

Golf Course Commission Meeting
Agenda

Date: Monday, September 18, 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
 - e. Customer Service – Joe Gaudiano
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
August 28, 2023
Minutes**

Members Present: Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Pete Caligiure; Shelly Dowling; Regina Evans; Dave Galla

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

Members Absent: Tony Ciccaglione; 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 July 24, 2023 . . . A Motion was made by Mrs. Dowling, seconded by Mr. Moyer to approve the minutes as is. Motion carried unanimously (6 – 0)

Audience Participation:

- The Golf Course Commission agreed to take the agenda out of order to move Correspondence to Audience Participation. Mr. Jason Shenker and Mr. Andy Kearns representing the Trumbull Father's Clubs appeared before the Commission to ask for preferred rates for their Fall Golf Tournament.

A motion was made by Mr. Galla; seconded by Mrs. Dowling to approve the Trumbull Father's Club request to hold their October 10, 2023 Fall Tournament at preferred rates. Motion carried unanimously (4 – 0) (Abstain: Gaudiano, Moyer).

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

- See report attached
- The area at the end of the restaurant parking lot is nearly cleared of debris. Approximately two more dumpsters are needed to complete the job.
- Mr. Fries will be performing aeration on both courses in the fall. He will be using small tines to allow for minimal disruption. His practice of applying six topdressing applications throughout the year aid in his ability to use the small times.
- The four new maintenance carts have been received.
- The summer maintenance staff has left to go back to school.
- Louis Tree Service will be conducting tree trimming services under the power lines along Tashua Road.

Director of Golf Operations (Bobby Brown):

- See report attached
- Mr. Brown thanked the customers at Tashua Knolls Golf Course for enduring the communication and mechanical problems encountered this summer at the practice range. All problems have been repaired and steps have been taken to ensure the situation does not reoccur.
- Mr. Brown stressed that all pro shop credit must be redeemed by December 31, 2023 and any outstanding rainchecks must be used by the end of the 2023 golf season.
- Mr. Brown asked the Commission to consider hosting the boys FCIAC conference in the fall.

A motion was made by Mr. Galla; seconded by Mr. Moyer to approve the Connecticut FCIAC request to hold the Boys Golf Championship at Tashua Knolls on Thursday, October 19, 2023 with tee times from 10:00 AM to 12:00 PM at no cost. Motion carried unanimously (5 – 0) (Abstain: Caligiure).

House Committee (Chris Plumeau):

- See report attached
- The Commissioners gave their consensus to install a Lightning Detection System count down clock in the starter shed at the clubhouse that is visible to the customers at a maximum cost of \$1,100.
- Mrs. Plumeau thanked Mr. Ciccaglione for his recent donation of a bench in honor of his father.

Concessionaire (Domenick Faustini):

- No report given

Finance (Dave Galla):

- See attached report
- The various Golf Committees should begin the process of planning for the 2024-2025 budget. All requested items must be made by October 16th so that a draft budget can be distributed at the November Commission meeting for vote at the December Commission meeting

Personnel (Shelly Dowling):

- No update given

Customer Service (Regina Evans):

- A discussion was held regarding the area of customer service. Although no major issues were reported, several of the on-going problems were still occurring.

Correspondence

- None

Old Business:

- None

New Business:

- Mrs. Evans and Mrs. Plumeau discussed the revisions to the 2024 Tashua Knolls Golf Course ID Application. In order to prevent several reoccurring issues, the ID process will be strictly enforced. **Beginning in 2024, all ID applications MUST be completed in full in order to be processed. This includes having a valid Driver's License on file in order to rent a golf cart. Customers refusing to do so will not be able to rent a cart.** In addition, two other changes were voted on:

A motion was made by Mrs. Evans; seconded by Mrs. Dowling to change the expiration date of Tashua Knolls IDs to December 31st of the year the ID was issued. Motion carried unanimously (6 – 0).

A motion was made by Mr. Moyer; seconded by Mr. Galla to change the age of eligibility of Junior IDs to 18. Motion carried unanimously (6 – 0).

Executive Session:

Mr. Galla made a motion seconded by Mr. Moyer at 8:26 PM to move into Executive Session to discuss a personnel matter. Motion carried unanimously (6 – 0).

A motion to exit Executive Session was made by Mr. Galla at 8:38 PM and seconded by Mr. Caligiure Motion carried unanimously (6 – 0).

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

A motion was made by Mrs. Dowling; seconded by Mrs. Evans to move the currently budgeted (but not filled) full-time Assistant Superintendent salary to the full-time Administrative Assistant salary. Motion carried unanimously (6 – 0).

Adjournment:

A motion was made by Mr. Moyer at 8:39 PM; seconded by Mr. Galla to adjourn the meeting. Motion carried unanimously (6 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Committee Meeting Minutes
September 13, 2023**

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

Members Absent: Owen Evans

Mrs. Dowling called the meeting to order at 9:00 AM

Topics Discussed:

- Fall aeration began this week on the Glen. Knolls aeration is scheduled for October 2nd and 3rd.
- Fall crab grass control applications will begin shortly.
- The maintenance crew will look to working on one or two tees over the winter as outlined in the 10-year plan.
- Fall leaf pick-up will begin shortly.
- The area next to #1 Knolls has been cleared of debris.
- A discussion was held regarding the budgeting process for the next fiscal year. The Green Committee will be responsible for obtaining estimates costs for course repairs, equipment needs and maintenance barn improvements.
- Weather report for August: A dry start in August was replaced with over 3" of rain in the last 2 weeks and normal temperatures in the low 80's and high dewpoints and humidity leading to uncomfortable conditions for us but and abundance of growth and grass clippings.

