

ARENA ADVISORY MEETING MINUTES

Wednesday, June 25, 2014

Everett Arena 8:00 A.M.

Present: Chairman Nick Wallner, Mike Gfroerer, Councilor Gail Matson, Chris Brown, Dan Arndt, Arena & Properties Manager Jeff Bardwell.

Excused: Councilor Dan St. Hilaire, Gerry Blanchette

Absent: Tom Ackerson

Guest: Wes Riley, Concord Youth Hockey

Meeting called to order at 8:00 AM

Year End Recap

Jeff Bardwell explained to the committee that the arena finished FY14 on target financially. Expenses are projected to finish approximately 17,000 dollars below budget. Mike Gfroerer asked why expenses would finish under budget and Jeff Bardwell explained this is attributed to less expense on items like industrial equipment repairs and savings in fringe. Revenue is expected to finish on target; the budget book will show revenue ending approximately 8,000 dollars under the budgeted amount. In actuality revenue will finish approximately 4,000 dollars over the budgeted amount due to the 12,000 dollar placeholder for snack bar rent that was not removed when the arena took over the snack bar operation in August 2013. Mike Gfroerer asked about the capital spending and the true cost to run the arena. Jeff Bardwell explained the capital spending is a combination of using the fund reserve and bonded monies for projects which reflect in the arena's bottom line for that fiscal year. The operation and maintenance of the facility is shown on the first line of the proforma under O&M Expenses. Discussion took place on the current projects and future projects out through 2017.

Mike Gfroerer asked about the overhead line item and what it included. Jeff Bardwell explained the overhead charge is the city's way of recovering expenses incurred by other departments such as purchasing which administers RFP's or human resources which handles personnel. A formula is used for enterprise funds to come up with the amount that is charged. Discussion took place on overhead charges and their impact on the arena fund.

Snack Bar Recap

Jeff Bardwell explained to the committee that the snack bar grossed approximately 47,000 dollars for the year and after expenses netted approximately 17,700 dollars for FY14. As long as the snack bar is profitable the arena will continue to run the operation. Chris Brown committed on the value of being open on a regular basis is a benefit to the programs that use the facility. Discussion took place on other groups running the snack bar. Wes Riley from Concord Youth Hockey shared that when youth hockey was running the snack bar it ended up costing them about 1,000 dollars a year. Trying to get volunteers to work the various hours, especially during the show season was challenging.

Roof Project Update

Jeff Bardwell updated the committee on the membrane roof project. The project is approximately 80% complete, the membrane is down and still needs final inspection and there is some work left such as replacing shingle blow offs and installing safety D rings to the fan unit curbs. Also the exhaust fan evaluation and wiring still needs to be completed for reactivation of the fans.

Outside Sign Project

Jeff Bardwell explained that the specifications for the sign project are being put together so the project can go out to bid. The project timeline is to complete by the fall. Wes Riley asked if there was any information on sponsor section of the sign. Jeff Bardwell explained that he received a price breakdown for the sign including the sponsor section and will send that information and will also be reaching out to TSR and Black Ice Pond Hockey to see if they wish to participate in funding the sponsorship section. Discussion took place

on electronic signs. The proposed sign would be sized to fit an electronic sign should the City of Concord's sign ordinance ever change to allow them in the future.

Roller Skating

Jeff Bardwell informed the committee that he is looking into adding roller skating as an activity for June and July starting in 2015. The plan would be to offer skating Friday and Saturday evenings and Sunday afternoons, charge the public skating and skate rental rate. The arena has the opportunity to pick up used rental skates at a low cost and plans on moving forward on this in July. Rochester Arena has been offering roller skating the past couple of years and has found it profitable. The snack bar would also be open during these skating times bringing in additional revenue during months it would normally be closed. Dan Arndt added that birthday parties and private rentals could also be offered. Nick Wallner asked if Granite State Roller Derby would be interested in being involved. Jeff Bardwell explained that he met with GSRD earlier in the month and mentioned that roller skating may be coming next year and they were excited about that possibility. The committee felt this was good activity to pursue especially since there is already roller derby in the building. Discussion took place on layout etc. Jeff Bardwell will keep the committee informed as things progress.

Other

Discussion took place on Roller Derby bouts and fees that are charged for dry floor events. Jeff Bardwell explained that GSRD is currently not hosting any home bouts at the Everett Arena because it too expensive for them to pay the 1 day rental fee of \$1,875 for their two hour bouts. Staff has been exploring internally other options and planning to charge a group such as GSRD the high school game rate since their activity is approximately the same length as a high school game. The city manager authorized the arena to try this as an option. After further discussion the committee feels it is a good idea and to pursue and add to the fee structure in the future.

Nick Wallner made a motion to adjourn.

Meeting adjourned 9:05 AM

Respectfully Submitted

Jeffrey R. Bardwell
Arena & Properties Manager