

**Golf Course Commission Meeting
January 22, 2023
Minutes**

Members Present: Nate Moyer (Acting Chairman); Pete Caligiure; Jay Cunningham; Regina Evans; Joel Satin

Also Attending: Andy Fries, Director Golf Course Properties

Members Absent: Joe Gaudiano; Tony Ciccaglione; Shelly Dowling

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

Review and Approval of Prior Minutes:

Review and approval of the Minutes of December 18, 2023, . . . A Motion was made by Mrs. Evans, seconded by Mr. Caligiure to approve the minutes as is. Motion carried unanimously (5 – 0)

Audience Participation:

- None

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

- See report attached.

Director of Golf Operations (Bobby Brown):

- None

House Committee (Pete Caligiure)

- See report attached.
- Mr. Caligiure presented an estimate for some updating work around the clubhouse interior. As many of the items were contractually obligated to be done by Mr. Faustini, the items will be discussed in the House Committee and brought to Mr. Faustini's attention.
- There were a few items to be taken care on the cart barn exterior. As the cart barn is budgeted for updating in the next fiscal year, the House Committee was asked to go through the interior of the building to complete all necessary work at the same time.

Concessionaire (Domenick Faustini):

- No report given.

Finance (Jay Cunningham):

- See attached report.
- Mrs. Plumeau reported that it should be noted that the weather in March/April and November/December was very favorable to golf and contributed to the success of the 2023 season.

Personnel (Shelly Dowling):

- Mrs. Plumeau reported that we will be positing job openings for the maintenance department in the coming weeks.

Customer Service (Regina Evans):

- Mrs. Evans brought up the idea of a customer survey, and suggested several open-ended questions for consideration in the survey. She also discussed several ways the survey could be distributed. Commissioners asked several questions including the purpose of the survey, what we intend to do with the results and the method and timing of the survey. In the end it was decided that there is quite a bit of work necessary for opening day for the 2024 season and the survey idea was tabled.
- Mrs. Plumeau stated that she and Mr. Mitch French were working on computer and processing changes necessary for the 2024 season. She also reported that CT law states that it is legal to retain customer driver's license information. The four Tashua clubs will be given a memo and updated 2024 ID application for distribution to their membership. Among the changes this season:
 1. ID's will now expire on December 31st of the year purchased
 2. Junior ID's will be available for ages 18 and under
 3. Credit Card Company numbers will no longer be kept on file
 4. **Per Town of Trumbull and golf cart lease regulations ALL customers wishing to rent a cart must show a valid Driver's License. There will be No Exceptions to this policy. The information will be stored on a secured site that is never sold to any third party. If customers do not wish their information to be stored, they must present a license every time they play.**
- Mr. Moyer asked Mrs. Evans how she was coming with the review of the Rules & Regulations. She responded that she has not gotten very far due to the fact that Mr. Brown is off for the winter months. All Commissioners were asked to go over the R&Rs to see if any changes are necessary.
- Mrs. Plumeau also asked all Commissioners to review the Tashua Knolls web site for any changes that should be made. The site is currently being redone to add the changes listed above.

Correspondence

- None

Old Business:

- None

New Business:

- None

Executive Session:

Mrs. Evans made a motion seconded by Mr. Satin at 8:45 PM to move into Executive Session to discuss a contractual matter. Also invited to attend was Mrs. Plumeau. Motion carried unanimously (5 – 0).

A motion to exit Executive Session was made by Mr. Satin at 9:00 PM and seconded by Mr. Caligiure. Motion carried unanimously (5 – 0).

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

A motion was made by Mr. Cunningham; seconded by Mrs. Evans to approve a raise of 3% for the Director of Golf Course Properties. Motion carried unanimously (5 – 0).

Adjournment:

A motion was made by Mr. Ciccaglione at 8:52 PM; seconded by Mr. Cunningham to adjourn the meeting. Motion carried unanimously (5 – 0).

Respectfully submitted,

Christine A. Plumeau
Golf Course Commission Clerk

**Golf Course Commission
Green Committee Meeting Minutes
January 18, 2024**

Members Present: Shelly Dowling (Chair); Nate Moyer; Joel Satin; Bobby Brown; Andy Fries

Members Absent: None

Mrs. Dowling called the meeting to order at 10:30 AM

Audience:

Commissioner Regina Evans was present and asked the Committee to consider the following projects:

1. Modifying the tee box on #4 Knolls to elevate it a considerable amount to be flush with the top of the hill similar to the white and blue tees. She also stated the same problem exists on #14 Knolls.
2. Reducing the amount of rough on #2 Knolls.
3. Reducing the amount of rough on the right side of #18 Knolls.
4. Conduct a survey of Tashua Knolls customers regarding their opinions of various topics including the course itself.

