

Memo

Facilities Department

To: Gail Erickson,

From: Wayne Wright, Superintendent of Facilities

Date: July 20, 2023

Subject: Timberlin Golf Course Expenses, July 1, 2022, to June 30, 2023

Gail,

Per your request, the following information pertains to the expenses incurred by the Facilities Department for the Timberlin Golf Course.

If you have any questions, you may contact me at 7077.

Thank you,
Wayne

Golf Course Expenses Incurred by the Facilities Dept. for Fiscal Year July 1, 2022 - June 30, 2023

Expense Distribution:

Amount:

Labor & Fringe Benefits

\$ TBD

Contracted Services (Dept. 38):

Cost:

Carpeting and Installation	\$ 9,810
Land Line issues/repairs	\$ 395
Overhead door repairs	\$ 1,375
Snake out of toilets	\$ 1,058
Septic Pumping & Grease Trap	\$ 3,975
St. of Connecticut Boiler/Water Inspections	\$ 400
Hood Cleaning	\$ 525
Alarm Maintenance & Inspections	\$ 900
Pest Control	\$ 145
Appliance Services & Repairs	\$ 3,146
Fire Extinguishers Tag & Service	\$ 119
Suppression System Testing & Service	\$ 278

Total Expenses of Contracted Services:

\$ 22,126.00

Materials:

Hot Water Heater
Plumbing Material
Custodial Supplies & Equip.
HVAC Supplies & Filters
Paint, Materials & Supplies
Electrical Materials & Supplies
Door Hardware
Lockers / Benches
Ceiling Tiles
Carpentry Materials & Supplies

Cost:

\$ \$2,584.78
\$ \$1,766.25
\$ \$5,867.71
\$ \$504.00
\$ \$628.45
\$ \$1,145.80
\$ \$1,025.00
\$ \$375
\$ \$1,000.00
\$ \$1600.23

Total Expenses for Materials:**\$ 16,497.22**

TOTAL FOR ALL INCURRED EXPENSES
MINUS LABOR & FRINGES (TO BE
CALCULATED BY FINANCE):

\$**Employees:****Annual Hours Accrued:**

Doug Solek, Director
Wayne Wright, Superintendant
Steve Csinsi, Foreman
Jeff Borczyk, HVAC Tech
Rick Sansabrino, Plumber
Eric Terlecky, Electrician
Dave Pawloski, Electrician
Tom Gora, Locksmith/Carpenter
Mathew Sturgeon, HVAC Tech
Bill DeBlasio, Painter
Joseph Wojtusik, Painter
Sandy Niro, Admin Assist/Bookkeeper
Brett Marturano, Custodian
Zbiginiew Bober, Custodian
Ryan Ekstrom, Trades Helper
Josh Volosin, Custodian
Mathew deRito, Custodian
John Traceski, Custodian

70
12.5
16
34
93
31
49.5
66
8
60
0
6
8.5
2
2

Memo

Facilities Department

To: Gail Erickson,

From: Wayne Wright, Superintendent of Facilities

Date: July 18, 2022

Subject: Timberlin Golf Course Expenses, July 1, 2021, to June 30, 2022

Gail,

Per your request, the following information pertains to the expenses incurred by the Facilities Department for the Timberlin Golf Course.

If you have any questions, you may contact me at 7077.

Thank you,
Wayne

<p style="text-align: center;">Golf Course Expenses Incurred by the Facilities Dept. for Fiscal Year July 1, 2021 - June 30, 2022</p>
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Expense Distribution:

Amount:

Labor & Fringe Benefits

\$ TBD

Contracted Services (Dept. 38):

Cost:

Compressor Maintenance	\$ 1550.00
Asbestos Inspections & Testing	\$ 510.00
Pressure Washing of Building	\$ 1270.10
Snake out of toilets	\$ 469.00
Waste Line Snake out	\$ 395.00
Septic Pumping & Grease Trap	\$ 4955.00
St. of Connecticut Boiler/Water Inspections	\$ 440.00
Hood Cleaning	\$ 525.00
Micro remediation	\$ 1305.00
Alarm Maintenance & Inspections	\$ 1935.00
Pest Control	\$ 515.00
Appliance Services & Repairs	\$ 2269.70
Fire Extinguishers Tag & Service	\$ 260.80
Suppression System Testing & Service	\$ 526.00

