

**MINUTES OF THE JANUARY 12, 2021 MEETING,
OF THE COUNTRY CLUB MANAGEMENT COMMITTEE (“CCMC”),
Remote meeting via telephone conference call
Dial in number: (929) 205-6099
Meeting ID: 882 1282 6079
Passcode: 939433
Website: <https://zoom.us/join>**

Members Present: Christine Smith, Chairman, Susan Sullivan, Jack Bailey, Steve White and William Friend.

Others Attending: Kevin Whalen, Executive Director of the South Shore Country Club (SSCC).

The meeting was called to order at 5:30 PM. All of the CCMC members were present. This constituted a quorum. A quorum remained present throughout the meeting.

Before commencing with the meeting agenda, Christine Smith informed those in attendance that the meeting was being held remotely by telephone, as an alternative means of public access, pursuant to an Order issued by the Governor of Massachusetts, dated March 12, 2020 - suspending certain provisions of the Open Meeting Law. And, that this meeting and all telephone communications, during this meeting, may be recorded, by the Town of Hingham, in accordance with the Open Meeting Law.

The first order of business on the Agenda posted for the meeting was a review of the minutes of the December 15, 2020 CCMC meeting. Corrections were discussed and agreed upon. Thereafter, the corrected December 15, 2020 CCMC meeting minutes were unanimously approved by the Committee. The Committee then

authorized William Friend, secretary/clerk of the meeting, to make any final corrections he may subsequently deem necessary and appropriate, and to forward the final corrected minutes to the Town Clerk for posting.

The CCMC's approval of the minutes was followed by the Executive Director's Report (the "EDR"), which was presented by Kevin Whalen, Executive Director of the South Shore Country Club (the "SSCC").

Kevin Whalen commenced the EDR with an updated SSCC financial report. The financial report included a review of SSCC's revenue for the month of December. Revenue for the month was reported at \$118,054.66 (approximately \$38K. above the monthly revenue in December 2019). Kevin Whalen noted that most of this increase is golf course related (green fees and memberships).

Expenditures, during December, were \$105,660. He noted that these expenditures include funds spent to upgrade SSCC's fire suppression systems (\$8.9K), and accelerated payments with regard to the required annual purchase of golf course chemicals and fungicides, to take advantage of discounts offered by suppliers.

As a result, Kevin Whalen reported SSCC's surplus for the month of December was approximately \$13.5k and, for the first six months of the year, the SSCC had a positive cash position of over \$136K. He then reminded the Committee that golf course revenue is such a significant portion of SSCC's revenue (85% of total revenue) and positive cash position, that the winter months, without golf revenue, and the pandemic's impact on the restaurant, bowling and simulator businesses will most certainly reduce this cash surplus, going forward. Nevertheless, he is still anticipating a cash positive year.

Kevin Whalen followed the EDR with an update on SSCC's FY 2022 Budget, advising the Committee that he and Christine Smith would be presenting the Budget to the Board of Selectmen (BOS), during the BOS meeting scheduled to be held on January 19th. He then invited the committee members to attend the BOS zoom meeting and provided the anticipated time of this presentation and information on how the committee members could attend the BOS meeting.

The revised SSCC Capital Outlay Plan was then reviewed with the Committee. Kevin Whalen commented that the Plan incorporated the proposed capital expenditures that he had reviewed with the Committee during its December 15th meeting, including the \$150K of roof repairs for the main building (over the bowling alley, locker rooms and simulator rooms) and expenditures for needed golf course equipment. However, Kevin Whalen again assured the Committee that, even though the Plan had been reviewed and accepted by the Town's Capital Outlay Committee, he will not proceed with all of the planned roof repair expenditures, which, unlike in prior years, are to be paid from SSCC's operating budget, if SSCC's revenue in 2022 is not in line with SSCC's operating budget for the year. As debt service for the maintenance facility is expected to become an obligation of the SSCC in 2023, this plan allows the building repairs to be completed and paid for in the same year, freeing up cash flow in FY 2023 to fund the anticipated debt service.

The next matter, on the Agenda, to be discussed, was an update with regard to the, previously approved, Request for Qualifications (RFQ) issued by the SSCC and the Town, pertaining to the retention of a design firm to assist in the development of the proposed SSCC maintenance building and pool facility.

In the course of this update, Kevin Whalen reviewed the RFQ selection process; reminded everyone of the design firm selected, Rotti,

McGroddy Design Collaborative (RMD); discussed the scope and services to be provided by the Firm and then referred the Committee to the Town's Architect/Designer Agreement which was included in the meeting materials. After a review and discussion of the materials presented, Kevin Whalen was authorized, by a unanimous roll-call vote, to sign the Agreement, on behalf of the CCMC, in his capacity as Executive Director of the SSCC. He was also asked by the Committee to deliver the Agreement to the BOS for their approval.

Following this vote, Kevin Whalen advised the Committee that he expected to have the final design of the maintenance building, by July, so that bids for the for the construction of the building can be solicited in the summer and ground can be broken in the fall. He added that the first design meeting, with RMD, was scheduled for 9:30 AM the following morning and that he and Bill Friend would be attending, along with Richard Pomroy of Pomroy Associates (the project manager) Jake Silva, Chris Riley, from the SSCC and JR Frey, the Town Engineer.

Kevin Whalen followed with an update on the SSCC's Covid19 compliance efforts, discussing his plans for the staff to work on the buildings and golf course, while business is slowed down by the pandemic and winter weather.

Christine Smith followed with the CCMC Report. She commenced this Report, by advising everyone that the new pool table, donated to the SSCC by David and Helen Drinan, has been reassembled and is ready for play. She added that it looks wonderful in the simulator room, is a great addition to the entertainment offerings of the SSCC and that, if the committee members have an opportunity to do so, they should thank the Drinan's for their generous contribution.

Christine Smith then advised the Committee that the latest Lease Amendment with Vista Verde Corp. had been signed by all of the necessary parties and had been approved by the BOS. She added that it is essential that Kevin Whalen and everyone on the Committee continue the positive working relationship with Vista Verde Corp. to ensure that the SSCC's restaurant and event business successfully weathers the pandemic.

Christine Smith concluded her Report with updated information on the make-up of the town-wide group that will be overseeing the development of the SSCC Maintenance building and pool.

Following Christine Smith's CCMC Report, the next CCMC meeting date was set for 5:30 PM on February 16, 2020, and then, on motion duly made and seconded, the Committee agreed that the present meeting be adjourned.

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

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