

**CIVIC CENTER COMMISSION
MEETING MINUTES
December 7, 2017**

Attendees:

CCC Members: Chairman John Harrity, Commissioner Jim Knowlton (Absent), Commissioner Lowell Alexander, Commissioner John Brissette, & Commissioner Patrick Lowe

City: Tom Zidelis, David Moore, John Odell, Candee Raphaelson

SMG: Sandy Dunn, Julia Iorio, Jim Moughan

Guests: Mathew Hunt - Clifton Larsen Allen, Christopher Philbin – VP for Government & Community Relations / UMass

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Harrity brought the meeting to order at 12:30pm.

2. Introduction of New Commissioner – Patrick Lowe

Chairman Harrity introduced Patrick Lowe, the newly appointed Commissioner and congratulated him on being appointed.

3. Acceptance of the Meeting Minutes

Commissioner Brissette motioned to accept the meeting minutes from October 26, 2017; Commissioner Alexander, seconded the motion. (4 yeas, 0 nays) *Motion passed.*

4. Rent Waiver Request – UMass Memorial Medical Center – Saturday, 12/30/17

Christopher Philbin, Vice President for Government & Community Relations presented a rent free request on behalf of The Department of Children and Families serviced by the Central Region Office for their holiday celebration to be held on Saturday, 12/30/17. Mr. Philbin explained that this would be their second time returning to the DCU Center after a very successful event last year including some 500-700 participants. Mr. Philbin recognized SMG and Savor as a very generous contributor to the event with donated food & beverage. He also stated that this year's event, would feature complimentary parking for families attending the event on behalf of the Mercantile Center Garage facility. Sandy Dunn noted that the DCU Center employees who staffed the event last year were glowing with holiday spirit.

Commissioner Lowe abstained from voting as he is affiliated with UMass Medical Center. Commissioner Brissette motioned to grant one (1) rent free day to UMass Memorial for the MA Department of Children and Families Holiday Celebration; seconded by Commissioner Alexander (3 yeas, 0 nays, 1 abstention). *Motion passed.*

5. Audit Report – Mathew Hunt / Clifton Larsen Allen

Mr. Hunt presented a summary of the Auditor's Report on Financial Statements and Supplementary Information for Fiscal Year End 6/30/17 (report included in the monthly packet). Mr. Hunt noted that there were no findings, that the audit went smoothly, and that the facility had a very good year.

Commissioner Brissette motioned to accept the Independent Auditor's Report for the Fiscal Year Ended June 30, 2017; seconded by Commissioner Alexander (4 yeas, 0 nays). *Motion passed.*

*Commissioner Brissette motioned to move to Executive Session to discuss litigation regarding the skybridge with City Solicitor David Moore; motion was seconded by Commissioner Alexander (4 yeas, 0 nays). *Motion passed.*

*Commissioner Brissette motioned to adjourn from Executive Session; seconded by Commissioner Lowe (3 yeas, 0 nays). *Motion passed.* (Commissioner Alexander left the meeting during Executive Session due to a conflict with a previously scheduled meeting.)

Reconvene to Regular Session at 1:27pm by Commissioner Harrity.

6. Major Ongoing Projects

a. Capital

WiFi – WiFi project has two contracts, one with Presidio and one with Anese. Anese is handling the cabling work which is currently in progress. Presidio has a staging lab set up for equipment delivery, testing & assembly work. Electrical modifications that will be required are still under review including the method in having them completed. Final submissions on all work has been received and was approved on 12/6.

Vault Improvement – Contract approved, and design work has begun. There is about 6-8 weeks of work to be completed and then the City will be able to move forward and bid the project.

Boiler Replacement – Terms have been agreed to for the design and now the contract will need to be executed. Commissioner Harrity inquiring if this was for the Arena only. John Odell affirmed that it was for the Arena. The estimated price tag is \$650-700k for construction with an additional \$49k for the design. Chairman Harrity requested a report with figures for the next meeting.

Carpet Replacement - Last minute changes caused a small delay in the process. The material has been switched to a flotex, a superior product, resistant to spills, and able to pop out tiles if necessary. Sandy Dunn inquired if the product was conducive to skates. John Odell stated that it is.

Scoreboard Warranty – Per the Commissioner request, John Odell provided information regarding the Scoreboard warranty. The Daktronics equipment has a two-year warranty for parts and labor along with a Service Plan (which covers events when immediate service is necessary). Chairman Harrity inquired how the unit has been operating during Rainers games. Sandy Dunn responded that a few glitches have occurred along the way, but Daktronics has been extremely responsive. For example, one part failed and a replacement was overnight mailed, a second issue resulted from the fiber cabling which was re-run from the control room to the boards. Chairman Harrity inquired about the Operators, which Ms. Dunn responded that training has been completed and are running well.