Green Topics Discussed:

- Mrs. Dowling started the meeting by welcoming Commissioner Joel Satin as the newest member of the Green Committee.
- A discussion of Mrs. Evans' requests was held. The Committee was thankful to Mrs. Evans for attending the meeting and very much appreciated her suggestions. The following points were brought up in discussions:
 - Mr. Brown stated that the problem with the issues mentioned in the requests for modifications to the Knolls were really due to player ability rather than course design. He suggested that using different clubs or taking a lesson to learn how to play those holes in a different manner should be considered.
 - Mrs. Dowling stated that the Green Committee is following the 10-year plan as recommended by Northeast Golf Company and voted on and accepted by the entire Commission in 2022. The report outlines plans for each hole on each course and practice facilities and rates them in terms of priority and cost. The plan is followed but can be modified by changes due to safety issues or other aspects. The Committee reviews these requests and then decides whether to modify the 10-plan to accommodate new priorities.
 - Mr. Fries added that the request from Mrs. Evans probably require a \$25,000-\$30,000 investment to accomplish. The project has to be compared to other projects on the list in terms of priority, cost and benefit to the course as a whole or to individual players and how large a group those numbers of players are.

- For the reasons given above the Green Committee decided to keep Mrs. Evans requests in mind, however, at this point, it was decided not to incorporate them into the 10-year plan.
- The Committee also discussed the need for a survey and recommends not to undertake the project due to the fact that they already have a plan for moving forward and didn't want to discourage customers who suggestions may not be able to be incorporated into those plans.
- The courses have been conditioned for winter including applications for sno mold, seeding, sand and fertilizers.
- The #4 Knolls hole was 90% cleared before the snow/ice hit. United Illuminating cleared the street side of the stone wall on #4 of dead trees, vines and other trees that had the potential to bring down the power lines. If Tashua Knolls refused to have the clearing done, we would become financially liable for making any repairs should those trees take out the power lines. When the UI was finished, several dead and leaning trees on the course side of the stone wall remained and posed a very real safety hazard for falling onto the course. Particularly after the vines were cleared which were the only thing holding up many of the trees. Tashua was left with no choice but to clear the dead trees, remaining vines and poison ivy in the area. We also worked with the adjoining #4 neighbor to remove the trees and vines along their stone wall. The neighbor requested that some trees and foliage be left alongside the cart bench to prevent golfers from entering their yard for errant balls or other reasons. The course is accommodating their request.
- Brush is being cleared on Glen # 4, 6 and 7.
- The split rail fence on the side of the Cart Barn has been removed and will be replaced when the ground allows.
- The ball washers, tee markers, benches and other course amenities are being refurbished for next season.
- Several pieces of old equipment were sent to auction with the Town. Tashua should be receiving the proceeds of that auction although not much is expected for them.
- Mr. Fries has obtained four quotes for Phase 1 and 2 of the irrigation project.
- Several cedar trees have been removed from Knolls #7 and 16.
- There are several dead ash trees marked for removal on #10 Knolls.
- The drains on #1 Knolls are being repaired.
- The tees will be rebuilt inhouse on Knolls #6 and #11.
- The tees on Knolls #3 and #12 will be rebuilt in 2024 using outside sources.
- Mr. Fries is obtaining quotes to rebuild several bunkers to try out a new process.
- Overgrown irrigation boxes are being dug out.
- Several leaking irrigation valves are being replaced.
- Additional "No Trespassing" signs are being replaced around the course.
- The Sr. Men's garden will have the wood fence replaced and the trees trimmed.
- The side of Knolls #1 will be reworked to allow additional space for carts to pass.
- Mr. Moyer will be taking drone photos of the course for publicity purposes.
- Weather report for November & December: The weather for November started with the first dry weekend in 8 weeks and ended with it being about 2.5 degrees cooler on average on a daily basis. December temperatures were around normal but ended up being the 2nd wettest on record 8.35" of rain which is about 4" above normal.

Adjournment:

The meeting adjourned at 12:00 PM.

Respectfully submitted,
Christine Plumeau
Administrative Assistant

**TASHUA KNOLLS GOLF COMMISSION
SPECIAL PROJECTS/HOUSE COMMITTEE
Commission Meeting Monday, January 22nd, 2024**

Topics For discussion

- 0 Finished painting new color for on course bathrooms. Pending weather.
- 0 Develop punch list items for repair of the Cart Barn & Maintenance facility. Punch List completed. Review work.
- 0 Obtaining quotes to upgrade storage facility on the left side of the Mikulus Center. 2/3/24
- 0 Monitoring Pumping in the Septic Systems. **Water issue** in the front of the building.
- 0 **Upgrade Main entrance** in the club house by Painting and Removing any marks. Ceiling repairs. 2/28/24
- 0 Extending the Maintenance Barn on the left side. Contractor review completed. Quotes completed
- 0 Upgrade bathroom ceiling and dispensers
- 0 Powerwash Cart Barn on the East and North sides. Repair all rotted wood with Azak. 2/28/24

Respectfully submitted

Anthony Ciccaglione – Head of House Committee

Performance Summary

December 2023

Rounds

Knolls - Increased 486 rounds, or 122% YOY and Increased 352 rounds, or 66% vs. 5-year average
 Glen - Increased 180 rounds, or 225% YOY and Increased 148 rounds, or 131% vs. 5-year average
 Cart Rounds - Increased 372 rounds, or 140% YOY and Increased 228 rounds, or 56% vs. 5-year average

