

Golf Course Commission Meeting  
Agenda

Date: Monday, October 23, 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 – Regina Evans
6. Correspondence
  - a. FCIAC Letter – Dave Schultz
  - b. Trumbull Nature & Arts Center – Sheryl Bauman
7. Old Business
8. New Business
9. Executive Session to discuss contractual matters
10. Adjournment

***Please email Chris Plumeau at [tkgolf@trumbull-ct.gov](mailto:tkgolf@trumbull-ct.gov) if unable to attend***

**Golf Course Commission Meeting  
September 18, 2023  
Minutes**

**Members Present:** Nate Moyer (Acting Chairman); Pete Caligiure; Shelly Dowling; Owen Evans; Regina Evans; Dave Galla

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

**Members Absent:** Joe Gaudiano; Tony Ciccaglione

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

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of August 28, 2023 . . . A Motion was made by Mrs. Evans, seconded by Mr. Galla to approve the minutes as is. Motion carried unanimously (6 – 0)
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**Audience Participation:**

- None

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

- See report attached.
- The fall aeration on both the Knolls and Glen will be taking place over the next several weeks, weather permitting.
- The area to the left of #1 Knolls was discussed. Even though the cart path in that area was widened several years ago, it remains a choke point with customers and employees making U-turns or parking side-by-side in that area. Mr. Fries will look into some solutions.

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

- See report attached.
- 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.

**House Committee (Chris Plumeau):**

- See report attached.
- Mr. Brown will inspect the key and lock situation at both the on-course and cart barn bathrooms.

**Concessionaire (Domenick Faustini):**

- No report given.

**Finance (Dave Galla):**

- See attached report.

**Personnel (Shelly Dowling):**

- Three interviews were conducted for the full-time Administrative Assistant position. Mrs. Plumeau was offered, and accepted, the position. She will begin full-time on September 25.

**Customer Service (Regina Evans):**

- Mrs. Evans and Mrs. Plumeau have begun to work on several items in the Customer Service Area.

**Correspondence**

- An email was received by Mr. John Leifels who stated that he has not been able to book weekend tee times online. He also felt that some customers were monopolizing the system and grabbing “all the tee times”. Mr. Brown responded that the on-line tee time system does not favor any one group of individuals. Everyone has the same opportunity to book tee times. When the system goes live at 5:30 AM, within 15 seconds we have approximately 400 individual call ins. All early morning weekend tee times are booking within a few minutes. There are no tee times reserved on weekends for anyone unless it is for a tournament. We are sorry that Mr. Leifels has difficulty obtaining a tee time, but weekend mornings remain our most popular times and we acknowledge that it is difficult to book a time.
- We also received a letter from Ms. Carol Ross representing SCWGA (Southern Connecticut Women’s Golf Association). Ms. Ross expressed her appreciation for the success of the SCWGA tournament over the last four years at Tashua.

**Old Business:**

- None

**New Business:**

- A discussion was held about the possibility of creating a banner recognizing the recent success of the Trumbull High School Girl’s Golf Team winning the FCIAC Championship for the first time in school history. Mr. Galla agreed to look into the matter.

**Adjournment:**

A motion was made by Mrs. Evans at 8:20 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  
October 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:**

- All greens have been aerated on both courses. The Glen tees were aerated and the Knolls tees will be completely aerated by October 19<sup>th</sup>. Time permitting, approaches, fairways and collars will be aerated as well.
- The grass has slowed down its growth for the season.
- Not many leaves have fallen yet. It is expected they will fall in bulk once the weather pattern changes.
- Seeding is taking place around the course.
- The #17 Knolls is being treated for crab grass. Other areas around the course are being marked for treatment.
- According to the 10-year plan, the crew will work on leveling and widening the back of #11 and the middle of #6 Knolls over the off season.
- The four on-course new bathroom doors have been painted.
- New directional “Glen Course” and “Restroom” signs were installed on the cart barn.
- Mr. Brown asked that the cart path on #1 Glen be blown more often to remove acorns and debris for customer safety. Also, the moss on #11 Knolls needs to be removed for customer safety.
- Mr. Brown asked about the status and plan for #2 Glen green. The plan is lower the front of the approach to allow the green to drain better. It will be addressed in next few weeks.
- A tree from the golf course had fallen into the Christ Church property. As the tree remained a safety hazard, an outside service was brought in to remove it.
- Quotes are being obtained to plan a line of pine trees on the left side of the driving range.
- The large bushes around the scoreboard will be removed over the winter. The trees on the Sr. Men’s garden will be trimmed as well.
- A split rail fence will be installed and landscaped next to the path leading from the practice range to #1 Knolls.
- A budget discussion was held to prioritize the Green Committee projects for the next fiscal year.
- Work is continuing on obtaining quotes for the budget.

