



CITY OF  
DOVER

## MCCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center Cafeteria  
Meeting Date: **Monday, September 22, 2008**  
Meeting Time: **7:00 pm**

### APPROVED MINUTES

**REGULAR MEMBERS PRESENT:** Otis Perry (Chair), Steven Blakney (Vice Chair), Gary Bannon (Ex Officio), Doug DeDe (Secretary), Patti Rawding-Anderson, Marvin Brown, Gary Gilmore arrived at 7:13, Gary Green, Linda Merullo, James Verschueren

**REGULAR MEMBERS ABSENT:** Anne Grassie

**MEETING CALLED TO ORDER:** 7:01 p.m.

#### **1. REVIEW OF AGENDA:**

Otis Perry motioned to move New Business 7.C. to elect new officers for 2009. Seconded by DeDe. Vote: U/A

Gary Green nominated Otis Perry as Chairperson, seconded by DeDe. DeDe motioned for the position, seconded by Merullo. Vote: U/A

Otis Perry nominated Gary Green as Vice Chair, seconded by DeDe. DeDe motioned for the position, seconded by Perry. Vote: U/A

Steve Blakney nominated Linda Merullo as Secretary, seconded by Green. DeDe motioned for the position, seconded by Green. Vote: U/A

(Note that Merullo took over as Secretary from DeDe immediately following vote)

#### **2. APPROVAL OF MINUTES OF AUGUST 25, 2008:**

Motion to approve Minutes of 8/25/08 by Green, seconded by Blakney. Vote: U/A

**3. CITIZENS FORUM:** There were no members of the public in attendance.

#### **4. REPORTS:**

**4.A. Committee Reports:** Bannon noted the CAP lease was still being reviewed by Gilmore and Green. Bob Carrier was involved in the draft lease but is not able to participate since his election to Council in August, 2008 and is no longer on the McConnell Center Advisory Board. Bannon noted the rate is the same and basically approving as is. (Note: Recess for 8 minutes while Bannon gathers material and lease is copied and distributed for all members. Gilmore arrived at 7:13 and meeting resumed at 7:15.) Lease term is renewable every 5<sup>th</sup> year for this and a couple of other tenants with one lasting for 25 years. Rate remains the same at \$12.54 sq. ft. and reflected in July, 2008 lease.

Motion recommending City Council to adopt standard lease agreement by DeDe. Gilmore seconded. Vote: U/A Discussion regarding replacement of Bob Carrier since he is ineligible to be on Lease Committee with Gilmore and Green. Brown will replace Carrier and assist Gilmore and Green on leases.

**4.B. Staff Report:** Bannon discussed Seacoast Hospice sublet to CASA (Court Appointed Special Advocate). DeDe suggested forwarding contract to Allan Krans, City Attorney for review. Perry noted it would require the Board to approve first before going any further or sending off to Krans. DeDe noted we need to verify with Krans that it would not violate public interest. DeDe motions to send lease to Krans for review. Bannon and Perry said the contract was between Seacoast Hospice and CASA and they need to work it out first. Bannon to get from Seacoast Hospice the draft agreement with CASA and need CASA's mission statement to be compatible with McConnell space, noting that the motion made by DeDe is not necessary. Will make the motion next meeting when the Board has all information and whether or not it needs to go to City Council. Bannon noted CASA is looking to move in within the next 30 days to the Hospice sublet space, but ultimately wants to move in permanently and long-term to Room 303. Room 303 is the last space the McConnell Center has to rent out.

Rawding-Anderson noted that the Easter Seals new Adult Day Program lease is in discussion with the Tenant Lease Committee. The Adult Day Program will be under its own cost center and independent from other Easter Seals programs. They are hoping to fit out space during the winter with construction completed and move in date by Spring, 2009.

Bannon distributed January YTD electricity chart prepared by Merullo. Natural gas chart to be worked on further by Merullo and distributed at next meeting. Discussion of ways to improve energy efficiency by Rawding-Anderson by putting up signs to shut off lights in key areas and anticipating motion sensors for lights in bathrooms. Bannon met with Johnson Controls and awaiting their recommendations.

**4.C. Financial Report:** Discussion ensued about items 4411(water and sewer) and 4431 (maintenance charges). The large numbers were due to carryovers in the budget from last fiscal year and are adjusted into the budget as of July 1, 2008.

## **5. FACILITY PROJECTS:**

**5.A. Water Infiltration Remediation:** Bannon passed around pictures of the current drainage construction. New underground drains and an additional catch basin should be completed by end of September. Improved drainage along the entire back wall of building and in the parking lot area, playground and Door #7. Anticipate no further leakage from future storms.

**5.B. Media Center:** DeDe working with the Cable Oversight Committee and acting as a Clerk of the Works. Feels a Joint Building Committee will need to be formed to handle the construction, layout and coordination of the media center in McConnell. The original bidder has indicated a desire to re-bid (presumably lower than the original \$225,000) It is likely to be a joint project with the School VOTech joining in to take advantage of State Funding availability to do the project. DeDe would likely be a member of a new JBC committee to oversee this project. DeDe is working with Mike Joyal (City Manager) on the details.

## **6. OLD BUSINESS:**

**6.A. Display of Artwork:** Perry was not able to work on this project recently. Will have information available next meeting of update.

**6.B. Children's Center Recovery of Losses:** Rawding-Anderson spoke on behalf of Anne Grassie for the Children's Center of revenue loss due to stormwater issues affecting the space and closure for one day. Discussion ensued if this is something that should be worked into the lease agreements in the future of unforeseeable closures due to either acts of nature or large groups needing the use of the building (such as the two recent campaigns by presidential candidates). Wanted the perspective and clarity of the City Attorney. Tenants Lease Association still working on this and will consult with City Manager and City Attorney for revenue loss.

DeDe noted that next time there is any large media event, we should determine beforehand where the media trucks are to be parked. Barack Obama did use the St. Thomas Street egress and it freed up the library parking lot for regular business and parking. Cost of rental for the gym, nearby offices and other areas were \$2,850 and Obama's campaign paid the bill the day of the event on September 12, 2008.

## **7. NEW BUSINESS:**

**7.A. and 7.B. discussed under Staff Reports. 7.C. moved to beginning of meeting.**

Perry noted that since Bob Carrier is no longer a member of the McConnell Advisory Board, we need to solicit a replacement from the Recreational Advisory Committee. Perry motioned to write a thank you letter for Carrier's service to the McConnell Board. Seconded by Green. Vote: U/A

Blakney noted he will not be seeking reappointment to the Board with his term ending with the December, 2008 meeting. James Verschuereen will remain on the Board through June, 2009, whereby he will be retiring.

Perry noted that since the SAU (School Department) is now a major tenant, there should be someone from SAU invited to our McConnell Advisory Board. That person will be a non-voting member.

Green noted that the cafeteria where our Board meeting is held is too noisy with the soda machine and vent noise, along with the distraction of other groups of people in the common area. Wanted to know if it is possible to move to a quieter location for future meetings. Bannon and Verschuereen will look into a different area and will let us know before our October meeting of where to hold future meetings.

**Motion to adjourn by Green, seconded by Merullo. Vote: U/A**

**Meeting Adjourned 8:20 p.m.**

