PAC Steering Committee
City Hall Room 208
Wednesday January 16th, 2019
5:00 PM Room 208

Draft – Unapproved Minutes


Staff: Tim Cummings
Guests: Ned Colliers (ICON Architecture and OTJ Architects)

No Action was taken on anything

General discussion based on the agenda

1. Meeting was called to Order by Rich Lannan at 5 P.M.
   - Handed over to Architects to start discussion

2. Architects/Design Team Presentation by Ned Colliers
   - Introductions
   - Review of the Preliminary Questions – using the following context:
     - Starting Points
     - Setting Expectations
     - Programming Discussion
     - Marquee Concepts
     - Process/Schedule Overview
   * Please see the attached presentation(s) & Preliminary Questions

3. Other Business
   - None

4. Adjourn
   - The Meeting concluded by 7:00 PM. Motion to adjourn M.A. Melizzi-Golja and 2nded by T. Klee – Vote was unanimous.
January 8, 2019

NASHUA PERFORMING ARTS CENTER
PRELIMINARY PROGRAMMING QUESTIONS

Following are program related items that the Design Team would like to discuss with the Steering Committee and Operator at the January 16th Kickoff Meeting.

GUIDING PRINCIPLES
Please confirm whether the Guiding Principles outlined in the Strategic Document To Help Develop an Operational Plan & Provide Guidance to Responders of the RFP Recommended by the Steering Committee on 09/13/2018 still apply:

Programming Assumptions

- 50% Music Performances (Concerts)
- 40% Live Performances (No Concert)
- 10% Special Events/Meetings

Event Mix – general mix of events to be offered may include, but not be limited to the following:

- Concerts of a variety of genres
- Touring Productions/Acts
- Variety Shows
- Comedy
- Theatre
- Dance Performances
- Symphony / Orchestra Performances
- Film or Movie Festivals/Series
- Film or Movie One-off Screenings
- Educational programs
- Family and Children’s programming
- Graduations
- Civic events and ceremonies
- Celebrity Series
- Ted Talks
- Sport Events
- Conventions
- Corporate Events
- Religious
- Trade Shows/Exhibits
- College
- Readings – Author/Book Signings
- Psychic Readings
- Magic Acts
Additional Events to consider:
  o Weddings / Receptions
  o Political “town hall” meetings

Additional Uses mentioned – please clarify if these are required:
  o Restaurant
  o Retail
  o Gallery Space – approximately 800 sf
  o Programmable space in the Basement Level

GENERAL QUESTIONS
  ¡ Who are the existing community organizations who will use the theater?
  ¡ Which uses require the full audience capacity?
  ¡ What percentage of events will be General Admission (GA) versus seated?
  ¡ What is program for VIP patrons?
    o Seating area?
    o Lounge?
    o Seat service?
    o Valet Parking?

SITE
Access / Loading / Parking
  ¡ Who controls the parking area directly behind the building?
  ¡ Might there be consideration to relocate the overhead power lines and transformer in that area?
  ¡ Trucks – what size and how many trucks are to be accommodated for loading and parking?
  ¡ Might a lay by be considered on West Pearl Street for loading?
  ¡ Deliveries through FOH on week days?

REGULATIONS
  ¡ What are the City’s regulations related to signage and canopies?
  ¡ Do either of the buildings have historic designations?
  ¡ Is the project in an historic district or some type of overlay zone?
SPACES

Audience Chamber
- Capacity assumed: 750 total. 500 in orchestra; 250 in balcony.
- Flat floor potential in orchestra
  - Approximately 1000 standing GA (general admission) in orchestra
  - Seating on retractable telescopic risers?
- VIP seating area?
- Catering support for flat floor events?

Stage
- Proscenium presentation?
- Proscenium dimensions?
- Thrust stage?
- Stage depth, width?
- Orchestra Pit and/or Lift?
- Wing space?
- Fly space?

Backstage Support Space
Assumed spaces:
- Loading Dock
- Stage Door/Security
- Dressing Rooms, with toilets and showers
- Green Room
- Technical Director’s Office
- Office for Current Production
- Backstage Restrooms
- Storage – including piano storage?

