



CITY OF
DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center Cafeteria
Meeting Date: **Monday, October 27, 2008**
Meeting Time: **7:00 pm**

DRAFT MINUTES

REGULAR MEMBERS PRESENT: Otis Perry (Chair), Steven Blakney (Vice Chair), Patti Rawding-Anderson, Gary Bannon (ex officio), Marvin Brown, Douglas DeDe, Gary Gilmore, Gary Green, Linda Merullo (Secretary)

REGULAR MEMBERS ABSENT: Anne Grassie, James Verschueren

Patti Rawding-Anderson arrived at 7:23 p.m.

MEETING CALLED TO ORDER: 7:04 p.m.

1. REVIEW OF AGENDA: No changes to Agenda items.

2. APPROVAL OF MINUTES FOR SEPTEMBER 22, 2008:

Motion to approve Minutes of 9/22/08 by DeDe, seconded by Brown. Green noted his correction that it was he who motioned Perry to be Chair. Perry noted his correction that he did not say to appoint someone from SAU but to invite someone from SAU as a non-voting member and act as a liaison. Motion to approve Minutes as amended by DeDe, seconded by Green. Vote: U/A

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

4. REPORTS:

4.A. Committee Reports: Green, Gilmore and Brown met informally and have formed a Lease SubCommittee with Green being designated as the Chairperson. Discussion ensued regarding CASA and that it does qualify as a nonprofit for sublet from Seacoast Hospice. The same rules would apply as the regular tenants' leases. Motion to approve of CASA Sublet Lease by Brown, seconded by Gilmore. Vote: U/A. Green added he would like financial reports a week in advance of their Lease SubCommittee meetings which will be held one-half hour early in Bannon's office prior to the monthly McConnell Board meetings. Gilmore stated the public is invited to attend the Lease SubCommittee meetings.

4.B. Staff Report: Bannon stated we are hosting another political event with Hillary Clinton and Jeanne Shaheen on October 28, 2008 (Shaheen campaign will be paying \$1800 for gym, et al rental) with monies to be put into McConnell Reserve Account/Fund Capital and reimbursement for Recreation Department costs.

Anticipate smooth process and no problems since we have recent experience with the Obama political event. All parking on St. Thomas and Library lot is coordinated and in place for tomorrow's event. Should not impact the tenants' parking areas and the police have been notified to let them park in their spaces.

Staff Report (cont.)

Bannon noted the budget is due to City Manager by January 9, 2009 and it will be a challenge to gather up-to-date numbers for December in such a short amount of time. He has received a Calendar of Events where budget process goals need to be met weekly. Perry asked about subsidies and how they will be depicted in the budget. Bannon said they will be moved to specific accounts and need to be clearly noted that the subsidies exist and the dollar amount for each. Brown asked how the high energy costs this year for utilities will be included in the lease prices. Perry said lease costs are determined on the prior year utility prices and then factored into the lease rate. Both Perry and DeDe noted the City usually locks in rates for natural gas but did not lock in for this coming year. DeDe said it was probably a good thing they didn't. We won't know if we will be ahead until the winter season is over. Perry noted we did receive a \$50K energy rebate when converting McConnell from oil to gas. Bannon noted the Energy Audit by Johnson Controls will be meeting next week to review their findings and then start implementing recommendations. Bannon said his maintenance staff is busy preparing the McConnell Center for winter by shutting down the cooling tower and working on heating controls to regulate the temperature to be more consistent throughout the offices. Green added that he will be in touch with Bannon on budget preparation.

4.C. Financial Report: Bannon noted monthly revenue cash flow is on target and nothing out of the ordinary. Large bond payments every 6 months may change the data with a big spike now and then, but everything is on target to date. Green asked what makes up the \$731K in Facilities Rental under Recreation and why have we only received 8%. Bannon said it was the tenant and city department rents which are in arrears. Perry noted general fund transfers are in arrears quarterly. Dan Lynch of Financial Accounting is working on a transfer schedule so there are not big spikes due to the bond payments. Green asked about transfer to the General Fund and Bannon said it is being moved from a monthly lump transfer which then DeDe suggested should be depicted on a tenant by tenant basis of line items. DeDe added that it will make it much easier for the City Council and general public to easily understand.

