



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 236
Meeting Date: Monday, January 25, 2021
Meeting Time: **7:00pm**

CALL TO ORDER: Doug DeDe called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Denny Anderson; Gary Bannon, Administrator; Doug DeDe, Chair; Juan Mojica, Jr; Richard (Dick) Ferraro; Steve Pruyne, Vice-Chair

Members Absent: Cora Quisumbing-King* (City Council Liaison); (*=excused)

Doug welcomed Juan Mojica Jr. to the board. Juan profiled himself. Doug invited Dick Ferraro to profile himself, as was not given the chance at the last meeting.

APPROVAL OF MINUTES:

Dick Ferraro made motion to accept the November 23, 2020 minutes as presented. Motion seconded by Denny Anderson. Motion passed unanimously

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Winter so far has been mild with minor impacts to the building operations
- Temperature in building has been very steady throughout
- Projects: New water fountains with bottle fillers for public areas will be installed starting next week by plumber. Paid for by Covid Act monies.
- Annual Inspection of back flow preventers: two need replacing due to not holding pressure. Scheduled in next couple of months.
- Steady traffic in building. Fitness stayed same with reduced numbers; Gym at max with 15 patrons; Teen Center few students; Senior Center open couple hour slots by reservation with Linda; Lots of Pickleball in the Gym with 1hr slots, reservations with Krista; Daycare has been steady throughout; Big Fish has been mostly remote but starting back up with students attending in person; Northeastern Ballet holding small classes for practices only as there have been no shows; staff in office; few meetings in school and media center, mostly remote
- Building has not been open for a warming center

Tenants Collaborative: Steve Pruyne

- Mostly staff here in building for organizations
- Monthly zoom meetings



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- Reach for the Top steadily busy with in person clients
- Would like to have tenants attend McConnell Board meeting and address what they do at some point in the future once it makes sense

Financial Report: Gary Bannon

- \$174,251 in black six months to the year. On track for \$300,000 in black by end of year to cover debt services
- Couple vacant spaces due to Covid scenarios
- Explained rental rate process to new members.
- This year's rent broken into three categories: base rent \$6.50 per sf, cost maintenance of building goes up and down based on calendar year and capital 40 cents per sf. Total two years ago the total rent was \$14.35, last years was supposed to be \$14.56 but pandemic hit and manager would not raise on July 1, 2020. This year will be \$14.80 starting July 1, 2021 with notification to tenants in February.

OLD Business

Food Service Provider Status and Contract: Gary Bannon

- Green Bean was here for five years and have had 4 to 5 other potential tenants since.
- City built in infrastructure. The kitchen is now turn key
- Pizza place Za Pie out of Berwick interested but did not want to buy Cardamom's equipment and supplies. Had proposal to move in November 1, 2020 but wanted different ovens installed which would require many costly renovations and was not affordable for the them
- A Dover business, Mezzanine Catering is interested in the space. Have solid catering business now renting Hellenic Center and a place on Dover Point Road. They do ready deliverable meals and only need kitchen (not charging for cafeteria). They will add a retail component to serve lunches and some breakfast items. Moving forward with the lease once the space is ready.
- Code inspector is requiring ductwork be added to turn the air over in the kitchen. Have monies in capital budget to cover cost if it is not too expensive.
- Would like to move in March 1 for catering portion and open to public in May for outside dining if everything is ready.
- Rental rate will be \$15 per sf for the kitchen
- Motion for board to approve the agreement with Mezzanine Catering by Denny Anderson. Steve Pruyne seconded motion. Passes Unanimously

Open Tenant Space Status: Gary Bannon

- Two space available: 317 that used to be Unity space and 220 that was DALC space and given back this past summer.



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- Some potential tenant traffic from realtor David Choate

NEW BUSINESS:

Potential Kitchen Space and Infrastructure Improvements: Gary Bannon

- Mostly discussed above under old business
- No price yet but putting cost for infrastructure improvements, ductwork, at \$5,000 or more if air conditioning is added.

Budget Status: Gary Bannon

- Underway. Submitted numbers. Carbon copy of last fiscal year.
- Hoping July 1st things will start ramping up again in the building.
- Haven't been renting any meeting spaces which is a loss of revenue

ADJOURN:

Denny Anderson motion to adjourn. Steve Pruyne seconded motion. Passed unanimously.
Time adjourned was 7:38pm