

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
March 22, 2018**

**Attendees:**

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

**City:** John Odell, Candee Raphaelson

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

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

**1. Call to Order:**

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

**2. Acceptance of the Meeting Minutes**

Commissioner Lowe motioned to accept the meeting minutes from February 22, 2018; Commissioner Brissette, seconded the motion. (3 yeas, 0 nays) *Motion passed.*

**3. Major Ongoing Projects**

**a. Capital Projects**

**WiFi** – WiFi is up and operational, but only with a pipe that provides 100 megabits/sec for the NCAA Hockey Tournament. A tentative approval called a “change order directive” was put through for \$80k, which includes the work not in the original scope to provide the necessary redundancy that was agreed upon as a crucial service. Chairman Harrity asked for clarification if the \$80k was part of the \$126k, which Mr. Odell affirmed. The Chairman further asked if a full breakdown would be provided for next meeting, which Mr. Odell agreed. Chairman Harrity inquired of Sandy Dunn if all is set for the NCAA Tournament, which Ms. Dunn affirmed.

**Vault Improvement** – The draft bid has been received and will be reviewed with SMG and Tighe & Bond hopefully next week. Once finalized, it will move out to bid. The time frame looks to be the end of summer for this item.

**Boiler Replacement** –The bid is set and due tomorrow 3/23/18 or Monday 3/26/18. The City has also received the estimated costs which are going up by approximately \$80k. Five (5) reasons are being attributed to the rise in price; 1) boiler costs have changed, 2) demo expense, 3) pump with higher flow recommended, 4) added manifold and 5) gas piping for regulators. Chairman Harrity asked about the whether the chimney was still going to be removed. Mr. Odell stated that the removal of the chimney will happen but the first step recommended would be the lowering of the chimney by 15 feet (very thin walls due to deterioration) and that process is scheduled to happen next week. There will be a \$15k charge for this process. Chairman Harrity inquired whether this process could be done through the use of City personnel for a lesser expense. Mr. Odell stated that because it is a specialty type service, the City’s DPW personnel would not be qualified to complete the work. This will be a one bid process and will include the remaining chimney work. The boiler installation time frame is Fall of 2018. Chairman Harrity inquired if a temporary boiler will need to be used as previously mentioned. Mr. Odell stated that no, there will not be a need to go in that direction now since the 15’ of chimney has been ok’d by MA DEP to be removed.

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

- a. Monthly Highlights / Financial Statements January 2018 – A general review was made of the monthly report sent to the Commission in advance of the meeting.**

Ms. Dunn explained that this month's financial highlights format had been modified to include some expanded information titled, "*other operating income*", which includes categories such as advertising/sponsorship, ticket income, suites, and interest income information. Additionally noting in the Finance category, that with budget reports due to the City early in February, it is difficult to predict numbers for future events many months in advance, particularly for the second half of the year.

Ms. Dunn advanced that Ticketmaster, a major partner in the facility, will conduct a presentation, for the Commission come this fall. Ms. Iorio stated that the Railers continue to produce better than first budgeted, over 2,000 in attendance per game.

Presently the facility is in the height of the season now with the NCAA Hockey Tournament this weekend with many moving parts, followed by Brew Woo, a self produced beer craft event and then the new indoor football team's (Pirates) first home game on Saturday, April 7<sup>th</sup>. The Pirates are scheduled for a technical rehearsal on Monday, 3/26/18 to work out any operational kinks prior to the opener. Chairman Harrity inquired if the ice needs to come out for the arena football games, and if any condensation issues were of concern. Sandy Dunn stated that the ice will remain underneath, with no concerns for condensation and the Pirates had invested in the play floor carpet. The ice will be out for the majority of Pirates games during the summer months.

The month of May, at this point, has 45 days booked of events with continuing to add.

**Budget/Financials Review** - Chairman Harrity reminded the Commissioners to schedule an in depth look at financials and next year's budget with herself and Julia Iorio, Director of Finance, over the next couple of months. Dates can be booked with Paige Williamson, Executive Assistant at 508-929-0106 or [pwilliamson@dcucenter.com](mailto:pwilliamson@dcucenter.com) (1/2 -1 hour time frame).

- b. **Sales Report** – Jim Moughan reporting that with all the snowstorms this winter, the only event having to postpone their event was National Grid. The UMass Epic IT event will host their meetings here at the DCU Center four times per year now that they have relocated to downtown. The Greater Worcester Area Narcotics Anonymous event has been on proposal for over a year, but now in conjunction with Discover Central Mass, has booked for the summer of 2019. They have had smaller events in the past, but this will be the first of a larger scale event with good economic impact for the City with approximately 700 per day over a three day period.

## 9. **Adjournment**

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

Meeting Adjourned at 1:21pm.

### **Next Meeting:**

***Please Note Correction:***

***Thursday, April 26, 2018 at 11:45am (Lunch), 12:30 Meeting – DCU Center Conference Rm***