaries - Overtime	18,000		18,000	4,500		13,499
501106	Salaries- Longevity	850		850	425		425
501888	Uniform Allowance	4,000		4,000	9,014		985
522201	Services & Fees Clerical	840		840	490		350
522202	Services & Fees Professional	223,464		223,464	132,046	91,471	0
522203	Services & Fees Ancillary	17,000		17,000	3,500	4,195	9,005
522204	Services & Fees Contractual	117,283		117,283	106,922		10,361
522205	Svcs Program Expense	2,000		2,000	1,534		466
522210	Reimbursable to GF	288,300		288,300	288,300		0
534401	Matierials & Supplies Office	72,000		72,000	17,366	12,589	42,044
534402	Program Supplies	272,000		272,000	142,280	77,222	52,497
545503	Communications PR	1,000		1,000	0		1,000
556601	Professional Dev Conferences	1,750		1,750	1,676		74
556602	Dues	2,100		2,100	2,080		20
567701	Oil, Gas, Grease	18,500		18,500	14,021	4,478	0
567703	Travel Reimbursement	500		500	186		313
578801	Maintenance Repair Contracts	22,943		22,943	11,801	6,116	5,024
578802	Maintenance Equipment/Building	101,500		101,500	77,601	13,282	10,616
578804	Refuse	2,761		2,761	1,840	920	0
581888	Capital Outlay	95,000	106,646	201,646	55,580	-150,571	-4,505
589901	Leases	106,462		106,462	29,792	67,290	9,378
589902	Occasional Rentals	3,000		3,000	1,081		1,918
590011	Heat	7,450		7,450	12,161		-4,711
590012	Electricity	48,500		48,500	18,996		29,503
590013	Water	54,500		54,500	29,408		25,091
590014	Telephone/Internet	1,560		1,560	909		650
595888	Interest on Bonds	28,052		28,052	13,830		14,222
597888	Principal on Bonds	251,961		251,961	224,000		27,961
	TOTAL TASHUA KNOLLS BUDGET	2,480,147	106,646	2,586,793	1,561,953	126,992	602,440
	TOTAL TASHUA KNOLLS EXPENSES						
	Tashua Knolls Income (MUNIS)				1,547,635		
	Misc. Revenue (Rent)				23,298		
	TOTAL INCOME				1,570,933		
	NON BUDGET EXPENSES						
	Credit Card Fees				41,628		
	Golf Car Taxes				245,174		
	Banking Fees				246		
	ATK Tournament Fees				10,200		
	TOTAL NON-BUDGET EXPENSES				297,248		

Miscellaneous Finance

- Ongoing interior clubhouse repair issues due to water intrusion
- Ongoing exterior drainage/septic issues