

**CIVIC CENTER COMMISSION
MEETING MINUTES
February 27, 2014**

Attendees:

CCC Members: Chairman Scott Najarian, Commissioner John Harrity, Commissioner John Budd, Commissioner Lowell Alexander, & Commissioner Jim Knowlton

City: Heather Gould, Paul Moosey, & Amanda Gregoire

SMG: Jim Moughan, Julia Iorio, Sandy Dunn

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Najarian brought the meeting to order at 12:25pm.

2. Acceptance of Meeting Minutes – January 23, 2014

Commissioner Harrity motioned to accept the minutes of the January 23, 2014 meeting; seconded by Commissioner Budd. (5 yeas, 0 nays). *Motion passed.*

3. Rent Credit Request – Worcester Regional Chamber of Commerce / 2014 Central MA Business Expo and Build North East Conference & Expo

The first rent free request for the 2014-2015 season was submitted by the Worcester Regional Chamber of Commerce for the 2014 Central Mass Business Expo to be held in September for a total of eight (8) credit days (3 calendar days). In addition to the exhibit hall, the Chamber is adding a third floor component this year in both the Ballroom and Jr. Ballroom.

The Chamber still holds a small balance due to the facility from last year's event. Jim Moughan commented that in the absence of a rent credit being provided, a catering rebate would be applied toward the third floor meeting room spaces, which would significantly reduce the rent. Commissioner Harrity commented on the importance of this event to the business community and spoke further on the positive efforts of the Chamber to encourage more out of town participants. The Commission generally reviewed past requests and the limit of only 10 days being available for all organizations on an annual basis.

Commissioner Harrity motioned to grant the Worcester Regional Chamber of Commerce a total of three (3) rent free days, two (2) Exhibit Hall and one (1) Ballroom; seconded by Commissioner Budd. (5 yeas, 0 nays) *Motion passed.*

4. Major Projects –

a. Expansion & Refurbishment Project

Paul Moosey and Consigli Construction reviewed roughly 25 outstanding items still needing closure. There is still some remaining work outside of the facility which will require warmer temperatures to complete. The target date for completion is end of March / early April. The budget continues to be very tight. An amendment for the architect will be forthcoming. The Retail Space has been requested to be included in the upcoming fiscal year capital budget.

b. Capital Projects

Both of the temporary Chiller trucks have been removed. New condensers are in and running smoothly producing excellent ice conditions. The insurance report is still in process and forthcoming.

The Carpet item has gone back out to bid (targeting results - 2nd week in March). Dates for install to be coordinated with the Sharks.

c. Other Items

Lighting Procurement Project presented at the last meeting by John Oddell, will require going out to bid. John to follow up accordingly.

With the Retail Space estimate for build out at approximately \$1 million, this project continues to be under review with the City focusing on FYE 2015 capital monies. SMG reports that they continue to work with potential 3rd parties for this space but, to date, nothing has proved viable.

5. SMG Reporting

a. Monthly Highlights (As Outlined in Attached Report)

Sandy Dunn reported that the Worcester Common Oval is now closed and ice is coming out. This year's Consortium Night was attended by about 200 people. While attendance was down this year, so were operating expenses. The City handles all of the programming for the Oval and has done an excellent job with promoting the facility.

As questioned by the Commission, snow removal from the roof of the DCU Center, particularly near drainage areas, is continually monitored and done as necessary and with consideration of heavily weighted arena shows.

b. Sales Report

Jim Moughan highlighted the following events; **Massport Breakfast** (last minute booking with nice PR for the venue), **Off Site Meeting** (over 900 attendees), **Commerford Kid's Fun Fair** (other venues looking to host this event), **Mass Down's Syndrome Conference**, and the **STEP Summit** (Science, Tech Ed, & Math Concepts).

c. Financial Statements – J. Iorio

General discussion of Financials – December 2013

The Anti-Bullying Event & Sharks Food and Beverage per caps came in higher than budgeted. The Cheerleading & Dance Competitions continue to be good producers as well.

d. DCU Naming Rights Agreement – Extension Recap – S. Dunn

Sandy Dunn provided the Commission with a recap of the Digital Federal Credit Union Naming Rights Extension agreement and further stated that the proposal is very strong for the facility. Sandy is scheduled to meet with the new City Manager over the next week. Tom Zidelis, CFO and David Moore, City Solicitor have indicated that the next step in the process is to present the proposal to the Commission for their recommendation of acceptance.

Commissioner Budd motioned to approve and recommend accordingly to the City Manager; seconded by Commissioner Knowlton. (5 yeas, 0 nays) *Motion passed.*

6. Next Meeting

a. 2014 Meeting Schedule – Thursday, March 27, 2014 / 12pm

DCU Center Conference Room

Chairman Najarian moved to adjourn the meeting; Seconded by Commissioner Knowlton.
(5 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 1:07pm