

**MINUTES OF THE MEETING**  
**of the**  
**MASSACHUSETTS CONVENTION CENTER AUTHORITY**  
**October 19, 2017**

A meeting of the Massachusetts Convention Center Authority was held on October 19, 2017 in Meeting Room 300 at the John B. Hynes Veterans Memorial Convention Center, 900 Boylston Street, Boston, Massachusetts. Members in attendance were: Chairman John McDonnell, Dominick Ianno, Paul Sacco, Jack Hart, Barbara Capuano, Andrew Crane, Cindy Brown, Fred Wittmann, Michelle Consalvo, Amy Latimer and Karen Diane Johnson.

Staff members in attendance were: David Gibbons, Fred Peterson, Michael Esmond, Nate Little, Milt Herbert, Maureen Shea Baker, Devin Taylor, Shu Hsia, Lily Daley, Mark O'Leary, Robert Noonan and Dennis Callahan.

**I. ROLL CALL**

Chair McDonnell called the meeting to order at 10:15 a.m., and a quorum was established by a call of the roll.

**II. MINUTES**

Upon a motion duly made and seconded, the Minutes of the June 15, 2017 meeting were approved.

**III. EXECUTIVE DIRECTOR'S REPORT**

1. The Authority team met with the South Boston and Fort Point neighborhoods on June 20 to highlight ongoing projects at the BCEC. Since that meeting the following projects that were discussed have been completed on time and on budget.

2. David Gibbons reported that over the last few months our team has continued to take great strides in making prudent capital investments across our portfolio of venues, a few highlights since this past June include:

- The South Lot Remediation Project was completed to meet the EPA standard just prior to Labor Day, and the lot has been repaved and operational.
- MassDOT testing lab demolition was completed just after Labor Day and the property has since been fenced in along D Street in preparation for future use.
- The Boston Common Garage Bike Cage, now known as the Wheel House, was fully installed on July 1.
- The Pedestrian Wayfinding initiative for the South Boston Waterfront was launched on July 14 and added 70 new signs to help visitors navigate the area

more easily and efficiently. The Authority collaborated with MassDOT, Massport, MBTA, City of Boston Transportation Department, City of Boston Public Works, Boston Planning and Development Agency, Boston Commission for Persons with Disabilities, Seaport TMA and Walk Boston on this impactful initiative.

3. David Gibbons reported that on August 2, the Authority published the BCEC Master Planning and Feasibility Design Services Request for Proposal. The RFP was downloaded over 200 times and garnered extensive earned media coverage both locally and in the meetings and events industry. Responses were due September 27 and the Authority received seven proposals from premier design firms with extensive industry experience. The Authority's Designer Selection Panel ("DSP") has already met to begin the process of evaluating the respective proposals which will be followed by interviews and it is expected that the DSP will make a recommendation of finalists to the Authority board within the coming months.

4. David Gibbons reported The Lawn On D, Powered by Citizens Bank, welcomed record crowds and will post the best financial results in its history as its fourth season draws to a close at the end of October. Highlights include: the 2017 season featured over 110 public events, highlighted by a full-day family festival each month. Our Community Outreach Program welcomed youth groups representing ten Greater Boston neighborhoods to experience The Lawn On D. Most recently, the Authority partnered with Rebel Restaurants to host a Community Appreciation Lunch for nearly 100 guests from the neighborhoods abutting the BCEC.

5. David Gibbons reported the tragic events in Las Vegas on October 1 have once again put venue and crowd security at the top of the news with particular implications for the meeting and events industry. And while our peers are quickly trying to get up to speed on safety and security issues, the Authority is well positioned to continue to maintain its position as an industry leader. For example, Authority Public Safety provides SIRA Training (Suspicious Indicator Recognition Assessment System) which is mandatory for all Authority employees and our contract partners. This is the second year the program has been offered and we are constantly fielding requests from our industry peers who realize the importance of implementing similar programs. In addition, in the coming months the BCEC will be the site of a tabletop exercise that will include city, state and federal law enforcement, first responders, large venue managers and other associated stakeholders. The scenario will challenge all of the respective participants to react to a scenario and engineer a coordinated response highlighting communication, roles and responsibilities, and recovery planning. The BCEC is also currently pursuing Department of Homeland Security Safety Act (DHS) certification which means that the Authority will have implemented every reasonable security and preparedness program in order to reduce the Authority's liability in the event that an incident occurs in the BCEC. The BCEC would again be the first convention center in the nation to earn DHS certification.

