

**CIVIC CENTER COMMISSION
MEETING MINUTES
December 13, 2018**

Attendees:

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

City: Thomas Zidelis, Candee Raphaelson, & John Odell

SMG: Sandy Dunn, Jim Moughan

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order

Chairman Harrity brought the meeting to order at 8:08 am.

2. Acceptance of Meeting Minutes

Commissioner Brissette motioned to accept the Meeting Minutes from October 25, 2018 and November 29, 2018; seconded by Commissioner Lowe (4 years, 0 nays). *Motion passed.*

3. Major Ongoing Projects – John Odell

a. Capital Projects

i. Vault – Progress on the design has been made. The City had gone back to the engineering firm, Tighe & Bond (T&B) to adjust their estimated pricing as the initial \$1.5 million is much higher than budget allowed. After the adjustments were completed by T&B, the City and T&B, met with National Grid to explain the new design and obtain their approval for same. National Grid agreed that the new design met with their approval. At this point, a cost estimate will be drawn up in writing before putting finalizing the design and putting the project out to bid. The Commission will be notified first prior to moving forward.

Commissioner Harrity inquired if the OPM candidate position had begun to be advertised yet. Mr. Odell replied that no, the City Council meeting is scheduled for Jan 2nd, 2019 and it is expected to be presented for approval (as previously stated by Tom Zidelis). Commissioner Harrity further commented that with all the upcoming work in the city with the schools and now, additionally with the new ballpark at Kelley Square, what are the chances with awarding the position to an internal candidate? Mr. Odell stated that it is still possible, but no internal candidate has been designated to this point. It is most likely that an outside candidate will be selected.

Sandy Dunn confirmed that the temporary fix has successfully handled the recent significant rain events. In addition, Mr. Odell stated that the pumps are now working and should the temporary barriers not hold, the pumps are controlled manually and can be activated immediately. Chairman Harrity inquired whether staff was on site at all hours. Sandy Dunn confirmed that the DCU Center Staff is on 24/7 and is also on an inspection route.

ii. Master Plan – Phase 2- Update – Key piece to this is the OPM position in order to move forward. There are six (6) items that are noted to the category EDM. This is the new engineering firm starting Jan 1st and replacing Tighe & Bond. These six items will be handled by the new firm and therefore can go right to the design process. Originally, these would have been handled by Populous, but because of the urgent need, they will move forward more swiftly. The estimated work amount is totaling \$250,000.

Chairman Harrity commented that the phone system is now 20 yrs old with a projected cost of \$175,000.00. He inquired if the proposal has gone out yet. Sandy Dunn commented that John Odell had recommended Presidio as the consultant for this project however, SMG needed to conduct their own meetings on this first prior to assigning a consultant. The meetings have now been completed. After the first of the year, SMG will reach back out to Mr. Odell to move forward on consulting aspect. The facility will be adopting a Voice Over Internet protocol system which now can be completed as the new WiFi upgrade is also finished. Chairman Harrity mentioned the prior inquiry of Commissioner Brissette on the testing of the new WiFi system. Ms. Dunn commented that all is going well. There was even a chance to successfully test out the full redundancy option during an event when the Main

Street fiber connection to the facility unexpectedly went down earlier last month. There were no interruptions of service in the facility and the fiber connection to Main Street was quickly restored.

Chairman Harrity inquired about the Exterior DCU Center signs (five of them). Who would be responsible for the maintenance of these signs? Sandy Dunn explained that the City is responsible for the maintenance as DCU paid for the installation. The ongoing maintenance is responsibility of the City. The signs are 13-14 years old and at the time of install had featured the latest LED and florescent technology. Technology has now changed once again and the signs need to be retrofitted.

5. SMG Reporting - Sandy Dunn

a. Monthly Highlights / Financial Statements (Sept/Oct 2018) – *Included in Package*

Finances are in good shape through October, 2018: \$192,000 ahead of budget with the number of events being running ahead of expectations. Indirect expenses are a little high (mainly utilities & re-hired positions that needed to be filled).

Peak Wi-Fi usage details were included in the packet month indicating that the Transiberian Orchestra concerts showed the heaviest WiFi use, followed by bthe the STEM Conference event, and November 3rd, when three simultaneous events, including the Harvest Cup, Brew Woo and a Rainers Hockey game, we using the system at once.

Chairman Harrity inquired with regard to the Common Oval comments if there have been any issues with vandalism. Sandy Dunn stated that a web cam is in place and the City has also added police detail in the area as needed, therefore, no issues to date.

b. Sales Report – Jim Moughan

An annual event entitled, Expo/Expo, which Mr. Moughan has attended in the past continues to be an excellent resource with a heavy presence of SMG representation. The event is put together by the International Association of Exhibitors and Events. There is a Regional Sales Manager representing convention centers in our region to aide in the selling of event space.

The Athena Healthcare Holiday Party is the second function booked by this particular organization after a very successful last minute booking in the fall due to inclement weather.

Country Bank Day of Caring was another last minute booking with a focus of organizing 50 beds for less fortunate children. This type of event was also an excellent media day and great exposure for all involved.

Baystate Youth Football Cheering will be coming back after 10 years and will use both the Arena and Exhibit Hall spaces as cheerleaders from all of the Northeast will be in attendance.

Levenson Associates, a company based out of New Jersey, will be bringing their buyers food show to Worcester, expanding their footprint into New England area.

5. Adjournment

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

Meeting Adjourned at 8:32am.

Next Standard Meeting:

Thursday, January 24th, 2018 at 7:30am (Breakfast), 8:00am Meeting – DCU Center Conference Room