

## **ARENA ADVISORY MEETING MINUTES**

Friday January 9, 2015  
Everett Arena 8:00 A.M.

**Present:** Mike Gfroerer, Chris Brown, Dan Arndt, Don Crandlemire, Councilor Gail Matson, Arena & Properties Manager Jeff Bardwell  
**Excused:** Gerry Blanchette; Nick Wallner; Councilor Dan St. Hilaire

Meeting called to order at 8:15 AM

### **Outside Sign Project**

Jeff Bardwell updated the committee on the outdoor sign project. Mark Vella from Metro Sign represented the Arena at the ZBA meeting on Wednesday, January 7, 2015. A variance for the size of the proposed sign was granted. The next step will be meeting with the City's Sign Design Review committee on February 10, 2015 followed by Planning Board review on February 18, 2015. If final approval is granted the fabrication of the sign will begin with an installation date planned for early May.

### **FY16 Fees**

The committee reviewed the recommended fees for FY16. Jeff Bardwell explained that after reviewing the arena proforma and surveying what other facilities are charging staff is recommending an increase of 1-2% for rental fees. Christmas tree sales are the exception with an increase of 4.8% based on bid information this year. There are 3 new fees, one day parking lot vendor, roller skating and roller skate rental. Don Crandlemire asked about the arena proforma and how the fees were figured as part of it. Jeff Bardwell explained that the city uses the proforma as a tool to forecast and will share the one being prepared for FY16 at the June advisory meeting. Don Crandlemire asked about new revenue sources, Jeff Bardwell explained that the arena is always looking for additional revenue sources and that the addition of roller skating during the months of June and July are an example of trying to maximize the arena use. Dan Arndt asked about prime ice and what percentage was being used. Jeff Bardwell explained that the arena's prime time ice is about 90% utilized. Discussion took place on shows and the time frame in the spring that groups are looking for to hold events is March to mid-May.

Mike Gfroerer made a motion to approve the proposed fees for FY16, Dan Arndt seconded the motion, motion passed unanimously.

### **Other**

Jeff Bardwell updated the committee on the Zamboni advertising and that the machine is scheduled to be wrapped by January 15<sup>th</sup>. Discussion took place on the life span of a Zamboni; Jeff Bardwell explained that the life span is ten to fifteen years, longer provided preventative maintenance is done. The Everett Zamboni is an electric model that was purchased in 2007, replacement is scheduled for FY17 which would put delivery of a new machine into 2018 as there is a nine month to a year lead time. Cost of a new Zamboni is approximately \$100,000 less trade in of the existing machine approximately \$25,000. Dan Arndt asked about the status of a new entrance, Jeff Bardwell explained that there is money for architectural and engineering services to design a new lobby in FY16. Mike Gfroerer asked the status of any other repairs; Jeff Bardwell explained that the arena is asking for some of the funds left over from the roof project to be repurposed towards the North West door replacement and door hardware replacement for the front doors that was discussed at December's meeting.

Meeting adjourned 8:50 AM

Respectfully Submitted

Jeffrey R. Bardwell  
Arena & Properties Manager