6. David Gibbons reported with less than a year until the grand opening of the MGM Springfield, the city continues to transform its downtown area through roadway repairs, sidewalk construction, handicap ramp installations, and traffic signal improvements. All of these efforts benefit the curbside appeal of the MassMutual Center "(MMC)". The MMC, under the exclusive management of MGM effective July 1, has been busy, most recently welcoming

the GSCVB's "Convention Ready" meeting in September. The meeting focused on educating the hoteliers, restaurateurs, and members of the business improvement district on the importance of preparation in order to successfully host large groups in the downtown area. The GSCVB, Springfield Police, BID, and MGM Springfield made formal presentations reviewing the new safety measures, cleaning policies, and new infrastructures in advance of the fall 2018 grand opening of the MGM Springfield Casino.

7. David Gibbons reported our Boston venues have been consistently busy with meetings and annual events. Just last month Hubspot brought over 10,000 attendees to the BCEC and Lawn On D for its annual INBOUND event. The BCEC team is now preparing to welcome over 17,000 attendees for the American Society of Anesthesiologists' Annual Meeting this weekend after hosting the Congress of Neurological Surgeons Annual Meeting. Meanwhile, the Hynes is ramping up to host the Association of American Medical Colleges' Annual Meeting as we move into November.

This is an exciting time in the Authority's history and we remain grateful and appreciative of your input and support in service to our customers from around the world who visit our venues every day.

#### **IV. BCMC SALES AND MARKETING REPORT**

Milt Herbert gave a brief sales report, including the following highlighted information:

1. Citywide Convention Sales & Hotel Relations. During June the BCMC team closed 8 Bulls-Eye events at the BCEC. Projected total BCEC Room Nights for this period totaled 148,416. At the Hynes the team closed 10 Bulls-Eye event with a projected 101,459 room nights. In total June accounted for 18 bulls-eyes, 12 non-bulls eyes for a total of 30 events. Combined BCEC and Hynes hotel room nights accounted for 249,875. Mr. Herbert stated that June business accounted for 35% of the Authority's events. Mr. Herbert highlighted four particular events, Materials Research (2025, 2026, 2027) with 12,225 room nights, 7200 attendees, Student Affairs Administrators 2023, with 16,215 rooms nights and 7,000 attendees and Heart Rhythm Society (2029, 2032) 32,190 room nights, 13,000 attendees, and Institute of Electrical & Electronic Engineers (2026, 2036) 13,545 room nights and 14,000 attendees.

2. Citywide Convention Sales & Hotel Relations. To date through June: the BCMC team closed 31 Bulls-Eye and 7 Non Bulls-Eye Events for a total of 38 events. At the Hynes, 23 Bulls Eye-Events and 31 Non Bulls-Eye Events for a total of 54 events. Combined the BCMC closed 92 events at both facilities. The total hotel room nights are estimated at 517,967 at the BCEC and 237,281 at the Hynes. Total room nights for this period combined are 755,248.

3. Event & Media Sales. During June, the BCMC closed 38 events and 1,165 room nights. For the time period through June, the total events are 305, with room totals at 22,528. Rental Revenues at the BCEC and Hynes through June are projected at \$5,570,805, with Food and Beverage Revenues through June at \$6,989,186. For the Lawn on D, Powered by Citizens Bank, the BCMC has booked 108 events to date, with total Rental Revenue projections of \$1,067,270 and F&B Revenue of \$936,200.

4. Marketing Initiatives included a direct mail campaign, and local promotions to support Event and Media Sales team.

## V. REPORT OF THE DEVELOPMENT & CONSTRUCTION COMMITTEE

Paul Sacco stated that the Development & Construction Committee had met and recommends the approval of the following votes before you today.

Mr. Sacco introduced John Donahue to present the following votes:

### 1. Board Vote-Owner's Project Management Services

As a result of the Authority's need to supplement its construction project management resources, and the requirement that owner's project management services be utilized on construction projects valued in excess of \$1.5 million, the Authority advertised a Request for Proposals for Owner's Project Management services on May 16, 2017 requesting responses on June 2, 2017. The Request for Proposals identified certain projects scheduled to be undertaken through the end of FY18.

Responses to the Request for Proposals were received from AECOM/Tishman, DC Beane, Arcadis US, Inc., Hill International, JLL, Skanska. The Selection Committee met and reviewed each of the firm's proposals. As a result of the analysis of the published criteria, and the responses and the information received from each Respondent, the Selection Committee short listed four firms for interviews. These four firms were AECOM/Tishman, Arcadis US, Inc., Hill International and Skanska.

On June 28, 2017, the Selection Committee interviewed each of the four firms and the proposals were discussed at length with each team, including a question and answer session. Subsequently, the Selection Committee requested additional information from all four Respondents including, but not limited: mobilization schedules, staffing plans based on updated project lists, as well as detailed requests related to "project management methods to increase design accuracy and reduce the Authority's risk", "best practices to maintain an accurate as-built library", and "past experience with a Capital Assessment Plans, 5, 10 and 20 years".

Based on the Respondents submittals and the additional information received, the Authority's Selection Committee met and ranked Arcadis US first and AECOM/Tishman second.