Total Expenses of Contracted Services:

\$ 16,925.60

Materials:

Refrigerator Replacement	\$	4699.00
Natural Gas Fryer	\$	842.00
Char Broiler	\$	1282.50
Dishwasher Card Kit	\$	325.14
Plumbing Material	\$	1853.91
Custodial Supplies & Equip.	\$	3609.17
HVAC Supplies & Filters	\$	1465.79
Paint, Materials & Supplies	\$	3603.62
Electrical Materials & Supplies	\$	1607.18
Door Hardware	\$	785.00
Lockers	\$	1735.00
Ceiling Tiles	\$	1050.00
Carpentry Materials & Supplies	\$	1823.74

Cost:**Total Expenses for Materials:****\$ 24,682.05**

TOTAL FOR ALL INCURRED EXPENSES
MINUS LABOR & FRINGES (TO BE
CALCULATED BY FINANCE):

\$ 41,607.65**Employees:****Annual Hours Accrued:**

Doug Solek, Director	30.00
Steve Csinsi, Foreman	60.00
Jeff Borczyk, HVAC Tech	93.50
Rick Sansabrino, Plumber	53.00
Eric Terlecky, Electrician	43.00
Dave Pawloski, Electrician	35.50
Wayne Wright, Carpenter/Super	53.50
Mathew Sturgeon, HVAC Tech	66.50
Bill DeBlasio, Painter	86.00
Joseph Wojtusik, Painter	198.00
Sandy Niro, Admin Assist/Bookkeeper	28.00
Brett Marturano, Custodian	65.50
Zbiginiew Bober, Custodian	00.0
Ryan Ekstrom, Trades Helper	59.50
Josh Volosin, Custodian	62.00
Mathew deRito, Custodian	8.00
John Traceski, Custodian	0.00
Tom Gora	13.50

Memo

Facilities Department

To: Gail Erickson, Accountant

From: Doug Solek, Director of Facilities

Date: July 21, 2021

Subject: Timberlin Golf Course Expenses, July 1, 2020, to June 30, 2021

Gail,
Per your request, the following information pertains to the expenses incurred by the Facilities Department for the Timberlin Golf Course.

If you have any questions, you may contact me at 7029.

Thank you,
Doug

Golf Course Expenses Incurred by the Facilities Dept. for Fiscal Year July 1, 2020 - June 30, 2021

Expense Distribution:

Amount:

Labor & Fringe Benefits

\$ TBD

Contracted Services (Dept. 38):

Cost:

Security Monitoring & Repairs	\$ 1760.00
Fire Alarm Service Contract (Club House)	\$ 480.00
Fire Extinguisher Services	\$ 1336.00
Grill Hood Cleaning	\$ 500.00
Suppression System Service Certification	\$ 750.00
Septic Pumping	\$ 564.00
Grease Trap Cleaning	\$ 650.00
St. of Connecticut Boiler/Water Inspections	\$ 400.00
Appliance Repairs	\$ 5813.50
Landline Phone Repairs	\$ 165.00
Glass/Screen Repairs	\$ 295.00
Pest Control	\$ 765.00
Roofing Repairs	\$ 841.00
Overhead Door Repairs	\$ 820.00
IAQ/Asbestos Inspections	\$ 0.00
Various Signage Installed	\$ 175.00
Masonry Repairs	\$ 0.00

Total Expenses of Contracted Services:

\$ 15,314.50

Materials:

Custodial Supplies & Equipment	\$	2380.04
Paint, Rollers, Tarps, Brushes & Cleaners	\$	1236.00
Building/Carpentry Materials	\$	2224.77
Miscellaneous Electrical Materials	\$	3768.93
Plumbing Material	\$	1805.28
Ceiling Tiles	\$	600.00
HVAC Supplies & Filters	\$	7678.55
Flooring Repairs & Maintenance	\$	9086.20
New Appliances	\$	9899.00
Door Hardware	\$	375.00
Directional Signage	\$	75.00
Plexi Glass	\$	0.00

