

**MINUTES OF THE JANUARY 24, 2020 MEETING,
OF THE COUNTRY CLUB MANAGEMENT COMMITTEE (CCMC),
HELD IN THE CLUB ROOM OF THE
SOUTH SHORE COUNTRY CLUB (SSCC).**

Members Present: Christine Smith, Chairman, Jack Bailey and William Friend.

Others Attending: Kevin Whalen, Executive Director of the SSCC and George Danis, the Hingham Advisory Committee's (ADCOM) liaison to the CCMC.

The meeting was called to order at 9:30 AM. The CCMC members present constituted a quorum. This quorum remained present throughout the meeting.

The first order of business was a review of the minutes of the December 6, 2019 CCMC meeting. The minutes, as presented, were approved and accepted by the committee members present. Thereafter, the committee authorized William Friend, secretary/clerk of the meeting, to make any final corrections to the minutes he deems necessary and appropriate and to forward the final corrected minutes to the Town Clerk for posting.

The CCMC's approval of the December minutes was followed by the Executive Director's Report (EDR).

Kevin Whalen, the Executive Director, began the EDR with a review of the SSCC's operations during the prior month. As part of this review, Kevin Whalen advised the Committee that SSCC's Town ball fields supervisor had resigned. He further advised the committee that he and Jake Silva were working on a new organization chart for the Town ball fields maintenance crew and that this position would not be replaced, at this time. Kevin Whalen then reported that the new golf simulator equipment had not yet been fully installed and would not be paid for, until the installation work is completed. He added, however, that the updated golf course selection options are already being used and that the simulators are in operation and busy.

The operations report was followed by an update of the FY21 SSCC Budget presentation, approved by CCMC's at its December meeting. Kevin Whalen reminded the Committee that his proposed budget included an expected \$50K reduction in spending and noted that, he has been advised by the Town Accountant that there will be an extra two-weeks of payroll in June of FY20 that was not included in his initial projections. He then noted that this will alter his projected reduction in expenditures for the year. The FY21 Budget presented to the Ad Com and the BOS shows \$1.9M in revenue and \$1.76 in expenses for the fiscal year.

The next matter reviewed by Kevin Whalen was the SSCC monthly financial report for December, 2019. A written financial statement for the month (reporting receipts and expenditures, by department during the month) was handed out to the Committee and reviewed by Kevin Whalen. Kevin Whalen concluded his presentation of the monthly financial report with information on the golf membership fees received for the coming year, advising the Committee that membership payments, which started out briskly, have slowed down after Christmas. To address this, a follow-up letter will be mailed to all of the former golf members who have not yet signed up.

Kevin Whalen continued his EDR with a review of the donation requests received by the SSCC (generally a request for a two-some or four-some of golf at the SSCC used in auctions at charity fundraising events) during the month. The committee reviewed and agreed to the donation requests presented by Kevin Whalen.

This was followed by a discussion of a revised marketing and advertising approach for the spring. Kevin Whalen informed the Committee that he and committee member, Sean Toland had met with Mark Tedeschi, a principle in the marketing firm currently employed by the SSCC; and that together they had developed a marketing program that involves increased advertising (Google ads) on the internet. He then explained the costs and benefits of this program. Thereafter, it was agreed that the SSCC should go forward with the program as presented.

Following the EDR, the committee commenced a review and analysis of SSCC's golf course maintenance facility.

The first matter discussed was the repairs needed to the existing maintenance facility. The Committee reviewed a Project Memo sent from Apex Engineering to Michael Clancy, Hingham's Building Commissioner, setting forth the work needed to be done and steps to be taken, in order for a portion of the facility to be safely reopened and operable. It was agreed that, if Mr. Clancy agrees that this repair work is appropriate and if reasonable estimates for this work can be obtained, the repair work outlined in the engineering report should be done. It was also agreed that if these conditions can not be met, then the facility will not be reopened.

Following the discussion of the needed SSCC maintenance facility repair work, the Committee reviewed a preliminary estimate of the cost of the demolition of the building currently housing the SSCC pool and the golf course maintenance facility. A cost estimate of (\$270k) for the demolition work (prepared and provided to Kevin Whalen by JDC Demolition Company) was then presented and reviewed by the Committee.

Thereafter, the process and the steps that must be taken to accomplish the replacement of the golf course maintenance facility were discussed by the Committee. In the course of this discussion, an Existing Conditions and Wetlands Resource Area Plan, prepared by SITEC Environmental, as well as, a Turf Care Center Master Plan, prepared by Golf Structure Alternatives were provided to the Committee for review.

This was followed by a report from Kevin Whalen and William Friend on their meeting with the Town's acting engineer, Patrick Brennan. Mr. Brennan's comments and recommendations, with regard to the Maintenance facility project, were reviewed with the Committee and the appropriate next steps to be taken were then generally agreed upon.

The discussions pertaining to the golf course maintenance facility were followed by a CCMC report, by Christine Smith. Christine Smith commenced her report with information on a recent notification from Frank Ricci, advising the CCMC of Vista Verde's \$80K UCC filing. This UCC filing pertains to the restaurant fixtures and equipment used in Vista Verde Corp's. food, beverage and event operations at the SSCC. She then reminded the Committee of the reasons for the notification and the fact that similar filings have occurred, without issue, in prior years.

Christine Smith followed with an update on the CCMC's funding request to the Town's Community Preservation Committee (CPC), to underwrite the cost of preparation of pool design and construction documents for a proposed Town pool at the SSCC. As part of this update, the amount of the funding request (\$500K), the reasoning for the funding request and the process involved with the request, were all reviewed and discussed. After this discussion, the Committee authorized Christine Smith and Kevin Whalen to proceed with the process necessary to accomplish the funding request. Christine Smith concluded the update by reminding the Committee of the pending CPC, ADCOM and BOS meetings that are all part of the necessary funding process and requesting that, if available, everyone attend these meetings and support the funding request.

The next CCMC meeting was then scheduled for Friday, February 21st at 10:00 AM.

Thereafter, on motion duly made and seconded, the Committee unanimously agreed to adjourn the meeting.

**Respectfully submitted,
By William Friend
Secretary/Clerk**

