

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
April 27, 2012**

**Attendees:**

**CCC Members:** Chairman Fran Paquette, Commissioner Jim Knowlton, Commissioner Scott Najarian, Commissioner Ed Pietrewicz & Commissioner John Budd

**City:** Heather Gould, Amanda Gregoire

**SMG:** Sandy Dunn, James Moughan, & Julia Iorio

**Minutes Prepared by:** Paige Williamson, SMG

**1. Call to Order:**

Chairman Paquette brought the meeting to order at 12:15pm.

**2. Acceptance of the Meeting Minutes – March 29, 2012**

Commissioner Pietrewicz inquired about the downsizing of the generator (practicality) and the third party involvement with the HVAC system. Sandy Dunn commented that the downsizing was based on taking the ice plant off the emergency generator as it is not a life safety item. On the third party, Heather responded that this was to ensure the old system and new system merge well. Lastly, Mr. Pietrewicz inquired if a figure was determined for savings to construction during the intended “dark months” of the arena being closed for construction. Sandy Dunn offered that SMG forwarded the City a preliminary amount and it is under review.

Commissioner Budd motioned to accept the meeting minutes of March 29<sup>th</sup>, 2012; seconded by Commissioner Najarian. (5 yeas, 0 nays) *Motion passed.*

**3. Rent Credit Request – N/A**

**4. Major Projects**

**a. DCU Center Master Plan Update – Heather Gould**

Heather provided each of the Commission members a package from the Carpenters Union for their review and reference.

***Arena Expansion - Design Development***

A variety of design options are under review with the City and SMG working with Sasaki to determine a recommendation to the Commission. Recent focus is on the Box Office Lobby area (ticket purchase design), Suite Layouts (finishes and materials) and accessibility, ramping, and stairs. Also being discussed are the materials, finishes, tiles, colors, paint, flooring, etc. Heather stated that there is a great deal being accomplished and in another month’s time, the intent is to have Sasaki come back in to present a final recommendation.

Code officials are looped in to the improvements. Commissioner Pietrewicz inquired whether disability requirements were also being analyzed in this process, Heather affirmed that they were and that the City will present the project before the Disability Commission if and when necessary.

Chairman Paquette inquired about an update on the closure of Foster Street. Sandy Dunn offered that it is currently closed during the day with a traffic detail assigned. In about 3-4 weeks it will be completed closed. Sandy, Heather and City Square are in touch regarding the closures. If the south travel lane will be closed for the upcoming Lady Antebellum concert, Sandy inquired about increasing the officer detail in this area by 2 or more officers during the concert period which would be approximately 4pm to 1am on Saturday, May 5<sup>th</sup>, 2012.

Commissioner Pietrewicz motioned in support of the additional detail support during street closure, and in particular, for the May 5<sup>th</sup> concert event; Chairman Paquette seconded the motion. (5 years, 0 nays) *Motion passed.*

***Construction Manager at Risk Update*** – Seven firms have been prequalified and it is anticipated the process will be one month long to finalize a candidate. The DPW has yet to finalize the RFP but the firms will be receiving shortly. Commissioner Budd inquired who is involved in the decision process of the Construction Manager at Risk selection. Heather stated herself, Paul Moosey and an architect from Sasaki are involved in the selection. At this point, the RFP proposes a Sept 1, 2012 thru Sept 30, 2013 Construction Period with a five month black out period for the Arena, May 1, 2013 thru Sept 30, 2013 but that SMG has not been officially notified of this black out.

Commissioner Pietrewicz asked whether Cutler was one of the company's obtaining prequalification, Heather concurred. Mr. Pietrewicz stated that he did not feel that Cutler should be considered based on past history and the information provided at the beginning of today's meeting. He asked that this be included in the record.

Commissioner Paquette inquired whether there has been any follow up with Don Burch as far as the possibility of additional trailer parking in the City Square lots. Heather Gould will follow up and identify the timing of possible usage.

## **5. SMG Reporting -**

### ***Highlights 2012*** – Sandy Dunn

SMG is looking for confirmation from the City as soon as possible regarding the potential arena closure. Before this option becomes public, it is important that the advertisers and luxury box seat contract holders receive notification prior to this to discuss the financial impacts to their contracts.

