

SWAMPSCOTT YACHT CLUB.

SYCCompass.com ** 781-598-9273 ** P.O. Box 12, Swampscott, MA 01907 (Historic Fish House, 425 Humphrey St.).

SYC ESTABLISHED 1933.

SPECIAL MAILING TO ALL MEMBERS—

SUN., MAY 17, 2008.

GREETINGS FROM THE BRIDGE!

SYC members, I am pleased to be making this announcement today to inform you of our Renovations Committee's progress. The Committee has been continuously busy, for the past two years, working toward the goal of a complete renovation of our Clubhouse. Along the way we have learned much about the Fish House as a structure, as a historical landmark, as a piece of Town property, and not least, how it functions as a yacht club. We are now ready to start the first phase of our renovations, the building of a deck or porch on the harbor side of the building. This renovation, exciting in itself, will also have the practical purpose of repairing the settling of that part of the building (that's what has caused the drop or bump in the floor along that wall).

This entire discovery process has led us to some key observations and conclusions. I will summarize them for you.

Complete renovation of the Fish House is necessary. This project will require Town investment and therefore capital budget committee approval. The minimum investment will cover Commonwealth of Massachusetts mandatory compliance with handicap accessibility issues relating to municipality-owned structures.

All of this will take time to work through the Town, and considering the amount of the investment, has led us to request an extended lease from the Town. As a result of last year's Town Meeting, the Town Manager now has the authority to grant long-term leases to tenants of Town-owned properties. This progress has given us the opportunity to extend our lease to 2014 with the assurance that the next writing of the lease will be for a minimum length of 25 years. By law the Town will have to send out a request for bids, but since 1933 we have been the tenant which most clearly fits the use of the Fish House.

The Porch:

While this work was being accomplished, the Renovations Committee began a separate project of adding a porch or deck to the harbor wall of the building. This structure would be added to the existing barroom. It would be an exciting new feature of our Club and would have obvious benefits to the use of our Clubhouse. Principally, we would have a south-facing deck with spectacular ocean views to the skyline of Boston. This structure would provide an entertainment facility like no other in Swampscott. For a small investment, we would have a new and improved Clubhouse that would be attractive to Town residents who are presently not members and will most likely invigorate our membership ranks.

Attached to this letter you will find a list of frequently-asked questions (“FAQs”) and suitable answers regarding this project. Please read through them. Then mark your calendar for two dates in June. We have scheduled an informational meeting open to all members on **Tuesday, June 10 at 7:30 p.m.** Here, the SYC Board and Renovation Committee members will go further into the details of the project and respond to your questions, comments and suggestions. Then on **Tuesday, June 17 at 7:30 p.m.** we will conduct a poll of the membership to solicit your formal opinion of this project. For those of you who can’t make the June 17 meeting, we have attached here a response or proxy form that you can use.

The Board of Governors and the Officers of the Club unanimously support this project. We are looking for your input and are hopeful of your support as well. See you on June 10.

Respectfully,

**George Gallup
Commodore**

*Attachments: (1) Response form.
(2) Renovations Proposal FAQ.*

RESPONSE OR PROXY FORM. Please return this form by email or regular mail postmarked no later than Saturday, June 21. This response page is to be used ONLY if you cannot attend the June 17 “decision” meeting. The response is ONLY for the Porch Proposal and is not for the entire renovations project. For those who do not have email we are mailing this cover letter, the Renovations Proposal FAQ, and, for your convenience, a stamped, self-addressed return post card.

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[Response card revised at 6/10/08 meeting to add “pay my share” section:]

**I WAS UNABLE TO ATTEND THE JUNE 17 MEETING.
MY RESPONSE TO THE PORCH PROPOSAL IS:**

- YES.**
- NO.**

I WOULD PAY MY SHARE THIS WAY:

- Up Front.**
- Over the Specified Number of Years.**

My comments:

My Signature (Printed): _____

[Please mail no later than June 21.]

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Swampscott Yacht Club
Renovations Proposal
FAQ

For the Porch Meetings, June 10 and June 17, 2008.

1. What is the overall scope of the renovations?

The purpose is to provide a renovated space, aesthetically in character with the history of the Fish House, that meets the needs of the growing Club and increases members' access to the outdoors, boating, and the harbor. This will provide opportunities for higher revenue from increased membership and an upgraded rentable function room. The renovations have been divided into two projects. Building a porch will be the first project because it is the easiest to accomplish, is of immediate benefit and enjoyment to members, and potentially will bring in many new members. Consequently, most of this FAQ specifically addresses the porch project, and that project will be the major subject of our June informational meetings. The two projects include the following:

Project One (Build a Porch on the Harbor Side):

- Windows to be replaced by sliding doors and screens.

Project Two (Internal Renovations on All Floors):

- Expand into the newly acquired locker space
- Upgrade and expand the bar
- Provide a new kitchen
- Upgrade the rest rooms
- Upgrade entry and provide more open environment
- Replace drainage and install a ceiling odor barrier in the fishermen's locker area.