Dressing Room inventory:
- Star/headliner dressing rooms. Quantity?
- Communal dressing rooms. Capacity? Quantity?
Technical Spaces
Assumed spaces:

- Control Booth
- Sound Mix Position
- Followspot Booth
- Dimmer Room
- AV Rack Room

Front of House & Public Spaces

- Lobby
  - Sized only for pre-show and intermission, or as a potentially separate, rentable space?
  - VIP lobby?
- Catering support for lobby events?
- Coat Room?
- First Aid Room?
- Concessions
  - Soft drinks - plus beer & wine?
  - Bottle service or central system?
  - Food – more than candy, chips, etc.?
  - Space for event merchandise?
  - Venue merchandise?
  - Mixed drinks – will drink service extend beyond beer & wine for flat floor music events?
  - Storage and support coordinated with Catering support?
- Restrooms
  - assume minimum 1 fixture for every 25 people,
  - twice as many for women? (confirm local codes permit this difference)
  - provided at all levels?

Ticketing

- Box Office, Online, Will Call?
  - Number of staff?
  - Box Office Manager?
Venue Administration

- Offices - for how many?
- Conference room?
- Kitchenette?
- Dedicated restroom(s)?

ACOUSTICAL QUESTIONS

- Are simultaneous uses of different spaces, such as Lobby and Theater, anticipated?
- Should a permanently installed sound system be provided? Or will the theater use a portable sound system (i.e., a rental or use of a touring company’s equipment)? Or should the space accommodate either?
- Is video projection needed?
- Is there a preferred type of assistive listening system? If this is unknown, we can help you determine this.
1. INTRODUCTIONS
2. STARTING POINT
3. SETTING EXPECTATIONS
4. PROGRAMMING DISCUSSION
5. MARQUEE CONCEPTS
6. PROCESS / SCHEDULE OVERVIEW
THEATRE PLAN
E-TIME DECISIONS

GOAL: MAXIMIZE ONE-TIME DECIS

1. RETAIN EXTERIOR SHELL SENSITIVITY HISTORIC FABRIC / MATERIALS
2. SEATING COUNT, CONFIGURATION, FLEXIBILITY AND COMFORT
3. STAGE CONFIGURATION & FLEXIBILITY
4. TECHNICAL PLATFORM / GRID HEIGHT
5. EXPAND BASEMENT FOR B.O.H. OR PATRON FACILITIES
6. LOBBY SERVICES AND V.I.P. EXPERIENCES
7. BALCONY LEVEL PATRON SERVICES / REST ROOMS
8. OPTIMIZE NUMBER, POSITION AND PLACEMENT OF LIGHTING POSITION
9. OFF STAGE LOADING
PROGRAMMING DISCUSSION

1. EVENT MIX / TYPES
2. COMMUNITY ORGANIZATIONS
3. AUDIENCE CHAMBER + STAGE
4. BACK OF HOUSE (BOH)
5. FRONT OF HOUSE (FOH)
6. OTHER SPACES
QUEEN CONCEPTS
<table>
<thead>
<tr>
<th>PHASE</th>
<th>DURATION</th>
<th>DATES</th>
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<tbody>
<tr>
<td>Existing Conditions Measuring/Documentation</td>
<td>4 weeks</td>
<td>January 16 – February 13, 2019</td>
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<tr>
<td>Programming</td>
<td>4 weeks</td>
<td>January 16 – February 13</td>
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<tr>
<td>Schematic Design Phase</td>
<td>8 weeks</td>
<td>February 18 – April 12</td>
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<tr>
<td>- Exploratory demolition package</td>
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<tr>
<td>- Cost Estimates/Reconciliation</td>
<td>3 weeks</td>
<td>April 15 – May 3</td>
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<tr>
<td>Design Development Phase</td>
<td>12 weeks</td>
<td>May 6 – July 26</td>
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<td>- Meet with Eversource mid-DD to discuss rebates</td>
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<td>Mid-June</td>
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<tr>
<td>- Cost Estimates/Reconciliation</td>
<td>3 weeks</td>
<td>July 15 – August 2</td>
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<td>Construction Documentation Phase</td>
<td>16 weeks</td>
<td>August 5 – November 22</td>
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<tr>
<td>- Demolition/Abatement Package</td>
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<tr>
<td>Demo/Abatement Phase</td>
<td>4 weeks</td>
<td>Nov 25 – December 2019</td>
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<tr>
<td>Construction Administration Phase</td>
<td>52 weeks</td>
<td>January 2020 – January 2021</td>
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