At a recent meeting of the Development & Construction Committee, the Committee received a presentation and recommendation from the Selection Committee concerning the contract scope, the Arcadis US proposal and the method and timing of delivery of the components of the contract, and the Committee voted to recommend award of the contract to Arcadis US. The Development and Construction Committee recommended that the Executive Director be authorized to negotiate a contract with Arcadis US, Inc to perform Owner's Project Management services for a term of three years, with two one year extensions exercisable at the discretion of the Authority, and if he was unable to do so, to commence negotiation with AECOM/Tishman, the second ranked firm under the same terms and conditions.

A vote to implement the Development & Construction Committee's recommendation would take the following form:

**VOTED:** That the Massachusetts Convention Center Authority hereby authorizes the Executive Director to negotiate and enter into a contract for Owner's Project Management Services with Arcadis US, Inc for a term of three years, with two one year extensions exercisable at the discretion of the Authority, and if he is unable to do so, be further authorized to commence negotiation with AECOM/Tishman to achieve the same result under the same terms and conditions.

2. Board Vote: Soils Remediation Construction Services Contract

The South Lot Remediation Project included localized excavation and removal of contaminated soils beneath the existing Boston Convention & Exhibition Center ("BCEC") south parking lot and truck marshalling area. The selected remedial approach consisted of a Risk-Based Cleanup whereby soils with PCB concentrations greater than or equal to 500 mb/kg were excavated and disposed of off-site, to attain a site average PCB concentration of 100 mg/kg. The project was subject to bidding in accordance with the Commonwealth's public works construction bid law, M.G.L. c. 30§39M. Charter Construction Company was awarded the bid on January 11, 2017. The change order is the result of a reconciliation of excavated materials.

**VOTED:** The Massachusetts Convention Center Authority hereby authorizes the executive director to issue a Change Order to the contract with Charter Contracting Company for the South Lot Remediation Project at the BCEC in the amount of \$736,590.51, in accordance with the contract documents dated January 25, 2017

**VI. REPORT OF ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE**

Dominick Ianno reported that the Administration, Finance & Personnel Committee has met and recommends the approval of the Board vote before you today. Mr. Iannao introduced Michael Esmond and Jennifer Cook from the Authority's auditor CliftonLarsonAllen to present the vote as follows:

Board Vote: Acceptance of Financial Statements and Independent Auditor's Report

The Authority's outside auditing firm, CliftonLarsonAllen LLP, made a report and presentation to the Administration, Finance and Personnel Committee at its recent meeting concerning the Authority's Financial Statements and Independent Auditor's Report for Fiscal Year 2017.

**VOTED:** The Massachusetts Convention Center Authority hereby votes to accept Financial Statements for the Year Ended June 30, 2017 and Independent Auditors Report and Report on Internal Control and Compliance for the Year Ended June 30, 2017 prepared by CliftonLarsonAllen LLP.

Following the Board vote Board Member Ianno thanked Michaels Esmond, David Gibbons, Fred Peterson and the Authority's finance team for an open, transparent and very successful audit closeout. Mr. Ianno stated that the financial statements for this past year are tremendous. Mr. Esmond also thanked his staff including, Shu Hsia and Lily Daley for the audit results stating that their work is a testament to their service to the Authority.

**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

1. Board Vote- Election of Officers

**VOTED: The following shall serve as officers of the Massachusetts Convention Center Authority for a term of one year and until their successors are duly elected:**

- Vice Chair-Cindy Brown**
- Treasurer- Michael Heffernan (or designee)**
- Secretary - Michelle Consalvo**
- Assistant Treasurer- Michael Esmond**
- Assistant Secretary- Dennis Callahan**

2. Board Vote-Committee Membership

**VOTED: The Board Chair having made following committee appointments subject to ratification by the Board, the Massachusetts Convention Center Authority Board hereby ratifies such appointments effective as of the day of appointment, and by so ratifying confirms any actions taken by said Committees prior to such ratification:**

COMMITTEE	COMMITTEE MEMBER
<b>Administration, Finance &amp; Personnel Committee</b>	Michael Heffernan /Designee, Co-chair David Sweeney/Designee Co-chair Barbara Capuano Michelle Consalvo Karen Diane Johnson Frederic E. Wittmann

<p><b>Development &amp; Construction Committee</b></p>	<p>Paul J. Sacco, Chair          Andrew Crane          Jack Hart          Amy Latimer          Frederic E. Wittmann</p>
<p><b>Executive Committee</b></p>	<p>John McDonnell, Chair          Cindy Brown          Barbara T. Capuano          Michael Heffernan/Designee          Gregg Lisciotti          Paul J. Sacco          David Sweeney/Designee</p>

**IX. ADJOURNMENT**

Upon a motion duly made and seconded the meeting was adjourned at 11:15 a.m.

ATTEST:

Dennis Callahan  
 General Counsel

Date: 11/17/17