

**CIVIC CENTER COMMISSION
MEETING MINUTES
February 22, 2018**

Attendees:

CCC Members: Chairman John Harrity, Commissioner Jim Knowlton, Commissioner John Brissette,
Commissioner Patrick Lowe Commissioner Lowell Alexander (Absent)

City: John Odell, Candee Raphaelson

SMG: Sandy Dunn, Julia Iorio

Jim Moughan (Absent)

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Harrity brought the meeting to order at 12:33pm.

2. Acceptance of the Meeting Minutes

Commissioner Brissette motioned to accept the meeting minutes from January 25, 2018;
Commissioner Lowe, seconded the motion. (4 yeas, 0 nays) *Motion passed.*

3. Major Ongoing Projects

a. Capital Projects

WiFi – The cabling aspect is completed and punch list work is now being done. The balance of the project is expected to be complete by mid-March (on schedule). The LightTower date for redundant fiber connection, however, is still targeted for June.

Commissioner Harrity further inquired about the details of the contingency plan for the NCAA Tournament, as was asked at the last meeting along with Commissioner Brissette. Sandy Dunn provided details of the plan in place should the full capabilities of the WiFi upgrade not be ready. One hundred (100) mb will be made available only to the NCAA reps & media production, allowing no fan access during the tournament. There is not enough bandwidth for all to be online at the same time in the DCU Center facility. Ms. Dunn confirmed that as of yesterday, the WiFi contingent has been tested and is operational. The facility is in better shape for the NCAA requirements than two years ago.

Chairman Harrity highlighted three (3) areas in the Updated Capital Improvement Project listing that are now totaling an overage of \$126,433 (WiFi, Cabling, & Scoreboard –Ribbons & Control Room) and asked if we can get these back in line with budget. Mr. Odell stated that no change orders have been done at this point and work is ongoing. Any changeorders will be presented to the Commission. Mr. Odell stated that there are DIF funds to cover the \$126,000 but efforts are being made to keep the overage to a minimum. Chairman Harrity requested that Mr. Odell keep the Commission informed on a monthly basis.

Vault Improvement – Design is in process and expected by mid-March. Any construction will need to take place while vault is “live” which has limited the number of companies that will bid. Two have been identified but the City may be end up with a smaller pool than normal.

Boiler Replacement – Design is in process and expected mid-March. The original chimney stack dated 1979 and gases over the years have caused significant deterioration. Stack needs to be removed. Recommendation is for a full removal at this time. This requires a temporary boiler system for the rest of the season. The City believes they may have a spare boiler to make this happen – review in process. Tighe & Bond Company are being used in the review. The City, SMG, T&B, and MA DEP are going to meet on February 23rd to finalize best option.

Carpet Replacement – Sandy Dunn confirmed that approximately 50% of this project is complete to this point.

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

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

November & December have been the best months thus far, as reported by Julia Iorio - Director of Finance, with 33 events taking place in December alone. The run of Cirque du Soleil, “Crystal”, did extremely well, along with five (5) Worcester Railers games surpassing budget (averaging 2,667 in actual attendance). Food and Beverage numbers continue to increase and the facility remains ahead of budget by approximately \$200,000.

Events On Sale : MA Pirates Indoor Arena Football on sale 2/23/18

Commissioner Lowe inquired if there was plan to have a tailgating component with the new arena football team. Sandy Dunn stated that the Pirates are considering this opportunity in the Plaza Space area for April with potential to expand onto Foster Street for future games. Also being worked on currently with the Licensing Commission is the ability to extend the DCU Center premises for liquor (beer & wine) sales.

- b. **Sales Report** – Sandy Dunn reported that the Republican Committee recently conducted a site survey and is anticipating that the Democratic Convention Committee will do the same shortly. The Brew Woo Beer Craft Festival (self-promoted event) has continually grown each year with advance ticket sales up 400% as of this date and brewer participation is up to 110, from 80 last year. The annual Monster Jam event was up in attendance by 63% and in cash by 71%.
- c. **Employment Opportunities** – Currently the facility has two (2) Full Time & sixteen (16) Part Time positions available to be filled.
- d. **MA State Police Graduation** – Chairman Harrity complimented the DCU Center for their repeat success in hosting the graduation ceremonies in the Arena for the MA State Police. However, he further inquired with regard to negative feedback he heard regarding the timing of the ceremony on January 25. The earlier time resulted in a significant impact to businesses, parking facilities and the work community. Chairman Harrity stated that he thinks this is a great event but wants proactive steps taken in the future to help alleviate the gridlock.
- Sandy Dunn replied that a post event meeting has taken place with the event organizers. For next year, the time of the event was discussed, potential dates, and additional police details to assist with trouble areas. Also, based on the last CCC meeting, additional signage has already been added for some overflow parking garages.
- e. Sandy Dunn encouraged the Commissioners to schedule an in depth look at financials and next year’s budget with herself and Julia Iorio in the next couple of months. Dates can be booked with Paige Williamson, Executive Assistant at 508-929-0106 or pwilliamson@dcucenter.com.

9. **Adjournment**

Commissioner Brissette motioned to adjourn; seconded by Commissioner Lowe.
(4 yeas, 0 nays) Motion passed.

Meeting Adjourned at 1:08pm

Next Meeting:

March 22, 2018 at 11:45am (Lunch), 12:30Meeting – DCU Center Conference Rm