

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
March 24, 2016**

**Attendees:**

**CCC Members:** Chairman John Budd, Vice-Chair Jim Knowlton, Commissioner John Harrity,  
Commissioner John Brissette                      Absent: Commissioner Lowell Alexander

**City:** Tom, Zidelis, John Odell, Candee Raphaelson

**SMG:** Sandy Dunn, James Moughan, Julia Iorio

**Guest:** Sean McGloin & Bruce Edwards – National Grid, & Aaron Nicodemus, Telegram & Gazette

**Minutes Prepared by:** Paige Williamson, SMG

**1. Call to Order:**

Chairman Budd brought the meeting to order at 12:20pm.

**2. Acceptance of Minutes**

Chairman Budd motioned to accept the meeting minutes dated, February 24, 2016, as well as the Executive Session minutes, dated December 16, 2015; seconded by Commissioner Brissette. (4 years, 0 nays). *Motion passed.*

**3. Lighting – National Grid Update**

Chairman Budd took the agenda out of order to begin the meeting with John Odell introducing Bruce Edwards and Sean McGloin from National Grid to speak on behalf of the most recent developments regarding the lighting project.

Mr. Edwards stated that Mr. McGloin has done the bulk of the National Grid related work for this large lighting project. The size, the complexity, and when the project was submitted (in 2015) vs. when the project was scheduled for completion (now in 2016, a different budget year) had all been contributing factors leading to the sizable gap of an estimated \$600,000 in on-bill financing, which was reported at the last meeting by Mr. Odell. With a continued joint effort and the assistance of Aleta Fazzone, also with National Grid, Mr. Edwards reported that the financial gap has now been resolved and at this point National Grid is only waiting on the final signature from the City to move forward. Mr. Zidelis stated that he believed that the City Manager would be the signatory on this project. Mr. Odell stated that the savings is estimated to be ~\$260,000 per year, not including maintenance savings, with the first three years' worth of energy savings essentially covering the financing costs.

Commissioner Brissette inquired once the lighting project was completed, if the quality of lighting in the DCU Center facility would be similar to that that was upgraded in the Providence Dunkin Donuts Center. Sandy Dunn responded that yes, the upgraded lighting would be similar in nature and that the Dunkin' Donuts Center. In addition, they have noted that there is additional cooling savings since the new fixtures emit less heat so the chiller will not need to operate as often nor as long. Sandy Dunn inquired of the National Grid representatives whether the exterior lighting trim of the Convention Center was included in the lighting project as the facility has not been using these due to the expense. NG reps believed that these lights were also included.

A general consensus of thank you from both sides of the table was passed for everyone's continued patience and hard work in seeing this project through to the approval stage. Sandy Dunn voiced that the new hockey team has been continually asking for updates on the lighting project and if there had been any movement forward.

4. **Ethics and Open Meeting Law** – Candee Raphaelson

Ms. Callahan from Human Resources was not present at the meeting as Ms. Raphaelson told her that she could forward the information on her behalf. Each Commissioner was provided with an “Open Meeting Law” Booklet that requires each Commissioner to review, sign, and return to Ms. Raphaelson by the April meeting. Ms. Raphaelson noted that if any Commissioner has questions, it can be arranged for Ms. Callahan to attend the April meeting.

5. **Rent Waiver Request** – Central Shield 2016

Chairman Budd noted that he had received a letter of support from the Chief of Police Gemme and passed the letter on to the Commissioners. All Commissioners expressed strong support for the program. Commissioner Brissette motioned to approve the rent free day for the Central Shield 2016 Event Day on June 21, 2016; seconded by Commissioner Harrity. (4 Yeas, 0 Nays) *Motion passed.*

An inquiry was made whether there would be much advance media/press for an event such as this. Mr. Moughan responded that press would be invited to the event and he expected press coverage after but it was not anticipated that there would be much advance media notification.

6. **Rent Waiver Request** – India Society of Worcester

Commissioner Harrity reminded the Commissioners that the vote for their first event last summer was based on waiving the full amount the first year, ½ of the rent fee this year, and no rent waiver in the 3<sup>rd</sup> and subsequent years. The understanding was that this would assist the organization to build attendance as they moved from a much smaller location to the DCU Center. Ms. Dunn confirmed that this organization continues to indicate that this is a long term commitment. She also noted that, unlike last year, they are now requesting a two-day rental instead of just one. The first day is for set up. Typically organizations who request a second day are given a 50% discount for the setup day, while the event day would be at the standard rate. Commissioner Harrity also reminded the Commission that the July and August time period tends to be slower than other parts of the year. Commissioner Brissette proposed that the India Society receive 50% off of the Event Day, which was the previous commitment, but that the additional day would be at the standard price (50%) for the set up. Commissioner Harrity agreed and reiterated that he wanted to keep with the original commitment that no waiver would be considered for next year.

Commissioner Brissette motioned to grant the India Society 50% off of the Event Day rent for one day; seconded by Commissioner Knowlton. (4 yeas, 0 nays) *Motion passed.*

City will provide a letter to the petitioning rent free day organization to confirm whether their application was approved or denied, and will then refer the organization to SMG for event planning.

7. **Major Projects** – John Odell

**Capital Projects**

a. ***Metal Detectors***

Metal detectors are expected to be delivered on or before April 8. There are 22 units total, including one meeting ADA requirements. The units came in at \$12,000.00 less than expected. Sandy Dunn reported that SMG Corporate is still reviewing specific policies for when these will be put in use. The expectation is all concerts and probably most if not all public events. Still under discussion would be the use of the equipment during private events like graduations.

8. **5. SMG Reporting** – Sandy Dunn / Julia Iorio / James Moughan (*detail included in monthly packet*)

a. *Monthly Highlights*

- Snow removal down this year
- Good crowds for the *MIAA Semi Finals*

*Figs & Pigs* is doing very well with a diverse mix of people in and out during different times of the day. However, for the spring, the hours will be revised to morning and afternoon, closing around 3:00 or 3:30. Business after 3:30 has been very slow. Of course, the operation will continue to service the concourse during events. Additional hours may also be added depending on Arena and Convention Center activity. Exterior tables will go out shortly. Menus are being changed for the Spring and will include breakfast options with the new hours. Commissioner Brissette inquired about a parking spot for take-out. Ms. Dunn responded that there is already a short term parking spot for the box office so that space could be used to pick up something quickly. Additional permanently designated parking spaces to be allocated for *Figs & Pigs* would be doubtful.

b. *Financial Statements* – January Financials / General discussion

- c. *Sales Report* – Cheerleading events continue to be strong bookings with returning events of *Northeast Knockout* and *Seven Hills*; *Massachusetts Fire Chiefs Event* would like to expand to the arena if possible with equipment, and continue to grow with their event, *Pine State Trading Conference* utilizes approximately 600 hotel rooms with their event, *Shingo Prize Leadership* brings a high level of executives traveling into the City, and lastly *Massachusetts Parks and Recreation Conference*.

6. **Adjournment**

Chairman Budd motioned to adjourn; seconded by Commissioner Brissette.  
(4 yeas, 0 nays) Motion passed.

Meeting Adjourned at 1:11pm

*Next Meeting: Thursday, 4/28/16 - 12 Noon – DCU Center Conference Room*