



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, January 26, 2009
Meeting Time: **7:00pm**

DRAFT

Members Present: Otis Perry, Chair; Gary Bannon, City Staff, Patti Rawding Anderson, Gary Green, Marvin Brown, Gary Gilmore, Jim Verschuren, Doug DeDe and citizen, Al Lobdell.

- 1) Minutes of prior meeting were moved for acceptance by Gary Green, 2nd by DeDe, passed unanimously with minor revisions.
- 2) Citizens' Forum

Al Lobdell resident of 16 Lisa Beth Circle and a member of the Senior Center addressed three issues including suggestions for improving McConnell Center Parking by separating the far side and near side for employees (far side) and visitors (near side). He also asked about the Fastrans shuttle service to the McConnell Center and the St. John's facility as well.

Al then talked about signing as 'pretty' but ineffective, and specifically wished for a larger Senior Center Door sign.

Al expressed concern about use of the Senior door as a regular exit on Saturday and weekdays for lots of kids, and the candy jar was being 'raided'. He also wondered why this door was not exclusively for seniors. Chair Perry advised Mr. Lobdell that we would be getting back to him to address the points raised.

Subsequently there were other comments about Members concerning parking issues.
- 3) Committee Reports:
 - a. Signs; Gary Green and Jim Verschuren invested time and went through the entire building evaluating signs and making photos of locations. A book suggesting some changes with a forward re-stating the goal of the O-sight Subcommittee on signs. This booklet was prepared and distributed with a general discussion following as to the approach Jim and Gary took with a request that each member study the multi page presentation and be prepared at the next meeting to discuss more fully a sign policy that can address general and specific locational and directional concerns.
- 4) Gary Bannon: Staff Report
 - a. Over the past month efforts to keep the building clean and the parking and walking areas clear of snow and ice have been the chief focus in terms of maintenance. An attempt to keep 'ice melt' near doorways and sand further away from doorways to protect carpeted surfaces inside the building as well as to prevent slipping on ice as has occurred. Chair Perry opined that Gary should



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request some professional advice on how to cure the melting problem that is occurring at the Louvered Vents above Door 3.

- b. All Rec programs are up and running frequently resulting in full parking lots.
 - c. There are still some heat distribution issues being addressed. More information will be provided when solutions are implemented. Several steps have been taken to bring more heat to the Children's Center but now there will need to be more fitout expense on the part of the children's center to distribute the heat more evenly into their partitioned areas.
- 5) Progress on the Tile Promotion was mentioned by Jim Verschuren as coming along nicely.
- 6) Green brought up a suggestion that we change the 'Loading Zone' at door 2 to a Handicap space, but Gary Bannon explained that because in particular of Room 220, there are many instances where supplies and props are brought into this room via the door 2 entrance. Moreover, the Green Bean deliveries often come through door 2.
- 7) Financial Report
- a. Gary Bannon: Whereas on a month to month basis the operating costs are in-line with the revenues, the debt payment that came in December throws off the report. When an interest of principal payment comes it makes the report look like we were in a loss situation. (DeDe explained that because some of the contracts were for longer periods of time it would take about ten or so more years before the building could operate in the black.)
 - b. Chair Perry expressed concern about the apparent difference between the monthly operations position versus the year to date position. Bannon explained that there were transfers not detailed but were in one figure and DeDe offered that this is why the new accounts are needed in the process of moving to the new Financial Accounting Program.
 - c. Gary Green (on the budget subcommittee) mentioned that the new budget will reflect the new accounts so that each tenant will have a breakdown of the sources of their rent payment, including those 'transfers' that represent City of Dover 'subsidies'.
 - d. Gary Green had positive comments on the fact that the reports are being 'cleaned up'.
- 8) Facilities Report on the JPPO floor repairs to prevent mold recurrence. Chair Perry requested that this report be in writing in the future. The first room (of two) has now been cleaned up and the second room is underway and will be done within two weeks. Chair



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Perry inquired as to total cost, who paid (Dover or Insurance Co) and from what accounts did the money come? Environmental portion of cleanup came mostly from Insurance, while the rest of the replacement materials came from building maintenance & operating budget (in rec). So total (ballpark #) is around \$12,000. Chair Perry asked for a breakdown by source of money, and accounts from which City \$ came with a dollar breakdown as well.

(Patti Rawding Anderson made a comment as to how impressed she is that when subjects come up before the Oversight Board, they are discussed and resolved rather promptly.)

- 9) Building Arts Policy Committee question was asked of DeDe, and the answer is that Jane Hamor, of the Arts Committee did respond that they had looked at the policy and they had no comment. (consideration of artist liability &/or security issues were not responsibility of McConnell Center) Gary Gilmore made a motion to forward the McConnell Center Art display policy to the City Council for approval; 2nd by Marvin Brown, and passed unanimously

- 10) The Budget: Discussion followed and focused on the need to clean up the budget accounting so that it was easily understood by the public and the councilors. Bannon added that the Rec. Department Special Revenue funds /McConnell Center budget included revenue and expense and the two have to balance. Gary Bannon said the '10 budget would contain the necessary accounts to bring the City rentals in line with their square foot portion of the bill, and the recipients of the 'subsidies' would show those amounts as rental, while the operating account would show it as a transfer out. Discussion followed and there was general expectation that the monthly accounting in the '10 budget would be more readable. There seemed to be some confusion on Gary Bannon's part as to whether we would actually have a breakdown by department, with some procedures that the Finance Dept uses as a reason that (Gary Seemed to think) would not happen. Chair Perry and DeDe were insistent that this needs to be done AS the budget is done and going forward. DeDe indicated that in a discussion with the City Manager he had been told that this was a perfect time ('10 budget) to make these account changes due to the 'new system' being implemented in the finance dept. It was again stressed to Bannon that this needs to happen. DeDe also said he would discuss it with the City Manager. Patti Rawding Anderson asked about who was being subsidized and Chair Perry indicated HUB, DALC & THE CHILDREN'S CENTER. It was also explained that the Subsidy agencies leases ran longer so that they would still pay their entire share of the bonding costs over the life of their leases. Utility costs are not subsidized. The School Dept rentals are reflecting lesser costs because within their budget they have their own financing, not the McCenter bonding costs. The windup was a summary of what Bannon expects to do in the budget formulation and a statement by Chair Perry that what we see on a monthly



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‘cobbled’ report is what the public and the Council needs to see monthly and this must happen.

- 11) Patti Rawding Anderson asked about the element in her rent that talked about the Easter Seals paying for improved St. Thomas Street automatic doors as ‘may be’ an Easter Seals expense. Gary referred the question to Chris Parker. In addition, there will be a six-month delay in the Easter Seals new 3,600 sq ft Adult Day care center so the City Manager will need to be involved in the details as to how the organization will deal with this space in the short term. More details will come, but there will be no immediate signature or full commitment thereby making it once again, available to the next potential tenant.
- 12) The status of the 1,800 sq ft Comcast Center was discussed. DeDe had learned from City Manager Joyal that until the SAU has worked out what their participation we cannot move forward.
- 12) Chair Perry summed up that we need to get back to Al Lobdell and neither Gary Green nor Otis Perry will be available for the February meeting so the next meeting will be scheduled for the 23rd of March.
- 13) Motion to adjourn at 8:25pm by Doug DeDe, 2nd by Gary Gilmore, passed unanimously.

Submitted by Doug DeDe: 02/04/09