- Weather report for September: The weather continued to be wet with rain events on 3 of the 4 weekends in September. Temperatures were around normal with the exception of record high temps during the first week.

**Adjournment:**

The meeting adjourned at 11:30 AM

Respectfully submitted,  
Christine Plumeau  
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION  
SPECIAL PROJECTS/HOUSE COMMITTEE  
Commission Meeting Monday, October 23rd<sup>th</sup>, 2023**

**Topics For discussion**

- 0 All bathroom doors installed and locks changed. Finished painting new color for winter protection. Complete
- 0 New Signs have been installed for the Bathrooms at the Cart Barn and Course. Complete
- 0 Review painting of the on course Bathroom. Current color red. 10/30/2023
- 0 Develop punch list items for repair of the Cart Barn & Maintenance facility. 10/30/2023
- 0 New or Like in Kind budget submitted for future Club House upgrade.
- 0 Obtaining quotes to upgrade storage facility on the left side of the Mikulus Center (Lean-to). 1/17/23
- 0 Monitoring Pumping in the Septic Systems. Did have some water leakage this past month but minimal.
- 0 Two of three quotes received for fencing by cart barn. Need one more 10/30/23
- 0 Potential for a Solar Panel Project to be installed on the Cart Barn. Obtaining three quotes. 11/30/23.

**Respectfully submitted**

Anthony Ciccaglione – Head of House Committee



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

**Miscellaneous Finance**

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- Rainy weather influenced September 2023 financial results
- Rain each September weekend

**Income**

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- Total rounds
  - Knolls – down 33% YOY and down 4% over 5-year average
  - Glenn – flat YOY and down 5% over 5-year average
- Income
  - Knolls – down 15% YOY and down 2% over 5-year average
  - Glenn – up 11% YOY and down 4% over 5-year average
- Cart Rounds down 2% YOY and 16% over 5-year average
- Total income down 13% YOY and down 5% over 5-year average

<b>Rounds</b>	<b>2022</b>	<b>5-yr. Avg.</b>	<b>2023</b>
Knolls Rounds	7,669	5,308	5,071
Glenn Rounds	2,191	2,321	2,185
Cart Rounds	6,030	5,490	5,192

<b>Income</b>	<b>2022</b>	<b>5-yr. Avg.</b>	<b>2023</b>
Knolls Income	\$278,070.00	\$240,694.40	\$235,140.00
Glenn Income	\$ 65,122.00	\$ 60,306.80	\$ 57,786.00
<b>Total Income</b>	<b>\$349,486.00</b>	<b>\$301,958.45</b>	<b>\$288,634.00</b>

