

**MINUTES OF THE MEETING**  
**of the**  
**MASSACHUSETTS CONVENTION CENTER AUTHORITY**  
**January 18, 2024**

A meeting of the Massachusetts Convention Center Authority (“Authority”) was convened on January 18, 2024, at the Boston Convention and Exhibition Center (“BCEC”), 415 Summer Street, Boston, MA and via MICROSOFT TEAMS MEETING OR JOIN BY TELEPHONE: DIAL-IN NUMBER 1-857-702-2232; CONFERENCE ID: 575 555 402#.

Members in attendance at the BCEC or via MICROSOFT TEAMS were the following: Emme Handy, Carlos Aramayo, Cindy Brown (remote), Sheena Collier, Xiomara Alban DeLobato (remote), Michael Donovan, Michael F. Flaherty, Ashley Groffenberger, Meg Mainzer-Cohen, Dr. Aisha Miller, Chris Pappas, Khushbu Webber, and Gwill York (remote).

Staff members in attendance at the BCEC or via MICROSOFT TEAMS were the following: Gloria C. Larson, Christopher Donato, Michael Esmond, Devin Taylor, John Donahue, David Silk, Brendan Flynn, Herschel Herndon, Shannon Smith, Arthur Fritch, Joanne Pages, and Mark O’Leary.

Sean Dolan, Joseph Flanagan, and James Boucher of MGM Springfield appeared remotely. Board Special Counsel Tom Kiley was also in attendance.

**I. ROLL CALL**

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

Emme Handy	Present
Carlos Aramayo	Present
Cynthia Brown	Present
Sheena Collier	Present
Xiomara Alban DeLobato	Present
Michael Donovan	Present
Michael F. Flaherty	Present
Ashley Groffenberger	Present
Meg Mainzer-Cohen	Present
Dr. Aisha Miller	Present
Chris Pappas	Present
Khushbu Webber	Present
Gwill York	Present

**II. MINUTES**

The minutes of the March 10, 2023, Board Meeting Executive Session were tabled at the request of Board Members Michael Flaherty and Michael Donovan.

### **III. MINUTES**

The minutes of the March 23, 2023, Board Meeting Executive Session were tabled at the request of Board Members Michael Flaherty and Michael Donovan.

### **IV. MINUTES**

Upon motion duly made and seconded, the minutes of the November 16, 2023, Board Meeting were unanimously approved by roll call vote.

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

### **V. MINUTES**

Upon motion duly made and seconded, the minutes of the December 14, 2023, Board Meeting were unanimously approved by roll call vote.

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

### **VI. EXECUTIVE DIRECTOR'S REPORT**

1. Gloria Larson welcomed the Board Members.

2. Last week our team at the BCEC welcomed Discover Boating's New England Boat Show back to the BCEC to showcase the latest models, equipment, and trends in the world of maritime transport. Over five days, tens of thousands of attendees made their way through the sea of boats on display at the BCEC exhibit halls, marking a successful launch to our gate show season which significantly supports our host community.
3. This past Monday, in celebration of Martin Luther King Jr. Day, our team hosted the 54<sup>th</sup> Annual Martin Luther King, Jr. Memorial Breakfast at the BCEC. This year's banner "Keeping the Promise of Democracy" was highlighted by a keynote address from Dr. Khalil Gibran Muhammad, the Ford Foundation Professor of History, Race and Public Policy at Harvard Kennedy School. The breakfast was well attended by elected officials and stakeholders from across the City of Boston and the Commonwealth, including Mayor Michelle Wu and Governor Maura Healey.
4. Across town, our team at the Hynes has been moving-in the Massachusetts Municipal Association (MMA) this week for their 45<sup>th</sup> Annual Meeting & Trade Show which opens tomorrow. This two-day event connects the voices of cities and towns across the Commonwealth to convene on best practices in policy, programs, and services.
5. Out in Springfield our team at the MassMutual Center unveiled the highly anticipated new digital marquees which officially went live last week. The new screens are one of several significant capital investments the MCCA has made in Springfield in recent years and will serve as a strong addition to revenue streams and a welcome resource for our partners and the community.
6. Looking forward, our team will be welcoming the Yankee Dental Congress back to the BCEC on June 25<sup>th</sup> and 26<sup>th</sup> while also hosting our second gate show of the year with the Boston RV & Camping Show opening their doors on Friday January 26<sup>th</sup>. Across town our team at the Hynes will be hosting the Harvard Model United Nations' 2024 Opening Ceremonies before welcoming the Boston Run Show to close out the month of January.
7. I want to thank my team for the heartfelt welcome and enthusiasm that I have received these past two weeks, and I would like to thank the entire Board of Directors for your confidence and support.

