

**CIVIC CENTER COMMISSION
MEETING MINUTES
July 25, 2013**

Attendees:

CCC Members: Chairman Ed Pietrewicz, Commissioner Jim Knowlton, Vice-Chair Scott Najarian, Commission John Budd Absent: Commission John Harrity

City: Paul Moosey, Rick Trifero, Heather Gould & Amanda Gregoire

SMG: Sandy Dunn, Jim Moughan, Julia Iorio

Minutes Prepared by: Paige Williamson, SMG

1. Call to Order:

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

2. Acceptance of Meeting Minutes – May 23, 2013

Chairman Pietrewicz motioned to accept the minutes of the May 23, 2013 meeting; seconded by Commissioner Budd. (4 yeas, 0 nays). *Motion passed.*

Chairman Pietrewicz followed up regarding Commissioner Harrity's initial inquiry if there was any additional information regarding the MIAA Hockey date that ended up not being utilized this past season after being granted as a free day. Sandy Dunn acknowledged that once a date is approved by the Commission it is taken off of the books, so the date would not be returned to utilize again. In this year's case, had the date been returned, it would have gone unused.

3. SMG Reporting

a. *Monthly Highlights* – Sandy Dunn

Highlight – Budget was made! Every department in the facility contributed to this success. Seven (7) full time vacancies were not yet hired, but backfilled with current staff to help with cost savings. Most clients did not request rebates for the 5 months the arena was to be closed, but other incentives were offered to the Luxury Box Owners / Advertisers which helped with savings. Convention Center and Food & Beverage events contributed largely to produce impressive financial numbers aiding us in this effort.

Pearl Jam announced for October with option to roll to a second show. Paramore, an alternative rock artist announced for November 15th (college crowd) and Phish announced two shows the last week in October. Along with opening night of the Worcester Sharks, October 19th, great line up to reopen the venue!

Savor Catering served the largest plated meal, approximately 1800 people (Basketball Hall of Fame). The Airwall is up and operational with many thanks to the Commission. The first six (6) Sharks games have also been announced.

Operations went through a major audit of General Liability Risk Assessment & Workers Safety Training Assessment and passed with flying colors.

b. *Sales Report* – Jim Moughan

International Cat Show looking to relocate to Worcester for next Labor Day Weekend, as they have pulled out of Providence location. We continue to do large volume of dance shows with two more thru 2016. Quinsigamond Community College will be returning for their graduation in arena next year along with still a few other colleges considering the DCU

Center. Commissioner Najarian inquired about the Democratic & Republican conventions. Sandy stated that the Democrats are firm, but Republicans still waiting on final vote.

- c. Financial Statements – Julia Iorio / April & May 2013
General Discussion of statements.

4. Major Projects

a. Capital Projects – Heather Gould

The City Manager has come out with the FY 2014 Capital Budget and allocated \$3.3 million dollars to assist with the final construction build out of the DCU Center. As part of that we are looking at the design and construction of the retail corner at Commercial and Foster Street. Prime area for keeping the building engaged with the community both during events and earlier in the day when events are not taking place. We did a market study and met with two types of groups, 1) Franchise types i.e., Dunkin Donuts, Cesar’s Pizza, etc. who had money to build out the space, but drove too hard a bargain for operating and not allowing much ability for us to participate in revenues and 2) Individual purveyors, entrepreneur types, who were more willing to be creative in rent structure and allowed more flexibility in letting us participate in revenues.

After the research, we went back to City Manager, to see if a funding mechanism would be available for us to operate the space and therefore, the revenues would drop to bottom line. SMG had considered being the funding source, however, the City has decided to invest the monies. The concept is based on Gourmet Melted Cheese which will be called “The Corner Melt”. The menu will compliment our interior choices and offer breakfast, lunch, to dinner and dessert. The focus for rolling this new concept out will be to brand the new manager separately from the rest of the building. The seating will be for 17 people (per code) with a restroom, wireless available, opportunity to offer liquor, opportunity to rent as hospitality space pre/post event with a separate entry/exit access allowing for smaller meeting possibilities as well. Menu will also be sensitive to vegetarian choices.

At this point, the City is determining what the construction budget is going to be for this area, and is working with Consigli to add to their current contract.

b. DCU Center Expansion & Refurbishment Project – Heather Gould

i. Consigli Construction Contract Amendment #2 – Vote Requested

Amendment #2 relates to the remainder of the funding for the original construction budget.

Commissioner Budd motioned to accept Amendment #2; seconded by Commissioner Knowlton. (4 yeas, 0 nays). *Motion passed.*

ii. Sasaki Contract Amendment #7 – Vote Requested

Amendment #7 relates to the fee for the retail space design only and construction documents. Contract will not be ready until tomorrow.

Chairman Pietrewicz motioned to accept Sasaki Contract Amendment #7; Commissioner Budd seconded the motion. (4 yeas, 0 nays) *Motion passed.*

Paul Moosey provided brief construction update. Construction is moving along with some issues as expected. There was a substantial hold up as a state permit was needed for elevated pressure gas, for roof top units, which involved the chiller, boiler room areas but are working to get that back on track. The building will be open in time for the Circus, with some mechanical work still will need to be done (back of house) for about a month or so afterward. The roof should be on this week, just about ready to finish the mezzanine area over the ticket office which is not enclosed yet. Consigli is working long days, working Saturdays also. Mr. Moosey confirmed there have been no changes to design that the Commission approved. City Manager, Sandy and Heather walked the site as well and the Manager was very excited about the progress.

iii. Walking Tour

A walking tour of the construction site was conducted at the conclusion of the meeting by Sandy Dunn to update the Commissioners on the progress of the project to date.

5. New Business

Sandy briefed the Commission on the thoughts of what the plans are for the “Re-Grand Opening”. The consensus was not to tie in to a specific event, but rather do two separate events including one with a public, welcoming the community, with speeches, ribbon cutting, prior to the circus event in the new pavilion area. Secondly, have a “Sneak Peak” viewing for VIP and Advertisers including Commissioners and dignitaries. We are still in the early stages of details now of this plan. The target date is October 2nd, the week before Circus moves in.

Chairman Pietrewicz suggested to have a thank you letter sent to Michael Mudd, former President of the Worcester Sharks, in recognition for all his efforts to the Sharks organization, the DCU Center and to the City of Worcester. Discussion to continue at August meeting.

6. Next Meeting

a. 2013 Meeting Schedule – August 22, 2013 / 12pm

DCU Center Conference Room

Chairman Pietrewicz moved to adjourn the meeting; Seconded by Commissioner Budd (4 yeas, 0 nays) *Motion passed.*

Meeting Adjourned – 1:05 pm