

Golf Course Commission Meeting  
Agenda

Date: Monday, April 24, 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](mailto:tkgolf@trumbull-ct.gov) if unable to attend***

**Golf Course Commission Meeting  
March 27, 2023  
Minutes**

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

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

**Members Absent:** None

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

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of February 27, 2023 . . . A Motion was made by Mrs. Evans seconded by Mr. Moyer, to approve the minutes as is. Motion carried unanimously (9 – 0)
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**Audience Participation:**

- None

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

- See report attached
- Mr. Fries, Mrs. Dowling, Mr. Evans and Mr. Moyer recently drove the entire complex and were pleased with the progress observed. They also met with the Crew down at the Maintenance Barn.
- Mr. Fries is obtaining quotes to hydroseed the area recently renovated on Knolls #2 and 3.
- The shelter area on #17 needs some attention due to erosion and weeds around the building.
- Trail cameras will be installed around the complex.

**Director of Golf Operations (Bobby Brown):**

- See report attached

**House Committee (Tony Ciccaglione):**

- See report attached
- Mr. Ciccaglione and Mr. Brown drove the course to inspect the condition of the cart paths for this year's paving project. Mr. Fries noted areas on Knolls #9 and 17 that need repair as well.
- The House Committee will be looking into updating the cart barn bathrooms.
- The cart barn needs a new water heater for use in the bathrooms.

**Concessionaire (Domenick Faustini):**

- No report given

**Finance (Dave Galla):**

- See attached report

**Personnel (Shelly Dowling):**

- The grade level has been changed on the Mechanic Position to a higher level to attract candidates.
- All necessary seasonal personnel for the starter/rangers have been hired. Only a few of the seasonal maintenance crew are not returning this year. The position has been posted on the Town web site for several weeks and has generated quite a few candidates.

**Correspondence**

- None

**Old Business:**

- None

**New Business:**

- None

**Adjournment:**

A motion was made by Mrs. Dowling at 8:15 PM; seconded by Mr. Ciccaglione to adjourn the meeting. Motion carried unanimously (9- 0).

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk

**Golf Course Commission**  
**Green Sub-Committee Meeting Minutes**  
**April 18, 2023**

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

**Members Absent:** None

Mrs. Dowling called the meeting to order at 10:00 AM.

**Topics Discussed:**

- The irrigation system has been turned on for the season with some minor issues. The on-course bathrooms will be turned on over the next few days.
- The area on Knolls #2 and #3 have been hydroseeded. We have received many customer compliments on the look of the area
- Various other areas around the course are being aerated, hydroseeded and treated with wetting agents. Work will continue.
- The cart path on #11 Knolls has been lengthened with process material. The area will also be aerated and have soil added.
- Per the Golf Course Architect plan, the fairways on Knolls #4, 8, 10 and 18 and the approaches on Knolls #4, 9 and 18 have had the cutting area expanded.
- An extensive discussion was held on the condition and work to be done on the Glen.
- The Skid Steer ordered in July of 2022 has been received. There is no update on any of the other equipment on order.
- Personnel:
  - Mr. Cook has returned to his full time position after medical leave
  - A full-time mechanic should be hired this week
  - We have posted and received approx. 12 applications for seasonal maintenance workers.
  - We are continuing to post for experienced seasonal maintenance workers.
- The number and condition of the ball washers on both courses was discussed. The cost and maintenance issues surrounding additional ball washers will be obtained.
- Wildflower mixture has been added behind the service road on Knolls #1.
- The loose linoleum tile in the clubhouse basement does NOT contain any asbestos and is safe to remove.
- A new garden area on the side of Glen #5 will be added. The garden at the front of the Glen course will be replanted with native and pollinator plants.
- A discussion was held regarding the course paving project for the next fiscal year. The Green Committee will put together a plan.

- March Weather Report: The month started out cooler than the previous 2 months then remained around seasonal norms. There was just over 2.5” of rain which is around 1” less than normal. No snow cover led to an active month on the golf course.

**Adjournment:**

The meeting adjourned at 11:05 AM

Respectfully submitted,  
Christine Plumeau  
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION  
SPECIAL PROJECTS/HOUSE COMMITTEE  
Commission Meeting Monday, April 24th , 2023**

**Topics For discussion**

- 0 Need to brush the rear entrance with a Zep cleaner or cover with new paint and sealant. May target date.
- 0 All new lines painted including curbs and speed bumps. Completed 4/3/23
- 0 Landscaping the NEW paved area has been started. Drainage reviewed with Andy. Potential block outline.
- 0 Environmental study of the club house has been completed. Cleaning basement to determine next steps.
- 0 New or Like in Kind Clubhouse Study has been completed. Committee has been formed for planning.
- 0 Two new water heaters purchased. Clubhouse and Cart Barn. Expect installation by 5/3/23
- 0 Monitoring Pumping in the Septic Systems. Two Pumps now replaced. No Major issues YTD.
- 0 Upgrade Cart Barn Bathrooms. New Flooring and doors. Expect proposals by 4/30. Completion 5/30/23.
- 0 Planning started for paving of course cart paths based on consultant survey and Golf Pro. Budgets only.