2. What is the status of the entire renovation project?

The project began in January 2006 with the organization of a Renovations Committee. The Committee developed a proposed plan and layout for renovations of the interior of the second floor. These were presented and have been on display at the Club since the 2006 annual meeting. The process of gaining approval of the Town is complicated by the need for the Town to upgrade all Town-owned buildings for handicapped access. Meetings were held with the Town and the Fishermen's Alliance, where it was determined that a renovation of the first two levels of the Fish House would be necessary to meet the requirements of the Town, the fishermen, and the SYC. To accomplish a renovation of this scope requires capital expenditure planning by the Town, which is a lengthy process. The Renovations Committee, with support of the Swampscott Historical Society, has met with Town Selectmen to inform them and begin the capital planning process.

Because the Town capital planning process is lengthy, the Board of Governors and Renovations Committee decided to pursue obtaining approval for adding a porch as a separate project from the first- and second-floor renovations. Positive feedback for the porch has been received from the Historical Society and Selectmen. The Historical Society stated in a letter, "We believe that the apparent scope of renovations and alterations to the Fish House can be executed in a manner that preserves the architectural integrity of the building and improves it for future use, while addressing your desire to enhance the space for the SYC members." The next step is to create more detailed plans and meet with the Historical Society again. A preliminary proposal was presented to the Environmental Commission and Town Building Department to obtain their feedback. Based on that successful meeting, our next step is to have a design developed for approval of the Environmental Commission and Building Department. Once this is completed, we can obtain permits to begin construction. Presently the Renovations Committee is meeting with engineers to determine the optimum structural approach for the porch. The design and structural engineering costs to develop documents to present to the Environmental Commission and Building Department are estimated at \$5,000. The estimated construction cost for the porch is \$55,000.

3. What is the decision process for approval of the Porch renovations?

Project One: Adding the porch to the ocean side of the building.

This project consists of four phases:	<u>Completed:</u>	<u>To Do:</u>
Phase 1 - Schematic Design	880	
Phase 2 – Design Development		5,000
Phase 3 – Construction Documents		5,000
Phase 4 – Construction		50,000
Total:	<u>\$ 880</u>	<u>\$60,000</u>

Project Two: Renovation of interior of the first and second floor.

This project consists of five phases:	<u>Completed:</u>	<u>To Do:</u>
Phase 1 Existing conditions documentation/Code Review	725	
Phase 2(a) Schematic Design (for members' review)	5,000	
Phase 2(b) Schematic Design (for Historic approval)	304	
Phase 3 Design Development		4,000
Phase 4 Construction Documents		10,500
Phase 5 Construction		350,000
Total:	<u>\$ 6,029</u>	<u>\$364,000</u>

4. How much did we spend for the renovation planning to date?

The expenditure to date for both projects is \$6,909.

5. Will there be a meeting to obtain member support for the expenditure to create construction documents and construct the Porch?

There will be two meetings, currently scheduled for Tuesday evening, June 10 (a discussion meeting), and Tuesday evening, June 17 (a voting meeting).

6. What is the estimated construction cost of the entire renovation?

The cost estimate for the porch is in the range of \$50,000 to \$55,000 based on the assumption that licensed Contractors perform the work

The cost estimate for the interior based on the preliminary information available and on the assumption that licensed Contractors perform the work is in the range of \$300,000 to \$350,000

7. How many members are there to share the cost for the porch?

The 2007 membership was approximately 170, including life members, slightly less than the membership pattern in the past few years. The final 2008 membership number will be known later in the summer. Having the porch as an important asset is expected to increase 2009-and-beyond membership and lower individual members' cost for the future internal second floor renovations.

8. How will the members pay for the porch?

The approximate amount is expected to be \$300 to \$350 per member. A Finance Subcommittee is working on proposals/options for payment plans to be paid over various time frames. These options will be presented at the June members' meetings.

9. What is the proposed timeline for the porch and when will construction start?

Assuming we gain member support in June, work could potentially begin in the fall or winter of this year and be complete before the 2009 summer season.

10. Has there been a survey to see if the members desire the porch or other planned renovations?

No formal survey has been completed. In an informal 2005 Survey members expressed interest in the return of a fully functioning kitchen, one of the former great assets of the Club. At that time we did not anticipate that any outside renovation, such as a porch or deck, would be allowed on a building placed in 1985 on the National Register of Historic Places. The Fish House was built in 1896 and is the oldest still-working fish house on the East Coast. Fortunately for us, some changes are allowed if they make necessary improvements within the character of the original building. In this case the porch construction will repair the sagging of that part of the building; you are all no doubt familiar with that sudden “dip” in the floor. The rising costs of boating and fuel may make the Club more socially oriented, in which case a porch and updated kitchen, bar, and function room become even more essential. The Board of Governors and Renovations Committee want to distribute information on the plans and issues so that all members will have up-to-date and accurate information, particularly on the porch project, to enable them to make an informed decision at the June members’ meetings.

