

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
September 24, 2015**

**Attendees:**

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

City: John Odell, Candee Raphaelson, Tom Zidelis

SMG: James Moughan, Julia Iorio

Guests: Matt Hunt – CliftonLarsonAllen, LLP

Minutes Prepared by: Paige Williamson, SMG

**1. Call to Order:**

Chairman Budd brought the meeting to order at 12:16pm.

**2. Acceptance of the Meeting Minutes – June 25, 2015**

Commissioner Harrity motioned to accept the meeting minutes from June 25, 2015; Seconded by Vice-Chair Knowlton. (3 yeas, 0 nays) *Motion passed.*

**3. Year End Financial Audit Report – Tom Zidelis and Matt Hunt – CliftonLarsonAllen, LLP**

The Year End Financial Audit Report was introduced by Mr. Zidelis, with an overview provided by Matt Hunt of CliftonLarsonAllen, LLP who has conducted the audit of the DCU Center for the past four years. (full report attached)

Mr. Zidelis complimented the excellent work of Julio Iorio, Director of Finance, and the rest of the SMG team. Chairman Budd inquired if the W9 compliance was complete. Ms. Iorio stated that yes, for the most part, with only a couple vendors awaiting submission of documentation.

**4. Major Projects – John Odell**

**a. Capital Projects**

*Corner Retail Space* – Original target date for completion was August 19<sup>th</sup>, with a second target announced of October 5<sup>th</sup>. Issues with a sprinkler this past week causing water damage, as well as, some other delays have pushed the target date to October 19<sup>th</sup>.

There have been very few change orders with this project with only about a \$10-15,000 increase from original budget figure, a favorable number.

*Lighting* – The lighting project has been a challenge for engineers, as well as, for National Grid. However, the expectation is for the project to go out to bid by October 15<sup>th</sup>, as the Designs & Specs are nearly complete.

*Stage Addition & Repair* – This is a priority repair project. The bid is expected to be placed in about two weeks. The construction & installation expectation is three to four weeks.

*Fire Alarm* – The alarms are not up to code in the basement, and additionally, in the catwalk area. Scope work is expected around October 22<sup>nd</sup>, and then will go out to bid.

*ADA Drinking Fountains* – By the end of September, drinking fountains that were not ADA compliant will be made so. Commissioner Brissette inquired if the ADA Lawsuit had been resolved. Mr. Odell stated that he believed the suit had been resolved and the drinking fountains was one of the final pieces.

Commissioner Harrity inquired whether there was any update on the Chiller litigation. Mr. Odell stated that the City is doing their “due diligence” and the issue is still an ongoing matter.

**b. City Staffing**

Mr. Odell announced that the City has reallocated some of Rick Trifero’s schedule so he is able to focus more time on the DCU Center facility. Mr. Trifero may attend future Commission meetings as required.

Chairman Budd inquired about whether security cameras that were once talked about are now “off the table”. Mr. Odell stated that the City is continually looking at security cameras, but that this item is not in the FY 2016 budget. This equipment can certainly be revisited but would be on the following year, FY2017, budget agenda.

**4. SMG Reporting – Julia Iorio / James Moughan**

*a. Monthly Highlights (detail included in monthly packet)*

*b. Financial Statements – May, June, July, & FY 2015*

*c. Sales Report*

Highlights include: 18 graduations (high school & college) will be held at the DCU Center in 2016, with possibility of 2 additional schools. Assumption College and Nichols College, both are new additions, have just contracted their events. Wachusett Regional High School will be holding their graduation in the Arena for the first time.

New England Transportation Safety Conference was a first time event in June 2015, and expected to grow to two days in 2016 at the DCU Center. Another new event, New England Sports Representatives, will be a multi-day trade show in December 2016. This event was one that the Sales Department had been working on obtaining for several years prior to bringing it to Worcester.

The Dead & Company Concert will be in conjunction with the STEM Conference in November. The Weekend will appear in the Arena on November 12<sup>th</sup>. Other popular events on sale now include Ringling Brothers Barnum & Bailey Circus “Legends”, WWE, and Life in Color (Convention Center dance/paint party event).

The India Day event that took place in August went very well with the promoters extremely pleased to report about 4,200 attendees. They are looking to definitely return next year to the facility and increase their payment of rental costs.

**6. Adjournment**

Chairman Budd motioned to adjourn; seconded by Commission Harrity. (3 yeas, 0 nays)  
*Motion passed.*

***Meeting Adjourned – 1:05pm***

***Next Meeting: October 22nd, 2015 / 12 Noon DCU Center Conference Room***