

**CIVIC CENTER COMMISSION
MEETING MINUTES
October 22, 2015**

Attendees:

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

City: John Odell & 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 12:13pm.

2. Acceptance of the Meeting Minutes – September 24, 2015

Chairman Budd motioned to accept the meeting minutes from September 24th, 2015; Seconded by Commissioner Harrity. (4 yeas, 0 nays) *Motion passed.*

3. Major Projects – John Odell

a. Capital Projects

Corner Retail Space – “Figs & Pigs” construction target is the end of October with finishing touches being conducted, floor finishings, millwork, etc. SMG stated that once turned over by the construction team, one week or so would be needed to become fully operational, therefore mid-November is the goal for a grand opening ribbon cutting. The concourse side will be utilized to feature a few selections from the new menu during the two upcoming concerts. The space will also be offered out for business meetings when no events are scheduled. Sandy Dunn re-emphasized the concept of “Figs & Pigs” as an incubator theory to assist with creating more restaurants in Worcester, through educating the operator on solid business practices including marketing, finance, HR, government regulations, etc. Once the operator is ready to open their own location, they may choose to transport the name, and a new talent will be selected to operate this space. Candee Murphy, was selected out of fifteen candidates. After initial interviews, the field was narrowed to 3 candidates that presented to a panel of judges including their business plan, menu, and a “Cook Off”. Ms. Murphy will have some of her own purveyors, but all revenues and expenses will be through the venue financials.

Director of Finance, Julia Iorio, will keep income numbers separate for future analysis. Commissioner Budd inquired whether other SMG facilities have an “incubator” concept. Sandy responded that SMG’s Savor operates many restaurants within their facilities but no venues utilizes the incubator concept. At the present time, the concept seems to be the right fit for what is happening within the City in this area dubbed Innovation Corridor. The restaurant hours will begin from 10am to 7pm, Monday through Saturday to begin, but may be adjusted in the future.

Lighting – This item is on the Central Register and posted on the City’s website. The bid is due in by November 13th. A walk thru has been set for October 28th. Mr. Odell is confident that a good candidate pool will be achieved with the aggressive efforts that have been put forth thus far by the City and National Grid. Commissioner Brissette inquired if the project would be complete in time for the NCAA Hockey Tournament in March 2016. Mr. Odell stated that it was too early to tell at this point.

Fire Alarm – The item is an important upgrade. The Purchase Order was issued yesterday.

The design schedule is now under contract.

Staging – This item is scheduled to be posted to the Central Register next week. It is estimated that by mid/late December staging will be completed and delivered. Sandy Dunn clarified that no install will take place. These are modular pieces of staging. The labor set is done by in house operations.

Drinking Fountains / ADA – The drinking fountains have been completed and are ADA compliant. SMG also wrapped all of the restroom pipes as required. The Law Department is working with the plaintiff's counsel regarding notification of the project's completion.

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

a. Monthly Highlights

Sandy Dunn provided a brief update of ongoing discussions with a potential ECHL hockey ownership group. City Manager, City staff, and Tim Murray on behalf of the Chamber/Business Community are also involved in the discussions.

Sandy Dunn added to the highlights report that the *Worcester Common Oval* planning is underway and the City plans to extend some of the hours and modestly increase the budget for this year.

b. Financial Statements – July & August 2015

c. Sales Report

Jim Moughan added to the Sales report that Anne Kruse, Sales Manager is currently working with State Agencies on individual State contracts. Previously, there was one State umbrella agreement. This process is being changed to individual contracts and has proved to be quite tedious. The DCU Center has been approved already with *MEMA*. The *MA State Police* will be returning with their graduation this year as well.

The *SAN Business Meetings* are continuing to return and are doing very well in Worcester.

5. Adjournment

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

Meeting Adjourned to Executive Session at 12:55pm

6. Walking Tour of “Figs & Pigs” and “Worcester Wares” post executive session – Sandy Dunn / Jim Moughan

Next Meeting: November 19, 2015 / 12 Noon - DCU Center Conference Room

December Meeting: December 17, 2015 / 12 Noon – “Figs & Pigs” Arena Concourse