Expenses

Tashua Golf YTD Budget Report - Fiscal Year 2023/2024

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 10/16/2022
							Available
501101	Salaries-FT/Permanent	452,405		452,405	100,128		352,279
501102	Salaries-PT/Permanent	27,307		27,307	8,705		18,601
501103	Salaries-Seasonal	256,000		256,000	106,927		149,072
501105	Salaries - Overtime	20,000		20,000	7,363		12,636
501106	Salaries- Longevity	425		425	0		425
501888	Uniform Allowance	4,000		4,000	270		3,730
522201	Services & Fees Clerical	840		840	210		630
522202	Services & Fees Professional	233,383		233,383	74,194	158,988	200
522203	Services & Fees Ancillary	17,000		17,000	1,620	6,855	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	Materials & Supplies Office	60,000		60,000	7,674	12,405	39,920
534402	Program Supplies	235,000		235,000	49,045	108,454	77,500
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	715		785
567701	Oil, Gas, Grease	18,500		18,500	7,100	7,900	3,500
567703	Travel Reimbursement	500		500	81		418
578801	Maintenance Repair Contracts	20,143		20,143	3,068	8,811	8,263
578802	Maintenance Equipment/Building	92,000		92,000	27,409	29,308	35,282
578804	Refuse	2,944		2,944	735	2,207	0
581888	Capital Outlay	87,000		87,000	19,950	84,276	-17,226
589901	Leases	97,082		97,082	47,108	49,975	0
589902	Occasional Rentals	8,000		8,000	0		8,000
590011	Heat	14,000		14,000	1,648		12,351
590012	Electricity	40,000		40,000	10,938		29,061
590013	Water	54,500		54,500	9,169		45,330
590014	Telephone/Internet	1,560		1,560	390		1,170
595888	Interest on Bonds	17,184		17,184	0		17,184
597888	Principal on Bonds	250,730		250,730	0		250,730
	<b>TOTAL TASHUA KNOLLS BUDGET</b>	<b>2,437,874</b>		<b>2,437,874</b>	<b>899,732</b>	<b>469,179</b>	<b>1,068,952</b>
	<b>TOTAL TASHUA KNOLLS EXPENSES</b>						
	Tashua Knolls Income (MUNIS)				1,084,012		
	Misc. Revenue (Rent)				18,253		
	<b>TOTAL INCOME</b>				<b>1,102,265</b>		
	<b>NON BUDGET EXPENSES</b> taken out of MUNIS income						
	Credit Card Fees				29,252		
	Golf Cart Taxes				13,001		
	Banking Fees				0		
	Customer Refund				600		
	ATK Tournament Fees				5,635		
	<b>TOTAL NON-BUDGET EXPENSES</b>				<b>48,488</b>		



## Retained Earnings Transfer Request

	<b>Amount</b>
To cover 2023 equipment	\$71,614.00
Brush Cutter	\$12,500.00
Paving 11th Tee Extension	\$30,000.00
Fencing at cart barn	\$12,000.00
Range Cover 17'	\$31,000.00
Additional Range Netting	?
<hr/>	
<b>TOTAL Transfer</b>	<b>\$157,114.00</b>

## Customer Service Committee Meeting

October 4, 2023 2:00 PM until 3:15 PM

Attendees: Regina Evans, Bobby Brown and Christine Plumeau

The purpose of the meeting was to discuss the violations occurring at the Knolls and the Glen and the possible ways we might reduce or eliminate them. We also discussed what if any penalty we would assess on each violation. The Tashua staff researched the type and number of violations. The list developed by Christine and the staff is attached.

Based on the violations listed on the attachment, we have discussed the following solutions which we feel will reduce the number of reoccurring violations:

- The course needs a better way of capturing players information, especially driver's licenses. This may involve purchasing an additional software program which will store the players ID. Bobby indicated he would check the availability of an additional software program. Additional software would require a budget proposal.
- The course needs to proceed with installing the fences in the areas bordering the Knolls and the Glen which have allowed trespasser to enter the course. This is an item which would require a budget proposal.
- We are also suggesting that we plan for two new employees next year. We need a starter for the Glen and a part-time security guard. This is an item which would require a budget proposal.

In addition to identifying the violations and possible solutions, we discussed what we would impose as a penalty for the violations which result in a player presenting false information, cheating the course of income, destroying property, and disrespecting staff members. Penalties would probably require a case-by-case review.

Although this memo deals mainly with violations which occur at the courses, we remain cognizant of the fact that it is also important that we maintain the goodwill of the golfing community.

Respectively submitted,

Regina Evans

Infraction	Solution
Using another person's account	
Paying for 9 holes but playing 18	
Booking for more players than are playing	
False Information on ID Application	
False information in Database (including false DOB and Driver's License to Rent Cart)	
Adults/Parents allowing children to drive carts	
Sneaking on to course to play	
Sneaking into cart without paying	
Trespassing on course – walking, sledding, fishing	
Observed fooling around on course or with cart	
Disobeying starter/ranger – refusing to adjust Pace of Play, etc.	
Enforcement of existing Dress Policy	
Enforcement of Cancellation Fee	
Refusing to show Driver's License	

Using false name(s) to get lower rates	
Abusive to staff	
All adults in cart must pay fee even if they don't drive (allow children?)	

