

ARENA ADVISORY MEETING MINUTES

Friday, May 5, 2017
Everett Arena 8:00 A.M.

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

Meeting called to order at 8:00 AM

Chiller Update

Jeff Bardwell updated the committee on the chiller replacement project; bids were opened February 23rd to install the new chiller. There were two companies that bid on the project; both were over the budgeted amount of 100,000. Bidder A was 159,800 and Bidder B was 108,745. Expensed to date for the project is 59,700 which includes purchase of the new chiller and engineering services. Both bids were rejected and staff negotiated with the lowest bidder and received a new quote of 100,712. Staff is requesting additional funding of 73,500 to city council. The public hearing is on Monday, May 8, 2017, if approved an anticipated start date is May 24, 2017. The contaminated brine was the main reason for the increased pricing. Discussion took place regarding disposal of the 3,000 gallons of contaminated brine. The risk of not moving ahead with the project would be a catastrophic failure of the chiller resulting in no ice making.

LED Project

The LED project is also on the agenda for the May 8th council meeting. Pending approval work would begin the end of May.

Pro Shop

Jeff Bardwell updated the committee on the status of the Pro Shop. The lease can be extended for one more year. At the completion of the lease in March of 2018 staff is looking to take the operation in house in FY19. The two main reasons for taking the operation in house are customer service and revenue growth opportunities. Other facilities similar to the Everett Arena such as Dover, Rochester and Laconia run their Pro Shops in house for these same reasons. The plan would be to handle the skate sharpening, skate rentals and convenience item sales such as mouth guards, tape, etc. Mick Mounsey expressed concern on the hours of operation of the current outside vendor as there have been times when the shop was not staffed when it was busy at the arena. Jeff Bardwell explained that this is one of the issues with outside vendors and the arena had similar issues with the snack bar when that was run by an outside vendor. Now that the snack bar is run in house the arena has the control to make sure it is open when needed. Also the snack bar has brought in more revenue by running it in house. Discussion took place on staffing. Dan Arndt was concerned with having the Zamboni Driver also operate the Pro Shop during weekdays because customers may have to wait if the ice is being resurfaced. Jeff Bardwell explained that there would be dedicated staff on weekends, vacation days and Wednesday high school games. The model of utilizing the Zamboni Driver for weekdays is practiced in the industry and while not perfect does allow for 16 hours per day coverage on weekdays without additional staffing. The additional benefit is for customers who are looking for services outside the hours that the current vendor operates. Arena staff receives two to three requests a week during the 24 week ice skating season for skate sharpening when the Pro Shop is not open. Further discussion on the Pro Shop will take place at the next arena advisory meeting.

Roller Skating

The roller skating schedule is posted and will take place the same time frame as last year, the second weekend in June through the last weekend in July.

Master Plan – Kiwanis Riverfront Park

Nick Wallner attended the last RPAC meeting and there was nothing new to report at this time.

Other

Arena WIFI is in the FY18 budget and if passed without changes would be installed late summer.

Dan St Hilaire updated the committee on the arena acquiring a liquor license for beer and wine sales. This would be permissible if the arena ran it through the snack bar operation. Nick Wallner suggested a better solution may be to contract out to a catering company for events wishing to have beer and wine at their events. Discussion took place on catering; staff will pursue the contracting out option.

Nick Wallner asked if there was any update on the Events Committee regarding the charging of fees for some groups but not others in the park. Dan St Hilaire responded that the committee has not met in a while and that there was no update at this time. Discussion took place regarding the fees that Kiwanis pays but Weekend on the Water does not. Jeff Bardwell will inquire with recreation on who is running Weekend on the Water this year.

Meeting adjourned 8:35 AM

Respectfully Submitted

Jeffrey R. Bardwell
Arena & Properties Manager