CIVIC CENTER COMMISSION
MEETING NOTICE

Thursday, December 2, 2021 at 9:00am
2nd Floor Conference Room, DCU Center
50 Foster Street, Worcester, MA

To join via WebEx
www.webex.com
Join the Meeting using #: 2302 208 7551
Password: Q3cUahRvK46 (Case Sensitive)
Join by phone
1-415-655-0001 US Toll Free
Access code: 2302 208 7551##

AGENDA

1. Call to Order

2. Acceptance of October Meeting Minutes

3. Project Status Updates:
   a. Vault – Status Update
   b. Telephones and Security Cameras
   c. Phase 2 Projects

4. AMS Global Reporting
   a. Monthly Highlights/Financial Statements
   b. Sales Report

5. New Business

6. Adjourn

Next meeting: - December 2, 2021
CIVIC CENTER COMMISSION
MEETING MINUTES
10-28-2021

Attendees:
Civic Center Commission Members Present: Chairman John Brissette, Commissioner James Knowlton, Commissioner Penelope Herideen.

Absent: Commissioner Lowell Alexander

City of Worcester: John Odell, Julie Lynch, Luis Castillo

ASM Global (SMG): Sandra Dunn, James Moughan, Melissa Bishop

Before meeting was called to order, Candee Raphaelson and John Odell were presented flowers and a framed picture respectively, for their years as members on the Civic Center Commission.

Call to Order: Chairman John Brissette called the meeting to order at 9:05am

Acceptance of Meeting Minutes: Chairman Brissette asked for a Motion to accept the minutes of meetings held on September 23rd and September 30th. Commissioner Brissette made a motion, Commissioner Herideen seconded. All were in favor.

Project Status Update: Chairman Brissette turned the meeting over to John Odell for the City staffing update. John Odell recognized Chairman Brissette as new Chair for the Civic Center Commissioner. John Odell also introduced two city employees that will be staffing the Civic Commissioner meetings, Julie Lynch who is the new Chief of Public Facilities and replacing John Odell, and Luis Castillo who will be replacing Candee Raphaelson as meeting minute scribe.

Commissioner Brissette requested an update from John Odell on the Vault work at DCU. John Odell said he will provide City updates this meeting. John Odell mentioned that some of the civil work has started on Commercial Street. Excavation of the manhole and other non-interior Vault work will be performed on through December. The next 5 ½ to 6 week window, to the first week of February is when the interior Vault work will be done. He mentioned a very tight market for materials even though everything is currently on track.

John Odell moved to the DCU Phone and Security Cameras. Cabling is nearly complete with testing of the cabling being performed. About 60% of the cameras have been installed with the remaining expected to arrive the next couple weeks. Regarding the telephones, John mentioned we are looking to get the final shipment of equipment which will happen in two phases. The first phase is two set-up new system, and the second phase to migrate to new system and demo the old system. Phone equipment shipment is scheduled to arrive in December while the work should take 2-3 months to complete.

Former Commissioner Harrity asked John Odell if the City will be receiving any money for the old phone equipment. John Odell said no, since the equipment is now obsolete.
Phase 2 Update from John Odell: The contract for Populous is in negotiation. The City’s Law Dept. had some additional questions that prompted additional responses. Getting the contract signed is the next step for Phase 2.

John Odell noted a previous coordination walkthrough with SMG, Julie, and Arcadis (owner’s project manager). Arcadis will be assisting the City to manage the Phase 2 work.

Commissioner John Brissette asked John Odell if we can move forward with ordering new materials now given the long lead times for materials. John Odell replied that the Architect has to complete the design, before the contractors and subcontractors know what materials are needed.

**ASM Global**

Sandra Dunn welcomed the new staff members and now Chairman Brissette. City mask mandate still in effect and masks can only be removed to eat or drink at their seats. The Railer’s home opener on the previous Saturday held 10,000 in attendance and went wonderfully.

Icebreaker hockey event kick started the fall season. Due to some transitional issues, the attendance wasn’t what was expected. Event was aired on NESN.

Ghost & Volbeat is the first concert slated for the DCU Center. Ticket sales are performing well. The band is requesting to have concert attendees have proof of vaccination or 72 hour negative coronavirus test to attend the event. SMG is hiring a third-party vendor and the cost of the vendor will go to the band since they are requested elevated measures related to coronavirus.

SMG does allow vendors or performers to elevate their coronavirus standards at their events at the DCU. Sandra mentioned that they are letting the ticket buyers know beforehand what the protocol is for each concert. Sandra mentioned that annual events like Monster Jam and Disney on Ice are back on the slate for this year.