## **VII. BOSTON CONVENTION MARKETING CENTER PERFORMANCE REPORT**

Milt Herbert, Executive Director of the Boston Convention Marketing Center ("BCMC"), gave a brief sales report, including the following highlighted information:

1. Citywide Convention Sales (November - December 2023). Anytime Fitness Biennial Conference & Expo 2025 at the BCEC in October 2025 with 3,452 room nights; Massachusetts Municipal Association Annual Meeting and Tradeshow 2025 & 2026 at the BCEC in January 2025 with 950 room nights and in January 2026 with 950 room nights; Joseph Volleyball Camps Boston Volleyball Festival 2025 at the BCEC in February 2025 with 10,200 room nights; the American Occupational Therapy

Association, Inc. Annual Conference & Exposition 2027 at the BCEC in April 2027 with 9,865 room nights; Association for Asian Studies Annual Conference 2027 at the Hynes in March 2027 with 4,980 room nights; HubSpot, Inc. Flywheel Kickoff 2024 at the Hynes in February 2024 with 5,425 room nights; Clio Cloud Conference 2025 & 2026 at the Hynes in October 2025 with 6,838 room nights and in October 2026 with 6,973 room nights; IBM Corporation IBM Think 2026 at the Hynes in April 2026 with 13,375 room nights; American Society for Bone and Mineral Research Annual Meeting 2026 at the Hynes in October 2026 with 5,950 room nights; AcademyHealth Annual Research Meeting 2027 at the Hynes in June 2027 with 4,927 room nights; and the American Society for Laser Medicine and Surgery, Inc. Annual Conference 2028 at the Hynes in April 2028 with 2,710 room nights.

2. Citywide Convention Sales & Hotel Relations (July 2023 – December 2023). There were seven (7) BCEC events and fifteen (15) Hynes events for a total of twenty-two (22) events with 122,742 total room nights.
3. Events & Sales Media (November & December 2023). There were nine (9) BCEC events, seven (7) Hynes events, and two (2) Lawn On D events for a total of eighteen (18) events and 5,145 total room nights.
4. Events & Sales Media (July 2023 - December 2023). There were thirty-five (35) BCEC events, twenty-seven (27) Hynes events, and nineteen (19) Lawn On D events for a total of eighty-one (81) events and 10,643 total room nights.
5. Events & Media Sales (November & December 2023). There was demand for BCEC exhibit hall space from events at the Westin Boston Seaport and Omni Boston Seaport. Due to the scheduled maintenance at the Hynes, annual customers at the Hynes have been receptive to moving to the BCEC in 2024 and beyond. There is strong interest in the Lawn on D for the CY2024 season. Local advertising programs on the digital displays at the BCEC and Hynes have generated contracts with Kings Dining, Eddie Merlots, and Moxies Boston.
6. 2023 MCCA Dark Days (BCEC). There have been periodic reports by the news media of the BCEC being dark. From the outside, this may appear so, however, events require time to move in before their event, time to move out after their events, and time to move out after events. 2023 MCCA Dark Days included repairs to BCEC, training and internal events, and other work that requires the building to be empty (e.g., testing). Dark days are days where there are no events in the building. In 2023, there were a total of sixty-one (61) dark days at the BCEC; five (5) of these dark days were major holidays; and eleven (11) of these dark days were minor holidays or abutted holidays. Many of the dark days were used for internal work that cannot be accomplished while a client event is occurring in the building.<sup>1</sup>

---

<sup>1</sup> Board Member Michael Flaherty questioned BCMC Executive Director Milt Herbert regarding the lack of hotel rooms in Boston.

