

Golf Course Commission Meeting
Agenda

Date: Monday, May 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 – 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
April 24, 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 March 27, 2023 . . . A Motion was made by Mr. 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 is continuing to work on the 10-year plan for both equipment purchases and course maintenance.
- A hole in the fencing behind #12 Knolls was observed and will be repaired.
- Trail cameras were installed around the complex along with signs stating the area is being monitored. The Commission would also like to remind residents that the golf course is separate from the other parks in Trumbull and is not open to the public for walking, riding bikes, fishing, etc. Several individuals have been observed walking the course during golfing hours. This is very dangerous as anyone could be hit by stray golf balls. There has always been a “No Trespassing” policy at the course and additional signs will be posted at the course.

Director of Golf Operations (Bobby Brown):

- See report attached

House Committee (Tony Ciccaglione):

- See report attached
- Mr. Ciccaglione will look into installing a sump pump in the lower level of the clubhouse.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report
- Mr. Galla thanked Mrs. Pires and Attorney Schopick for their help in obtaining approval to change the description of Tashua’s bond plan from “Equipment, etc.” to “Equipment and repairs for water intrusion”.
- Mr. Galla has held discussions with Mrs. Pires regarding the bonding process for any potential clubhouse repair/replacement. A Committee led by Mr. Ciccaglione will begin work immediately on the project. It is important for the residents of Trumbull to know that Tashua Knolls Golf Course is an “Enterprise” fund. This means that any potential repairs or replacement will NOT come from taxpayer funding but from income from the golfers themselves.

Personnel (Shelly Dowling):

- The Mechanic position is being offered to a candidate this week.

Correspondence

- A letter was received from Cindi Caputo of Pediatric Healthcare Associates to request that a DJ be allowed to play music outside of the restaurant on Thursday, June 22, from 5:30 to 9:30 PM. The Golf Commission has a long-standing agreement with Gralor Inc. regarding the “Use of Outside Spaces”. Under the agreement “No music is to be played at any time for any function on the parcel of land.” A discussion was held with the Commission regarding the request. Several such requests were received over the years and have been denied due to the fact that Tashua Knolls is a golf course and preference must be made to the golfing public. Prior to the implementation of the agreement, there were many complaints of loud music and conversations and restaurant patrons blocking access to golfers and carts.

A motion was made by Mrs. Dowling; seconded by Mrs. Evans to allow outdoor music to be played at the event held by Pediatric Healthcare Associates on June 22, 2023. Motion Denied (0 - 8); Abstain: Gaudiano.

Old Business:

- None

New Business:

- None

Adjournment:

A motion was made by Mr. Galioto at 8:40 PM; seconded by Mr. Galla 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
May 10, 2023**

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

Members Absent: None

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

Topics Discussed:

- The three pond fountains have been installed for the season. Two are working correctly. There appears to be an electrical problem with the underground wires leading to the third unit.
- Approx. 1,500 pounds of seed has been applied to the course this season. Varieties applied include quick germination (7 – 10 days), medium germination (1 – 2 weeks) and late germination (2 – 3 weeks). The quick germination variety is not as hearty but the later germination is heartier as it takes longer to appear.
- Craig Romano has officially been hired as the Mechanic. After approval from the Town's HR department, the full time greenskeeper position will be posted.
- A new Tashua Glen sign order more than a year ago has been installed. A better sign indicating the cart barn bathrooms will be ordered.
- The traps on the Glen were weed wacked. The Knolls will follow.
- One of our neighbors near #5 Knolls had several trees and foliage cleared next to the stonewall abutting our property. Now that the area is cleared, the OB Stakes will need to be adjusted.
- The Sand Pro unit is now being used to churn deeper into the bunkers. This is resulting in more rocks coming to the surface. The crew is working to remove all of them, but it will take some time to get them all.
- The practice bunker needs to have the sand evened out.
- Additional garbage cans and ball washers will be ordered as the budget allows.
- The summer maintenance crew will be starting in the next week or two. Staffing will be at full capacity.
- The right of the cart path on #13 need additional seeding for improved playability
- The right side of #2 Knolls near the red stakes needs to be filled in and seeded.
- Seed on Knolls #2 and 3 is beginning to grow as the optimal growing temperature has finally arrived.
- The Committee discussed prioritizing the 10-year Properties Plan.
- April Weather Report: The month experienced cooler and dry conditions with the exception of record shattering heat for 2-3 days (10+ degrees above previous record). We were over 2"

below normal April precipitation for the month until almost 3” rain fell on the last weekend of the month.

