

Golf Course Commission Meeting
Agenda

Date: Monday, March 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
February 27, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Shelly Dowling; Tony Ciccaglione; Regina Evans; Brian Galioto; Dave Galla

Also Attending: Andy Fries, Director Golf Course Properties

Members Absent: Pete Caligiure; 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 January 23, 2023 . . . A Motion was made by Mr. Moyer seconded by Mrs. Dowling, to approve the minutes as is. Motion carried unanimously (7 – 0)

Audience Participation:

- None

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

- See report attached
- Mr. Fries and Mr. Brown are continuing to discuss opening day for the 2023 season. The weather and course conditions will determine the exact date.
- Mr. Fries will be distributing the Golf Course Architect's report to all Commissioners.
- Trail cameras will be installed in discrete positions around the course due to recent acts of vandalism.
- The lower level of the Clubhouse is closed. The carpeting and lockers will be removed and discarded.
- Civil Service is working with the Union to up the Grade Level for our Mechanic position.

Director of Golf Operations (Bobby Brown):

- None

House Committee (Tony Ciccaglione):

- See report attached
- Mr. Ciccaglione and Mr. Moyer are working together to obtain quotes to paint the outside of the clubhouse.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report
- Mr. Galla gave a summary of some of the maintenance expenses. The following motion was made:

A motion was made by Mr. Galla; seconded by Mr. Galioto to transfer \$60,000 out of retained earnings to the following:

\$40,000 to G/L #21100000578002 for Maintenance Expenses

\$20,000 to G/L #21100000581888 Capital Outlay for a hot water heater

Motion carried unanimously (7 – 0).

Personnel (Shelly Dowling):

- None

Correspondence

- None

Old Business:

- None

New Business:

- Correspondence was recently received regarding Tashua Knolls Golf Course's use of chemicals on the grounds. The Commission unanimously approved the following statement: "Tashua Knolls Golf Course continues to work closely with Audubon International on their 'Environmental Management Practices for Golf Courses' and follows and implements the guidelines in the CAGCS's 'Connecticut Best Management Practices'. In addition, Tashua continually monitors industry developments to work toward significantly reducing chemical exposure throughout the entire property".

Adjournment:

A motion was made by Mr. Moyer at 8:05 PM; seconded by Mr. Galla to adjourn the meeting. Motion carried unanimously (7– 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Sub-Committee Meeting Minutes
March 15, 2023**

Members Present: Shelly Dowling (Chair): Owen Evans, Nate Moyer; Andy Fries; Bobby Brown

Members Absent: None

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

Topics Discussed:

- We are working with HR to change the grade on the Mechanic Position to a higher level to attract additional candidates.
- One of our three full-time Greenskeepers is out on medical leave.
- The seasonal crew is back working on a regular basis.
- Several signs around the course are being repaired or replaced.
- A pipe has been extended on the side of #16 Knolls and the split rail fence is being replaced with a stonewall.
- Course clean up continues. Moving on to bunkers and seeding #2 and 3 Knolls.
- Cart barn fence, damaged pipes and bathroom locks are being repaired.
- Cedar trees are being removed from #7 and 16 Knolls per recommendations.
- Cart paths on #1, 2, 3, 9, and 17 Knolls are being repaired with cold patch
- The repaired areas on #2 and #3 Knolls will be roped off until the ground has recovered and is playable.
- A plan to clean up the golf course property adjacent to Madison Avenue and Tashua Road was discussed.
- We would like to thank the Sr. Men's Club for their donations to both the upkeep of the flag and the gardens.

Adjournment:

The meeting adjourned at 10:55 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 Receiving quotes from two Road Line Companies to re-paint all the lines, curbs and speed bumps. 3/30/23
- 0 Landscaping the NEW paved area has been started. Drainage reviewed with Andy. Need completion date?
- 0 Environmental study of the club house has been completed on 3/20/23. Awaiting results
- 0 New or Like in Kind Clubhouse Study has been completed. Expect results by 4/4/2023.
- 0 Proposals received for New 80 gallon Water Heater. Awaiting purchase order to be issued. 4/30/23.
- 0 Monitoring Pumping in the Septic Systems. Two Pumps now replaced. Need heavy rain to determine completion.
- 0 Upgrades required for both Men's/Women bathrooms has been completed. 3/23/23.
- 0 Emergency work done on the Cart Barn Bathrooms due to pipes freezing. Completed 3/22/23.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
 March - 2023

Income

Course CLOSED during reporting period. No reported income for month of February 2023

Expenses

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 3/21/2022
							Available
501101	Salaries-FT/Permanent	433,665		433,665	210,266		223,399
501102	Salaries-PT/Permanent	26,706		26,706	24,974		1,731
501103	Salaries-Seasonal	256,500		256,500	154,943		101,566
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	560		280
522202	Services & Fees Professional	223,464		223,464	152,361	71,102	0
522203	Services & Fees Ancillary	17,000		17,000	6,035	1,960	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	Materials & Supplies Office	72,000		72,000	22,535	12,955	36,509
534402	Program Supplies	272,000		272,000	168,278	57,713	46,007
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	1,930		170
567701	Oil, Gas, Grease	18,500		18,500	14,021	4,478	0
567703	Travel Reimbursement	500		500	204		295
578801	Maintenance Repair Contracts	22,943		22,943	12,688	5,230	5,024
578802	Maintenance Equipment/Building	101,500		101,500	72,833	14,989	13,676
578804	Refuse	2,761		2,761	2,070	690	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	15,689		-8,239
590012	Electricity	48,500		48,500	17,449		31,050
590013	Water	54,500		54,500	30,333		24,166
590014	Telephone/Internet	1,560		1,560	1,039		520
595888	Interest on Bonds	28,052		28,052	22,760		5,292
597888	Principal on Bonds	251,961		251,961	224,000		27,961
	TOTAL TASHUA KNOLLS BUDGET	2,480,147	106,646	2,586,793	1,653,792	386,978	552,013
	TOTAL TASHUA KNOLLS EXPENSES						
	Tashua Knolls Income (MUNIS)				1,551,440		
	Misc. Revenue (Rent)				23,298		
	TOTAL INCOME				1,574,738		
	NON BUDGET EXPENSES						
	Credit Card Fees				41,720		
	Golf Car Taxes				245,174		
	Banking Fees				246		
	ATK Tournament Fees				10,200		
	TOTAL NON-BUDGET EXPENSES				297,340		

Miscellaneous Finance

- Transfer from retained earnings approved. Awaiting Town Council approval at next meeting
 - Budget finalized for 2024 FY
 - Increase to mechanic position approved by Board of Finance. Awaiting Town Council for final approval
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- Ongoing interior clubhouse repair issues due to water intrusion
 - Ongoing exterior drainage/septic issues
 - Cart Barn Pipe burst