Cost:**Total Expenses for Materials:****\$ 39,128.77**

TOTAL FOR ALL INCURRED EXPENSES
MINUS LABOR & FRINGES (TO BE
CALCULATED BY FINANCE):

\$ 54,443.27**Employees:****Annual Hours Accrued:**

Doug Solek, Director	40.00
Steve Csinsi, Foreman	30.00
Jeff Borczyk, HVAC Tech	110.50
Rick Sansabrino, Plumber	8.50
Eric Terlecky, Electrician	85.50
Dave Pawloski, Electrician	27.50
Wayne Wright, Carpenter	14.50
Mathew Sturgeon, HVAC Tech	58.50
Bill DeBlasio, Painter	61.00
Joseph Wojtusik, Painter	42.00
Sandy Niro, Admin Assist/Bookkeeper	30.00
Brett Marturano, Custodian	18.50
Zbiginiew Bober, Custodian	00.0
Ryan Ekstrom, Trades Helper	16.00
Josh Volosin, Custodian	00.0
Mathew deRito, Custodian	00.0
Kyle Urciuoli, Custodian	22.50

Timberlin Golf Course Financial Results

YTD JULY

FY 2024-25

(Does not include indirect cost of Town staff providing services that would otherwise be purchased by Timberlin)

	FY 2025			FY 2024			Variance to Budget	NOTES
	Budget	YTD Act	% of Budget	Budget	YTD Act	% of Budget		
Revenue:								
Daily Passes (Greens Fees)	\$914,655	\$151,147	16.5%	\$814,918	\$123,540	15.2%	1.4pp	
Season Passes	\$199,545	\$0	0.0%	\$205,578	\$515	0.3%	-0.3pp	
Golf Carts	\$476,405	\$86,240	18.1%	\$476,693	\$75,818	15.9%	2.2pp	
Driving Range	\$28,000	\$5,011	17.9%	\$20,000	\$3,586	17.9%	N/A	
Restaurant Rent	\$49,749	\$4,975	10.0%	\$47,600	\$4,830	10.1%	-0.1pp	
Golf Pro Rent	\$0	\$0	N/A	\$0	\$0	N/A	N/A	Jan 23 Pro contract removed this charge
	\$1,668,354	\$247,372	14.8%	\$1,564,789	\$208,289	13.3%	1.5pp	
Expenditure:								
Wages/Salaries	\$636,637	\$56,348	8.9%	\$613,365	\$52,100	8.5%	-0.4pp	
Fringe Benefits	\$217,857	\$116,180	53.3%	\$216,698	\$100,269	46.3%	-7.1pp	
53102 - Electricity	\$70,350	\$0	0.0%	\$56,105	\$0	0.0%	0.0pp	
53105 - Natural Gas	\$24,107	\$1,068	4.4%	\$22,500	\$0	0.0%	-4.4pp	
53106 - Vehicle Fuel	\$51,750	\$1,016	2.0%	\$39,750	\$497	1.2%	-0.7pp	
53201 - Supplies	\$4,500	\$0	0.0%	\$4,500	\$0	0.0%	0.0pp	
53202 - Irrigation Materials	\$35,000	\$2,869	8.2%	\$22,500	\$0	0.0%	-8.2pp	
53208 - Equipment (New)	\$10,000	\$259	2.6%	\$8,663	\$0	0.0%	-2.6pp	
53219 - Operating Materials	\$12,500	\$0	0.0%	\$7,500	\$0	0.0%	0.0pp	
53233 - Auto Parts	\$35,500	\$755	2.1%	\$35,500	\$2,450	6.9%	4.8pp	
53241 - Sand & Stone	\$17,500	\$792	4.5%	\$13,000	\$0	0.0%	-4.5pp	
53243 - Fertilizer, Seed, Chem.	\$150,000	\$143,307	95.5%	\$130,000	\$121,473	93.4%	-2.1pp	
53245 - Maintenance & Repair	\$40,000	\$5,781	14.5%	\$46,500	\$68	0.1%	-14.3pp	
53501 - Pro share of cart rev.	\$0	\$0	N/A	\$0	\$0	N/A	N/A	Jan 23 Pro contract removed this charge
53510 - Golf Pro Contr. Serv.	\$90,000	\$45,000	50.0%	\$90,000	\$45,000	50.0%	0.0pp	
53513 - Green, Trap, Tee, Cart Paths	\$5,000	\$0	0.0%	\$0	\$0	N/A	N/A	
53603 - Golf Cart Lease	\$80,087	\$73,207	91.4%	\$80,087	\$0	0.0%	-91.4pp	
53730 - Insurance	\$28,778	\$28,778	100.0%	\$29,289	\$7,195	24.6%	-75.4pp	
53813 - Computer Support	\$15,000	\$670	4.5%	\$11,020	\$660	6.0%	1.5pp	
53823 - Refuse Disposal	\$8,679	\$0	0.0%	\$7,890	\$0	0.0%	0.0pp	
53902 - Telephone	\$2,000	\$123	6.1%	\$4,000	\$91	2.3%	-3.9pp	
53917 - Water & Sewer	\$17,500	(\$7,235)	-41.3%	\$36,940	\$0	0.0%	41.3pp	
53932 - Waterways Treatment	\$7,500	\$0	0.0%	\$6,700	\$0	0.0%	0.0pp	
53940 - Advertising	\$10,000	\$0	0.0%	\$10,000	\$0	0.0%	0.0pp	
53941 - Bank charges	\$38,241	\$3,882	10.2%	\$38,241	\$3,910	10.2%	0.1pp	
53944 - Organizational Fees	\$1,500	\$0	0.0%	\$2,000	\$902	45.1%	45.1pp	
53945 - Training	\$500	\$0	0.0%	\$300	\$0	0.0%	0.0pp	
53950 - Internet Service	\$3,200	\$257	8.0%	\$3,863	\$415	10.7%	2.7pp	
Capital Items	\$67,359	\$0	0.0%	\$12,500	\$0	0.0%	N/A	
	\$1,681,045	\$473,056	28.1%	\$1,549,411	\$335,028	21.6%	-6.5pp	
NET INCOME	(\$12,691)	(\$225,684)	1778.3%	\$15,378	(\$126,739)	-824.2%	2602.5pp	