Adjournment:

The meeting adjourned at 11:45 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, May 22nd , 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 Shallow Sump pump for the basement as a back up for water intrusion.
- 0 Landscaping for the NEW paved area is complete. Grass now filling in successfully.
- 0 Environmental study of the club house has been completed. No major issues. No Further action required.
- 0 New or Like in Kind Clubhouse Study has been completed. Meeting being conducted externally and internally.
- 0 Two new water heaters purchased. Clubhouse and Cart Barn. Both installed. Project complete.
- 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 5/15/23. Completion 6/30/23.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
 May Meeting - 2023

Income

April Revenue -

- Total rounds
 - Knolls – up 10% YOY and double 5-year average
 - Glenn – up 8% YOY and double 5-year average

- Income
 - Knolls – Up 30% YOY
 - Glenn – Up 40% YOY%
- Cart Rounds up 13%
- Total income up 6% YOY and 42% over 5-year average

Rounds	2022	5-yr. Avg.	2023
Knolls Rounds	4,640	2,583	5,180
Glenn Rounds	1,871	1,056	2,025
Cart Rounds	4,181	2,627	4,830

Income	2022	5-yr. Avg.	2023
Knolls Income	\$161,422.00	\$106,531.70	\$229,256.00
Glenn Income	\$ 31,382.50	\$ 22,792.70	\$ 52,038.00
Total Income	\$286,204.00	\$176,422.80	\$303,104.00

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2022/2023

Account Description	Original	Transfer	Revised	YTD	Encumber	As of 5/15/2022 Available
Salaries-FT/Permanent	433,665		433,665	257,246		176,239
Salaries-PT/Permanent	26,706		26,706	30,485		-3,779
Salaries-Seasonal	256,500		256,500	197,500		59,272
Salaries - Overtime	18,000		18,000	7,740		10,260
Salaries- Longevity	850		850	425		425
Uniform Allowance	4,000		4,000	3,014		985
Services & Fees Clerical	840		840	700		140
Services & Fees Professional	223,464		223,464	192,991	30,472	0
Services & Fees Ancillary	17,000		17,000	7,115	880	9,005
Services & Fees Contractual	117,283		117,283	106,922		10,361
Svcs Program Expense	2,000		2,000	1,534		466
Reimbursable to GF	288,300		288,300	288,300		0
Materials & Supplies Office	72,000		72,000	36,989	8,456	26,554
Program Supplies	272,000		272,000	231,269	31,876	8,853
Communications PR	1,000		1,000	0		1,000
Professional Dev Conferences	1,750		1,750	1,676		74
Dues	2,100		2,100	2,180		-80
Oil, Gas, Grease	18,500		18,500	18,570		-70
Travel Reimbursement	500		500	252		247
Maintenance Repair Contracts	22,943		22,943	15,752	3,260	3,930
Maintenance Equipment/Building	101,500	40,000	141,500	89,919	9,127	42,453
Refuse	2,761		2,761	2,531	230	0
Capital Outlay	95,000	126,646	221,646	67,935	157,871	-4,160
Leases	106,462		106,462	47,107	49,975	9,378
Occasional Rentals	3,000		3,000	1,081		1,918
Heat	7,450		7,450	9,979		-2,529
Electricity	48,500		48,500	19,478		29,021
Water	54,500		54,500	32,363		22,136
Telephone/Internet	1,560		1,560	1,299		260
Interest on Bonds	28,052		28,052	23,110		4,942
Principal on Bonds	251,961		251,961	224,000		27,961
TOTAL TASHUA KNOLLS BUDGET	2,480,147	166,646	2,646,793	1,919,462	292,147	435,262
TOTAL TASHUA KNOLLS EXPENSES						
Tashua Knolls Income (MUNIS)				1,919,987		
Misc. Revenue (Rent)				23,298		
TOTAL INCOME				1,943,285		
NON BUDGET EXPENSES						
Credit Card Fees				52,476		
Golf Car Taxes				245,174		
Banking Fees				644		
ATK Tournament Fees				10,200		
TOTAL NON-BUDGET EXPENSES				308,494		

Miscellaneous Finance

- End of Fiscal year approaching
- All committees to remain diligent on spending
- Painting to begin Shortly.
- Clubhouse discussion