Bannon distributed utility usage charts (water/sewer, natural gas and electricity) to the Board that Merullo prepares monthly for McConnell Center. Will be using the charts more for visual purposes and comparing usage on a 12-month rolling basis (starting January, 2009).

Bannon distributed SAU Agreement to the Board noting that a stipulation on page 2 shows SAU paying a portion of the bonded indebtedness for the renovation of the McConnell Center. DeDe suggested another line item on the budget for source of payments and debt retirement. Green wanted to know why it was called an Agreement versus a Lease. Discussion ensued and it was suggested that perhaps since the SAU does not pay rent but will be paying toward the bond debt, it is not a lease based on rent but an agreement to pay their share of the debt. The SAU pays for utilities and maintenance-related costs as other tenants do.

Status of the Media Center – the Cable Committee will be holding a workshop at City Council on October 30, 2008. Fit out will be in two rooms with a possible third room. Negotiations are ongoing to determine whether the third room will be under agreement for another lease tenant (CASA) or to be part of the media center. It was suggested that CASA needs to make their decision promptly of whether to sublet the space so as not to hold up any of the media center fit out.

5. FACILITY PROJECTS:

5.A. JPPO Repairs: Juvenile Probation and Parole Office. Bannon noted the recent drainage repairs worked efficiently in this past Saturday's downpour storm. The leaks occurred before the drainage was repaired and affected the JPPO carpets and also produced some mold whereby a staff member had health issues who can no longer work in the office. Carpet will be replaced and an insurance claim has been filed, which a portion of the monies have already been received to date. Hopefully this will clean up the last of the water problems. Other issues were with water seeping through the slab and not coming through the wall in this particular area.

6. OLD BUSINESS:

6.A. Display of Artwork Policy: Perry distributed to the Board a new draft of the Art Exhibition Policies and noted that he changed limiting the art for sale to three months. Board members to review and add any comments by November meeting and hope to finalize and approve by that time. DeDe mentioned that the Arts Committee is trying to do an art policy city-wide except for the Library in all public buildings. He will send this draft to Jane Hamor who is the Chair for the Arts Committee for her input as well.

6.B. CASA Sublease Status: See discussion on CASA in 4.A. under Committee Reports.

7. NEW BUSINESS:

7.A. Easter Seals Adult Day Program Update: Bannon noted the architects and contractors are working on fit out design and Bannon working with Easter Seals on the lease which he will send to Krans and the Lease SubCommittee for their review. The fit out will impact ceilings for plumbing, wiring, etc. and most likely in the cafeteria where the impact will be the largest. Will be a major project and the goal is to be completed by Spring, 2009.

7.B. Future Meeting Location: We will be moving to Room 220 (The Gilmore Room) on the second floor in the future for our monthly Board meetings with access from Door Two on the Library parking lot side.

Rawding-Anderson said their tenant group met last month on whether to continue the McConnell Center Tenants Collaborative (501c3) designation due to the difficulty of designating officers in-house and finding the time to write grants or do the activities necessary to secure grants. Rawding-Anderson said they most likely will opt out of the umbrella of the Collaborative and not get involved in grant development, but would still hold meetings and continue activities such as the Easter Seal March and writing the weekly article in Foster's newspaper. The \$5K they have accrued in their bank account will go towards a new security system.

Perry noted that paper signs taped on entrance doors need to be remedied and we should provide some sort of board that would allow for temporary signs. Rawding-Anderson agreed that people often get lost and enter her office looking for assistance. Bannon would like to do a uniform sign system and adding a place for a directory at the doors for temporary notices. Brown suggested adding “sandwich boards” but Merullo was concerned of them being too large and in the way at the entrances. Merullo noted the Green Bean should have a permanent sign to direct customers to the café.

8. Adjourn: Motion to adjourn at 8:04 p.m. by Blakney, seconded by Merullo. Vote: U/A