

## McConnell Center Oversight Committee

**Friday, January 27, 2006 8:00 AM McConnell Center Site Supt. office**

Present: Otis Perry, Bob Carrier, Don Andolina, Paul Mauceri, Gary Gilmore, Ken Latchaw

Staff Present: Christopher Parker, Jack Steiner (Martini Northern), Steve Silver, Mike Lassel

Meeting began at 8:01 am

1. Minutes Approval - Perry
  - a. Amendment made to indicate need for visitors to sign in.
    - i. Motion: Andolina      Second: Mauceri      UA
2. Owner Meeting Update - Parker
  - a. Discussed the AC scenario
    - i. Parker to request chiller size and noise info from Martini to determine placement
    - ii. Discussion about placement of chiller unit in parking lot
3. Subcommittee Updates
  - a. Tenant
    - i. CATA - Perry
      1. Met with 3 members
      2. Toured the space
      3. Previously had been given questions, which were addressed
        - a. Mostly aesthetics
        - b. Need:
          - i. Storage
          - ii. Bathroom
          - iii. Nurses office
    - ii. Computer lab
      1. Parker to draw up position paper of the fit out and use of the Computer Lab for 2/10/06 meeting
    - iii. HUB
      1. Would like additional space
      2. May sublease
        - a. Questions:
          - i. Is the sub-leaser a potential lease holder?
          - ii. Would it require extra subsidy?
        - b. Parker to follow up
    - iv. DCC
      1. Bathroom issues
      2. Discussion about moving another location within the building
        - a. Not possible because of at grade requirements
      3. Martini to price up cost of brining sewer line closer to space
      4. Compass care also needs bathrooms within suite
  - b. Lease Negotiations - Andolina

- i. Have not met
      - ii. Would like the following information
        - 1. Copy of Letters of Intent
        - 2. Copy of draft lease
        - 3. Copy of State lease
    - c. Construction
      - i. Have not met
      - ii. Would like to meet with Martini
    - d. Governance - Carrier
      - i. Have not met
      - ii. Will meet with Ron Ouellette to discuss tenant meetings
    - e. Kitchen - Mauceri
      - i. Will set up meeting with School Dept. to review options
      - ii. Would like the following information
        - 1. Tenant's scope of kitchen usage
      - iii. Lassel discussed the kitchen and its fit-out
      - iv. Vending Machines were discussed
        - 1. Food provider will want to control
  - 4. Other Business
    - a. Meetings will be weekly as needed - Perry
      - i. Next meeting is 2/10/06
    - b. Committee to set up timeline of administrative needs – Andolina
      - i. Should flow with the Construction timeline
    - c. Tenant summary - Carrier
      - i. Parker to draft tenant fact sheet for committee members
    - d. Key Issues – Perry
      - i. There should be a hierarchy styled key system used
        - 1. Building Master
          - a. Entrance Key
            - i. Suite Master
              - 1. General Key
5. Adjournment
  - a. 9:10 am