

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

**Attendees:**

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

**City:** John Odell, David Moore, Tom Zidelis, and Brian Schwartz      Absent: Candee Raphaelson

**SMG:** Sandy Dunn, Julia Iorio      Absent: Jim Moughan

**Guests:** Bill Ballou, Telegram & Gazette

Representative Vincent Pedone and Constantia Papanikolaou, MA Department of Higher Ed

**Minutes Prepared by:** Paige Williamson, SMG

**1. Call to Order:**

Chairman Budd brought the meeting to order at 12:30pm.

**2. Acceptance of the Meeting Minutes – June 23, 2016**

Commissioner Brissette motioned to accept the meeting minutes from June 23, 2016; Seconded by Vice Commissioner Knowlton. (5 yeas, 0 nays) *Motion passed.*

**3. Rent Waiver Request – Massachusetts Department of Education – September 28, 2016**

Representative Vincent Pedone and Constantia Papanikolaou represented the Massachusetts Department of Higher Education to request a Community Rent Free Day for an event entitled, “Campus Safety and Violence Prevention Conference” scheduled at the DCU Center for 9/28/16. This event is being held in conjunction with the Attorney General’s Office and the Executive Office of Public Safety and Security. This event will be involving private and state colleges in MA, as many as 133 institutions, and will be at no cost to the attendees as the event is a public service. The Grand Ballroom and Junior Ballroom would be the rooms targeted for rent free.

Commissioner Brissette motioned to accept the rent free request for the Massachusetts Department of Education, “Campus Safety & Violence Prevention Conference” on 9/28/16; seconded by Chairman Budd. (5 yeas, 0 nays) *Motion passed.*

Sandy Dunn stated to Ms. Papanikolaou that the contract with the venue will be reissued noting the change reflecting the rent free vote by the Commission.

**4. Rent Waiver Request – St. Vincent Hospital – November 30, 2016**

Sandy Dunn introduced this rent free request. The event is entitled, “Opiate Crisis Symposium.” The organization has a date currently on hold, but has not entered into a signed agreement yet. The District Attorney is involved and the City Manager is expected to also speak at the event. St. Vincent’s asked if the DCU Center would sponsor this event, which SMG representatives respectfully had to decline but referred them to the CCC for consideration. The space that would be needed would be half of the Grand Ballroom, large enough to accommodate 150-200 people.

Chairman Budd voiced his support and the importance of having this event happen in the City and therefore made a motion to accept the rent free request for St. Vincent Hospital’s “Opiate Crisis Symposium” on 11/30/16; seconded by Commissioner Harrity. (5 yeas, 0 nays) *Motion passed.*

**5. Phase 2 – Designer Selection Board – Update**

Now that the Phase I project is completed, Mr. Odell reported, the first step moving forward to Phase II, is to select and hire a design architect. Through the Designer Selection Board, Populous, was the chosen architect team. They are now putting together a detailed scope, including ADA requirements, other infrastructure priorities and cost figures. Presuming the City and Populous reach

agreement on costs, Phase 2 price proposals and a recommended list of items will be available for review by the Commissioners at the October meeting. At that point, the Commission can vote to proceed with the recommended measures or can look to make revisions to the scope.

## 6. Executive Session

**Chairman Budd motioned to continue to Executive Session to discuss litigation strategy for both City of Worcester v. Fontaine and City of Worcester v. Fargo Management, LLC;**  
**Roll Call Vote** – Vice Chair Knowlton, Yea; Commissioner Harrity, Yea; Commissioner Alexander, Yea; Commissioner Brissette, Yea. (5 Yeas, 0 Nays) *Motion Passed.*

## 7. Regular Session Reconvened

## 8. Major Projects - John Odell

### Capital Projects – Status Updates

- a. **Windows** – It was thought that the appropriate glass had been found for the windows project. Unfortunately, current code requires tempered glass. A review is being made whether all glass will need to be upgraded. The initial response is that it does not; however, we may look to replace more panes than originally intended. Nault Architects will be involved in writing the bid specs with installation expected to be completed by the end of fall, 2016.
- b. **Lighting** – The lighting project is on time & budget (85% completed to date), with anticipation of November 1<sup>st</sup> as completed. Total value of the lighting project is approximately 1.7 million dollars.
- c. **WIFI**– Preliminary meeting, survey and report has been completed on the ports and current Wi-Fi capabilities for the DCU Center. An additional meeting is scheduled for next week to review the recommendations. SMG, City Tech Services, and Presidio (company hired by the City to assist) are all working together on this project item. Mr. Odell stated that he felt additional updates would again be provided during the October meeting on this project. Commissioner Harrity asked whether SMG is involved in this project. Both Ms. Dunn and Mr. Odell confirmed that SMG is participating in the process.
- d. **Scoreboard** – Scoreboard specs have been complete but it is anticipated that Populous will also be writing the specs for actual installation requirements. Commissioner Harrity inquired whether SMG is being consulted with the work being done with the scoreboard. Sandy Dunn acknowledged that SMG is involved.
- e. **Fire Alarm** – The fire alarm is at 85% completion, on budget, and anticipated to be completed by November 1<sup>st</sup>.
- f. **FY17 Budget** – Continuing to work in conjunction with SMG with additional bid proposals to be forthcoming.

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

### Monthly Highlights / Financial Statements

Sandy Dunn generally reviewed the enclosed report specifically highlighting the number of jobs currently at the venue and that a Job Fair is being held this afternoon in the hope of obtaining a large contingent of qualified new hires. Julia Iorio reviewed the financial highlights. With additional concerts in the Arena facility, NCAA Hockey tournament, added Graduation events and increased Convention Center activity specifically with Food and Beverage, the venue had a very successful year both financially and with higher attendance figures as well.

**Sales Report**

Sandy Dunn stated that the Convention Sales Manager, Anne Kruse, was out on medical leave for several weeks in August and September, and therefore, Jim Moughan had been covering her role as well as his own until her expected return this week.

Commissioner Harrity inquired of Ms. Dunn what specific full time positions are available at the DCU Center. Sandy stated that the full time positions include, Box Office Supervisor, Security Manager, 2 Housekeeping Positions, Human Resources Manager, Payroll Coordinator, Operations Ice Technician/Supervisor, and a Receptionist/Marketing-Sales Assistant. In addition, 12 or so additional part-time jobs are posted with the goal of hiring 200-250 individuals for this season.

**10. Adjournment**

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

Meeting Adjourned at 1:25pm

*October Meeting: Thursday, 10/27/16 / 12 Noon – DCU Center Conference Room*