Now that the renovation project monies are held, SMG is requesting assistance in identifying funding sources for ongoing capital repairs and equipment replacements. Although the renovation is the major focus, equipment and other capital needs require an ongoing funding source. Chairman Paquette asked how the Commission could specifically help. Commissioner Budd requested a copy of the current capital budget plan. Sandy Dunn will provide the capital package at the next meeting for review. The suggestion regarding funding would be to consider a dedicated source of operating revenue from the facility to underwrite year-to-year replacements to allow for budgeting and planning.

Commissioner Budd requested the list of priorities and then a consideration to recommend that 50% of operating profits be included in a letter format to be submitted to the City Manager (cc'd Heather Gould). If the capital request needs to be in sooner, an emergency meeting can always be scheduled.

Chairman Paquette inquired about the insurance settlement received for the damaged flooring by Door #2. Sandy reported that the process took about a year and a half, but with diligent work by operations staff and Julia Iorio handling the insurance claim, the area will be repaired in a manner that should hold up better than the original floor. The damage occurred during a Home Show when an exhibitor moved a heavy pallet across the floor even though this is not permitted. This bent the flooring system and there are no longer replacement parts available.

Commissioner Budd stated that he was surprised of the news of the auditing firm change, from Bollus Lynch to Sullivan and asked if anyone had background on the firm and if the Commission was required to approve this since they approve the audit. Julia stated that the firm is out of Burlington and handles other audit areas for the City. Heather will follow up with Jim Delsignore

regarding this process. On another note, Commissioner Najarian commented positively on the selection choice of the DCU Center to appoint local Commerce Bank for its' banking business.

#### ***Sales Report – Jim Moughan***

More schools are continuing to join the DCU Center for their graduation ceremonies. The latest being Assabet Valley Regional High School. Quinsigamond Community College are still considering us for 2013, as they are under tent contract for 2012.

Other events of highlight include **Mass Interoperability Conference – MEMA Task Emergency Vehicles** with over 500 medical emergency trucks on site reviewing the latest technologies, **OSD – State Vending Contracting Conference** which had moved to Boston but is now back in Worcester, the **Great Estate Road Show** – currently in the conference room and their fourth time back with great success in the City, **Mass Hope** – a conference with over 5,000 people attending over a 2.5 day period and celebrating their 15<sup>th</sup> anniversary here was presented with a celebratory cake.

Worcester Public Schools this year have graduation across from Phish Concerts. As soon as this become known, we reached out to discuss alternatives in dates, times, etc. the schools did not want to make any changes to their schedules.

Commissioner Najarian complimented the Wine/Beer Pavilion area during the DayGlow event and felt that was very successful. He was also very complimentary of the Savor/SMG staff in maintaining order. Sandy Dunn thanked him for his input on these shows which have positively impacted SMG's planning.

#### ***Financials February 2012 – Julia Iorio***

The statements are looking quite good for the month and the year, actually much more positive than last year with indirect expenses continuing to run low. The Sharks had a great year showing an 18% better than budget increase through February (based on 38 games, rather than 40). Additional PeeWee hockey games, pre and post games, have helped with attendances. Commissioner Najarian congratulated the Sharks on such an achievement in this economy. Sandy Dunn offered that there is one year left on current agreement and renewal discussions should begin soon.

Commissioner Budd was very impressed with the financial report. Sandy Dunn stated that the industry as a whole is still struggling with limited touring product specific for the DCU Center. The facility has limited revenue streams to incentivize major events – parking revenue, suite revenue, advertising revenues – which continue to make bookings challenging for the arena though this year has been much better than last year.

Commissioner Najarian motioned to invite the Sharks to an upcoming meeting to provide the Commission with an update; seconded by John Budd. (5 yeas, 0 nays) *Motion passed.*

## **6. New Business – N/A**

## **7. Dates and Time of Subsequent Meetings**

***May 24<sup>th</sup>, 2012 and June 28<sup>th</sup>, 2012  
DCU Center Conference Room - 12 Noon***

Chairman Budd moved to adjourn the meeting; Seconded by Chairman Paquette.  
(5 yeas, 0 nays) *Motion passed.*

***Meeting Adjourned – 1:23pm***