FY25 - BUDGET VS ACTUAL for July (7/31/24)
GENERAL FUND - EXPENSE

DEPT/ACCOUNT	DESCRIPTION	ADOPTED	BUDGET AMENDS	AMENDED	JUL EXPENSE	YTD EXPENSE	ENCUM	ENCUM+EXP	BALANCE	REMAIN.
2543 - Golf Course										
51 Wages-Salaries										
001.25.2543.0.51100.00000	Department Head	77,626	0.00	77,626.00	6,150.28	6,150.28	0.00	6,150.28	71,475.72	92.1%
001.25.2543.0.51125.00000	Mid-Managers Personnel	107,434	0.00	107,434.00	9,232.60	9,232.60	0.00	9,232.60	98,201.40	91.4%
001.25.2543.0.51135.00000	Blue Collar Personnel	205,718	0.00	205,718.00	13,015.53	13,015.53	0.00	13,015.53	192,702.47	93.7%
001.25.2543.0.51160.00000	Strtrs, Rngrs, Golf Carts	159,708	0.00	159,708.00	16,312.00	16,312.00	0.00	16,312.00	143,396.00	89.8%
001.25.2543.0.51305.00000	Commission Secretaries	1,625	0.00	1,625.00	0.00	0.00	0.00	0.00	1,625.00	100.0%
001.25.2543.0.51400.00000	Overtime	31,226	0.00	31,226.00	1,725.10	1,725.10	0.00	1,725.10	29,500.90	94.5%
001.25.2543.0.51510.00000	Part time & Summer Help	50,000	0.00	50,000.00	9,912.17	9,912.17	0.00	9,912.17	40,087.83	80.2%
001.25.2543.0.51805.00000	Longevity	3,300	0.00	3,300.00	0.00	0.00	0.00	0.00	3,300.00	100.0%
Wages-Salaries Total		636,637	0.00	636,637.00	56,347.68	56,347.68	0.00	56,347.68	580,289.32	91.1%
52 Fringe Benefits										
001.25.2543.0.52010.00000	Worker's Compensation	13,492	0.00	13,492.00	9,807.36	9,807.36	0.00	9,807.36	3,684.64	27.3%
001.25.2543.0.52100.00000	Social Security	48,819	0.00	48,819.00	4,173.60	4,173.60	0.00	4,173.60	44,645.40	91.5%
001.25.2543.0.52110.00000	Unemployment Compensation	17,500	0.00	17,500.00	0.00	0.00	17,500.00	17,500.00	0.00	0.0%
001.25.2543.0.52200.00000	Pension	29,099	0.00	29,099.00	2,114.36	2,114.36	0.00	2,114.36	26,984.64	92.7%
001.25.2543.0.52220.00000	Insurance, Life, Disability	1,703	0.00	1,703.00	101.77	101.77	1,601.23	1,703.00	0.00	0.0%
001.25.2543.0.52235.00000	Health Insurance	99,844	0.00	99,844.00	99,844.00	99,844.00	0.00	99,844.00	0.00	0.0%
001.25.2543.0.52300.00000	Uniforms	7,400	0.00	7,400.00	138.51	138.51	4,321.49	4,460.00	2,940.00	39.7%
Fringe Benefits Total		217,857	0.00	217,857.00	116,179.60	116,179.60	23,422.72	139,602.32	78,254.68	35.9%
53 Professional/Technical										
001.25.2543.0.53102.00000	Electricity	70,350	0.00	70,350.00	0.00	0.00	44,410.00	44,410.00	25,940.00	36.9%
001.25.2543.0.53105.00000	Natural Gas	24,107	0.00	24,107.00	1,068.36	1,068.36	21,431.64	22,500.00	1,607.00	6.7%
001.25.2543.0.53106.00000	Vehicle Fuel	51,750	0.00	51,750.00	1,016.26	1,016.26	21,483.74	22,500.00	29,250.00	56.5%
001.25.2543.0.53201.00000	Supplies	4,500	0.00	4,500.00	0.00	0.00	2,900.00	2,900.00	1,600.00	35.6%
