

**CIVIC CENTER COMMISSION  
MEETING MINUTES  
May 24, 2018**

**Attendees:**

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

**City:** John Odell, Candee Raphaelson

**Guests:** William Eddy, Veronica Martinez-Massachusetts Democratic Party

**SMG:** Sandy Dunn & Julia Iorio / Jim Moughan (Absent)

**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**

Chairman Harrity motioned to accept the meeting minutes from April 26, 2018;  
Commissioner Lowe, seconded the motion. (4 yeas, 0 nays) *Motion passed.*

**3. Rent Waiver Request – MA Democratic Party / June 1-2<sup>nd</sup>, 2018 – Mass Democratic Convention**

Veronica Martinez, Executive Director of Massachusetts Democratic Party and William Eddy attended the meeting in support of the Community Fee Day Application for use of the Exhibition Hall space on June 1<sup>st</sup>, 2018 (Move-In) and June 2<sup>nd</sup>, 2018 (Event & Move Out). Conventions have been held in past years at the DCU Center in 2017, 2014, and 2010. Commissioner Harrity inquired with Sandy Dunn whether rent free dates were available. Sandy responded that days are readily available in the Convention Center for this fiscal year. Commissioner Harrity stated that the Commission had agreed upon being equal and fair in the allocation of free days to both political parties.

Commissioner Knowlton motioned to grant the Community Fee day application for the MA Democratic Convention on June 1-2, 2018 (2 days); seconded by Commissioner Lowe. (4 yeas, 0 nays) *Motion passed.*

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

**a. Capital Projects**

**WiFi** – The City continues to try to expedite the connection date with LightTower and National Grid which is currently scheduled for the end of June. Two change orders were presented to the Commission for consideration and approval;

1) Presidio, the company that designed and oversaw the installation of the infrastructure - an additional cost of \$79,303.41 for work in adding computer space, cable reels for the scoreboard and engineering labor. Though not part of the original scope, it was required for completion of the system. Commissioner Lowe motioned to accept; seconded by Commissioner Alexander. (4 yeas, 0 nays) *Motion passed.*

2) Annise Company, the company that installed all wiring for the project - an additional cost of \$42,859.08. This included wiring for two (2) additional IDF's, signal transmissions, connection to emergency power in the case of a power loss, and the installation of additional power outlets in various locations for equipment that was not originally specified. Commissioner Harrity inquired with Sandy Dunn how SMG felt about the additional expenditures, which are significant. Ms. Dunn replied that these were absolutely necessary and often times once deep into a project, additional items/changes surface. In this particular case, attention was given to additional equipment that is likely to be added in the future – air handling controls, security

cameras, etc. This equipment is likely to integrate with the WiFi system and having it on the emergency generator will be a critical component. Identifying this future use and providing for the setup required while the company is already on site will save significant money in the long run. Chairman Harrity motioned to accept; seconded by Commissioner Alexander (4 yeas, 0 nays) *Motion passed.*

**Scoreboard** – The upgraded scoreboard is working well and punch list items are mostly complete. One last item, a back-up console for the control room is being completed. A change order for an additional \$7,800.00 requires approval to close out the project. This amount covers costs for moving the sound system speakers to ensure the scoreboard could nestle into the steel as required by some events. This was not identified in the original scope.

Commissioner Lowe motioned to accept; Chairman Harrity seconded the motion. (4 yeas, 0 nays) *Motion passed.*

**Vault Improvement** – Chairman Harrity informed the Commission that he met with John Odell and Sandy Dunn to walk the potential locations for the vault relocation earlier in the month. At the last meeting it was mentioned that a potential closure of the facility for an estimated 12-14 weeks for necessary repairs/relocation had been discussed. However, due to contracted bookings long term, this option was not feasible. Chairman Harrity stated that he reviewed the area of Exchange Street and due to a “perfect storm” scenario, understood why the water caused such significant damage to the area by entering the vault through grates at the large overhead entry doors of the Convention Center. This area is also challenging for cleaning due to its underground location. Various options were reviewed by John Odell including portable generators being placed on Exchange Street while renovations are completed.

John Odell stated that following the walk through, he contacted the engineering group, Tighe & Bond, to update them on discussions. Tighe & Bond suggested a “mini master plan” to outline options and pricing. This would include the 3 options - 1) relocate vault above ground on grade; 2) relocate the vault above ground to 2<sup>nd</sup> floor (roof likely); or 3) provide for renovations at current location by utilizing a portable generator during construction which has been reduced to an eight week timeframe. Also, they would look at whether it makes sense for the City to take ownership of the vault and equipment resulting in more access and potentially reducing costs. Sandy Dunn asked if the City currently owns and operates this type of equipment and has the resources to provide ongoing maintenance and repair. Mr. Odell said they did not but that this could be contracted out to a 3<sup>rd</sup> party and it was worth considering. Mr. Odell requested Tighe & Bond to provide pricing for a study which would provide a complete review of the current conditions, estimated costs for the various options and provide the Civic Center Commission with the alternatives and recommendations. The cost with a change order to their existing contract would be \$14,823. The work they provide would assist with the final design depending on the path selected. Chairman Harrity reminded the Commission that the original quote was roughly \$25,000 with this providing an ~\$10k savings. Mr. Odell requested a vote as the report will take roughly 45-60 days pushing back the project well into the summer. Chairman Harrity asked if this will likely be pushed into next summer. Mr. Odell explained that it will depend on the final option selected, which would be part of future discussions. Chairman Harrity asked that any negative impact to neighboring businesses on Exchange St. be mitigated if possible. Mr. Odell stated that most of the work would be on DCU Center side of the street but the concerns were noted. He also noted that if a new vault were to be built on the MLK side of the facility, there is possibility to tie into other components of the Master Plan as provided by Populous. This area would be less impactful to the neighbors. Chairman Harrity asked if it was determined what the paint sprays were for on the sidewalk/ Mr. Odell confirmed that they were part of the cable markings for LightTower, National Grid and the gas company as part of DigSafe. In anticipation of the Commission’s normal summer hiatus for July and August, Chairman Harrity asked if they could meet to consider this one issue once the information is available to not hold up the work. Mr. Odell affirmed.

