

ARENA ADVISORY MEETING MINUTES

Friday, October 28, 2016

Everett Arena 8:00 A.M.

Present: Nick Wallner, Councilor Gail Matson, Councilor Dan St. Hilaire, Mick Mounsey, Gerry Blanchette, Mike Gfroerer, Dan Arndt, Arena & Properties Manager Jeff Bardwell, Public Properties Superintendent Jay Burgess

Absent: Chris Brown

Guest: Joe Farrelly

Meeting called to order at 8:00 AM

Roller Skating Wrap Up

The rolling skating program finished July 31st and was well received by local skaters and will be repeated next June and July. Total revenue for the program was 11,024 and total expenses were 10,391 which included a couple of onetime expenses such as the roller skates and picnic tables. Next season the arena is looking to expand day camp rentals. Dan Arndt asked what the total was for onetime expenses; Jeff Bardwell explained 2,200 was the total for the rental skates and picnic tables. Dan Arndt asked if there was any interest in roller hockey, Jeff Bardwell explained the arena reached out to one group last spring and plans on reaching out again this winter.

Mayor's Event Committee

Dan St. Hilaire updated that the committee was still in a discovery phase and is looking at the process and fees. Feedback from groups renting city facilities is that it can be a cumbersome process depending on the event. The committee is looking at ways to streamline the process. Nick Wallner mentioned that the arena being an enterprise fund will have to be taken into consideration if the city lowers fees. Mick Mounsey asked if ice rental fees were also in the discussion, Dan St. Hilaire explained that it was just outside fees that are being discussed.

LED Project

The city has a commitment from Unifit for the arena LED project and is waiting to see what incentives are available after January 1st. The time line is to present to council in January or February depending on how quickly incentive information is released in January. A public hearing the following month and a May/June installation if approved.

Chiller Project

The city has contracted with Bear Mountain Engineering to help with the design of the different components of the refrigeration system. The project will include the chiller replacement and two add alternates, compressor replacement and heat reclaim. The add alternates will be dependent on bids and utility incentives. Mike Gfroerer asked what year the existing chiller was installed and if it was having problems. Jeff Bardwell explained the existing chiller was installed in 1999 and is still having problems that need to be resolved this spring/summer. As part of this project the engineering group will look at installing additional valves to run chilled water through an air handler should the arena need to air condition the building during the non-ice season for shows etc.

Council Goals

Jeff Bardwell explained that as part of this year's recreation goals is to work with the recreation advisory, arena advisory, city staff from the Community Development and General Services Departments to create a plan for future operations, investment and management of Kiwanis Park and the Everett Arena Property. This is a good opportunity for the arena to revisit the new entrance and other arena needs such as adequate parking for events.

Discussion took place on the current master plan for Kiwanis Park which includes playing fields and amphitheater. Gail Matson explained that RPAC is looking at old master plans and updating based on current and future needs. Discussion took place on parking and how much is needed for ice and non-ice

events and activities. Nick Wallner asked what the number of required parking spaces for the arena. Jeff Bardwell explained the arena currently has 201 striped spaces. Gerry Blanchette volunteered to look into the number of spaces required for the facility based on seating and square footage. Gail Matson explained that RPAC is planning on a January meeting with arena advisory.

After the meeting Gerry Blanchette emailed the following information regarding the number of parking spaces required for the arena.

Based on the information regarding square footage and occupancy levels following are the parking calculations for the Arena:

Calculated based on occupancy (Occupancy calculation below from the Concord Fire Department):

- Max. Occupancy (mixed seating): $1679 \text{ seats} / 3 \text{ seats per parking space} = 560 \text{ parking spaces}$
Hockey Game (bleachers & balcony): $1031 \text{ seats} / 3 \text{ seats per parking space} = 344 \text{ parking spaces}$

Calculated based on square footage (From the City's site plan regulations):

- The size of the main building and ignoring the new locker rooms is 27,840 sf.
- Assume 25% of that space is not assembly space (mechanical, locker rooms...): $(27840 \times .75) / 40 = 522 \text{ parking spaces}$.

The arena has 201 parking spaces far short of the 344 or 560 required by City requirements. Also, the City normally tries to comply with its regulations, however ultimately it is exempt from its regulations per RSA 674:54.

Other Revenue Sources

Jeff Bardwell reported that after reviewing information from the state regarding liquor license requirements it appears that the arena could obtain one should the arena advisory and city administration felt it was a worthwhile avenue to pursue for additional revenue. Currently there are approximately ten event dates during the non-ice season that expressed an interest in alcohol being allowed during their event. Also, the arena may be able to attract events such as MMA and Boxing back to the arena.

Discussion took place regarding the per event license that each group could apply for vs the arena obtaining a liquor license. Gail Matson commented that insurance costs would need to be reviewed. Mike Gfroerer recommended waiting until a new entrance was added to see what new food service may be interested. Nick Wallner suggested leaving it up to the individual show to obtain the one day permit. Dan St. Hilaire will look into if there would need to be a designated area for alcohol sales or whether remaining inside the building would satisfy the requirement.

Meeting adjourned 9:10 AM

Respectfully Submitted

Jeffrey R. Bardwell
Arena & Properties Manager