

**CIVIC CENTER COMMISSION
MEETING MINUTES
December 18, 2014**

Attendees:

CCC Members: Chair Commissioner John Budd, Commissioner Jim Knowlton, & Commissioner

John Brissette ***Absent:*** Commissioner Lowell Alexander, Commissioner John Harrity

City: John Odell, Candee Raphaelson, & Tom Zidelis

Guest: Aaron Nicodemus, Telegram & Gazette

SMG: Sandy Dunn, Julia Iorio, & James Moughan

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Budd brought the meeting to order at 12:17pm.

2. Acceptance of Meeting Minutes – November 20, 2014

Commissioner Brissette motioned to accept the minutes of the November 20, 2014 meeting; seconded by Commissioner Knowlton. (3 yeas, 0 nays). *Motion passed.*

3. Major Projects –

a. Expansion & Refurbishment Project – John Odell

Mr. Odell reported that the final payments are currently being made to Sasaki, which will make the expansion and refurbishment project officially completed.

b. Capital Projects – Sound System, Boiler, & Lighting

1) Sound System – Issues have been resolved.

2) Boiler – Completed.

3) Lighting Project - This Chapter 140 project closed yesterday, December 18th, with no vendors bidding on the project. City staff will do further research to see what can be done to the bid spec to encourage qualified bidders to respond to a new bid offering. Commissioner Brissette inquired whether the project bid under Chapter 30B procurement requirements. Mr. Odell explained that the Chapter 140 was the only option for the bidding process.

Revolving Doors - The repair that was done to the revolving door did not resolve the problem. A second assessment was done by the same vendor but the costs would be significant. Prior to moving forward, the City is working with SMG to review all options including the potential to eliminate the door all together if that is the best course of action. Further updates will be provided at the next meeting.

4. SMG Reporting

a. Monthly Highlights/Financial Statements – Sandy Dunn & Julia Iorio

(As Outlined in Attached Report – October Financials)

Ms. Dunn reported that SMG is in the process of reforecasting for the current fiscal year.

The Worcester Common Oval has opened and has had two successful weekends, surpassing previous years in total attendees.

SMG has hired a new Food & Beverage Director, Albert Fera, currently the Food and Beverage Manager for Delaware North at the Dunkin Donuts Center in Providence. Albert begins employment with the DCU Center on December 29th. He is an excellent addition to the team with relationships at Johnson & Wales, small restaurant experience (helpful to the up and coming retail corner), and is a real “foodie.”

Ms. Dunn also reported that a retail space meeting was scheduled to review the mechanicals in the space and is hopeful that the space will go out to bid sometime after the first of the year.

b. Sales Report – Jim Moughan

The Sales Department highlighted the following events:

Fire Chiefs Association Conference (with date correction) **February 2016** – The event began at a Leominster facility, but has grown immensely and the Association is hopeful that it will continue to expand, possibly into the -Arena down the road. The hotel and restaurant impact is very positive during this event.

Veg Fest – This event has had great success hosting two past events here at the DCU Center. The group has contracted out for three more future years.

Annual Chamber Meeting – 700 + members attended this year’s Worcester Regional Chamber of Commerce Annual Lunch meeting.

New Proposals - Bi-Annual New England Bike/Walk Summit – September 2015
Tattoo Festival – Summer 2015

Mr. Moughan also commented on the continued growth of the Dance and Cheerleading Competition events held at the facility. In January, one cheer event looks to draw up to 7,000 spectators. The City is seeing great economic impact as far as hotel bookings during these competition weekends, as well as, hotels outside of the local area. The Food and Beverage Department also reflect significant increases in numbers during these events.

5. Other Items

- a. Amendment to Worcester Convention Center Facility Management Agreement as received from City Solicitor David Moore

Mr. Zidelis reviewed with the Commission that back in July of 2010 (Fiscal Year 2011), a merger of agreements was done between the Arena and the Convention Center primarily for financial efficiency purposes. However, in order to meet the 2013 IRS regulations, a portion of the 2010 amendment wording needed to be edited specifically pertaining to SMG’s five (5) year granted extension, as the document was reading as a seven (7) year extension, incorrectly, based on the timing of the documents.

Commissioner Brissette motioned to allow Chairman Budd to sign the amendment authorizing the change of wording as it pertains to meeting the 2013 IRS requirements concerning SMG’s five (5) year extension in the 2010 Convention Center Facility Management Agreement; seconded by Commissioner Knowlton. (3 yeas, 0 nays)
Motion passed.

6. Next Meeting

- a. **2015 Meeting Schedule – Thursday, January 22, 2015 / 12pm**

DCU Center Conference Room

Commissioner Brissette moved to adjourn the meeting; Seconded by Commissioner Knowlton.
(3 yeas, 0 nays) *Motion passed.*

**If parking becomes available on the interior of the building on a meeting day, an email will be sent notifying Commission members the morning of the meeting.*

Meeting Adjourned – 12:55pm