

**CIVIC CENTER COMMISSION
MEETING MINUTES
June 23, 2016**

Attendees:

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

Absent: Commissioner John Harrity & Commissioner Lowell Alexander

City: John Odell, Candee Raphaelson

SMG: Sandy Dunn, Julia Iorio Absent: Jim Moughan

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Budd brought the meeting to order at 12:16pm.

2. Acceptance of the Meeting Minutes – May 26, 2016

Commissioner Brissette motioned to accept the meeting minutes from May 26, 2016; Seconded by Vice-Chair Knowlton. (3 yeas, 0 nays) *Motion passed.*

3. Major Projects – John Odell

a. Capital Projects

- i. Windows – Status Update* – A&A Windows was the company that completed the installation back in 1997, but as mentioned in the previously meeting, there are no exact replacement units. However, an equivalent has been found that will cause no impact. Bid is expected to be put out in July, with install sometime in August. Scheduling will be coordinated with Frank Aucoin of SMG.
- ii. Lighting – Status Update* – 30% of the lighting project has been completed to date including all fire exits. The light pathways in the arena, also as previously mentioned, do not have replacement equivalents; therefore it is the recommendation of the City that these be included in the Phase II upgrade expenses. The Commissioners agreed with the recommendation as presented by Mr. Odell.

Sandy Dunn complimented Rick Trifero for his efforts in finding comparable decorative lighting fixtures for replacement units in the Convention Center opposed to an industrial type lighting that the contractor had initially chosen.
- iii. WIFI– Status Update* – Initial inventory of systems is scheduled to begin next week.
- iv. Fire Alarm –Status Update* – 25% of this project is complete. This project is some what of a slower process, as the current alarm system cannot yet be removed. Estimate for this project to be completed is by the end of July, and is on budget.
- v. FY17 Budget* – Facility Improvement & Equipment listing that was approved was included in this month’s meeting packet for the Commissioner’s reference. Initial meeting will be scheduled for July, followed by additional meetings in September & October. Sandy Dunn mentioned that SMG is typically included in these meetings, which Mr. Odell made note of. Commissioner Brissette inquired about when the Scoreboard would be in for operation. Ms. Dunn replied that next year, the Scoreboard would be in along with the Videoboard HD camera upgrade component.

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

Commissioner Brissette offered his compliments to Savor Catering for the excellent lunch and the opportunity to test sample the new menu items being offered by the Concessions Department in the Arena during events.

- a. *Monthly Highlights*
- b. *Financial Statements – April 2016*

Chairman Budd inquired when the Worcester Railers would be selecting their hockey dates. Sandy Dunn replied that date selection would begin initially in November, with a preliminary schedule in place by February.

Commissioner Brissette inquired about a status update on the lawsuit that involved the ice chiller. John Odell stated that the suit is ongoing and is not able to provide any update at this point. Chairman Budd voiced that he too would be interested in hearing an update on this when there is more information available. Mr. Odell suggested that David Moore, City Law Department, could be notified of the interest of the Commission in this matter and when more information is available, Mr. Moore could be scheduled to hold a future Executive Session meeting to further update the Commission.

5. Adjournment

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

Meeting Adjourned at 12:45pm

September Meeting: Thursday, 9/22/16 / 12 Noon – DCU Center Conference Room