Sandra mentioned the Massachusetts Pirates IFL championship and the trophy presentation at City Hall Plaza. They will be returning next season and are currently selling season tickets.

Sandra turns to Melissa Bishop to talk about the Box Office and Human Resources. Melissa mentioned the new Assistant Manager, Brittany Fuller. Melissa then brought up recruitment which is a big emphasis. After a hiatus last year, the 2021-2022 Full-Time employee breakfast and season kick-off to celebrate the employees at DCU returned on October 1st.

Melissa then brought up the financial statement with number of events and total event income surpassing expectations, largely thanks to a movie shot onsite and MCPHS graduations.

Sandra brought up operations and the extensive roof and curtain cleaning. Parapet netting has also been replaced for hockey season to ensure patron safety.

Sandra and her team are looking for a Food and Beverage Director to help with the partnership between Appetize and the DCU. Appetize equipment is backlogged due to coronavirus supply chain issues. Also, Craft Beer corner and the Suite Menu have had a great new look recently.

James Moughan spoke next about the Sales Report. He mentioned how the MCPHS coronavirus graduation at the DCU Convention went so well, that they agreed to have their mid-year graduations at
the DCU Arena in 2021-2022. All three MCPHS graduations in the summer will also be held at the DCU. He further noted that 75 prom mailings that were sent out to neighboring high schools, which has already yielded a couple responses.

Chairman Brissette requested to adjourn meeting at 9:45am. John Odell requested to schedule the next meeting. December 2\textsuperscript{nd} at 9:00am was scheduled.
## DCU Center - Capital Project Update 10-25-2021

<table>
<thead>
<tr>
<th>No.</th>
<th>Funding Source</th>
<th>Projects</th>
<th>Assignment</th>
<th>Estimated Value</th>
<th>Current/Actual Value</th>
<th>Status</th>
<th>Expected Completion</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DCU - Special District</td>
<td>Vault Upgrade</td>
<td>JO/RT</td>
<td>$ 950,000</td>
<td>$ 1,194,900</td>
<td>Construction</td>
<td>TBD</td>
<td>Work is underway. Primary window for work is mid-December through January, however, ancillary pre-vault work taking place now. National Grid has requested additional upgrades. Funding for project to be covered by ARPA funds.</td>
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<tr>
<td>5</td>
<td>DCU - Special District</td>
<td>Telephone and Camera System</td>
<td>Tech</td>
<td>$ 815,000</td>
<td>$ 838,000</td>
<td>Construction</td>
<td>Fall 2021</td>
<td>Cabling work complete except for line testing that is underway. Phase 1 of camera install complete. Phase 2 to begin when back-order of cameras delivered. Telephones kickoff meeting held on 10/4. Tentative schedule on equipment is 12-10-2021 with project taking 2-3 months to complete.</td>
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<tr>
<td>15</td>
<td>DCU - Special District</td>
<td>Ballroom Chairs</td>
<td>JO</td>
<td>$ 240,000</td>
<td>$ 240,000</td>
<td>Pending</td>
<td>On Hold</td>
<td>Final chair selection in process - funding is at issue due to anticipated materials and equipment cost increases.</td>
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<tr>
<td>16</td>
<td>DCU - Special District</td>
<td>Door Controls South Elevator - Replace</td>
<td>RT</td>
<td>$ 25,000</td>
<td>$ 25,000</td>
<td>Pending</td>
<td>On Hold</td>
<td>Per ASMg Specs</td>
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<tr>
<td></td>
<td>ESCo -IA4 Project</td>
<td>Controls upgrade for HVAC and lighting</td>
<td>JO/MU</td>
<td>$ 1,052,000</td>
<td>$ 1,004,000</td>
<td>Construction</td>
<td>Fall 2021</td>
<td>Work 99% complete. Final punch list work underway. Rink controls worked well for Railers home opener.</td>
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<td></td>
<td>DCU - Special District</td>
<td>Phase 2</td>
<td>JO/Populous/Arcadis</td>
<td>$ 20,500,000</td>
<td>$ 20,500,000</td>
<td>Pending</td>
<td>2023</td>
<td>Working with Populous and City’s Law Dept. on final changes requested by Populous. Will update the Committee if timetable changes significantly.</td>
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<td></td>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$ 23,582,000</strong></td>
<td><strong>$ 23,801,900</strong></td>
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<tr>
<td></td>
<td><strong>Variance</strong></td>
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<td><strong>$ 219,900</strong></td>
<td>0.9%</td>
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