

Golf Course Commission Meeting  
Agenda

Date: Monday, November 28, 2022

Time: 7:00 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
    - o FY 2023-2024 Proposed Budget
  - d. Personnel – Diane Wheeler
6. Correspondence
  - a. Father’s Club Thank You Letter
  - b. GCSAA Thank You Letter
7. Old Business
8. New Business
  - a. 2023 Golf Course Commission Meeting Schedule
9. Adjournment

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

**Golf Course Commission Meeting  
October 24, 2022  
Minutes**

**Members Present:** Joe Gaudiano (Chairman); Nate Moyer (Vice-Chairman); Tony Ciccaglione; Shelly Dowling; Regina Evans; Owen Evans; Dave Galla; Diana Wheeler

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

**Members Absent:** Tom Cerulli

Mr. Gaudiano called the meeting to order at 7:00 PM.

**Review and Approval of Prior Minutes:**

Review and approval of the Minutes of September 26, 2022 . . . A Motion was made by Mrs. Dowling, seconded by Ciccaglione, to approve the minutes as is. Motion carried unanimously (8 – 0)
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**Audience Participation:**

- None

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

- See report attached
- The air compressor to purge the irrigation system for the winter is reserved for November 7<sup>th</sup> due to high demand. It is hoped that the date can be pushed forward another week or two.

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

- See report attached

**House Committee (Tony Ciccaglione):**

- See report attached
- The paving project is complete. The Maintenance Department must still landscape the area, re-route the irrigation line and create a drainage ditch.

**Concessionaire (Domenick Faustini):**

- No report given
- Mr. Gaudiano stated that a meeting is scheduled for October 25<sup>th</sup> between Mr. Faustini, several Commissioners and Mrs. Marie Scott, President of the ladies 18-holers to discuss issues with the food at club events.

**Finance (Dave Galla):**

- See attached report
- A draft of the FY 2024 budget will be presented at the November Commission for a final vote at the December meeting.

**Personnel** (Diane Wheeler):

- Mr. Fries was given his 6-month performance review.

**Correspondence**

- Ms. Marsha Rupp, CSGA Director Women’s Golf, Competitions & Development requested Tashua once again host the CSGA Women’s Amateur in 2023.

A motion was made by Mr. Gaudio; seconded by Mr. Moyer to approve the CSGA’s Women’s Amateur on July 17 and 18, 2023 at no charge. Motion carried unanimously (8– 0).

**Old Business:**

- None

**New Business:**

- None

**Adjournment:**

A motion was made by Mrs. Wheeler at 7:40 PM; seconded by Mr. Galla to adjourn the meeting. Motion carried unanimously (8– 0).

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk

**Golf Course Commission  
Green Sub-Committee Meeting Minutes  
November 16, 2022**

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

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

**Topics Discussed:**

- All leaf work should be complete by Thanksgiving.
- Seeding greens and surrounds with dormant seeding.
- Will blow out irrigation system shortly. On-course bathrooms will also be winterized.
- SnoMold will be put down on the greens and tees.
- The more beat up tees will be topdressed and seeded
- Started digging trench at maintenance barn to replace water line. Plumber will install line and we will fill hole.
- Maintenance barn and parking lot has been cleared of six dumpsters of organic and three dumpsters of metal debris.
- Golf Course Architect, Robert McNeil, has been on site for 3 – 4 days and is currently working on his proposal.
- Mr. Fries will be putting together his winter plan.
- The areas on both sides of the new paving still requires grading on one side and irrigation work on the other. Work will done now if the ground does not freeze; otherwise the work will be done in the spring.
- The Mechanic job opening has been reposted at Town Hall, the golf course and various industry websites. The posting will expire on December 9
- Mr. Fries will tour the ponds and outlets that cross Madison Avenue with Mr. Estrada to discuss solutions.
- “No Trespassing” and “Course Closed” signs will be posted around the course after we close.
- Mrs. Dowling and Mr. Evans met with the full-time crew on October 20<sup>th</sup> to let them know they are appreciated and valued and to determine if there were any outstanding issues. Responses were positive and no issues were identified.
- October Weather Report: Temperatures in October were slightly below normal and precipitation was 3.86” which was slightly below normal but still the wettest October since 2015.