001.25.2543.0.53202.00000	Irrigation	35,000	0.00	35,000.00	2,869.33	2,869.33	22,880.67	25,750.00	9,250.00	26.4%
001.25.2543.0.53208.00000	Equipment	10,000	0.00	10,000.00	258.50	258.50	500.00	758.50	9,241.50	92.4%
001.25.2543.0.53219.00000	Operating Materials	12,500	0.00	12,500.00	0.00	0.00	5,118.00	5,118.00	7,382.00	59.1%
001.25.2543.0.53233.00000	Auto Parts	35,500	0.00	35,500.00	755.11	755.11	16,869.89	17,625.00	17,875.00	50.4%
001.25.2543.0.53241.00000	Sand & Stone	17,500	0.00	17,500.00	792.36	792.36	8,707.64	9,500.00	8,000.00	45.7%
001.25.2543.0.53243.00000	Fertilizer, Seed, Chem.	150,000	0.00	150,000.00	143,306.74	143,306.74	3,377.46	146,684.20	3,315.80	2.2%
001.25.2543.0.53245.00000	Maintenance & Repair	40,000	0.00	40,000.00	5,780.65	5,780.65	16,692.35	22,473.00	17,527.00	43.8%
001.25.2543.0.53510.00000	Golf Pro Contr. Serv.	90,000	0.00	90,000.00	45,000.00	45,000.00	45,000.00	90,000.00	0.00	0.0%
001.25.2543.0.53513.00000	Range, Green, Trap, Tee, Cart P	5,000	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00	100.0%
001.25.2543.0.53603.00000	Golf Cart Lease	80,087	0.00	80,087.00	73,207.10	73,207.10	6,879.73	80,086.83	0.17	0.0%
001.25.2543.0.53730.00000	Insurance	28,778	0.00	28,778.00	28,778.00	28,778.00	0.00	28,778.07	0.00	0.0%
001.25.2543.0.53813.00000	Computer Support	15,000	0.00	15,000.00	670.00	670.00	10,218.07	10,888.07	4,111.93	27.4%
001.25.2543.0.53823.00000	Refuse Disposal	8,679	0.00	8,679.00	0.00	0.00	8,679.00	8,679.00	0.00	0.0%
001.25.2543.0.53902.00000	Telephone	2,000	0.00	2,000.00	122.90	122.90	1,877.10	2,000.00	0.00	0.0%
001.25.2543.0.53917.00000	Water & Sewer	17,500	0.00	17,500.00	(7,235.00)	(7,235.00)	4,775.00	10,265.00	7,235.00	41.3%
001.25.2543.0.53932.00000	Waterways Treatment	7,500	0.00	7,500.00	0.00	0.00	9,500.00	9,500.00	2,725.00	36.3%
001.25.2543.0.53940.00000	Advertising	10,000	0.00	10,000.00	0.00	0.00	0.00	9,500.00	500.00	5.0%
001.25.2543.0.53941.00000	Bank charges	38,241	0.00	38,241.00	3,881.89	3,881.89	0.00	3,881.89	34,359.11	89.8%
001.25.2543.0.53944.00000	Organizational Fees	1,500	(115.00)	1,385.00	0.00	0.00	475.00	475.00	910.00	65.7%
001.25.2543.0.53945.00000	Training	500	115.00	615.00	0.00	0.00	125.00	125.00	490.00	79.7%
001.25.2543.0.53950.00000	Internet Service	3,200	0.00	3,200.00	256.98	256.98	2,807.02	3,064.00	136.00	4.3%
Professional/Technical Total		759,192	0.00	759,192.00	300,529.18	300,529.18	272,207.31	572,736.49	186,455.51	24.6%
54 Capital Outlays										
001.25.2543.0.54000.00128	Greens Mower	67,359	0.00	67,359.00	0.00	0.00	0.00	0.00	67,359.00	100.0%
Capital Outlays Total		67,359	0	67,359	0	0	0	0	67,359	100.0%
Golf Course Total		1,681,045	0.00	1,681,045.00	473,056.46	473,056.46	295,630.03	768,686.49	912,358.51	54.3%

