

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
November 17, 2016**

**Attendees:**

**CCC Members:** Chairman John Budd, Vice-Chair Jim Knowlton, Commissioner John Harrity, Commissioner John Brissette    Absent: Commissioner Lowell Alexander

**City:** John Odell    Absent: Candee Raphaelson

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

**Guests:** Brad Petrishen, Telegram & Gazette

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

**1. Call to Order:**

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

**2. Acceptance of the Meeting Minutes – October 27, 2016**

Commissioner Harrity motioned to accept the meeting minutes from October 27, 2016; Commissioner Brissette, Seconded. (4 yeas, 0 nays) *Motion passed.*

**3. Flooding – Status Update – John Odell**

The claim has been filed with Hanover Insurance, but the question remains how much of the damage will be covered. With the assistance of SMG, photos and documentation were submitted and the City expects to have results on the claim within a few weeks. The City is able to submit additional items to the claim if they are determined after the original submittal. Once the findings are known, Mr. Odell stated they will be shared with the Commission. With respect to the vault, that remains unknown to this point as National Grid has yet to respond with who they believe to be responsible. Commissioner Brissette inquired whether the claim was filed under the City's flood policy. Mr. Odell indicated that it was.

The first to the second floor escalators are still not operating. Mr. Odell set this bid as priority to be returned by Monday, November 21, 2016 so that work could be scheduled thereafter. The escalators have been down three to four weeks and the City is not going to wait for the insurance adjusters. Jim Moughan has called clients in advance of their events to inform them of the situation and the alternative routes to take within the facility from floor to floor. Sandy Dunn also mentioned that were we ever to lose the second to third level escalators, carpeted stairwells for patron alternative routes would also be aesthetically desired.

**4. Phase 2 – Designer Status Update – John Odell**

The scope of the work is complete and Mr. Odell had hoped to have been able to have had the document signed at this meeting. The Law Department had a few final questions and are in the process of finishing up today. The Master Plan Design document should be ready for signature next week.

Commissioner Brissette motioned to move forward with the contract, for signature through Chairman Budd. If there are any issues with the document, then an additional meeting will be called for in December; Seconded by Vice Chair Knowlton. (4 yeas, 0 nays) *Motion passed.*

## 5. Major Projects - John Odell

### a. **Capital Projects – Status Updates**

The design specs on most of these items were submitted in mid-October. Review and edits are being done now with mid-January being the goal for going out to bid.

- i. **Windows** – December 7<sup>th</sup>, 2016 is the bid response date, but that was delayed as a vendor had backed out with concerns with the timing of when the project needed to be completed. Since this point, the vendor has agreed to bid the project. Commissioner Harrity asked for clarification on the fit and the look of the replacements recognizing that some difficulty had been encountered. Mr. Odell explained that code required a tempered glass and the bid spec would definitely include this type.
- ii. **Lighting** – This project is essentially completed with only punch work items left. National Grid review is also being done and is expected to be complete next week. Once National Grid completes their work, a rebate check will be issued to the City.
- iii. **WIFI**– Presidio is the company selected by the City and SMG is involved with the process for the WIFI Master Plan. They have been provided a PO and we are waiting for next steps.
- iv. **Scoreboard** – John Odell thanked SMG for their assistance in putting together the bid specs which were recently received by the City. Expect to have a bid package by the end of the month.
- v. **Fire Alarm** – The completion of the fire alarm project was pushed back due to a request for some changes by the Fire Department. It is expected that they will complete their final inspection at the beginning of December.

## 6. SMG Reporting - Sandy Dunn / Julia Iorio / Jim Moughan (*detail included in monthly packet*)

### a. **Monthly Highlights / Financial Statements – September 2016**

Julia Iorio, Director of Finance stated that the Kiss Concert – Freedom to Rock had not been budgeted in September, while Maroon 5 did extremely well, therefore the Arena is trending well ahead of budget. However, Sandy Dunn commented that with no events scheduled for the month of December in the Arena, SMG will continue to be cautious until we know how the rest of the fiscal year event schedule in the arena.

Commissioner Brissette inquired about the Boston Pops Holiday Concert and why that show has gone to the Hanover Theatre and stayed there when it used to perform here at the DCU Center. Sandy Dunn replied that the size of the venue at Hanover is more fitting for that type of event. Over the years, attendance had significantly decreased in the arena. Sandy continued to state that we are seeing several new promoters coming into the market, Frank Productions, NS2, and Elite Entertainment (veteran) partnering with Parachute Concerts, LLC to produce whereas in the past Live Nation was always the dominant promoter.

### b. **Sales Report**

Jim Moughan highlighted a new client, **Shaw's Supermarket Trade Show** that went to contract for 2/6-8/17 for a three day period with expected attendance of about

600 attendees. A second new client highlighted was, **Varsity Sports VU R12 Conference**. This organization is one of the largest in the country for cheerleading competitions and this specific event supports all business aspects of cheerleading and is being held during the summer, a slower part of the year that will produce great overnight hotel numbers with expected attendance to be over 800.

#### **7. Adjournment**

Commissioner Harrity motioned to adjourn; seconded by Commissioner Brissette (4 years, 0 nays) Motion passed.

Meeting Adjourned at 1:00pm

***Next Meeting: January, 1/26/17, 11:45 Lunch, 12:30 Meeting – DCU Center Conference Room  
(unless another meeting is needed in December – TBD)***