

**CIVIC CENTER COMMISSION
MEETING MINUTES
January 26, 2017**

Attendees:

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

City: John Odell

Absent: Candee Raphaelson

SMG: Sandy Dunn, James Moughan, Julia Iorio

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Budd brought the meeting to order at 12:33pm.

2. Acceptance of the Meeting Minutes – November 17, 2016

Commissioner Brissette motioned to accept the meeting minutes from the November 17, 2016 meeting; Seconded by Commissioner Harrity. (5 yeas, 0 nays) *Motion passed.*

3. Flood Update – John Odell

The insurance company has approved all but a small portion of the claim that was submitted from the flood damage. A check will be forthcoming for just under \$200,000.00 in about 2- 4 days. Still outstanding are the monies that may be due to National Grid for the vault repair. The City is waiting on National Grid's response on the costs and opinion on who is responsible for these monies.

Commissioner Harrity inquired if the escalator has been completed and approved for payment. Mr. Odell confirmed that the work has been completed and payment approved.

Commissioner Harrity also inquired what work was left to be completed from the flood repair. Sandy Dunn responded that the carpet on the first level in the locker, catering rooms, etc. was still outstanding.

4. Phase 2 – Design Status Update – John Odell

Populus interviews regarding the Master Plan are currently underway including interviews with each of the Commissioners. The interview focus is on the next 5-10 years of the DCU Center and how the next phases of construction will complement the ongoing city improvements, especially via CitySquare that have been put into place or are forthcoming down the line. A preliminary report will be out in about one month for review with expected full report in April / May. Sandy Dunn commented that Populus has also been conducting a facility assessment during this time. Populus has been extremely thorough with approximately 30 member team inspecting all aspects of the facility. These findings are also expected in the preliminary report.

5. Major Projects – John Odell

a. Capital Projects

- i.* Windows – Under contract and moving forward with the majority on order. Some will take a little longer to come in. Looking at March for installation.
- ii.* Fire Alarm – Awaiting approval from the Fire Department
- iii.* WIFI – The Master Plan team is on site now assessing locations and conducting an assessment of upgrading infrastructure with better capabilities. Expect a report in

about 1-2 weeks time. August 1st is a target date with September 1st as a deadline date. Commissioner Harrity inquired if this project will be within budget. Mr. Odell stated that it was too early to determine this. However, the goal is to ensure the project is done right for both the current and future needs and it should not be shortchanged. Commissioner Brissette inquired if Mr. Odell had a plan if the item were to go over budget? Mr. Odell responded that there are capital monies available and a determination would be needed by the Commission when we receive the final estimates on how they would like to proceed.

Commissioner Harrity inquired if the current planning is built into the 1.5 million budget? Mr. Odell confirmed that it is. The initial estimate should be available in 2-3 weeks. Chairman Budd inquired through Jim Moughan whether events are lost due to lack of WiFi capabilities. Mr. Moughan acknowledged that one recent event for 3 days with 300 people was lost. In addition, there are definitely other current clients that have stated they would need to look at another location if this is not resolved.

- iv. Scoreboard – Populus reviewed the bid scope and their designer did a great job. While this slightly delayed the project, it will end up saving time and money on this item. The bidders indicate that we are still on target to ensure installation by no later than September 1. The bid is due on February 1st.

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

- a. *Monthly Highlights / Financial Statements* – November 2016 Statements
Julia Iorio reported that the year to date financials look very good through December. The Arena hosted eight (8) concerts and budgeted only five (5). Convention Center hosted many more meetings than anticipated and we are continuing to save on indirect expenses. Sandy Dunn added that the preliminary budget is due to the City in February and will also include the *Worcester Railers* coming on board for Fall 2017.
- b. *Sales Report* – Jim Moughan reported that the high profile *STEM Conference* (science educators conference) has contracted for 2017 & 2018. This event used to be at Gillette Stadium and has heavy use of Wifi services. Our assurances that WiFi would be resolved by Fall 2017 was critical to their signing the contract. The *40th Annual MA Society of Respiratory Care* is a newly booked event this year that also brought in another, the *Worker's Credit Union Awards Dinner*. The *MA College of Pharmacy Physician's Assistant Ceremony* is also returning again in 2017.
- c. *Event On Sales* – *Journey* 6/19/17, *WWE* 3/20/17, *Jeff Foxworthy & Larry the Cable Guy* 3/24/17, & *Mass Comic Con* 6/24-25/17.

7. Adjournment

Commissioner Brissette motioned to adjourn; seconded by Commissioner Alexander (5 yeas, 0 nays) Motion passed.

Meeting Adjourned at 12:59pm.

February Meeting: Thursday, 2/23/16 at 12:30pm (lunch set prior 11:45) – DCU Center Conference Room