Golf Course Report

August 15, 2024

30-Day Recap of Operations and Benchmarks

- The Golf Course is healthy and in good condition; even after the heat and rain in recent weeks.
- It is important to make sure we remind folks in your own group to fill in divots.
- Bunker Maintenance
 - We have re-edged the bunkers to give it a new look and feel.
 - The sand was cultivated and refilled to have proper sand depth.
- The bridge donated by Central Connecticut must be approved by town engineer Michael Ahern.
 - Once approved, we will bring it to TC for approval.
 - We are hoping the Highway Department or Parks and Rec can help with the install.
 - If they cannot help, the removal of the old bridge and installation of donated bridge will hopefully be part of the big bridge project.
- CIP Projects
 - 2024 Fall –
 - Phase 1 for Hole #2
 - Hole # 5 Cart Path
 - Driving Range Net

Staff Update

- With school around the corner, I am expecting to lose a couple staff members to high school and college.
 - Starter/Ranger Mike Hoss is leaving the staff. His last day was 8/13. He will be missed.
 - With that, Peter Anop was hired recently and will start to help in the weekdays very soon.

Looking Ahead/Goals

- Jerry and his staff are doing a great job with the course and playing conditions.
- In recent time they have been able to catch up with smaller projects.
 - Landscape around memorial trees and plaques.
 - Fill in the entrances and exits of cart path with gravel and mix.
 - Mulch around tees and clubhouse.
 - Ordering new plaques for those that are out on the course and need replacement.