



CITY OF DOVER

## McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Meeting Date: Monday, August 25, 2008  
Meeting Time: **7:00pm**

Linda Merullo\*,X Patti [Rawding]Anderson,X Gary Bannon (ex officio),X\_  
Steve Blakeny(Vice-Chair)X, **Marvin Brown**,\_\_\_Bob Carrier,X Jim Verschuren X  
Doug DeDe (secretary)XGary Gilmore,X Ann Grassie,X Gary Green,X  
**Otis Perry (Chair)**\_\_\_  
( **bolded** names were absent)

**Meeting Date \_8/\_25\_/2008**

**Time Started 7:PM**

## AGENDA

### STAFF REPORT

Gary Bannon reports the CAP lease is now ready for review by the City Manager. When the CM and City Atty has blessed it, the next step will be to come back to the lease subcommittee and then the full committee for approval to take to the Council. At the same time a new lease reflecting more space going to Easter Seals is also going to be ready for approval soon. The changes in rent reflecting the actual utility charges was initiated in July as it will be every year reflecting the actual prior year costs.

Annual maintenance was undertaken and is going to be complete by the next meeting, including carpet shampooing as well as refinishing hardwood floors. In addition the Butterfield Insignia will be emblazoned on the center of the gym floor.

In response to Rawding-Anderson's question, shades will be installed in room 220 soon. Jim Verschuren had added as to the computer room, and Gary responded in the affirmative.

On the issue of internal signage, an intern has worked out a plan. We also have plans to erect a sign on the Locust & Chestnut corner, visible both ways to identify the McConnell Center and the Butterfield Gym. There was a suggestion by DeDe that signs such as those that direct visitors to our City to the Train Station and the Library are needed to direct visitors to the McConnell Center. This request was put into a motion by DeDe, 2<sup>nd</sup> by Merullo and unanimously passed to request that this request go to the TAC for review and direction as to placement locations.

Gary Bannon showed a proposed sign design for the front lawn and its format could then become the 'logo' for locator signs within the City. Gary mentioned that sign lighting will be needed for exterior signs but would need to come from some other budget source.

### FACILITIES REPORT



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Water infiltration problems are being addressed in the southwest corner of the building. The area along the building was excavated, the building foundation was sealed and porous stone was laid in around new drain pipe lines. This will extend from the old library southward outcrop along the building through the playground area to ensure quality drainage along the building. Jim Verschuren Motioned that the City Council be asked to include a CIP item to correct the St. Thomas Street drainage issue in the next round of the CIP; 2<sup>nd</sup> by Linda Merullo and voted unanimously to approve.

### TENANT ISSUES

Jim Verschuren reported that the Tile Program has now been re-started and suggested that tiles be created to memorialize each of the committee members on the Re-use committee. No current status of the program is available at this time.

There was a discussion regarding the need for a policy concerning situations when a tenant lost the used of their space due to reasons beyond their control. Reimbursement for lost revenues, and other issues were mentioned. A suggestion was made that the tenant's association contact an insurance agency and look into a common policy covering all tenants for the advantage of larger numbers and reduced cost of risk avoidance. Patti Rawding-Anderson suggested that the lease committee should be looking into lease language changes to address such issues. Rawding-Anderson moved (2<sup>nd</sup> by Jim Verschuren) to address tenant losses in the basic lease language, passed with DeDe opposed.

Patti Rawding-Anderson moved (2<sup>nd</sup> by Jim Verschuren) to make an non-precedent setting \$5,944 available to the Children's Day Care Center to replace lost revenue due to storm water flooding related closure of the Center. After discussion, acting Chair Blakney asked that the motion be withdrawn and the issue be on the September agenda. This was done.

Patti Rawding-Anderson then asked about the conversion of the St. Thomas Street doors to handicapped access. Rick Jones (CDBG coordinator for the City) is working it into the next grant session.

A heating problem of distribution within the Day Care Center was mentioned. Apparently the supply is more than adequate though the internal distribution is inadequate.

Gary Green made a motion to adjourn at 8:45, 2<sup>nd</sup> by Linda Merullo.

Submitted by Doug DeDe.