



# Meeting Attendees

**Date of Meeting:** July 27, 2011  
**Subject of Meeting:** Concept Design  
**Location of Meeting:** Cumberland County  
Civic Center

**Project Name:** Cumberland County Civic  
Center Renovation  
**Project No:** 11042

**NAME:\***

Joe Bruno  
Jim Cloutier -  
Neal Pratt  
Linda Boudreau  
John Menario  
Don Gerrish - absent

Susan Witonis  
Peter Crichton  
Vic Labreque  
Bruce Tarbox  
Steve Crane  
Brian Petrovek  
Brian Arsenault - absent  
Elizabeth Trice - absent  
Joseph Gray

Richard Feeney  
Mark Eddy  
Steve Duethman - absent  
Scott Sayers - absent  
Dan O'Neil - absent  
Arthur Thompson  
Paul Stevens  
Mike Chonko - absent  
David Cook -absent  
George Liming  
Steve Kelly - absent  
James Poulson  
Jim Leo - absent  
Matt Drivas - absent  
Roberta Wright - absent  
Bill Whitten

**TITLE:**

Co-chair, Civic Center Trustee  
Co-chair, County Commissioner  
Civic Center Trustee  
Civic Center Trustee  
Civic Center Member  
Committee Member (Former Brunswick Town  
Manager)  
County Commissioner  
County Manager  
County Director of Finance  
County Facilities Director  
Civic Center Manager  
Portland Pirates Managing Owner/CEO  
Volunteer (Re: Communications)  
Cumberland County Grants/Special Projects  
Committee Member - former Portland City  
Manager  
County Commissioner  
Civic Center Controller  
AECOM  
AECOM  
AECOM  
SMRT  
SMRT  
SMRT  
Allied Cook Construction  
Allied Cook Construction  
AECOM  
AECOM  
Civic Center Operations Manager  
Civic Center Concessions Manager  
Civic Center Event Services  
Assistant County Manager



# Meeting Notes

Date of Meeting: July 27, 2011  
Date of Issuance:  
Location of Meeting: Cumberland County  
Civic Center  
Attendees: See attached list

Project Name: Cumberland County Civic  
Center Renovation  
Project No: 11042  
Subject: Concept Design

## Topics:

1. Joe Bruno opened the meeting with a review/discussion of the additive cost summary.

### At event level:

- Loading Dock - Neal P. feels strongly that this should be included in the project in order for Civic Center to be competitive. Jim C. thinks that if something has to be deferred it is the loading dock. John M. thinks it is important and we should include it in the bidding and hope that it is competitive. Jim C. does not want to exceed a 32-33m capital cost and can't think of anything else to take out. The committee voted to include the loading dock at a project cost of \$1.75m.
- Commissary accepted at \$837k
- Storage at SW corner accepted at \$729k
- Pirates Club accepted at \$425k
- Team facilities addition accepted at \$759k

Discussion on these items and Pirates administrative office space raised the question of a Pirates capital contribution to the renovation/fit up of the spaces.

### At concourse level:

- Additional 13 points of concession - accepted at \$1.37m
- Renovate N. concourse bathrooms - accepted at \$523k
- Expand S. concourse - accepted at \$1.74m

### At First Level above concourse:

- Club and access accepted at \$2.4m

### At Second Level above concourse:

- Administrative offices - accepted at \$531k

John Menario noted that he thought offices for administration and team could be off site to save money but did not vote against the item.

- Pirates offices shelled out only - accepted at \$467k

### Seating Bowl:

- 500 club seats - accepted at \$151k
- Reconfigure aisles and replace seating - accepted at \$2.76m

### Exterior Treatment:

- Allowance to upgrade exterior - accepted at \$993k

The total cost plan amount for the project is \$34,976,000 including a "soft cost" allowance of 17.5%.

2. Paul S. discussed the layout of the seating bowl.
  - Total seats are 6,658; a loss of 139 seats from current capacity of 6797.
  - Club seats are 518. These seats are upgraded in regard to upholstery and cup holders but are the same size as all the other seats.
  - ADA accessible seats are 90. This includes 45 wheelchair locations and 45 adjacent companion seats.
  - Obstructed view seats are 137 for hockey events. This is not a problem because hockey rarely sells out this arena.
  - The number of obstructed view seats is less for concerts and other events; amount will depend on the event presentation infrastructure.
  - All of the seats will be replaced.
  - Aisles are consolidated on the south side of the bowl.
3. Paul S. presented the most recent pro-forma. (see attached) The operating revenue projections have been reduced and operating expenses have increased with the inclusion of \$206,000 annual existing debt expense and \$750,000 of capital reserve as a result of input from County Staff and Richard Ranaghan. The end result is a negative \$200,000 net operating income in 2014.
4. James P. presented the teams initial thinking about the design appearance by showing images of existing conditions and sketch views of both the exterior and interior. Response from the committee was generally favorable including the Free St. view with the banners and the Spring St. view with wall feature of "green" or perhaps a tile mosaic, etc. There was some skepticism expressed about the viability of maintaining a growing green wall in Maine. The team will use the comments to further develop the design.
5. Joe B. opened discussion on the recommendation to the Civic Center Trustees. After much discussion regarding the appropriate dollar amount to recommend to the Trustees, several motions were made and seconded ranging from 30 million to 33 million. All of the motions failed to pass. The committee will recommend the project scope agreed to above to the Trustees but without a dollar amount attached.

