



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Meeting Date: Wednesday, January 9, 2008
Meeting Time: 7:00pm

DRAFT

Present: Gary Bannon (ex officio), "Charlie" Brown, Patti Rawling-Anderson, Gary Green, Stephen Blakney, Don Andolina, Jim Verschueren, Anne Grassie, Otis Perry (Chair), Bob Carrier

Absent: Gary Gilmore, Doug DeDe

Meeting called to order at 7:00 p.m. by chair Otis Perry

Minutes of the previous meeting were accepted. Moved by Gary Green, seconded by Don, passed unanimously.

Citizen's Forum: No Speakers

501c3 Report: McConnell Tenants Collaborative (MTC)

- ◆ Jim noted that security continues to be an issue as one of the tile murals (2nd floor, nearest to elevator) has been defaced.
- ◆ Patti reported on the MTC meeting held earlier in the day:
 - Internal signage is being explored and potential providers identified
 - New display cabinet on the 2nd floor near door #3 elevator lobby is up and will feature tenants and events
 - Gary Bannon had given a handicapped access update
 - There was discussion on the use of the building, particularly for political events and the impact on tenants and client services, with consensus that a policy was needed.

NOTE: The McConnell Advisory Board requested that MTC draft the policy for presentation to this Board

- MTC will use funds on hand to purchase D&O insurance
- Parking on St. Thomas continues to be problematic, with a particular need for signage and handicapped spaces
- Noreen Biehl from Wentworth-Douglass Hospital has designed an excellent map for the building and will print copies pro bono

Budget Committee

Has met and gathered necessary data, now prepared to get into the budget process. One issue that had to be resolved was the actual number of square feet to be used in calculations for pro-rated charges.

GaryB distributed budget sheets. Next committee meeting will occur as soon as he has received personnel information from the Finance Department.

Two issues were raised for discussion by the Budget Committee:



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- When would any increase in the “Utilities” portion of lease payment rates go into effect? The budget currently being prepared will go into effect on July 1, 2008. Will the increase be imposed on that date, or on the anniversary dates of individual tenant leases? The City is currently researching that and it may depend on the language negotiated in individual leases.
- What expenses are included in the “Utilities” component of lease rates? (NOTE from Jim: I checked my lease and the agreement is for Operations/Maintenance and clearly specifies multiple components).

Administrator Report from Gary Bannon

Comcast – the new agreement has been signed and there will be a media center at McConnell in rooms 305 and 306, a new tenant for almost 1900 S.F.

Building Cleaning – concerns about the harm being done by the current ice melt. Mats have been purchased and Gary is looking into alternate product.

External Directory Signs – are completed and will begin to be installed tomorrow

Financial Report

GaryB noted that on a cash flow basis this year the Center is currently in the black (\$156,990 in revenue, \$124,127 in expense). However, debt service has not yet been charged and when it is, cash flow will move into the red.

Old Business

Dumpsters & Recycling ~ At the suggestion of Chris Parker, there will be one larger dumpster, tipped frequently, near the HVAC near Door #6 that everyone will use. Green Bean is paying a portion of the cost. Recycling bins will be distributed to tenants and containers for depositing recycling placed in the same area as the dumpster.

Building Signage ~ see above

Artwork Policy ~ Otis distributed a draft:

- Basis of policy is that McConnell would function as an art gallery with artists paying to exhibit. ISSUE: Where will any income be credited? There was a general sense that it should not be used for bricks & mortar, but might best be targeted for programming.
- Policy refers to “McConnell Center” in a generic way. ISSUE: Who does that mean? Otis presumed it would be GaryB or his designee. Might MTC take on these responsibilities?
- Involvement of the Dover Arts Commission is also to be desired.



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Action on the policy was tabled until the next regular meeting.

NEXT MEETING FOR BUDGET ONLY: Thursday, January 17, 7:00 p.m. McConnell Meeting Room #2

NEXT REGULAR MEETING: Monday, February 25, 7:00 p.m. McConnell Café.

Motion to adjourn by Jim, seconded by Stephen, passed unanimously.