**Respectfully submitted**

Anthony Ciccaglione – Head of House Committee



**Tashua Knolls Golf Course**  
**Finance and Budget**  
April - 2023

**Income**

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

- Total rounds
  - Knolls – up 1,300 rounds YOY
  - Glenn – up 95% YOY
  - Total rounds up 1,587 YOY
- Income
  - Knolls +117%
  - Glenn - +214%
- Cart Rounds up 144%
- Total income up 85%

Rounds	2022	5-yr. Avg.	2023
	Knolls Rounds	0	435
Glenn Rounds	254	\$ 112.60	495
Cart Rounds	445	374	1,085

Income	2021	5-yr. Avg.	2022
	Knolls Income	\$19,114	\$16,509
Glenn Income	\$2,970	\$ 3,371.00	\$9,326
Total Income	\$51,594	\$35,945	\$95,354

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 4/17/2022
							Available
501101	Salaries-FT/Permanent	433,665		433,665	233,721		199,943
501102	Salaries-PT/Permanent	26,706		26,706	27,779		-1,073
501103	Salaries-Seasonal	256,500		256,500	171,870		84,629
501105	Salaries - Overtime	18,000		18,000	5,887		12,112
501106	Salaries- Longevity	850		850	425		425
501888	Uniform Allowance	4,000		4,000	9,014		985
522201	Services & Fees Clerical	840		840	630		210
522202	Services & Fees Professional	223,464		223,464	172,676	50,787	0
522203	Services & Fees Ancillary	17,000		17,000	6,575	1,420	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	31,794	11,266	28,939
534402	Program Supplies	272,000		272,000	176,920	67,242	27,837
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	2,180		-80
567701	Oil, Gas, Grease	18,500		18,500	14,021	4,478	0
567703	Travel Reimbursement	500		500	234		265
578801	Maintenance Repair Contracts	22,943		22,943	14,130	4,108	4,704
578802	Maintenance Equipment/Building	101,500	40,000	141,500	80,847	15,670	44,981
578804	Refuse	2,761		2,761	2,301	460	0
581888	Capital Outlay	95,000	126,646	221,646	55,580	160,352	5,713
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	11,094		-3,644
590012	Electricity	48,500		48,500	18,602		29,897
590013	Water	54,500		54,500	31,328		23,171
590014	Telephone/Internet	1,560		1,560	1,169		390
595888	Interest on Bonds	28,052		28,052	22,760		5,292
597888	Principal on Bonds	251,961		251,961	224,000		27,961
<b>TOTAL TASHUA KNOLLS BUDGET</b>		<b>2,480,147</b>	<b>166,646</b>	<b>2,646,793</b>	<b>1,744,842</b>	<b>383,073</b>	<b>524,859</b>
<b>TOTAL TASHUA KNOLLS EXPENSES</b>							
Tashua Knolls Income (MUNIS)					1,637,207		
Misc. Revenue (Rent)					23,298		
<b>TOTAL INCOME</b>					<b>1,660,505</b>		
<b>NON BUDGET EXPENSES</b>							
Credit Card Fees					41,720		
Golf Car Taxes					245,174		
Banking Fees					246		
ATK Tournament Fees					10,200		
<b>TOTAL NON-BUDGET EXPENSES</b>					<b>297,340</b>		
<b>NON BUDGET EXPENSES</b>							
Credit Card Fees					43,804		
Golf Car Taxes					245,174		
Banking Fees					246		
ATK Tournament Fees					10,200		
<b>TOTAL NON-BUDGET EXPENSES</b>					<b>299,424</b>		



## Miscellaneous Finance

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- Note: The funds were transferred into the capital and maintenance accounts.
- Capital Account:
  - Water Heaters: \$9,781.65
  - Roof Oversight: \$9,873.58 (unexpected)
- New Capital Balance : -\$4,160.26
  
- Ongoing interior clubhouse repair issues due to water intrusion
- Bond Funding changes in process
  - Ongoing exterior drainage/septic issues
  - Cart Barn Pipe burst