Meeting adjourned.

cc: File 11042/28.3

	CCCC 2009-10 Actual	CCCC 2010-11 Actual*	B&D/ Goldwater - 2011	AECOM Projection**									
				2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
<b>Operating Revenues</b>													
Event Income	\$325	\$255	\$543	\$376	\$387	\$398	\$409	\$421	\$433	\$445	\$458	\$471	\$485
Concess./Merchandise	665	586	1,168	739	743	747	751	756	760	765	770	774	779
Premium Seating F&B	0	0	106	155	160	165	170	175	180	185	191	197	203
Hospitality Income	0	0	196	106	109	113	116	119	123	127	130	134	138
Advertising (incl. Scoreboard)	155	134	258	205	211	217	224	230	237	244	252	259	267
Naming Rights	0	0	200	273	281	290	299	307	317	326	336	346	356
Loge Box Seats	0	0	239	0	0	0	0	0	0	0	0	0	0
Club Seats	0	0	607	347	357	368	379	390	402	414	426	439	452
Investment Income	2	1	0	5	5	5	5	6	6	6	6	6	7
Ice Rentals	56	58	0	60	62	64	66	68	70	72	74	76	78
Other	4	7	0	5	6	6	6	6	6	7	7	7	7
<b>Total</b>	<b>\$1,207</b>	<b>\$1,041</b>	<b>\$3,317</b>	<b>\$2,272</b>	<b>\$2,321</b>	<b>\$2,372</b>	<b>\$2,424</b>	<b>\$2,478</b>	<b>\$2,534</b>	<b>\$2,591</b>	<b>\$2,650</b>	<b>\$2,710</b>	<b>\$2,773</b>
<b>Operating Expenses</b>													
Salaries and Benefits	\$518	\$471	\$735	\$738	\$760	\$783	\$806	\$830	\$855	\$881	\$907	\$934	\$962
Contract Services	51	52	63	74	76	78	81	83	86	88	91	93	96
Repairs and Maintenance	77	71	114	87	90	93	96	98	101	104	108	111	114
Materials and Supplies	36	29	33	38	39	41	42	43	44	46	47	48	50
General & Administrative	57	52	61	69	71	73	76	78	80	83	85	88	90
Hockey/Ice Expenses	45	38	0	40	41	42	44	45	46	48	49	51	52
Utilities	292	271	534	328	338	348	358	369	380	391	403	415	428
Insurance	87	82	111	109	113	116	119	123	127	130	134	138	143
Advertising/Promotion	27	20	68	33	34	35	36	37	38	39	40	42	43
Existing Debt Payments	0	0	0	206	206	206	206	206	206	0	0	0	0
Capital Reserve	0	0	0	750	750	750	750	750	750	750	750	750	750
Other	0	0	41	0	0	0	0	0	0	0	0	0	0
Pirates Rebate	40	86	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>\$1,230</b>	<b>\$1,172</b>	<b>\$1,760</b>	<b>\$2,472</b>	<b>\$2,517</b>	<b>\$2,564</b>	<b>\$2,613</b>	<b>\$2,662</b>	<b>\$2,713</b>	<b>\$2,560</b>	<b>\$2,614</b>	<b>\$2,670</b>	<b>\$2,728</b>
<b>Net Operating Income</b>	<b>(\$23)</b>	<b>(\$131)</b>	<b>\$1,557</b>	<b>(\$200)</b>	<b>(\$196)</b>	<b>(\$193)</b>	<b>(\$188)</b>	<b>(\$184)</b>	<b>(\$180)</b>	<b>\$31</b>	<b>\$35</b>	<b>\$40</b>	<b>\$45</b>
<b>Annual Debt Service Expense</b>													
Total	--	--	--	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239	\$2,239
County's Contribution	--	--	--	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)
<b>Remaining Debt Service</b>	<b>--</b>	<b>--</b>	<b>--</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>	<b>\$1,239</b>
<b>NOI After Debt Service</b>	<b>(\$23)</b>	<b>(\$131)</b>	<b>\$1,557</b>	<b>(\$1,439)</b>	<b>(\$1,435)</b>	<b>(\$1,431)</b>	<b>(\$1,427)</b>	<b>(\$1,423)</b>	<b>(\$1,419)</b>	<b>(\$1,208)</b>	<b>(\$1,204)</b>	<b>(\$1,199)</b>	<b>(\$1,194)</b>

\* For 11 months of the fiscal year.

\*\* Does not include a facility fee.

Source: CCCC, B&D, AECOM