## **VIII. MASSMUTUAL CENTER/MGM SPRINGFIELD SALES AND MARKETING UPDATE**

Sean Dolan, Joseph Flanagan, and James Boucher of MGM Springfield gave an update as to the status of the MassMutual Center.

1. Event Highlights. Festival of Trees was a record-breaking year with over 21,500 attendees. They saw a 40% increase in attendance on opening day. The 50-50 jackpot grossed over \$46,000 which was a record and their gross income of \$360,000 was more than any other year. Also, our MCC employee engagement committee's event, Breakfast with Santa, was able to raise an additional \$1,000 for the Springfield Boys and Girls Club. Hosted the first ever "Orgullo Hispano" Gala presented by Hispanic American Library & Puerto Rican Cultural Center. The event was so successful that they have dates on hold for next year. Hosted the MLK Day Celebration, with almost 2000 attendees, in conjunction with the Mayor's Office and the City of Springfield. In December, held eight (8) games for the Springfield Thunderbirds.
2. F & B Highlights from GVC. Basketball Hall of Fame Classic topped revenues of \$46,500, a 200% increase from last year and a per cap of almost \$15, a 100% increase from last year. Effective January 1, 2024, the MassMutual Center arena went 100% cashless for all transactions at the concession stands. Cash will be accepted in exchange for a Square gift card to be used at any location in the building, with the full cashless transition. OVG took a 7% price increase across our menu by making all pricing tax exclusive. This will have a projected impact of over \$125 increase in revenue for the balance of FY2024.
3. Capital Projects. The MassMutual Center with Springfield Mayor Sarno, launched its new \$3 million, 1,000 square foot, outdoor digital marquee.
4. Sales Update (November - December 2023). There have been sixteen (16) definite bookings for \$347,525 in revenue and 429 room nights and eight (8) tentative bookings for \$126,425 in revenue and 439 room nights.
5. 2023 Productivity Overview. Total inquiries - -6%; Executed Agreements +25%; Expected Attendance - +23%; Revenue Booked - +53%; Catering - +73%; License Fee - +42%; Billable Services - +37%; Confirmed Room Blocks - +14%; and Room Nights - +30%.

## **IX. REPORT OF ADMINISTRATION, FINANCE & PERSONNEL COMMITTEE**

Administration, Finance, & Personnel Committee Chair Khushbu Webber introduced Shannon Smith, Director of Transportation, who made a presentation to the Board.

1. Board Vote – Springfield Convention Center Car Park Operator

The Authority's Transportation Department desires to award the contract to be the Springfield Convention Center Car Park Operator to Executive Parking, Inc. The services to be provided will

commence on or about February 1, 2024, for a term of three (3) years (subject to annual review) and may be renewed for up to two (2) consecutive one (1) year terms at the election of the Authority. The anticipated value of the contract is in the \$750,000-\$1,000,000 range depending on event staffing needs.

A motion duly made and seconded, the Board voted unanimously to approve by roll call vote as follows:

**VOTE:       The Massachusetts Convention Center Authority hereby authorizes the Executive Director to award the contract to be the Convention Center Car Park Operator to Executive Parking, Inc.**

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

## 2. Board Vote – Banking Authorization

As a result of certain personnel changes, it is required that certain Authority officers, employees and MGM employees be authorized to conduct the Authority’s banking transactions. The following vote grants authorization to certain said Authority officers, employees, and MGM employees (“Schedule A”) to transact business with the Authority’s banking institution, Citizens Bank, consistent with all the roles and responsibilities assigned to these individuals and Citizen’s standard banking resolutions.

A motion duly made and seconded, the Board voted unanimously to approve by roll call vote as follows:

**VOTE:       The Massachusetts Convention Center Authority hereby adopts the following resolutions, effective January 18, 2024, which authorizes the named Massachusetts Convention Center Authority officers and employees and MGM employees identified on Schedule A and to conduct the Authority’s financial transactions consistent with Citizens Bank banking resolutions.**

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes

Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

## **X. REPORT OF DEVELOPMENT AND CONSTRUCTION COMMITTEE**

Development and Construction Committee Chair Meg Mainzer-Cohen introduced John Donahue, Chief of Operations and Capital Projects, who presented the following votes.