	Dec. 2022	5-yr. Avg.	Dec. 2023
Knolls	397	531	883
Glen	80	112	260
Cart	266	410	638

Income

Knolls - Increased \$19,945, or 119% YOY and Increased \$20,363, or 124% vs. 5-year average
 Glen - Increased \$4,002, or 213% YOY and Increased \$3,024, or 106% vs. 5-year average
 Total Income - Increased \$24,247, or 85% YOY and Increased \$25,721, or 95% vs. 5-year average

	Dec. 2022	5-yr. Avg.	Dec. 2023
Knolls	\$16,785	\$16,367	\$36,730
Glen	\$1,879	\$2,857	\$5,881
Total	\$28,479	\$27,005	\$52,726

Calendar Year Ending December 2023

Rounds

Knolls - Increased 2,791 rounds, or 6% and Increased 8,198 rounds, or 20% vs. 5-year average
 Glen - Increased 2,747 rounds, or 14% and Increased 4,837 rounds, or 27% vs. 5-year average
 Cart Rounds - Increased 3,028 rounds, or 6% and Increased 9,604 rounds, or 23% vs. 5-year average

	2022	5-yr. Avg.	2023
Knolls	46,667	41,260	49,458
Glen	20,279	18,189	23,026
Cart	47,581	41,005	50,609

Income

Knolls - Increased \$101,622, or 5% and Increased \$479,535, or 28% vs. 5-year average
 Glen - Increased \$80,518, or 16% and Increased \$146,091, or 33% vs. 5-year average
 Total Income - Increased \$112,094, or 4% and Increased \$570,662, or 25% vs. 5-year average

	2022	5-yr. Avg.	2023
Knolls	\$2,093,412	\$1,715,499	\$2,195,034
Glen	\$506,429	\$440,855	\$586,946
Total	\$2,783,208	\$2,324,640	\$2,895,302

Tashua Golf YTD Budget Report - Fiscal Year 2023/2024

Account	Account Description	Original	Transfer	Revised	YTD	Encumber	As of 1/10/2024	
							Available	Encumber
501101	Salaries-FT/Permanent	452,405		452,405	208,789		243,615	
501102	Salaries-PT/Permanent	27,307		27,307	8,705		18,601	
501103	Salaries-Seasonal	256,000		256,000	148,092		107,907	
501105	Salaries - Overtime	20,000		20,000	14,983		5,016	
501106	Salaries- Longevity	425		425	425		0	
501888	Uniform Allowance	4,000		4,000	270		3,730	
522201	Services & Fees Clerical	840		840	420		420	
522202	Services & Fees Professional	233,383		233,383	127,191	105,992		
522203	Services & Fees Ancillary	17,000		17,000	3,240	5,235		
522204	Services & Fees Contractual	112,283		112,283	108,722		3,560	
522205	Svcs Program Expense	2,000		2,000	1,578		421	
522210	Reimbursable to GF	308,238		308,238	308,238		0	
534401	Materials & Supplies Office	60,000		60,000	17,022	19,932	23,046	
534402	Program Supplies	235,000		235,000	97,360	84,737	52,902	
545503	Communications PR	1,000		1,000	0		1,000	
556601	Professional Dev Conferences	2,350		2,350	250		2,100	
556602	Dues	1,500		1,500	865		635	
567701	Oil, Gas, Grease	18,500		18,500	17,313	1,186	3,500	
567703	Travel Reimbursement	500		500	158		341	
578801	Maintenance Repair Contracts	20,143		20,143	5,227	6,652	8,263	
578802	Maintenance Equipment/Building	92,000		92,000	42,167	23,936	25,896	
578804	Refuse	2,944		2,944	1,472	1,472	0	
581888	Capital Outlay	87,000	167,114	254,114	19,950	170,465	63,699	
589901	Leases	97,082		97,082	47,108	49,975	0	
589902	Occasional Rentals	8,000		8,000	1,277		6,723	
590011	Heat	14,000		14,000	5,407		8,592	
590012	Electricity	40,000		40,000	22,730		17,269	
590013	Water	54,500		54,500	12,368		42,131	
590014	Telephone/Internet	1,560		1,560	649		910	
595888	Interest on Bonds	17,184		17,184	9,280		7,904	
597888	Principal on Bonds	250,730		250,730	222,000		28,730	
	TOTAL TASHUA KNOLLS BUDGET	2,437,874		2,604,988	1,453,256	469,582	685,636	

TOTAL TASHUA KNOLLS EXPENSES

Tashua Knolls income (MUNIS)	1,511,349
Misc. Revenue (Rent)	21,295
TOTAL INCOME	1,532,644

NON BUDGET EXPENSES (taken out of MUNIS account)

Credit Card Fees	40,268
Golf Cart Taxes	22,961
Banking Fees	0
Customer Refund	600
ATK Tournament Fees	10,360
TOTAL NON-BUDGET EXPENSES	74,189