

**CIVIC CENTER COMMISSION
MEETING MINUTES
April 23, 2015**

Attendees:

CCC Members: Vice Chair Jim Knowlton, Commissioner John Harrity & Commissioner John Brissette

Absent: Chairman John Budd & Commissioner Lowell Alexander, Jim Moughan

City: John Odell & Candee Raphaelson

SMG: Sandy Dunn, Julia Iorio

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

Vice Chair Knowlton brought the meeting to order at 12:15pm.

2. Acceptance of the Meeting Minutes – March 26, 2015 & April 3, 2015

Commissioner Harrity motioned to accept the meeting minutes from March 26th, 2015 and April 3rd, 2015; Seconded by Commissioner Brissette. (3 yeas, 0 nays) *Motion passed.*

Commissioner Harrity also commented that the Telegram & Gazette featured an updated article written by reporter, Aaron Nicodemus, regarding the proposed Indian Society event and their appreciation toward the Commission, the City, and the DCU Center for their cooperation in their efforts.

3. Major Projects – John Odell

*a. **Expansion & Refurbishment Project – Phase II***

Mr. Odell provided a draft of the Phase II Expansion & Refurbishment Project to the Commissioners highlighting the \$750,000 line item for the Retail Corner Melt. Mr. Odell emphasized that some revenue streams were not included yet in this “snapshot” piece, i.e. the two hotel properties, and the revenue that the Corner Melt would generate. Commissioner Brissette inquired whether the remaining \$54,000.00 could be applied to repair the revolving door. Mr. Odell stated that this is under consideration.

*b. **Capital Projects - Corner Retail Space***

Mr. Odell reported that there was a delay with the contract that now seems to be resolved. Signatures are needed by Chairman Budd and the City Manager and he anticipates no further delay from this point to begin.

Lighting - Mr. Odell reported that the lighting project has been challenging with a number of concerns, therefore, the bid has been pulled back and the scope will be redone. This decision was made with input and approval from the Purchasing Director. This project is being made a priority as it is already behind schedule. It is anticipated that in 2.5 weeks, the project will be back out to bid once again. The bid will be a three week window and will fall under Chapter 149. By next meeting, Mr. Odell stated he is hopeful to be able to report that the bid has been put back out for applicants with a final award by the June meeting. The anticipated work window is a period of six weeks, which will be discussed and coordinated with SMG scheduling.

4. SMG Reporting – Sandy Dunn

*a. **Monthly Highlights***

Ms. Dunn highlighted the annual self-promoted event, “Brew Woo”, which again this year was a great success with increased attendance and vendor participation. Sandy stated that additional discussions are taking place to host another similar type event in the fall

highlighting not only brews but, food sampling as well. Commissioner Harrity inquired about the procedures that are in place for potential underage drinkers attempting to attend the event. Ms. Dunn provided further detail outlining that this is strictly an over 21 event and the DCU Center's "carding" procedure was reviewed. Also, DCU's standard procedure for police coverage was in place. The vendors are allowed four sampling products only for the event which runs in two sessions. This year the vendors had requested utilizing sample tickets from patrons which was put in place. After the event, the vendors said that this was not necessary for future events in their opinion.

Commissioner Brissette asked if there was any interest or discussion regarding a hockey Fan Fest in conjunction with the NCAA Tournaments this next year. Ms. Dunn stated that this had been reviewed in the past but the NCAA did not seem overly interested in this being pursued. In other markets it can provide for a distraction and conflict with NCAA sponsors and logo restrictions. Commissioner Brissette stated that it may be of particular interest to the large number of youth hockey players in the area. Ms. Dunn confirmed the NCAA is very interested in these individuals attending the actual tournament. For the past tournament, a deep discount was offered for youth hockey organizations but there was little to no return on the offer. SMG will continue to work with the NCAA to try and develop additional interest from youth programs to purchase tickets to the event.

b. Financial Statements – February 2015

Julia Iorio, Director of Finance reporting the total event income is down per the February statement, however, with several more upcoming events, Kevin Hart, WWE, etc. the numbers will catch up shortly and it is anticipated to make budget. With several weekend storms over the winter, Monster Trucks and Professional Bull Riding were certainly affected. Chris Brown did well with over 8,200 in attendance. The Sharks attendance numbers are lower, but income is reporting higher as savings on expenses continues.

Commissioner Harrity inquired how successful Disney on Ice was this past run. Ms. Dunn reported that Disney was down approximately 26% . However, it was believed that this was due to Frozen being in Boston around the same time period. Next season, Disney On Ice and Ringling Brothers will be switching their schedule with the Circus playing in the Spring and Disney in the Fall. This will put the DCU Center on the first run show in the future. Also, Circus numbers had trended higher in the Spring months previously, but the producers wanted to market the show with Boston and Manchester so it was moved to the Fall. It is hoped that the Spring run will be more successful.

c. Sales Report

Jim Moughan, Director of Sales, has secured a large General Motors Regional Dealership event, one of ten in the country for August 2015. Also being confirmed are Assumption College's graduation ceremonies for multiple years.

5. Adjournment

Commission Brissette motioned to adjourn to Executive Session to discuss litigation; seconded by Commissioner Harrity. (3 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 12:45pm