

## **CIVIC CENTER COMMISSION**

Date: Tuesday, April 28, 2022 at 9:00am  
DCU Center, 50 Foster Street, Worcester, MA  
2nd Floor conference room  
and virtually via Webex

### **MEETING MINUTES**

#### **Attendees**

##### **Civic Center Commissioners Present**

*Chairman Brissette, Dist. 1, Commissioner Knowlton, Dist. 3, Commissioner Herideen, Dist. 5, and Commissioner Economou, Dist. 1*

##### **Civic Center Commissioner Absent**

*Lowell Alexander, Dist. 2*

##### **City Staff**

Julie Lynch and Luis Castillo

##### **ASM Global (SMG):**

Sandy Dunn, Jim Moughan, and Melissa Bishop

#### **1. Call to Order**

Chairperson Brissette called the meeting to order at 9:01am.

#### **2. Acceptance of February Meeting Minutes**

Chairperson Brissette requested a motion to accept March 24<sup>th</sup>, 2022 Meeting Minutes. Motion was accepted.

#### **3. Community Fee Day Application (Rent-Free Day) for Worcester's Tercentennial Celebration featuring Boston Pops and Brian McKnight**

ASM Global on behalf of the Worcester Tercentennial Celebration Committee, is requesting the Civic Commission's approval for a rent-free day for Worcester's 300<sup>th</sup> birthday. The event is free for all ages, scheduled for June 12<sup>th</sup>. The Commission approved the motion to grant a rent-free day for Worcester's Tercentennial Celebration.

#### **4. Project Status Updates – City of Worcester**

- a. Electrical Vault work is ongoing. Additional National Grid work has been put on hold until further coordination with Populous. Since Fire Prevention is requiring a sprinkler system in the vault, Public Facilities is confirming with National Grid if a second form of egress is necessary.
- b. Amendment to EDM's contract, (Engineer of Record), to finalize the design of the vault fire protection system is near execution. Construction should commence approximately 5 weeks from contract execution. Julie confirmed the sprinklers will be in the vault itself.

- c. Telephone and camera system upgrades by Presidio, Technical Services, and ASM Global are delayed due to network switch delays arriving October 2022. All partners are looking into temporary switches to get the phones operational in the meantime. Cameras are all installed with bags. ASM Global is doing a software update for the camera system. Once that is completed, most if not all cameras will be operational. In order to expedite the phone project, ASM Global will supply Public Facilities with essential phone lines to address those lines first.
- d. Ballroom chair bids were accepted and the lowest, qualified bidder was Shev Chair. ASM does have 2,300 chairs they were willing to donate to local nonprofit. Public Facilities is soliciting interest from local organizations.
- e. Controls upgrade for HVAC will be finalized once the new network switches are installed.
- f. Mini split at the Glazy Susan is complete.
- g. Phase II work with Populous and Arcadis is underway. Populous is assessing the building systems, and fire notification system will be addressed in the short-term.

#### **4. AMS Global Reporting**

- a. Monthly Highlights/Financial Statements

Ms. Dunn followed with a monthly update, highlighting April events such as the Frozen Four and WWE Smackdown. Ms. Dunn then highlighted upcoming events and social media activity.

Ms. Dunn noted ASM Global's partnership with MarketCast. Marketcast provides thorough insight and feedback on guest experiences at the DCU Center. A detailed report was included in the commission report.

Ms. Bishop provided a financial statement and reported that through February 2022. Total net income for February at the DCU Center was approximately \$440,000 above budget. Year to date, the Convention Center is \$701,781.00 ahead of budget with twelve more events than the original budget.

- b. b. Sales Report

Mr. Moughan reviewed the sales report, highlighting last month's progress for sales and events at the Convention Center.

#### **5. Adjourn**

Chairperson Brissette motioned to adjourn. Motion was accepted at 9:52am.

**Next meeting: Thursday, June 23, 2022 at 9am**