

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
April 25, 2019**

**Attendees:**

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

**City:** John Odell

**SMG:** Sandy Dunn, Jim Moughan, Melissa Bishop

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

**1. Call to Order**

Chairman Harrity brought the meeting to order at 8:10am.

**2. Acceptance of Meeting Minutes – March 14<sup>th</sup>, 2019**

Commissioner Brissette motioned to accept the minutes from March 14<sup>th</sup>, 2019 meeting; seconded by Commissioner Knowlton. (4 yeas, 0 nays) *Motion passed.*

**3. Major Ongoing Projects**

**a. Capital Projects**

**i. Vault Improvement – Status Update**

EDM Engineering has taken over for Tighe & Bond with a finalized contract and work beginning. Due to the work involved, there is a limited time frame to complete. Chairman Harrity asked that the Commission be kept updated, even prior to the next scheduled Commission meeting. The Commission will hold an added meeting should it be necessary for updates.

**ii. Master Plan – Phase 2 – Status Update**

Commissioner Harrity inquired as to the hiring status of the OPM position. John Odell replied that at the last meeting the advertisement had just been posted. At this point, there are eight (8) applications with a deadline for submission this Friday, 4/26/19. It is possible that a designer selection firm will be appointed to make a selection if none of the eight candidates are selected. Commissioner Brissette inquired that if a firm is hired, how long of a process it would be. Mr. Odell explained that the City has done this before, with an approximate timeframe of three weeks after the Designer Selection Board (DSB) selects a firm. The DSB process itself takes another few weeks. The selected firm must have OPM experience (the city on-call firms, such as LLB Architects would not qualify). Chairman Harrity stated that 2-3 months ago, the monies were approved for moving forward and was curious as to the delay in proceeding. Mr. Odell stated that there was in fact a two week delay thus far. Chairman Harrity emphasized the importance of staying on track and coordinating the work with SMG during the slower months of the season therefore the ice would not be affected. Mr. Odell continued to report that Populous is available for this summer's months and once the OPM is hired, work is ready to begin.

**4. SMG Reporting – Sandy Dunn**

Chairman Harrity welcomed Melissa Bishop – Director of Finance and thanked her for her work following Julia Iorio's departure and looks forward to working with her in upcoming years.

Sandy Dunn presented a time lapse video created with the assistance of City Cable Services Division (Judy & Jessica) to the Commission of the nine day / 22 event time period back in February 2019 to show the incredible amount of sets/changeovers in such a short span of time from concert to hockey and back to concert set. Ms. Dunn thanked Judy & Jessica for their assistance in creating this piece.

**a. Monthly Highlights / Financial Statements (February 2019) – Attached**

Sandy Dunn reported that the facility is currently tracking ahead of budget and is expected to be well ahead of year end. Ms. Dunn also stated this past winter's concerts in the building have been with non-traditional promoters and therefore the staff participated in welcoming gifts and backstage promotions to encourage that warm welcoming feel to Worcester. Commissioner Brissette inquired whether there were exit interviews done with the promoter to pinpoint what works well and not so well for them when at the DCU Center. Ms. Dunn stated that reports were all very positive about the DCU Center facility from this particular promoter, but certainly a great strategy to implement.

Brew Woo Spring 2019 was again a great success with the additional announcement of the Fall festival. Over 80 vendors participated in this spring's event with many added activities to the event agenda. The MA Pirates have kicked off their season but with disappointing two game losses. The Pirates would like additional practice time here at their home field and that will occur as the summer months approach.

Chairman Harrity congratulated Sandy Dunn on behalf of the Commission for her recent 2019 Worcester Business Journal Leadership Award.

b. Sales Report – Jim Moughan

Chairman Harrity inquired if the number of graduation ceremonies had increased for this year. Jim Moughan reported that some schools would be viewing some of the contracted events for consideration of their schools upcoming ceremonies.

Sandy Dunn reported that the NCAA Regionals will be played at the DCU Center once again in 2020, with team announcements closer to the tournament. In addition, the hockey bids will be opened up 2021-2024. The DCU Center will again partner up with the College of the Holy Cross for this bid but also, additionally, bid on the First and Second Men's Basketball Rounds and the Women's Division. Chairman Harrity commented on how the recent growth in Worcester and new additional hotels (another coming on board at Washington Square) should be a help. Ms. Dunn did state that the NCAA tends to award bids based on properties that are already in place rather than "in process or planned".

Ms. Dunn reported that there would be one more report with the WiFi information testing included. Congratulations were offered to Rick Trifero for ensuring the new basketball hoops and stanchions were installed and ready for the Harlem Globetrotters events.

Jim Moughan reported that a third food donation event would be added to the fall calendar along with the annual New England Convenient Store Association & Core Mark; Harold Levinson. Also this fall, The Harvey Ball event will be hosted at the DCU Center with award recipient Dale LePage. The ROTC Graduation for Holy Cross has been added to the 2019 calendar. The Latino American Business Conference will be in Worcester Fall of 2020 and is being assisted by the Regional Chamber of Commerce and Discover Central Mass.

Proposal for FIRST Robotics has gone out as the organization is changing their format and could encompass the Arena with double the school attendance over a 3-4 day period – April 2020.

## 5. Adjournment

Commissioner Brissette motioned to adjourn; seconded by Commissioner Knowlton;  
(4 yeas, 0 nays) *Motion passed.*

Meeting Adjourned at 8:34 a.m.

**Next Standard Meeting (unless one is needed prior):**

*Thursday, May 23<sup>rd</sup>, 2019 at 7:30am (Breakfast), 8:00am Meeting – DCU Center  
Conference Room*