

Mayor  
David Martin



Director of Operations  
Col. Mark McGrath

Superintendent of Recreation  
Laurie Albano

Golf Course Superintendent  
Michael Sullivan  
(203)-977-5694

 APPROVED

Office of Operations  
E. Gaynor Brennan Municipal Golf Course  
451 Stillwater Road  
Stamford, CT 06902

Golf Commission  
Robert Tyska, Chairman  
Thomas Birkett  
Michael Briscoe  
Andrea Brantner

## Minutes of the E. Gaynor Brennan Golf Commission Special Meeting; March 5, 2019

### Present were:

R. Tyska, M. Briscoe, T. Birkett, A. Brantner

Absent: None

Staff: M. Sullivan, L. Albano, B. Ukperaj, A. Aulenti, V. Levin

Public: No Public Present

Chairman Tyska called the meeting to order at 6:35 pm.

### Adoption of the Agenda

Mr. Briscoe made a motion to accept the agenda. Seconded by Mr. Birkett. **Motion passed Unanimous.**

### Comments from the Public

No Comments from the Public

### Review of Golf Course Operations due to new Pro-Shop Contract

Mr. Tyska reported the Pro-Shop contract was approved by the Board of Reps on March 4, 2019.

Ms. Albano reported on step still needed to be followed until the Mayor signs the contract.

Mr. Levin reported they could begin training on new software on Tuesday, depending on construction schedule.

Mr. Tyska discussed the lottery feature and possible challenges with the on line lottery

Mr. Tyska made a motion to limit the 7 day permit sale of \$35 to those who purchased Brennan permits in 2018. Seconded by Mr. Birkett. Motion passed unanimous

A brief discussion was held on phone line being installed in the shop. Mr. Tyska discussed how the contract states that the golf shop is responsible for cost of phone lines.

Mr. Sullivan is to report back on the cost of the course phone lines and splitting out the cost of the two lines in the shop.

Mr. Tyska discussed working hours of the golf shop. Opening one half hour prior to the first tee time.

Mr. Ukperaj discussed past procedures for closing of the cashier's room in the evening.

Ms. Aulenti brought up credit card processing and the reconciliation. Mr. Ukperaj reported that our past system we did not have to close out credit cards, it did a settlement at mid-night.

Concern was expressed over printing and saving of credit card receipts.

There is hope the new credit card company has an online resource to verify credit card processing.

Mr. Tyska discussed the scheduling of staff in that there will be cashier's paid by the Golf shop, also working as Rangers paid by the city, and how they will be scheduled.

A discussion was held on leagues and rates and how all rates being offered are to be approved by the Golf Commission.

Mr. Tyska discussed modifying the time our Prime, Mid-Day and Twi-Light rates are offered on different days of the week.

Ms. Brantner requested something be put in writing so it can be reviewed prior to voting.

A discussion was held on the hiring process, for seasonals. It was reported Mr. Ukperaj will obtain the hiring packet so that it could be filled out at the course.

A discussion was held regarding the budget and payment process for paying the Golf Shop on a weekly basis.

Ms. Albano reported that she will need to speak with the Controller's Office.

Mr. Tyska reported the need to order signs directing player to the new configuration of holes for the start of the new Golf Season.

Mr. Birkett reported on the need to send out an email directing the public on changes regarding the holes, as well as the golf shop.

Ms. Albano discussed getting questions together for her to present to the Controller's Office regarding clarification of the audit.

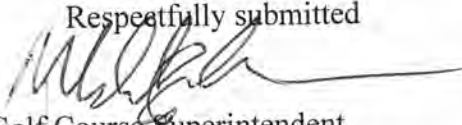
Ms. Albano reported on the need for her and Mr. Tyska to meet with Assistant Superintendent Charles Pollard regarding the retirement of Mr. Sullivan

Mr. Sullivan reported that the budget for Fiscal Year 2020 has a \$169,000 shortfall and that there is approximately \$110,000 in new expenses.

A discussion was held regarding Debt Service money added to the budget. Mr. Tyska questioned why we are being charged for money we haven't yet used. Ms. Brantner requested information on the bonding and payments.

Mr. Briscoe made a motion to adjourn, seconded by Mr. Birkett. **Motion passed unanimous.**

Meeting ended 8:31 pm

Respectfully submitted  
  
Golf Course Superintendent