

**CIVIC CENTER COMMISSION
MEETING MINUTES
September 28, 2017**

Attendees:

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

City: John Odell, Tom Zidelis, Candee Raphaelson

Guests: Sgt. John Provost & Sgt. Doyle – Massachusetts State Police and Brian Winn - Executive Director Massachusetts Republican Party

SMG: Sandy Dunn, Julia Iorio, Jim Moughan

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Budd brought the meeting to order at 12:29pm.

2. Acceptance of the Meeting Minutes – June 8, 2017 and June 16, 2017

Commissioner Harrity motioned to accept the meeting minutes from June 8, 2017 and June 16th, 2017; Commissioner Knowlton, seconded the motion. (5 yeas, 0 nays) *Motion passed.*

3. Rent Waiver Request – MA State Police Graduation & Rehearsal – January 24-25, 2018

Sgt. John Provost & Sgt. Doyle addressed the Commission with a proposal for a rent free day for the Massachusetts State Police graduation rehearsal & ceremony of the 83rd class of recruits. The event would be similar to last year's event, with 176 candidates and 5-6,000 people in attendance in the Arena.

Commissioner Brissette motioned to grant the two (2) rent free days to the Massachusetts State Police. Commissioner Harrity seconded the motion. (5 yeas, 0 nays).
Motion passed.

Massachusetts Republican State Convention – Target Date 4/28/18

Brian Winn, Executive Director of the Massachusetts Republican Party addressed the Commission with a proposal for up to four (4) rent free days for Move-In, Set Up, Rehearsal & Event Day for the MA Republican State Convention, targeting 4/28/18. Mr. Winn voiced that the last convention in Worcester was 2010 and the committee was very excited to see the improvements to the facility and within the City itself. Sandy Dunn stated that 4/26-4/28 would be the dates available, 3 out of the 4. Chairman Budd inquired as to what the typical rent free approval had been historically for these conventions in the arena, to which Ms. Dunn stated 2-4 days. The Democrats were granted two (2) Arena days. Commissioner Brissette questioned why not grant three (3) rent free days (to the Democrats) instead of just the two, as extensive amounts of work and set up are involved in the political conventions and it requires more time. Commissioner Harrity stated that whatever is granted to one party should be fair and equal to the other parties that ask and any additional days needed above what is approved as free can be paid for. Sandy Dunn confirmed that the Commission has the availability of 6 arena days each fiscal year and that, to date, the Commission has already approved 5 of the 6 days. With one day left, any additional days will need to be approved by the City Manager.

Commissioner Alexander motioned to grant two rent free days for the MA Republican State Convention event on 4/27-28/18 pending City Manager approval for the second date; seconded by Commissioner Knowlton. (5 yeas, 0 nays)

Motion passed (1 day granted, 1 day pending approval of City Manager) [Note: Approval was provided by City Manager subsequent to the meeting. Contact was notified on Friday, 9/29/17 by John Odell.]

4. National Grid Invoices – Flood Related Repairs

John Odell reported that the National Grid expenses relating to the two flood related incidents that occurred in May 2017 and October 2016 are not covered by the City's insurance. The two invoices are for \$217,000.00 (May) and \$95,000.00 (October). The funding for these invoices will need to come from the Special District Fund, which requires approval from the Commission. Commissioner Harrity inquired if anyone has analyzed these numbers as they seem to be very high. Mr. Odell stated, yes, the numbers had been analyzed and the City has asked for more information from National Grid particularly for the labor costs.

Commissioner Harrity motioned to hold on voting for Special District Funds to be used to pay for Flood Related Repairs at this time until the City receives the additional information that have been requested; seconded by Commissioner Alexander (5 yeas, 0 nays). *Motion Passed.*

5. Master Plan Priority List

Major Ongoing Projects

a. Capital

- i.* **WIFI**– Presidio had some legal concerns but all have been settled at this point and the contract has been executed. Materials are being received and scheduling is now the focus with target for project completion by year end.
- ii.* **Scoreboard** – Installation has been completed and will be operational for the Railer's Opening Night. Two events have already occurred using the board. The maximum height adjustments are still being completed. Commissioner Harrity inquired why the unit would need to be brought to a maximum height. Sandy Dunn explained that many shows require the scoreboard to be lifted for rigging requirements such as Disney on Ice, Arenacross, & Cirque. Commissioner Brissette inquired whether the bill has been paid yet if additional work is being done. Mr. Odell stated that the invoice had not been paid until the modifications are complete.
- iii.* **Elevator Pits/Carpeting Replacement** – Repairs required due to the flood last October are mostly complete with the final expected by month end. The bid is out on the carpeting replacement and should be a quick turnaround this fall.
- iv.* **Vault/Boiler** – Both the electrical vault and the boiler have been identified as high priority items that must be completed asap. Approval is needed from Special District Funding in the amount of \$62,000 for the Vault Bid Design and \$44,000 for the Boiler Bid Design. John Odell noted that the estimated construction costs for the boiler and vault are \$660k and \$730k, respectively.

Commissioner Brissette motioned to approve design funds from Special District Funding totaling \$106,000 for Vault/Boiler Designs; Commissioner Harrity seconded; (5 yeas, 0 nays) *Motion passed.*

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

- a.* **Monthly Highlights / Financial Statements September 2017** – A general review was made of the monthly report sent to the Commission in advance of the meeting.

A copy of the 2016-17 Annual Report was provided to the Commissioners. Sandy Dunn also highlighted the 2017 Facilities & Event Management Superbook Magazine including the DCU Center as a Prime Site Award Winner along with featuring a section on SMG's 40th Anniversary. This magazine also includes a newly

designed advertisement for the DCU Center with latest improvements to the facility - WiFi Upgrade, Hi-Def Scoreboard, & LED Lights.

Events On Sale – Disney on Ice - 10/27-29/17
Trans Siberian Orchestra - (2 shows) 11/24/17

b. Sales Report – Jim Moughan

Mr. Moughan highlighted the following upcoming confirmed events: *MA Fallen Heroes Gold Star Dinner – 11/1-2/17 (Inaugural), 2017 All Hazards Conference, NE Propane Trade Show 2018* (stemming from the NE Fuel Conference), *MCPHS Mid-Year Graduation - 12/3/17*, and *Framingham State University Graduation* moving their event to the DCU Center for the first time on 5/20/18.

Jim also stated that Discover Central Massachusetts has become a great partner and were able to work together on two successful FAM Tours.

9. John Budd Recognition of Service – 9 Years Worcester Civic Center Commission

John Odell congratulated and presented Commission Chairman John Budd with a Certificate of Recognition on behalf of City Manager, Ed Augustus, for his nine (9) years of service. Sandy Dunn presented Chairman Budd with a commemorative name plate to be placed on the Board of Commissioners Wall Plaque.

Chairman Budd thanked the Commission, the City Manager, John Odell, Tom Zidelis, Candee Raphaelson, Sandy Dunn, Jim Moughan and the SMG Team for the opportunity to serve the City and work alongside such great people.

9. Adjournment

Chairman Budd motioned to adjourn; seconded by Commissioner Harrity.
(5years, 0 nays) Motion passed.

Meeting Adjourned at 1:33pm.

Next Meeting: October 26th, 2017 at 11:45am (Lunch), 12:30 Meeting – DCU Center Conference Rm

*Technology Upgrade Tour Conducted in the Arena – Viewing of the new scoreboard, video board and fascia ribbon boards.