

## CIVIC CENTER COMMISSION

### MEETING MINUTES

10-28-2021

#### Attendees:

**CCC Members Present:** Chairman John Brissette, Commissioner Knowlton, Commissioner Penelope Herideen.

**Absent:** Commissioner Lowell Alexander

**City:** John Odell, Julie Lynch, Luis Castillo

**SMG:** Sandy Dunn, Jim Moughan, Melissa Bishop

Before meeting was called to order, Candee Raphaelson and John Odell were presented flowers and a framed picture respectively, for their years as members on the Civic Center Commission.

**Call to Order:** Chairman John Brissette called the meeting at 9:05am

**Acceptance of Meeting Minutes:** Chairman Brissette asked for a Motion to accept the minutes of meetings held on September 23<sup>rd</sup> and September 30<sup>th</sup>. Commissioner Brissette made a motion, Commissioner Herideen second. All in favor.

**Project Status Update:** Chairman Brissette turned the meeting over to John Odell for the City staffing update. John O. recognized Chairman Brissette as new Chair for the Civic Center Commissioner. John O. also introduced two city employees that will be staffing the Civic Commissioner meetings, Julie Lynch who is the new Chief of Public Facilities and replacing John Odell, and Luis Castillo who will be replacing Candee Raphaelson as meeting minute scribe.

Commissioner Brissette requests John O. for an update on the Vault work at DCU. John O. said he will provide City updates this meeting. John O. mentioned that some of the civil work has started on Commercial Street. Excavation of the manhole and other non-interior Vault work will be performed on through December. The next 5 ½ to 6 week window, to the first week of February is when the interior Vault work will be done. He mentioned a very tight market for materials even though everything is currently on track.

John O. moved to the DCU Phone and Security Cameras. Cabling is pretty much complete with testing of the cabling being performed. About 60% of the cameras have been installed with the remaining expected to arrive the next couple weeks. Regarding the telephones, John mentioned we are looking to get the final shipment of equipment which will happen in two phases. The first phase is two set-up new system, and the second phase to migrate to new system and demo the old system. Phone equipment shipment is scheduled to arrive in December while the work should take 2-3 months to complete.

Former Commissioner Harrity asked John O. if the City will be receiving any money for the old phone equipment. John O. said no, since the equipment now obsolete.

Phase 2 Update from John O. The contract for Populous has yet to be signed, since Law had some additional questions that prompted additional responses. Getting the contract signed is the next step for Phase 2.

Next, John O. mentioned a walkthrough, SMG, Julie, and Arcadis (owner's project manager). Arcadis will be helping us with the Architects to make sure Phase 2 is performed with minimal hitches.

Commissioner John Brissette asks John O. if we can move forward with ordering new materials now given the long lead times for materials. John O. replied that the Architect has to complete the design, before the contractors and subcontractors know what materials are needed.

## **SMG**

Sandy Dunn welcomed the new staff members and now Chairman Brissette. City mask mandate still in effect and masks can only be removed to eat or drink at their seats. Railer's home opener the previous Saturday held 10,000 in attendance and went wonderfully.

Icebreaker hockey event kick started the fall season. Due to some transitional issues, the attendance wasn't what was expected. Event was aired on NESN.

*Ghost & Volbeat* is the first concert slated for the DCU Center. Ticket sales are performing well. The band is requesting to have concert attendees have proof of vaccination or 72 hour negative coronavirus test to attend the event. SMG is hiring a third-party vendor and the cost of the vendor will go to the band since they are requested elevated measures related to coronavirus.

SMG does allow vendors or performers to elevate their coronavirus standards at their events at the DCU. Sandy mentioned that they are letting the ticket buyers know beforehand what the protocol is for each concert. Sandy mentioned that annual events like Monster Jam and Disney on Ice are back on the slate for this year.

Sandy mentioned the Massachusetts Pirates IFL championship and the trophy presentation at City Hall Plaza. They will be returning next season and are currently selling season tickets.

Sandy turns to Melissa Bishop to talk about the Box Office and Human Resources. Melissa mentioned the new Assistant Manager, Brittany Fuller. Melissa then brought up recruitment which is a big emphasis. After a hiatus last year, the 2021-2022 Full-Time employee breakfast and season kick-off to celebrate the employees at DCU returned on October 1<sup>st</sup>.

Melissa then brought up the financial statement with number of events and total event income surpassing expectations, largely thanks to a movie shot onsite and MCPHS graduations.

Sandy brought up operations and the extensive roof and curtain cleaning. Parapet netting has also been replaced for hockey season to ensure patron safety.

Sandy and her team are looking for a Food and Beverage Director to help with the partnership between *Appetize* and the DCU. *Appetize* equipment is backlogged due to coronavirus supply chain issues. Also, Craft Beer corner and the Suite Menu have had a great new look recently.

Jim Moughan spoke next about the Sales Report. Jim mentioned how the MCPHS coronavirus graduation at the DCU Convention went so well, that they agreed to have their mid-year graduations at

the DCU Arena in 2021-2022. All three MCPHS graduations in the summer will also be held at the DCU. Jim mentioned 75 prom mailings that were sent out to neighboring high schools, which has already yielded a couple responses.

Chairman John requested to adjourn meeting at 0945. John Odell requested to schedule the next meeting. December 2<sup>nd</sup> at 0900 was scheduled.