Adjournment:

The meeting adjourned at 10:30 AM

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, September 19th, 2023**

Topics For discussion

- 0 All bathroom doors now installed. Need to confirm lock design and install. Target 9/30/23.
- 0 On course septic system now repaired and operational.
- 0 Coordinate painting of all the bathroom doors and on course building. Paint same color as Clubhouse.
- 0 New or Like in Kind Clubhouse Study has been completed. Both plans complete for budgeting.
- 0 Roof quotes for lightning cover complete. In budget now for 2024.
- 0 Monitoring Pumping in the Septic Systems. Did have some water leakage this past month but minimal.
- 0 Requesting quotes for fencing along the first hole. Expect these to be received by 10/30/23
- 0 Potential for a Solar Panel Project to be installed on the Cart Barn. Obtaining three quotes. 10/15/23.

Respectfully submitted

Anthony Ciccaglione – Head of House Committee



Tashua Knolls Golf Course
Finance and Budget
September Meeting - 2023

Miscellaneous Finance

- None

Income

- Total rounds
 - Knolls – down 4% YOY and up 14% over 5-year average
 - Glenn – up 39% YOY and 42% over 5-year average
- Income
 - Knolls – down 8% YOY and up 10% over 5-year average
 - Glenn – up 14% YOY and 40% over 5-year average
- Cart Rounds down 2% YOY and 16% over 5-year average
- Total income down 3% YOY and up 16% over 5-year average

Rounds	2022	5-yr. Avg.	2023
Knolls Rounds	7,669	6,485	7,362
Glenn Rounds	3,041	2,978	4,223
Cart Rounds	8,418	7,109	8,232

Income	2022	5-yr. Avg.	2023
Knolls Income	\$350,307.00	\$292,036.50	\$322,116.00
Glenn Income	\$ 94,082.00	\$ 76,303.50	\$107,188.00
Total Income	\$440,207.00	\$367,697.62	\$425,157.00

Heat and rain on high playability days

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2023/2024

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 9/7/2022
							Available
501101	Salaries-FT/Permanent	452,405		452,405	61,511		390,853
501102	Salaries-PT/Permanent	27,307		27,307	6,396		20,911
501103	Salaries-Seasonal	256,000		256,000	78,551		177,449
501105	Salaries - Overtime	20,000		20,000	3,595		19,405
501106	Salaries- Longevity	425		425	0		425
501888	Uniform Allowance	4,000		4,000	135		3,895
522201	Services & Fees Clerical	840		840	140		700
522202	Services & Fees Professional	233,383		233,383	42,397	190,786	200
522203	Services & Fees Ancillary	17,000		17,000	0	8,475	8,525
522204	Services & Fees Contractual	112,283		112,283	106,922		5,361
522205	Svcs Program Expense	2,000		2,000	0		2,000
522210	Reimbursable to GF	308,238		308,238	308,238		0
534401	Matierials & Supplies Office	60,000		60,000	6,541	12,643	40,815
534402	Program Supplies	235,000		235,000	22,744	124,755	87,500
545503	Communications PR	1,000		1,000	0		1,000
556601	Professional Dev Conferences	2,350		2,350	125		2,225
556602	Dues	1,500		1,500	465		1,035
567701	Oil, Gas, Grease	18,500		18,500	0	15,000	35,000
567703	Travel Reimbursement	500		500	54		446
578801	Maintenance Repair Contracts	20,143		20,143	1,212	10,668	8,263
578802	Maintenance Equipment/Building	92,000		92,000	16,471	36,544	38,985
578804	Refuse	2,944		2,944	490	2,453	0
581888	Capital Outlay	87,000		87,000	19,950		67,050
589901	Leases	97,082		97,082	0		97,082
589902	Occasional Rentals	8,000		8,000	0		8,000
590011	Heat	14,000		14,000	0		14,000
590012	Electricity	40,000		40,000	6,552		33,447
590013	Water	54,500		54,500	6,303		48,197
590014	Telephone/Internet	1,560		1,560	260		1,300
595888	Interest on Bonds	17,184		17,184	0		17,184
597888	Principal on Bonds	250,730		250,730	0		250,730
	TOTAL TASHUA KNOLLS BUDGET	2,437,874		2,437,874	689,052	401,324	1,381,983
	TOTAL TASHUA KNOLLS EXPENSES						
	Tashua Knolls Income (MUNIS)				386,961		
	Misc. Revenue (Rent)				9,127		
	TOTAL INCOME				396,088		
	NON BUDGET EXPENSES taken out of MUNIS income						
	Credit Card Fees				11,199		
	Golf Cart Taxes				7,031		
	Banking Fees				0		
	Customer Refund				600		
	ATK Tournament Fees				3,190		
	TOTAL NON-BUDGET EXPENSES				22,020		