**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, November 28th, 2022**

**Topics For discussion**

- 0 Need to brush the rear entrance with a Zep cleaner or cover with new paint and sealant. December based on weather.
- 0 Reviewed the property for a Solar installation. Will need to review with another vendor as the project KW to small.
- 0 Paving bid complete. G. Pic was low bidder. All Paving complete.
- 0 Review areas for New carpet in club house. On Hold for 2023 budget.
- 0 Main water pipe from the Meter to the Maintenance Barn. Project awarded to M. Summe. Digging started. 11/16.
- 0 Roof Repair on final punch list. Two items now open. Down spout reducer/Potential water leak.
- 0 Developing budget for next fiscal year. Additional paving and painting will be included.
- 0 Upgrades required for both Men's/Women bathrooms. Get bids during November. Exact work TBD. Working with Gralor.
- 0 Working on water leak into the basement during the last rain storm. New pump and floats required. Will review proposal. 12/4.

**Respectfully submitted**

Anthony Ciccaglione – Head of House Committee

**BUDGET WORKSHEET ( November 1, 2022)**

	2022 Budget Actual		2023 Budget		2024 Budget Proposal
<b>MEMBERSHIP/PARTICIPATION</b>	<b>2,543,495</b>	<b>MEMBERSHIP/PARTICIPATION</b>	<b>2,350,000</b>	<b>MEMBERSHIP/PARTICIPATION</b>	<b>2,450,000</b>
<b>MISCELLANEOUS REVENUE</b> (Gralor 1/2 rent)	<b>28,012</b>	<b>MISCELLANEOUS REVENUE</b> (Gralor 1/2 rent)	<b>29,698</b>	<b>MISCELLANEOUS REVENUE</b> (Gralor 1/2 rent)	<b>30,878</b>
<b>SALARIES FULL TIME</b> Property Director: \$117,587 Mechanic: \$64,465 Ass't Superintendent: \$60,725 Greenskeeper: \$58,143 Greenskeeper: \$58,143 <i>IN Adjustment Spray license \$1,638</i>	<b>351,718</b>	<b>SALARIES FULL TIME</b> Director of Golf Properties: 120,527 Ass't Super (Vacant): 60,135 Mechanic: 68,747 Greenskeeper: 65,502 Greenskeeper: 62,004 Greenskeeper: 56,706	<b>433,665</b>	<b>SALARIES FULL TIME</b> Director Properties: 127,200 Ass't Super (Vacant): 60,135 Mechanic: 68,747 Greenskeeper: 63,420 Greenskeeper: 66,912 Greenskeeper: 61,487	<b>447,901</b>
<b>SALARIES PART TIME</b> Admin. Assistant	<b>31,507</b>	<b>SALARIES PART TIME</b> Admin. Assistant	<b>26,706</b>	<b>SALARIES PART TIME</b> Admin. Assistant	<b>60,000</b>
<b>SALARIES SEASONAL</b> 9% minimum wage increase Nominal additional hours based on usage <i>OUT Adjustment spray license -\$1,638</i>	<b>215,050</b>	<b>SALARIES SEASONAL</b> 9% minimum wage increase	<b>256,600</b>	<b>SALARIES SEASONAL</b>	<b>256,000</b>
<b>SALARIES OVERTIME</b> Need flexibility for weekend coverage	<b>11,180</b>	<b>SALARIES OVERTIME</b> Need flexibility for weekend coverage Add'l staff for weekend tournaments \$10,000	<b>18,000</b>	<b>SALARIES OVERTIME</b>	<b>20,000</b>
<b>SALARIES LONGEVITY</b> Cook: \$425	<b>850</b>	<b>SALARIES LONGEVITY</b> Cook: \$425	<b>850</b>	<b>SALARIES LONGEVITY</b> Cook: \$425	<b>425</b>

