

CIVIC CENTER COMMISSION

Date: Tuesday, February 24, 2022 at 9:00am
DCU Center, 50 Foster Street, Worcester, MA
2nd Floor conference room
and virtually via Webex

MEETING MINUTES

Attendees

Civic Center Commissioners Present

Chairman Brissette, Dist. 1, Commissioner Knowlton, Dist. 3, Commissioner Herideen, Dist. 2, Commissioner Alexander, Dist. 5, and Commissioner Economou, Dist. 1

City Staff

Julie Lynch and Luis Castillo

ASM Global (SMG):

Sandy Dunn, Jim Moughan, and Melissa Bishop

1. Call to Order

Chairperson Brissette called the meeting to order at 9:03am.

2. Acceptance of January Meeting Minutes

Commissioner Economou request a motion to accept January Meeting Minutes. Motion was accepted.

3. Project Status Updates:

a. Vault – Status Update

Ms. Lynch provided an update on upgrades to the Conference Center Electrical Vault. No significant changes to cost or schedule were noted. Ms. Lynch confirmed no additional costs from National Grid were anticipated at this time.

b. Telephones and Security Cameras

Ms. Lynch stated due to lead times an additional \$3,000 is expected to finalize the installation process, with a completion time of June 2022.

c. Phase 2 Projects

Ms. Lynch noted the City was moving forward, as approved by the Commission, with replacement of ballroom chairs, and will present price proposals to the Commission when available. Sandy Dunn if the City had a use for the existing chairs. Chairperson Brissette suggested the chairs may be useful to local nonprofits or schools. Ms. Lynch stated she will look into it.

Replacement of south elevator door controls will be coordinated with ASM Global for upgrade as soon as possible.

HVAC Controls upgrade is 99% complete.

Ms. Lynch confirmed Arcadis is contracted as OPM, and Populous Architects will be contracted with the City in the near future in order to develop the Masterplan based on updates to a past building conditions assessment. The City will be working with Populous to coordinate how \$21+ million of deferred maintenance funding will be utilized, and a 5 year plan developed for Capital improvements. Populous provided a Master Plan report of the DCU 4-5 years ago. Ms. Lynch will provide the Commission with a copy of the report.

4. AMS Global Reporting

a. Monthly Highlights/Financial Statements

Ms. Dunn followed with a monthly update, discussed the new events slated for the upcoming year, and mentioned ASM Global's recent emphasis on selling individual suite and clubs seats, which has led to increased revenues.

Ms. Bishop provided a financial statement and reported that through December 2021, the DCU Center is \$366,000 ahead of budget.

b. Sales Report

Jim Moughan reviewed the sales report, highlighting last month's progress for sales and events at the DCU Center.

5. Adjourn

Chairperson Brissette motioned to adjourn. Motion was accepted at 9:38am.

Next meeting: Thursday, March 24, 2022 at 9am