

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
January 25, 2018**

**Attendees:**

**CCC Members:** Chairman John Harrity, Commissioner Jim Knowlton, Commissioner Lowell Alexander, Commissioner John Brissette, & Commissioner Patrick Lowe

**City:** John Odell, Candee Raphaelson

**SMG:** Julia Iorio, Jim Moughan          Absent - Sandy Dunn

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

**1. Call to Order:**

Chairman Harrity brought the meeting to order at 12:35pm.

**2. Acceptance of the Meeting Minutes**

Commissioner Lowe motioned to accept the meeting minutes from December 7, 2017; Commissioner Knowlton, seconded the motion. (5 yeas, 0 nays) *Motion passed.*

**3. Equipment Budget Update**

John Odell reported that the Capital Budget Equipment for Fiscal Year 2018 was approved for this year. However, due to timing issues the City and SMG are recommending that the ballroom chairs be moved into the 2019 budget allowing for a \$240,000.00 reduction in 2018.

Commissioner Brissette motioned to accept that the ballroom chairs line item be placed into the Fiscal Year 2019 budget; seconded by Commissioner Alexander (5 yeas, 0 nays) *Motion passed.*

**4. Major Ongoing Projects – John Odell**

- i. WiFi – The WiFi project is a two part project and at this point the wiring company, Annese, has finished all of the cabling and is now testing the wires for data transmission. This process should be completed by month end. The second piece is being completed by Presidio, and is on track to be finished by early March. However, the concern is the actual network tie in, being completed by Light Tower, and still holding at a June date. By next meeting, hoping to know more specifics on the schedule as weather conditions are also a factor for this part of the project. Light Tower is being conservative, but also safe. Commissioner Harrity inquired if this is a more challenging project. Mr. Odell responded that it was not but is time consuming. He also noted the City is continuing to monitor and push for an earlier date if possible. Both Commissioner Brissette and Chairman Harrity inquired if this would be directly affecting contracted incoming events, and in particular NCAA Hockey with knowing their high demand for WiFi. Commissioner Brissette further asked if NCAA is aware at the time of bidding that the upgraded WiFi may not be operational. Jim Moughan affirmed that at the time of bid, a WiFi upgrade was in the works. John Odell stated that a back-up system will be in place (with a lower capacity) should the project not be operational by the games. Mr. Moughan added that all contracted clients work within the limitations currently. For the upcoming political conventions, the Republicans do not demand as much as the Democrats do, due to the size of each convention, but both are aware of the limitations. Mr. Brissette stressed the importance of meeting the NCAA WiFi requirements for 2018, as would not want to end up losing the event entirely. Chairman Harrity asked to continue to keep the Commission updated on this.

ii. Vault Improvement

Tighe and Bond Company gained access to the space with assistance from National Grid (scheduling conflict initially). Dimensions were taken and the design bid proposal is expected by beginning of March. The cost estimate is \$730,000.00 for the upgrade itself, and an additional \$60,000.00 for the design, \$790,000.00 total. Chairman Harrity inquired about what had ever happened with National Grid and the transformers. Mr. Odell stated that the City is still in discussions, but that would have no impact on this current item. Chairman Harrity questioned whether the issue would be coming back in front of the commission? Mr. Odell stated that no, settlement discussions were being handled by the City. Chairman Harrity stated he thought the savings of \$300,000 would come back into the DCU Center. Mr. Odell responded that it was not money "saved", or "new money", but rather money that was never allocated out.

iii. Boiler Improvement

Tighe & Bond Company completed another site visit last week and installed equipment to measure capacity and to properly size for the new units. Plan is to install a series of boilers which could "scale up and ramp down" to help extend the life cycle of the units. Specifically, the plan is for four (4) boilers to be in place allowing for redundancy at all times should any unit go down. By late Feb/early March the design should be complete and ready to go to bid. Estimated construction cost is \$660,000.00 plus the design cost of \$50,000.00, therefore \$710,000.00 total. Chairman Harrity inquired if this was natural gas. Mr. Odell confirmed. Chairman Harrity inquired if further approval is needed at this point from the Commission. Mr. Odell stated that nothing additional is needed now and the City will come back to the Commission once the bid results are in and the vendor is chosen.

iv. Carpeting Replacement

In progress - the original design, as mentioned in the previous meeting, was swapped out for an upgraded version which will last longer and is a better quality product. Commissioner Alexander inquired if there was to be an additional cost for the change out. Mr. Odell declined and stated no increase. Jim Moughan explained that the Operations Director is now working on the scheduling for install as this is a busy time in the facility.

Mr. Odell stated that he was hopeful to have for the Commission a Master Plan Priority List which will be in the order of what the City is recommending for Phase II upgrades to the DCU Center.

## 5. SMG Reporting

### a. Monthly Highlights/Financial Statements Oct & Nov 2017 (*detail included packet*) - J.Iorio

Julia Iorio reporting that the facility continues to exceed budget though concert events are low. At this point, operations are still tracking ahead of budget (November end by \$300,000). The Railers are continuing to do well with year-end attendance average at 3,100. The per caps are also higher. The Railer games are being budgeted similar to the Worcester Sharks games. The Railers crowd draws very well on Saturdays, however competing with the Patriots on Sunday is a challenge. The weeknight games are slower nights but that is on track with the past. Cirque's Crystal and the Trans Siberian Orchestra both did better than their last time engagements. The facility looks to be ahead of budget for the year according to the forecast if this trend continues.

*Events On Sale :*

Sugarland 9/7/18

### a. Sales Report – Jim Moughan

Mr. Moughan highlighted the following: A subcontractor in the facility was able to bring in, at his own expense, additional credit card machines and message boards to be used in the Arena. The DCF Holiday Party (granted rent free by the Commission) was very successful and was attended by 500 people, including 200 children. The DCU Center Staff loves to work this event because of the benefit for under privileged families. DCF would like to return in 2018 for the same Saturday date in between the Christmas and New Year's holidays.

A new Director of Marketing was hired and will be introduced at next month's Commission meeting. An Event Coordinator was also hired to be a support under the current Director of Events, Michael Bouley, who will be focusing his attentions to technology and WiFi needs in the facility.

Cirque du Soleil's "Crystal" was up 34 % and were very pleased with its' December run in Worcester. Chamber of Commerce Business Luncheon was also hosted in December at the DCU Center.

The DCU Facility is active in participating in the City's "Festival of Lights" event in conjunction with the Common Oval. The Oval itself did have some challenges this year with weather and the ice plant, and just closed out the season this past weekend.

Sales Manager, Anne Kruse, is the moderator of her church and in their search for a new pastor during the interview process, discussions lead to a LGBT dinner event for a group that was looking for a new venue.

Harvest Cup – Great success and is already contracted and fully paid for December 2018. The upstairs meeting rooms are difficult to rent due to the nature of this event on the lower level, but the promoter will be renting the entire convention center facility this year. The Mass Realtors event will be returning this year after being held down on Cape Cod. The MHEC (Educational Conference) who Worcester has pursued for the past five to six years will be heading to the DCU Center this September. They were previously in Sturbridge and Springfield but were not thrilled with turnout at either location.

## **9. Adjournment**

Commissioner Brissette motioned to adjourn; seconded by Commissioner .  
(5 yeas, 0 nays) Motion passed.  
Meeting Adjourned at 12:50pm.

### **Next Meeting:**

*Next Meeting: February 22, 2018 at 11:45am (Lunch), 12:30 Meeting – DCU Center Conference Rm*