2022 Budget Actual	2023 Budget		2024 Budget Proposal
Plaveck: \$425	Plaveck: \$425		
<b>UNIFORM ALLOWANCE</b> 4,029 Shirts for all staff	<b>UNIFORM ALLOWANCE</b> 4,000	<b>UNIFORM ALLOWANCE</b> 4,000	<b>UNIFORM ALLOWANCE</b> 4,000
<b>CLERICAL (COMMISSION)</b> 840	<b>CLERICAL (COMMISSION)</b> 840	<b>CLERICAL (COMMISSION)</b> 840	<b>CLERICAL (COMMISSION)</b> 840
<b>SERVICES PROFESSIONAL (ATK)</b> 213,935 Contractual 2% increase of \$3,935	<b>SERVICES PROFESSIONAL (ATK)</b> 223,464	<b>SERVICES PROFESSIONAL (ATK)</b> 233,183	
<b>SERVICES ANCILLARY</b> 10,167 Goose Control: 6,500 POS and Web: 3,700 Technology, Security, Web Apps: 7,000 Maintenance Job Board: 1,000 (New 2020) Mobile Golf App 2,000 (New 2020) Agronomic Site Assessment: 3,500 POGO Water Monitoring: 1,000	<b>SERVICES ANCILLARY</b> 17,000 Goose Control: 6,500 POS, Tee Time Res Software: \$6,000 POS Hardware: \$2,500 Galus Golf App: \$2,000	<b>SERVICES ANCILLARY</b> 17,000 Goose Control: 6,500 POS, Tee Time Res Software: \$6,000 POS Hardware: \$2,500 Galus Golf App: \$2,000	
<b>SERVICES CONTRACTUAL</b> 106,778 Golf Cart Lease year 5 of 5: 74,014 GPS Cart year 3 of 4: \$21,120 Alarm Services: 4,000 Powered green aeration: 5,500 Tree/stump removal: 15,000 OUT Adjustment -\$21,500	<b>SERVICES CONTRACTUAL</b> 117,238 Golf Cart Lease year 2 of 5: 103,283.01 Alarm Services: 4,000 Tree/stump removal: 6,000 Deep Tine Aeration: 4,000	<b>SERVICES CONTRACTUAL</b> 112,238 Golf Cart Lease year 3 of 5: 103,283.01 Alarm Services: 4,000 Tree Stump Removal: 5,000 Deep Tine Aeration: REMOVE	

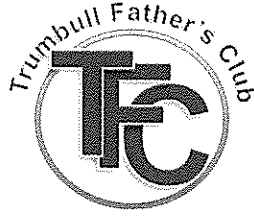
2022 Budget Actual	2023 Budget		2024 Budget Proposal
<b>EMPLOYEE PROGRAM</b>		<b>2000</b>	<b>2,000</b>
	Employee Appreciation		Employee Appreciation
<b>REIMBURSABLE SERVICES</b> <i>(Mech Workers Comp \$21,008)</i>	<b>276,252</b>	<b>288,300</b>	<b>300,000</b> TBD by Town. ESTIMATED
<b>MATERIALS &amp; SUPPLIES</b> Office Supplies Course Supplies Grounds Supplies	<b>45,480</b>	<b>72,000</b>	<b>60,000</b> Office Supplies Course Supplies Grounds Supplies Small Power equipment needs
<b>PROGRAM SUPPLIES</b> Cost of goods 3% increase <i>IN Adjustment \$7,800</i>	<b>193,916</b>	<b>272,000</b> <i>Cost of goods 20% increase</i> Banned chemical change: \$10,000 <i>Perimeter sprinkler repacement: \$50,000</i>	<b>235,000</b>
<b>COMMUNICATIONS/PR</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>SEMINARS/CONFERENCES</b> Director of Golf: 1,750 Property Director: 1750	<b>714</b>	<b>1,750</b> Property Director	<b>2,350</b> Property Director
<b>DUES</b> Audubon, MetGCSA,	<b>1,000</b>	<b>2,100</b> Audubon, MetGCSA,	<b>1,500</b> Audubon, MetGCSA,