11. What is the overall financial status of the Club?

On April 30, 2008 the Club’s net worth was \$63,857.30. We will have an updated figure at the June meetings.

12. Can we lower costs on either project by having members do some of the renovations?

Yes, but all estimates are based on the assumption of hiring licensed outside contractors. However, as detailed construction plans are developed we will utilize member volunteers wherever possible. This will undoubtedly save cost but it is not possible to predict how much at this time.

13. What is length of our current lease?

The lease is through April 30, 2014.

14. What are the possibilities of obtaining a long-term lease?

As a result of last year’s Town Meeting the Town Manager now has the authority to grant long-term leases to tenants of Town-owned properties. This progress has given us the opportunity of extending our lease to 2014, with the assurance that the next writing of the lease will be for a minimum length of 25 years.

15. Is it possible that the Town would put the space out to bid after we have completed the renovations?

It is possible, and is required by law at the end of any lease. However, the Board of Governors and the Renovations Committee feel that the Club uniquely fulfills the narrow list of attributes for occupancy of a Fish House that are required of the bid request. We have been doing so, after all, since we were organized as a Club in February, 1933! Also, Town officials have stated that the Club provides the best use of the property and must remain there to keep the property, and arguably the beach and harbor, viable.

16. Do the Selectmen support our plans?

Yes, the Selectmen and Town Manager have stated their support of the Club's use of the property. The Renovations Committee plans to continue reviewing the proposal with them to cement their support.

17. Does the Fishermen's Alliance support our plans?

Yes, we have met with representatives of the Fishermen's Alliance, the group to which the fishermen utilizing the Fish House's first floor belong. They are in support of our plans, especially as they include needed repairs and improvements to their quarters. We will keep in touch with them as plans develop.

18. Where can I see the proposed layout?

The proposed layout and the existing layout are permanently displayed on an easel at the Club.

19. Have we employed a certified architect?

Yes, the Renovations Committee requested proposals from several architects and of those chose Mary-Ann Agresti, an award-winning architect, who is a principal of The Design Initiative, Inc., with offices in Boston and Hyannis.

20. How was the layout determined and approved?

The scope of our projects and a detailed list of requirements were created by the Renovations Committee. Our architect's proposal was developed using that requirements document. After reviewing various layout options and several meetings with the architect and Town Building Inspector the proposed layout was unanimously approved by the Renovations Committee.

21. Who are the members of the Renovations Committee?

All of the Board of Governors, plus Club members who volunteered and were chosen because of their unique professional qualifications in renovations, architectural planning, kitchen layout, etc., as follows: David Bishop (chairman), Peter Booras, Buddy Borgioli, John Carroll, Judy Dawes, Ed Dolan, Brian Dove, Scott Faulkner, Rand Folta, George Gallup, Ken Hahn, William Hall, Mike Hartmann, John Ingalls, Andrew Laband, Scott McBurney, Jackson Schultz, Robert Sharp, Fran Smith, and Michael Tracy.

22. Can we change the proposed floor layout?

No, the only changes would be those that may be required by building codes.

23. Can we just add a kitchen?

No. Due to modern, more stringent building codes the Town requires that we upgrade the bar and its plumbing and fixtures if we add the kitchen.

24. Can the renovations be done in several phases over several years?

It is possible and that would spread the cost impact over several years, but the total cost of doing the renovation in phases over several years would be more expensive. The Renovations Committee is planning to provide options for members to pay the assessment over several years, which accomplishes the same goal of reducing the annual cost impact, but will also reduce the total cost of the renovation.

25. Do the bathrooms have to be handicapped-accessible?

Yes, this is an unavoidable legal requirement.

26. Why isn't it the Town's responsibility to update the Club to meet code requirements?

It is. The Board of Governors is in discussion with the Town about its financial participation in the Renovations. The initial reaction has been very favorable, which is why we are engaging the Town Capital Expenditures Committee.

27. Why do we need an elevator? Where will it be? Will it impact the fishermen's area?

By law all Town-owned buildings must be handicap-accessible, which in this case necessitates the installation of an elevator. See the proposal drawings for its proposed location. There will be a necessary but minimal impact in the fishermen's area.

28. The Club works just fine the way it is; why change it at all?

In fact it is not fine. Code violations mandated closing the kitchen several years ago. The kitchen had long provided, through Club social events and Friday dinners, a great deal of energy for the Club. Completing the renovations, including a fully usable kitchen, will vitalize our Club and make it more attractive to members and to non-members interested in holding functions.

29. When will the members be expected to make the first assessment payment?

At the start of the project, the date of which will be determined after the June 17 members' meeting.

30. Will the renovation remove the smell from the fishermen's lockers?

No, don't worry; we won't lose the unique ambiance and character of our Club. Anyway, it is not noticeable after the first drink. Seriously, there are ways to solve this problem and we are currently pursuing possible solutions. This issue, caused mostly by deteriorating and broken drains and a lack of a proper barrier between the first floor and our Club, will be addressed in Project Two, if not earlier.

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