Additional warranty information: Third party equipment has a one (1) year parts warranty. Video production has a one (1) year labor warranty. The software with all upgrades/patches is a five (5) year warranty. Chairman Harrity inquired that beyond the 5-yr software warranty period would the City be responsible for expenses? Mr. Odell agreed, but confirmed that SMG had previously reported that they would likely engage in a service agreement after that point, which is what they do for other Daktronics equipment in the facility. Ms. Dunn reminded the Commission that Daktronics is the leader in Scoreboard Equipment and Service and SMG has a great relationship with the company nationally.

Ms. Dunn reminded the Commission that the walk through originally scheduled for after this meeting will be postponed until January due to Cirque du Soleil being in the facility.

7. Lighttower Agreement – Redundant Fiber Connection

Sandy Dunn explained with the new WiFi project coming on board there is also a need for new circuits for fiber for the facility. Currently, the DCU Center has been with Charter Communications but has had several challenges over the years. The Charter Agreement expires June 30th, 2018. Bob Borski, with the City, has been an enormous help and partner advocating for the DCU Center, educating us through the process and being the point person with the Presidio design. At this point, Mr. Borski and Presidio are recommending 2 redundant circuits with 1 gig of bandwidth that would be 10 gig burstable. The circuits

will be redundant and will have two separate paths out of the facility to the head end. Prices were sought from Charter and Lighttower, the 2 companies who could possibly service this requirement. Charter does not have a burstable option nor could they provide separate paths so they were eliminated. Lighttower will need to provide for a significant capital investment to provide the service. Due to this investment, they are requiring a long term agreement to keep the service cost effective. There will be a one-time non-recurring cost of \$5,000 at start up. Thereafter, the monthly fee for the service is \$5,650.00 with a minimum of a seven (7) year agreement. After five (5) years, the agreement would have a one-time option to discontinue, otherwise it would extend for the additional 2 years. Since this agreement will extend beyond SMG's current management agreement, approval is required from the Commission for SMG to enter this agreement.

Commissioner Harrity commented that this monthly fee is a large sum of money. Ms. Dunn explained that at this point there are no alternative options and a similar number was actually put on the table 9 months ago. At that time, Mr. Borski stated that this is a great price in comparison to what City has already seen in other City wide projects for this level of service. Now that the project is ready to proceed, the City and SMG received notice that the fee was a misquote and the cost was requested at \$10,800. Bob Borski intervened and negotiated the price back down to \$5,650 for the 2 circuits – just slightly higher than the original quote. Chairman Harrity inquired how the money will be captured to pay for this? Ms. Dunn confirmed that this will be an operating expense and that multiple options were looked at, including the increase of facility fee, which was voted on and approved by the CCC last June. In addition, advertising options are being reviewed – users would view a “Wireless internet provided by” screen when logging onto the system. WiFi is the 4th utility, Ms. Dunn continued, especially in a hospitality driven facility and availability is expected if we are to continue to be competitive.

Commissioner Brissette motioned to approve permission for SMG to enter into an agreement with Lighttower for the installation of Redundant Fiber Connection for a period of 7 years recognizing that this will go beyond SMG's Management Agreement with the City. Commissioner Lowe seconded. (3 years, 0 nays). *Motion passed.*

Chairman Harrity suggested that John Odell inquire about the possibility of a monthly fee reduction if an advertising component is added. Ms. Dunn believes that this option will probably be handled by a new company, Crowne Castle which is acquiring Lighttower but will make initial inquiries.

8. SMG Reporting Sandy Dunn / Julia Iorio / Jim Moughan (detail included in monthly packet)

a. Monthly Highlights / Financial Statements September 2017 – A general review
was made of the monthly report sent to the Commission in advance of the meeting.

b. Sales Report – Jim Moughan

Mr. Moughan highlighted the following upcoming events;

Tattoo Festival (Now in 3rd year, will be switching to a late September date)

Castle Rock (Exhibition Space used as a last minute staging area for filming is taking place locally)

Mass College of Pharmacy Winter Graduation (21 graduations will be hosted in 2018 including Framingham State University. New for 2019 - Shrewsbury High School)

The FCC VR Show (Franchise Trade) March 2018 (new show, 2000 expected attendance)

9. Adjournment

Commissioner Brissette motioned to adjourn; seconded by Commissioner Lowe.
(3 yeas, 0 nays) Motion passed.
Meeting Adjourned at 1:51pm.

Next Meeting:

Next Meeting: January 25th, 2018 at 12:00pm (Lunch), 12:30 Meeting – DCU Center Conference Rm