



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH – **Room 323**
Meeting Date: Monday, November 28, 2022
Meeting Time: **Followed Non-Public Session Held at 7:00pm**

CALL TO ORDER: Tim Casey called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Denny Anderson; Tim Casey (Vice-Chair); Richard Ferraro; Hadley Hudson; Juan Mojica Jr.; Jenny Sheehan; Deborah Thibodeaux (City Council Liaison); Gary Bannon, Administrator

Members Absent: Kathleen Cintavey (Alternate) (*=excused)

Motion to Adjourn to Non-Public Session by Jenny Sheehan. Motion seconded by Juan Mojica Jr. Motion passes unanimously

Back in session to regular agenda

APPROVAL OF MINUTES:

Dick Ferraro made motion to accept the March 28, 2022 minutes as presented. Motion seconded by Tim Casey. Motion passed unanimously

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Extended encouragement for attending
- Seasonal building adjustments made for winter
- Capital Improvement Budget in system for higher efficiency boiler system. Siemens and boiler people working on estimate. Monies are set aside in Capital Reserve Account and will be available in 2023, no bond needed.
- Other CIP work – Woodwork Project on 1904 Section. Gary to get with City Project Manager and prepare for out to bid.

Tenants Collaborative: Jenny Sheehan

- Mezz Café closed up operation due to low activity
- Tenants overall happy
- Have to applaud Marcel for great job with snow and ice removal.
- The floor vacuuming needs constant attention due to winter dirt tracking in the building



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- Gary Bannon; café space closed mid-October. Catering portion still full speed ahead. Have two separate locations and will be consolidating to one at the industrial park. Will give three months' notice before leaving. Have couple local restaurants and catering business interested in space. Code compliance issues are all set.

Financial Report: Gary Bannon

- End of October \$147,300 in black
- On track to last year's net. Typically, we need \$300,000 to pay debt services in June but that amount is lower this year
- McConnell at full capacity
- Key items next year's budget is energy cost
- Motion to accept by Juan Mojica Jr and seconded by Dick Ferraro. Passed unanimously.

OLD Business

FY24 Budget Status: Gary Bannon

- Prelim budget request info sent in to Finance early December
- Minimal Increase; personnel and energy cost going up.
- Rent rate impacted
- Council gets their hands on it by January

Landscaping Work Veterans Park: Gary Bannon

- Veterans Day Ceremony held on Veterans Day
- Had landscaping company come back for landscape pruning and general improvements
- Bricks installed before ceremony

New Business

Rental Rate Discussion: Gary Bannon

- Made operation cost adjustment to actual cost
- Building Capital Reserve \$6.50 per square foot, Capital Specific \$.40 per square foot and Operation \$8.61 per square foot. FY24 rental rate \$15.51 per square foot
- Plan rent notifications out to tenants beginning of the year with no exceptions to the rate increase
- Put in revenue side of the budget

Winter Preparations: Gary Bannon

- Marcel has been out now back on light duty from shoulder surgery
- Ice melt in stock along with tools
- Contractor does the plowing. Once know who it is will ask for early morning service



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CIP Project Plans and Budget: Gary Bannon

- Already under staff report

Tenant Status: Gary Bannon

- Approached by potential renters when space opens up
- Kids Culture has bought building on Back River. If can't find enough staff may move from here. Have two people interested in the space.

Rubber Roof in CIP project per Gary Bannon

City Hall Clock Tower to be completed in December per Deb Thibodeaux

ADJOURN:

Juan Mojica Jr motion to adjourn. Dick Ferraro seconded motion. Passed unanimously. Time adjourned was 8:14pm