2022 Budget Actual	2023 Budget		2024 Budget Proposal
EPA., GCSAA, USGA, CAGCS, PGA	EPA., GCSAA, USGA, CAGCS	EPA., GCSAA, USGA, CAGCS	
<b>GAS</b> 12,123	<b>GAS</b> 18,500	<b>GAS</b> 18,500	
<b>TRAVEL (MILEAGE REIMBURSEMENT)</b> 314	<b>TRAVEL (MILEAGE REIMBURSEMENT)</b> 500	<b>TRAVEL (MILEAGE REIMBURSEMENT)</b> 500	
<b>MAINTENANCE REPAIR SERVICE</b> 61,306 Copier: 2,800 Irrig. Comp year 1 of 3: \$2868 Pond Vegetation: 5,800 Portable Toilet: 1,400 Cart Repair: 3,500 Cart Path Paving 6,500 Telephone Maintenance move to IT: \$0 Sprinkler Maintenance: 1,200 HVAC Maintenance Barn: 250 Fire Extinguisher Service: 625 Repairs to fire extinguishers: 0 Misc. Repair to above: 1,407 <i>Transfer OUT \$12,300</i>	<b>MAINTENANCE REPAIR SERVICE</b> 22,943 Copier: 2,800 Irrig. Comp year 3 of 3: \$2868 Fire Extinguisher Service: 625 Portable Toilet: 1,400 Sprinkler Maintenance: 3,500 HVAC Maintenance Barn: 250 Infrastructure Repair: 5000 Cart Repair: 3,500 Parking Lot Painting: \$3,000	<b>MAINTENANCE REPAIR SERVICE</b> 20,195 Copier: 2,800 Irrig. Comp year 2 of 3: \$3,120 Fire Extinguisher Service: 625 Portable Toilet: 1,400 Sprinkler Maintenance: 3,500 HVAC Maintenance Barn: 250 Infrastructure Repair: 5000 Cart Repair: 3,500	
<b>MAINTENANCE REPAIR SUPPLIES</b> 126,735 Equipment Repair Supplies Building Repair Supplies <i>(Transfer IN \$26,000)</i>	<b>MAINTENANCE REPAIR SUPPLIES</b> 101,500 Equipment Repair Supplies Building Repair Supplies	<b>MAINTENANCE REPAIR SUPPLIES</b> 92,000 Equipment Repair Supplies Building Repair Supplies	
<b>REFUSE</b> 2,500 Based on current contract	<b>REFUSE</b> 2,761 Based on current contract	<b>REFUSE</b> 2,761 Based on current contract	

	2022 Budget Actual	2023 Budget	2024 Budget Proposal
<b>CAPITAL</b> No capital items planned <i>Transfer IN \$32350</i> <i>Two aerators &amp; Groundsmaster</i>	205,456	<b>CAPITAL</b> Ford F-350 Dump Truck: 60,969 Greensmaster Triflex: 39,411 Groundsmaster 3500D: 44,865 Complex Lights: 10,650 Paving: 30,000 Clubhouse carpet:	<b>CAPITAL</b> Clubhouse Painting: 30,000 Paving: 27,000 Clubhouse Feasibility Study 30,000
<b>LEASES</b> Excavator year 5 of 5: \$ 10,740 Sidewinder year 4 of 5: \$6,600 Reel Grinder year 4 of 5: \$9,068 Mower year 2 of 5 \$13,956	45,879	<b>LEASES</b> <b>Sidewinder PAID OFF \$6,600</b> <b>Reel Grinder PAID OFF \$9,068</b> Mower year 4 of 5 \$13,956 Triflex year 2 of 5 \$10,755 Green Aerator year 2 of 5: 5,500 Turf Fairway Mower year 1 of 5: 13,570 Turf Sprayer year 1 of 5: 17,246 Bobcat Loader: year 1 of 5: 17,314 Deere Rough Mower year 1 of 5: 19,157	<b>LEASES</b> Ventrac year 5 of 5: \$13,956 Triflex year 3 of 5 \$10,755 Green Aerator year 3 of 5: 5,500 Turf Fairway Mower year 2 of 5: 13,570 Turf Sprayer year 2 of 5: 17,246 Bobcat Loader: year 2 of 5: 17,314 Deere Rough Mower year of 5: 19,157 <b>New Equipment year 1 of 5: 50,000</b>
<b>RENTAL OCCASIONAL</b> Irrigation System Air Compressor Rental	2,756	<b>RENTAL OCCASIONAL</b> Irrigation System Air Compressor Rental	<b>RENTAL OCCASIONAL</b> Irrigation System Air Compressor Rental
<b>HEATING OIL</b>	11,958	<b>HEATING OIL</b>	<b>HEATING OIL</b>
<b>ELECTRICITY</b>	38,840	<b>ELECTRICITY</b>	<b>ELECTRICITY</b>
<b>WATER</b>	20,907	<b>WATER</b>	<b>WATER</b>
<b>CELL PHONE</b> Prop Dir and 2 emergency cell phones \$135.50/mo.	1,423	<b>CELL PHONE</b> Prop Dir and 1 emergency cell phone	<b>CELL PHONE</b> 1 emergency cell Phone/internet maint. Barn

