

**CIVIC CENTER COMMISSION
MEETING MINUTES
October 25, 2012**

Attendees:

CCC Members: Chairman Ed Pietrewicz, Commissioner Jim Knowlton, Commissioner Scott Najarian, Commissioner John Budd & Commissioner John Harrity

City: Heather Gould, Amanda Gregoire

SMG: Sandy Dunn, Jim Moughan, Julia Iorio

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Chairman Pietrewicz brought the meeting to order at 12:10pm and it was announced by Heather Gould that the City Manager has approved the appointment of Vice Chair Pietrewicz as Chairman of the Worcester Civic Center Commission replacing former Chairman Francis Paquette.

2. Acceptance of Meeting Minutes – September 27, 2012

Commissioner John Budd motioned to accept the minutes of 9/27/12; seconded by Commissioner John Harrity (5 yeas, 0 nays). *Motion passed.*

3. Rent Credit Request – MIAA Semi & Final Basketball Events

The MIAA rent credit request was received on October 22, 2012 and due to the late receipt, the Commission agreed that the request would be tabled till the November meeting in order to allow time to review application.

4. Major Projects

a. Capital Projects

i. Scoreboard Upgrades

Heather Gould reported that the scoreboard upgrades are moving forward but in two phases; Phase I – Software & Equipment component estimated at \$40,000.00 and Phase II – Switcher & Camera Scope which is being written and prepared to go out for bid.

ii. Airwall Replacement

Heather reporting that the airwall design is under review currently and will be replaced with a similar system, but will also be bid out with an estimated project length of 8-10 weeks to complete. Rick Trifero is the coordinator of this project.

iii. Lighting

In progress

b. DCU Center Expansion & Refurbishment Project

i. Sasaki Construction Documents

Heather also reported to the Commission that some interior work will begin during the month of February 2013, in the arena prior to renovations. There was a small area of asbestos found, (approximately \$1,000.00) to be removed. Heather will provide the assessment report to the Commission / SMG.

- ii. **Pre-Bid Packages**
Consigli is handling filing of sub-bid trades
- iii. **Construction Timeline**
Sasaki pricing documents were expected by the end of October, but now expected by mid-November. We are still on target with the timeline with Consigli including a small buffer in case of delays.

Commissioner Harrity thanked Sandy Dunn and Heather Gould for their additional time in briefing him on the entire renovation project to this point as he was newly re-appointed to the Commission.

5. SMG Reporting

a. Monthly Highlights

Chairman Pietrewicz congratulated Sandy Dunn on receiving the Inaugural Larry Meehan State Award for significant contributions in the field of Travel & Tourism in Massachusetts. Sandy Dunn announced that our Sous Chef has been promoted to Chef. She also highlighted Assistant General Manager, Jim Moughan, who was recently featured in the Worcester Business Journal with a feature article of "10 Things I Know". DCU Center employees were recognized from 1 to 30 years of service. The DCU Center also joined forces with "World Smile Day" and continued to host a favorite, "Elephant Brunch" while the Ringling Brothers Circus was in Worcester.

Commissioner Najarian complimented Sandy and her staff at SMG for the fantastic community / media coverage of the DCU Center, as there seems to have been no negative statements publicly about the money being spent to improve the facility. Commissioner Budd inquired if there was any more word on the vacant retail space plans. Sandy responded with no further information to date.

Commissioner John Harrity asked for an update on Charter Communications. Sandy reported that the DCU Center has had recent meetings with Charter. Verizon Communications is not an option. The Charter Zone, is now known as "The Zone" as their advertising agreement has since expired. Bob Pobanecki from the City is planning to sit in on upcoming Charter meetings to assist further.

b. Sales Report

Jim Moughan reported that Core Mark Products Event has been booked stemming out of a larger show, Pine State Trading. TJ Collectibles which is promoter of "Magic the Gathering" had his second showing here in Worcester. He also promotes other shows that he will consider for the DCU Center as well. Pathways Institute continues to book multiple events. Chairman Pietrewicz complimented Jim Moughan and his sales team for continue to provide positive experiences among clients for them to continue returning to the City.

Commissioner Najarian asked for an update on the mobile application. Sandy stated that the goal was to roll the application out during the Business Expo. Mr. Najarian also asked about the 3D option via the website to view your actual seating location as it relates to the actual stage/performers. Sandy stated that this option will again be looked at to upgrade.

c. Financial Statements (July & August – FY '12)

General discussions of the Financials from July-August Fiscal Year 2012.

Sandy will travel to NYC to meet with agents in November as well as travel to LA in February. The Fall, Winter and Spring months are soft this year for concerts. Arenacross,

PBR, Gymnastics will be highlights for Winter/Spring. EDM Concerts did quite well in our market. Revenue that our facility can share with the promoter is the focus and is the best outcome for us. Commissioner Harrity inquired about American Idol Concert specifically and how that has decreased in popularity. The NHL lockout is also having an impact on concert bookings.

The Sharks potential playoff location for 2013 during the renovation period was addressed. The first round would be held off property, second round would be held at Holy Cross, and the third round would likely be at Tsongas Arena in Lowell (most expensive option).

d. SMG Contracts

Sandy Dunn will provide an update on SMG Contractual Agreements in November as it pertains to the Management Agreement renewal.

6. New Business

a. Amendment No.5 to Design Services Agreement (Sasaki)

Heather explained that this amendment, approved by Paul Moosey already, was not adding new funding but rather reallocating to different tasks, 1) Site Survey and 2) Modeling Software (file sharing). Figure at a little over \$20,000.00. Heather Gould asked that the Commission vote to have this amendment signed.

Commissioner Najarian motioned to have Chairman Pietrewicz sign Amendment No.5 – Design Services Agreement (Sasaki); seconded by Commissioner Harrity. (5 yeas, 0 nays) *Motion passed.*

b. DCU Center Independent Auditor’s Report on Financial Statements & Supplementary Information for the Fiscal Year Ended June 30, 2012

- *Deferred to the November meeting for further review*

c. Election of Vice-Chairman

A consensus among the Commission was seen as the next most “senior” member become Vice-Chair, therefore, Commissioner Scott Najarian was nominated. Chairman Pietrewicz motioned to appoint Commissioner Najarian as Vice-Chair, effective immediately; seconded by Commissioner Harrity. (5 yeas, 0 nays) *Motion passed.*

d. 2012 Meeting Schedule - December 27, 2012

DCU Center Conference Room

Chairman Pietrewicz moved to adjourn the meeting; Seconded by Commissioner Budd. (5 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 1:12pm