### **1. Board Vote – Snow & Ice Removal**

The Authority solicited competitive proposals for the Snow Removal Services to be performed for the Winter of 2024. The Authority requires the contractor to provide equipment and labor to perform snow removal services at each of its' properties located within Boston. These services include plowing, clearing, and hauling of snow as well the application of deicing materials to its driving and walking surfaces. The Authority has developed procurement documents that outline all required equipment to be provided, the areas of responsibility, required supervision, and the terms of compensation.

The procurement of Snow and Ice Operations is not subjected to Ch. 30B procurement, but the Authority has developed a procurement incorporating approved vendors on the Commonwealth of Massachusetts' Operational Services Division's FAC77, Category 2, Snow Removal and the Application of Deicer Services and those vendors are approved by MassDOT's Snow and Ice Control Agreement. This agreement utilizes the rates as set per the Massachusetts Department of Transportation's Snow and Ice Control Equipment Rates, published annually. The selected vendor is required to maintain the specified equipment within the agreement on site at each of the facilities for rapid response.

The Authority sent invitations to the following vendors: GTA Landscaping, Tompkins Landscape, Consider It Dunn, EZ Landscaping, Maltby, and David Hurst Co.

GTA landscaping was the only respondent to meet all of the requirements.

A motion duly made and seconded, the Board voted unanimously to approve by roll call vote as follows:

**VOTE:**        **The Massachusetts Convention Center Authority hereby votes to authorize the Executive Director to execute a contract with GTA Landscaping Inc., for the MCCA Snow Removal Services Contract, for the not to exceed amount of Five Hundred Thousand (\$500,000.00) per documents dated January 8, 2024.**

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

## 2. Board Vote – Design Consulting Services Extension

The selection of a design team for the Design Consulting Services, House Doctor so-called, is governed by the Authority's Designer Selection Procedures, adopted pursuant to M.G.L. 7C, § 46, et seq., and approved by the State's Designer Selection Board.

The Authority awarded Design Consulting Services for the BCEC, the Hynes, the MassMutual Center, and the Boston Common Garage to the firms, Fennick McCredie Architecture, Simpson Gumpertz & Heger Inc., Kleinfelder Northeast, Touloukian and Touloukian, and STV, Inc., each with expiring terms in 2024. Each firm has two (1) year option year extensions at the sole discretion of the Authority to extend their term through 2025 and 2026, respectfully.

The Design Consulting Firms were selected for their multi-disciplinary teams to provide professional services with an emphasis on architectural and engineering services on behalf of the Authority. The selected firms were asked to demonstrate expertise in the following disciplines including, but not limited to, interior and exterior architectural design and finishes, envelope, environmental, acoustical, fire alarm, vertical transportation, cost estimating, civil, structural, HVAC, fire protection, plumbing, electrical, geotechnical, architecture, landscape architecture, and sustainable design.

In accordance with the provisions of the Design Consulting Services Contract, the Authority requires fee authorization to exercise the additional option years of the contract.

A motion duly made and seconded, the Board voted unanimously to approve by roll call vote as follows:

**VOTE:       The Massachusetts Convention Center Authority hereby votes to authorize the additional fee of Two Million Dollars (\$2,000,000.00) for the Executive Director to engage the two option years for Design Consulting Services, per the existing contract agreements with Fennick McCredie Architecture, Simpson Gumpertz & Heger Inc., Kleinfelder Northeast, Touloukian and Touloukian, and STV, Inc.**



Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

### 3. Board Vote - Elevator and Escalator Maintenance and Repairs Contract

This contract would establish a three-year preventative maintenance and service agreement for all of the passenger elevators, freight elevators and escalators at the BCEC, Hynes, and Boston Common Garage. The requirements of the contract are to maintain the equipment to the highest working order utilizing quality parts and with the least disruption to operational use in accordance with all applicable state and federal laws. The agreement also requires on-call service performance, testing, and annual recertification to maintain all units for use by occupants of the Authority's facilities in Boston.