	2022 Budget Actual	2023 Budget		2024 Budget Proposal
<b>INTEREST</b> Bonds: 38,920 Bunkers: 6,419	<b>37,901</b>	<b>INTEREST</b> Bonds: 23,110 Bunkers: 4,942.63	<b>28,052</b>	<b>INTEREST</b>  <b>21,360</b>
<b>PRINCIPAL</b> Bonds: 272,000 Bunkers: 26,484	<b>251,213</b>	<b>PRINCIPAL</b> Bonds: 224,000 Bunkers: 27,961.04	<b>251,961</b>	<b>PRINCIPAL</b>  <b>236,000</b>
<b>TOTAL BUDGET EXPENSES</b>	<b>2,283,727</b>		<b>2,586,848</b>	<b>TOTAL BUDGET EXPENSES</b>  <b>2,481,051</b>
<b>TOTAL BUDGET REVENUE</b>	<b>2,571,507</b>		<b>2,379,698</b>	<b>TOTAL BUDGET REVENUE</b>  <b>2,481,348</b>
<b>NET BUDGET</b>	<b>95,112</b>		<b>(205,150)</b>	<b>NET BUDGET</b>  <b>297</b>



**Trumbull Fathers Club Golf Committee  
Booth Hill – Daniels Farm – Middlebrook – Frenchtown – Tashua- Jane Ryan**

October 18, 2022

Tashua Knolls Golf Course  
40 Tashua Knolls Lane  
Trumbull, CT 06611  
Attn: Bobby Brown & Tashua Knolls Golf Commission

Dear Tashua Knolls Golf Course,

On behalf of the 6 Trumbull Fathers Clubs and our golf committee, we would like to thank the Tashua Knolls Golf course for all their support and help in putting on a successful golf tournament on October 11<sup>th</sup>! We were able to raise \$715.65 per school! Proceeds will go to our local school initiatives and directly benefit our schools!

Thank you to your very professional staff who had all the carts lined up and ready to go the morning of with an organized print out of all the golfers and their starting holes. The course was in great condition, and we received multiple compliments from our participants!

Thank you again for a wonderful tournament and we look forward to working with you again at our spring tournament May 8<sup>th</sup>, 2023!

Sincerely,

A handwritten signature in black ink, appearing to read 'Nathan Moyer', with a long, sweeping underline.

Nathan Moyer  
2022-23 TFC Golf Committee



October 27, 2022

Mr. Joseph Gaudiano  
Chairman  
Tashua Knolls Golf Course  
40 Tashua Knolls Lane  
Trumbull, CT 06611

Dear Mr. Gaudiano:

Thank you for allowing Andrew J. Fries, CGCS to participate in the 2022 Chapter Delegates Meeting of the Golf Course Superintendents Association of America (GCSAA).

The time volunteered as a chapter delegate is important to the organization in numerous ways. Specifically, delegates are responsible for providing strategic input and guidance regarding issues and initiatives impacting the future of the golf course management profession and the association.

We hope that Andy benefited from this experience, and that the opportunity to network with colleagues, share challenges that are impacting the golf industry and hone his leadership skills ultimately benefit your facility. By having a personal involvement with GCSAA, Andy has access to the collective wisdom and solutions offered by golf course superintendents and other experts in the industry.

We encourage you to talk with Andy about this volunteer leadership experience. And, if you have questions, we encourage you to contact Steve Randall, Director, Chapter Outreach at (800) 472-7878, ext. 5146.

Thank you for your continued support of this volunteer leader's contribution to GCSAA, the game of golf and to the development of your leadership team.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin P. Breen". The signature is fluid and cursive, with a horizontal line underneath.

Kevin P. Breen, CGCS  
GCSAA President

cc: *Andrew J. Fries, CGCS*

## **Golf Course Commission Meeting Schedule 2023**

Listed below are the dates for the 2023 Golf Course Commission meetings.

January 23 – Trumbull Town Hall – Long Hill Room; 7:00 PM

February 27 – Trumbull Town Hall – Long Hill Room; 7:00 PM

March 27 – Trumbull Town Hall – Long Hill Room; 7:00 PM

April 24 – Trumbull Town Hall – Long Hill Room; 7:30 PM

May 22 – Trumbull Town Hall – Long Hill Room; 7:30 PM

June 26 – Trumbull Town Hall – Long Hill Room/; 7:30 PM

July 24 – Trumbull Town Hall – Long Hill Room; 7:30 PM

August 28 – Trumbull Town Hall – Long Hill/; 7:30 PM

September 25 – Trumbull Town Hall – Long Hill Room; 7:00 PM

October 23 – Trumbull Town Hall – Long Hill Room; 7:00 PM

November 27 – Trumbull Town Hall – Long Hill Room; 7:00 PM

December 18 – Trumbull Town Hall – Long Hill Room; 7:00 PM