ARENA ADVISORY MEETING MINUTES

Monday, June 17, 2013 Everett Arena 8:00 AM

Present: Chairman Nick Wallner, Mike Gfroerer, Dan Arndt, Gerry Blanchette, Chris Brown, Arena & Properties Manager Jeff Bardwell, Public Properties Superintendent Harry Dangora, Deputy Director Phil Bilodeau.

Excused: Councilor Dan St. Hilaire

Absent: Tom Ackerson; Councilor Mark Coen

Meeting called to order at 8:00 AM

Membrane Roof Scheduled Replacement

Jeff Bardwell updated the committee on the membrane roof that is scheduled for replacement in FY14 as the existing roof was installed in 1990 and is at the end of its useful life. While the existing roof is not leaking at this time staff is recommending the replacement as it is beyond the 20 year lifecycle. Mike Gfroerer asked who decides how much should be bonded for the project. Phil Bilodeau explained that the budget is reviewed at three different levels, the first being General Services which prepares and reviews the budget and arena proforma, then the city finance and office of budget and management and finally the city council. Nick Wallner asked if the roof project would interfere with any of the scheduled activities at the arena. Jeff Bardwell explained that the project would be a fall and or spring project and that the roof work can be done all from the outside and the contractor would have to coordinate with staff to work around any major events. The other aspect that will be reviewed during the roof project is the existing roof vents that have fans that are currently not in operation to see if repairing or replacing is an option.

Hot Water Heater Replacement

Jeff Bardwell reported that one of the two hot water heaters in the 2001 addition failed the end of the ice skating season and is looking for alternatives for replacement. The hot water heaters supply hot water for two locker rooms, referee's room and the Zamboni ice resurfacer. Both of these 740,000 BTU HWH were replaced in 2007 and 2008. In consulting with experts in the industry it is not uncommon for hot water heaters of this size to have a five to seven year life span. Rather than replacing with the same, staff is recommending replacing both hot water heaters with two condensing boilers that will have a longer life span and the benefit of programming to take advantage of energy savings. Chris Brown asked if there are any rebates available from the utilities for either the hot water heater replacement or membrane roof replacement. Phil Bilodeau answered that the city would see if any were available.

Sprinkler Maintenance Update

Jeff Bardwell updated the committee on sprinkler maintenance work to be performed at the arena. The work being performed in the sprinkler room includes replacing the clapper assembly, replacing the rubber face plate gasket, replacing the rubber seat for the clapper and replacing the accelerator and trim, \$5,000 was budgeted for this fiscal year and \$3,500 for FY14. Discussion took place on the original installation that took place in 1990 and as to the need to have sprinklers over the ice surface. Jeff Bardwell explained that the sprinkler's over the ice surface allow the arena to host off ice events such as the Home Show etc. and that shows make up over \$50,000 in the arena revenue each year so that in retrospect it has been a good investment.

Snack Bar

The snack bar concession at the arena is currently run by Concord Youth Hockey. Their agreement expires the end of June of this year and youth hockey notified Jeff Bardwell they would not be renewing their agreement. Staff worked with the Purchasing Division to put together an RFP for the operation of the snack bar. The RFP went out the month of May with no minimum bid and was advertised on the city website, posted at city hall, emailed to a bid house, Bid Ocean, that advertises for non-construction type of bids; advertised in the Concord Monitor under Legal Notices, and emailed to everyone on the Purchasing

Department's bid list that had expressed an interest in the past on any concession services which included Jill Mulvey, concessionaire at BMGC, Eileen Cole, she worked at the arena concession for CYHA, Alan's of Boscawen, registered on the City's bid list for concession services, Dave Angus, registered on the City's bid list for concession services, Jeffrey B. Marshall, registered on the City's bid list for concession services MB Associates (Mark Burkush), registered on the City's bid list for concession services, Clubhouse Grill, LLC (Jessica Bourque), registered on the City's bid list for concession services, Nancy Mellitt, formerly submitted a bid in conjunction with Cimo's for the concession services at BMGC

Bids closed on Friday, May 31st and there were no bidders. Only Jill Mulvey expressed any interest and came to view the snack bar at the arena but did not submit a bid. Jeff Bardwell met with Doug Ross and inquired about going back out to bid. Doug Ross felt this would be a waste of time. Jeff Bardwell then met with General Services administration and Business Manager to review options and is pursuing having the arena run the snack bar operation. Not having a snack bar is not an option as customers expect it to be open when they visit the facility for ice events or shows and it is 10% of the arena's non-ice revenue. Jeff Bardwell explained that it is an area to grow revenue especially with ice revenue expecting to remain flat. Comparables have been completed with other facilities similar in size and operation to the Everett Arena and show that the current level of revenue can be maintained and possibly expanded upon.

Dan Arndt asked about staffing and Jeff Bardwell explained that the snack bar would be staffed by dedicated part time snack bar personnel, with one lead person that would coordinate the day to day operation. Jeff Bardwell would work with purchasing on orders and have day staff stock when product is delivered. The city would be allowed to purchase under any of the State of New Hampshire food vendor contracts and a list and contact information has been provided to Jeff Bardwell from Doug Ross from purchasing. Nick Wallner asked about the hours the snack bar would be open, Jeff Bardwell explained that during the ice season the snack bar would be open Friday evenings, all day Saturday, all day Sunday and Wednesday evenings when there is high school hockey games. During the non-ice season the snack bar would be open during any shows hosted inside the arena.

Mike Gfroerer made a motion that the arena operate the snack bar at least temporarily and review each spring on whether to continue operation, Nick Wallner 2nd the motion, there was no further discussion, motion passed unanimously.

New Entrance Discussion

Jeff Bardwell, Chris Brown and Gerry Blanchette met last month to advance the new entrance discussion. Conceptual ideas of adding a new entrance to the North West corner of the building were discussed that would incorporate all the core services of a pro shop, snack bar, front desk, meeting room and area large enough for people to conjugate between games and during events. Currently these core services are scattered from existing front entrance to inside the arena. Discussion took place on how large a retail space would be needed to attract a pro shop/retail space, one floor or a two floor addition, etc.

Mike Gfroerer suggested that it would be worthwhile to have a space study done of not only a new entrance but of the existing facility and what the best use spaces that are scattered throughout. Phil Bilodeau commented that the whole site should be looked at to include parking and River Front Park. Jeff Bardwell explained that the first issue to look at is the flood plain and see if any addition is feasible. If an addition is feasible then move ahead with a space study of a new entrance, existing space, parking and Water Front Park.

Other Business

Mike Gfroerer asked about the possibility of a farmers market during the week at the arena like the one on Saturday's by the State House. Jeff Bardwell explained that it could be a possibility as long as it does not interfere with shows. We would also have to review do we charge them a fee because the lot vendors at the arena pay a six month or yearly fee depending on the vendor. Mike Gfroerer will follow up with the farmers market.

Jeff Bardwell asked Nick Wallner what the status was on the city sign ordinance and were electronic signs with a changing message, even just once a day, not allowed. Nick Wallner responded that the current ordinance still prohibits electronic signs with a changing message. The only thing the electronic sign can

display is time and temperature. Discussion took place on the merits of electronic signs over the existing letter signs that limit the message and ability to change for events easily. Nick Wallner explained that a change in the ordinance would be needed to allow and that would have to come from the city council.

Nick Wallner made a motion to adjourn.

Meeting adjourned 9:05 AM

Respectfully Submitted

Jeffrey R. Bardwell Arena & Properties Manager