2:02

LTE

< Fwd: Delivery Status Notification (Fa... AA

----- Forwarded message -----

From: Dave Schutz <commishfciac@gmail.com>

To: tkgolf@trumbull-ct.gov, Tom O'Donnell

<teed4@gmail.com>, Bill Van Alstyne

<whivanps@yahoo.com>

Cc:

Bcc:

Date: Tue, 26 Sep 2023 08:31:14 -0400

Subject: FCIAC Boys Golf Championship

Hi Christine,

My name is Dave Schutz and I am the commissioner of the FCIAC. On behalf of our boys golf coaches, our athletic directors and the FCIAC board of directors, I would like to thank you for allowing us the opportunity to have our boys golf championship at Tashua Knolls. The course is an outstanding venue and it will be well received by our golfers as they compete for the championship. Bobby Brown has always been a great support of youth golf and we appreciate his help in securing our championship match at Tashua Knolls.

Thank you again!

Dave



Thank you.

Got it.

Got it, thanks!



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**Patrons of the Trumbull Nature & Arts Center**  
7115 Main Street  
Trumbull, CT 06611



October 13, 2023

Mrs. Christine Plumeau  
Tashua Knolls Golf Course  
40 Tashua Knolls Lane  
Trumbull, CT 06611

Dear Christine,

On behalf of the Patrons of the Trumbull Nature & Arts Center, I would like to extend our sincere gratitude to Tashua Knolls Golf Course for naming the Trumbull Nature & Arts Center as the recipient of this year's "Name a Butterfly" donations. The \$450 in donations will be added to our Ruthie Mohr Butterfly Garden Fund, in honor of Ruthie's dedication to the TNAC pollinator education garden.

We understand the time and attention it takes to emerge Monarch butterflies, and we appreciate Tashua Knolls Golf Course's dedication to raising them. It's so heartwarming to hear that the butterflies were named after loved ones and we take joy in knowing that their release will add to the population of migrating butterflies.

We would also like to thank the Tashua Knolls Senior Mens Club for their \$50 contribution to the initiative. The donation is sincerely appreciated!

Thank you again for thinking of us, and for caring for your local environment.

Best regards,

A handwritten signature in blue ink that reads "Sheryl Baumann".

Sheryl Baumann

*Director*

Patrons of the Trumbull Nature & Arts Center

Patrons of the Trumbull Nature & Art Center, Inc.  
Mailing Address: P.O. Box 110438, Trumbull, CT 06611  
Street Address: 7115 Main St., Trumbull, CT 06611  
web: [trumbullnatureandartscenter.org](http://trumbullnatureandartscenter.org) | email: [contact@trumbullnatureandartscenter.org](mailto:contact@trumbullnatureandartscenter.org)

The Patrons of the Trumbull Nature & Arts Center is a 501(c)3 organization | EIN: 27-4081278

# TASHUA KNOLLS GOLF COURSE

40 TASHUA KNOLLS LANE  
TRUMBULL, CT 06611  
PHONE (203) 452-5186



BOBBY BROWN  
PGA PROFESSIONAL / DIRECTOR OF GOLF

ANDREW FRIES, CGCS  
GOLF COURSE PROPERTY DIRECTOR

## TOWN OF TRUMBULL CONNECTICUT

October 11, 2023

Sheryl Baumann  
Director  
Trumbull Nature & Arts Center  
7115 Main Street  
PO Box 110438  
Trumbull, CT 06611

Dear Sheryl;

We were very excited to emerge Monarch butterflies here at Tashua Knolls Golf Course this year. We are equally excited to have raised a total of \$450 for the Trumbull Nature & Arts Center through our "Name A Butterfly" activity. I cannot tell you how much interest we generated about both the Monarchs and the Trumbull Nature & Arts Center. We have experienced so many moving and touching stories about the butterflies and their names. Young and old alike named butterflies for friends, children, spouses and parents. Each name had its own poignant story.

We value our relationships with the Pollinator Pathway, Monarchs In The Rough, Audubon for Golf Course Project, Aspetuck Land Trust, the Town's Sustainable Team, Conservation Commission and now the Trumbull Nature & Arts Center. The customers and clubs of Tashua Knolls Golf Course have proved time and again how valuable the environmental initiatives are to them as well. Together we know we are making a difference.

Sincerely,

Christine A. Plumeau  
Administrative Assistant