The Authority developed bid documents for public procurement in accordance with the State's construction bid law, MGL. c. 149, section 44A – 44J. The following Contractor Bids were received on January 4, 2024:

CONTRACTOR	CONTRACTOR PRICE
Kone, Inc.	\$3,813,705.00
Schindler Elevator Corporation	\$3,379,426.81

In accordance with MGL. c. 149, sections 44A – 44J bid law requires an award to the lowest eligible bidder. The Massachusetts Attorney General's Office determined that the lowest eligible bid received was Kone, Inc. The low bidder, Schindler Elevator, did not submit their DCAMM update statement as part of their proposal on the day of the bid. Per a ruling by the Office of the Attorney General, this is a violation of the statute, resulting in a rejection of Schindler's bid. The selection will then go to the next lowest and eligible bidder, Kone Inc., based on bids received on January 4, 2024, per documents dated December 6, 2023.

A motion duly made and seconded, the Board voted unanimously to approve by roll call vote as follows:

**VOTE: The Massachusetts Convention Center Authority hereby votes to authorize the Executive Director to execute a service contract with Kone Inc., in the amount of Three Million, Eight Hundred Thirteen Thousand, Seven**

**Hundred, Five Dollars (\$3,813,705.00) for the Elevator and Escalator Maintenance at the BCEC, Hynes and BCG, per documents dated December 6, 2023.**

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

**XI. NEW BUSINESS**

Board Chair Emme Handy conducted a discussion regarding the scheduling of Board meetings for 2024.

**XII. OLD BUSINESS**

No old business.

**XIII. REPORT OF EXECUTIVE COMMITTEE**

1. Executive Director Search Update

Board Chair Emme Handy introduced Board Member Sheena Collier who informed the Board that the Authority has initiated the process to identify a firm to conduct the search for an Executive Director. The advertisement will be posted on Monday, January 22, 2024, with the intention that the Executive Committee will be conducting interviews in February and the finalists will be brought to the Board in March.

2. Executive Session: To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Board Chair Emme Handy stated the following: "Because we are about to consider a matter relating to the lease of the Authority's D and E Street properties and an open meeting may have a detrimental effect on the Authority's bargaining and negotiating position, it is appropriate that we move to enter Executive Session."


Upon motion duly made and seconded, the Board voted unanimously by roll call vote to enter Executive Session and adjourn the Open Board Meeting at 11:30 a.m.

Emme Handy	Yes
Carlos Aramayo	Yes
Cynthia Brown	Yes
Sheena Collier	Yes
Xiomara Alban DeLobato	Yes
Michael Donovan	Yes
Michael F. Flaherty	Yes
Ashley Groffenberger	Yes
Meg Mainzer-Cohen	Yes
Dr. Aisha Miller	Yes
Chris Pappas	Yes
Khushbu Webber	Yes
Gwill York	Yes

Chair Handy then stated the following: "We are now moving into Executive Session. Everyone but Board Members and the Executive Director, please leave the room or exit the MICROSOFT TEAMS meeting."<sup>2</sup>

The Executive Session was adjourned at approximately 12:06 p.m.

ATTEST:

  
\_\_\_\_\_  
Christopher R. Donato  
General Counsel

Dated: 2/15/24

---

<sup>2</sup> Board Chair Emme Handy directed General Counsel Christopher Donato to leave the room for the Executive Session.

**SCHEDULE A  
BANKING RESOLUTIONS**

**Citizens Bank\***

Gloria Larson, Executive Director

Michael B. Esmond, Chief Financial Officer

Diane DiAntonio, General Manager

Sean Dolan\*, General Manager, MGM/MassMutual Center

Joseph Flanagan\*, Assistant General Manager, MGM/MassMutual Center

Michael Bocchino\*, Finance Director, MGM/MassMutual Center

Lara Brooks\*, Vice President Accounting Services, MGM Resorts Finance Shared Services Center

**\*Indicates MassMutual Center Activities only.**