Chairman Harrity motioned to accept the Tighe & Bond Amendment in the amount of \$14,823; seconded by Commissioner Knowlton. (4 yeas, 0 nays). *Motion passed.*

**Future Meetings** – After polling individual Commissioners, Commissioner Harrity stated that the time of future Commission Meetings will change beginning in June. The new time will be arrival between 7:30

AM and 8:00 AM with a prompt 8:00 AM start time. The goal was to ensure maximum attendance by Commission members by making it as convenient as possible. All Commissioners were in agreement to the change.

**Boiler Replacement** – Design/construction documents are 90% complete with continued review this week. This item will then be ready to go out to bid. Estimated project cost is \$710,000.00. Chairman Harrity inquired if there are any anticipated additional expenses on top of this figure. Mr. Odell stated that he did not know of any at this point.

**Master Plan –Phase 2-** Additional information on pricing of certain items is not yet complete. Once complete, they will be forwarded to the Commission. Chairman Harrity stated that if the information is provided to the Commission prior to the June meeting, he would then like the opportunity to view these areas/items with the Commission on the next meeting date with a tour. In conferring with Cable Services and John Odell, this should be able to be done.

4. **SMG Reporting Sandy Dunn/Julia Iorio** (detail included in monthly packet)

- a. **Monthly Highlights / Financial Statements March 2018** – A general review was made of the monthly report sent to the Commission in advance of the meeting.
- b. **Sales Report** – Sandy Dunn confirmed that India Day would be returning this August 2018, as Commissioner Harrity had inquired about the event at the last meeting. Chairman Harrity inquired about additional concert activity upcoming. Sandy Dunn responded that through end of Fiscal Year 2018 (June 30<sup>th</sup>), no additional concerts are scheduled. However, with the release of the Railers 2018-19 hockey season, new dates are now available and various promoters have been notified. Summer activity is usually slow. Booking inquiries are generally for the fall at this point.

Chairman Harrity requested an update on the MA Pirates. Sandy Dunn stated that the team is currently number one in the League and the event product is excellent. Attendance however, is not up to the owner's expectation. Their staff continues to make adjustments on pricing and marketing and have hired a well-respected consultant to assist with ticket sales. Summer indoor events can be challenging, which is why the venue is slower at this time of year.

Sandy Dunn also reported on the current operator of Figs and Pigs, Candy Murphy, who has resigned effective the end of May. While the goal was to incubate a new restaurant for Worcester, she has accepted a position with Sodexo in the Ft. Devens area. Ms. Murphy was offered to rent the current location a year ago but chose to look for other alternatives. She was unable to locate something that made sense financially and this offer was very appealing.

SMG has been working on identifying a person/company to operate on a straight rental basis. To date, 6 interested parties have been in discussion. In the short term, SMG will continue to operate the location as Figs & Pigs with the current menu offerings and employees. SMG is working with the City Law Department regarding licensing and permits assuming the space is a separate operation but maintaining landlord responsibility to ensure the operation complies with all regulations and is an asset to the venue and the City. Chairman Harrity extended the Civic Center Commission's thanks to Candy Murphy for doing a great job the past 3 years with Figs and Pigs. Commissioner Lowe asked if the new operation would be outward facing like the current operation and/or would service the concourse during events. Ms. Dunn stated that at this point, the rental agreement would be for an "outward" operation only. At a later date, it can be reviewed on whether the operator might compliment the interior activity and under what financial formula. With 3 years of experience with Figs and Pigs on the concourse, a very high percentage of the sales was specific to beer, not food. Beer sales would not be an option for a 3<sup>rd</sup> party since the liquor license is with the facility. In the short term, this space will be converted to a craft beer location – which it had essentially been with Figs and Pigs but not branded in this manner. Every venue across the country now offers craft beer. Chairman Harrity asked if a craft beer location is

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typical in other SMG facilities. Sandy Dunn responded that they are and that they are very popular.

Sandy Dunn finished by stating that the Railers' owner, Cliff Rucker and President, Michael Myers forwarded an email of thanks to the Commission for their support and recognition at the last meeting.

**9. Adjournment**

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

Meeting Adjourned at 1:13 pm

**Next Meeting:**

*Wednesday, June 20, 2018 at 7:30am (Breakfast), 8:00am Meeting – DCU Center Conference Rm*