

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
May 26, 2016**

**Attendees:**

CCC Members: Vice-Chair Jim Knowlton, Commissioner John Harrity, Commissioner Lowell Alexander, Commissioner John Brissette Absent: Chairman John Budd  
City: John Odell Absent: Candee Raphaelson  
SMG: James Moughan, Sandy Dunn Absent: Julia Iorio  
Minutes Prepared by: Paige Williamson, SMG

**1. Call to Order:**

Vice-Chair Knowlton brought the meeting to order at 12:05pm.

**2. Acceptance of the Meeting Minutes – April 28, 2016**

Commissioner Brissette motioned to accept the meeting minutes from April 28, 2016; Seconded by Commissioner Harrity. (4 yeas, 0 nays) *Motion passed.*

**3. Major Projects – John Odell**

**a. Capital Projects**

*i. Lighting – Status Update* – Mr. Odell reported that the light installation is taking place on site presently. Expected date of completion is September 30<sup>th</sup>. Sandy Dunn added that if the Commissioners stepped into various office areas on the second floor, they would be able to view the new lighting style and increased light levels. Ms. Dunn affirmed that the plant manager said the exterior rim lights are to be included. Mr. Odell stated that they are still looking for an appropriate fixture for this area. They are also working on an appropriate fixture and bulb for the arena aisle lighting.

*ii. WIFI – Status Update* – This project is of top priority and there have been a few meetings thus far already conducted. There will be a complete inventory done and cost proposal for improvements presented over the next several weeks as to what the facility currently has in place and what is needed. Later assessments will include recommendations for security cameras and HVAC systems options (based on available funding). Sandy Dunn commented that the City of Worcester Information Technology representative sat in on the meetings that have taken place thus far and she was very pleased with the team that has been formed by Mr. Odell to work on this priority item.

Commissioner Harrity inquired if there has been any further status on the glass replacement as it continues deteriorate. Mr. Odell responded that the original construction documents are not available. The City has contacted Gilbane and others. The City continues to research an acceptable product that will look similar to what currently exists. Rick Trifero is confident that this will be resolved this summer one way or another. There are at least six (6) now in need of replacement.

Commissioner Harrity motioned to request a status report by the next Commission meeting as to where this item stands and the plan going forward; seconded by Commissioner Brissette. (4 yeas, 0 nays) *Motion passed.*

*iii. Fire Alarm – Status Update* – Conduit runs have begun. Estimated to be completed in approximately eight (8) weeks.

- iv. ***Metal Detectors*** – The charger shipment was received at John Odell’s office and has been picked up by SMG’s Frank Aucoin. The shipment included 19 units at no cost. There are a total of 22 units. The company is also to supply three (3) sets of chip cards. Sandy Dunn stated that Quinsigamond Community College did use the detectors for their graduation. Going forward, all arena public events will use the detectors. Private events will have the option if they choose to sign a waiver to not use them.
- v. ***Lift*** – Specifications for the ADA accessible lift for the stage are complete. Rick Trifero is working with the State to ensure that what is requested meets State requirements.
- vi. ***Barricade*** – This is expected to be completed by June 30<sup>th</sup>.
- vii. ***Phase II Design*** – The first blush cut has been done but is now being reviewed by the DPW Commissioner, Paul Moosey.

4. **SMG Reporting** – Sandy Dunn / James Moughan (*detail included in monthly packet*)

- a. *Monthly Highlights*
- b. *Financial Statements – March 2016*

Sandy Dunn reported that the financials are looking very good for the End of the Year and that the Food and Beverage Department is also well ahead at this point. Certain purchases delayed in the early part of the year are being completed now that we are confident that the venue is on budget.

- c. *Sales*

Jim Moughan reported that we continue to book further out for our regular clients. The Down Syndrome Conference has booked for another two years. The American Dance Awards and Dance Explosion have contracted their events through the year 2020. Also, the facility has been successful with booking multiple events that have stemmed off of University of Massachusetts with their anticipated IT move downtown.

Mr. Moughan notified the Commission that the Disaster Drill Event that was granted rent free by the Commission earlier in the year has been delayed due to a funding delay. First, the Commission needs to determine whether they want to have the organization resubmit an application or just transfer the approval to the new date. Sandy Dunn also reminded the Commissioners that if an event is granted rent free and the event does not happen, the Commission is still “charged” for that event as part of their yearly allocation. Also, if a rent free is granted by the Commission and the event for some reason chooses not to pay SMG for the charges, the City is responsible for the cost. In this case, it is expected that we would be aware of this potential concern in advance and could notify the Commission accordingly.

Commissioner Harrity motioned to extend the rent free day for the Disaster Drill Event; seconded by Vice-Chair Knowlton. (4 yeas, 0 nays) *Motion passed.*

Nichols College graduation is looking to return and be a repeat event at the facility and we are also hopeful that College of the Holy Cross will do so as well. Holy Cross has a major catering component to their graduation and the décor looks extremely nice. There was a struggle with area parking due to the event being on a business day with much of the downtown parking taken by commuters. Area garages have stepped up and assisted with

helping out with additional spaces. In addition, the City did an excellent job working with their contractors to open the new City Square garage for this event, only which will make a significant difference to the availability of parking.

Sandy Dunn also reported that the facility has sent an RFP out for Audio / Visual Services. The current vendor is the original service provider, Presentation Technologies, and has been in the venue for 18 years. Eight companies have responded including our current provider. The target to announce the selected company is July 1-15<sup>th</sup>.

Sandy reminded the Commission that beginning in September, the meetings would be taped for Community Television viewing and streaming on the internet. The Commission consensus was to have lunch in a separate room prior to the meeting. This would also move the posted meeting time to 12:30P beginning in September.

## **5. Adjournment**

Commissioner Harrity motioned to adjourn; seconded by Vice Chair Knowlton.  
(4 yeas, 0 nays) Motion passed.

Meeting Adjourned at 12:47pm

***June Meeting: Thursday, 6/23/16 / 12 Noon – DCU Center Conference Room***