



**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, March 23, 2009  
Meeting Time: **7:00pm**

Members Present: Otis Perry, Chair; Doug DeDe; Gary Bannon, City Staff; Gary Green; Marvin Brown; Gary Gilmore; Jim Verschueren, Meeting Secretary

Guest Present: Mike Joyal, City Manager

Minutes of January 26, 2009 meeting approved with correction in #10, McCenter to be McConnell Center. Moved by DeDe, seconded by Gilmore, unanimous

There were no citizens present for Citizens Forum.

### Lease Committee Report

Reviewed and are in agreement with CASA (Court Appointed Special Advocates) lease. Moved by DeDe, seconded by Gilmore, to find favorably to send the lease to CASA, unanimous.

### Staff Report

Bannon reported that building operations are going smoothly, Public space rentals are up (primarily due to church groups on Sundays). Previous Board action had recommended that rental income be set aside in the capital reserve fund. Discussion of mechanics of the McConnell budget and fund balance. There is no reserve fund currently established in the McConnell budget. Revenues are built in to balance expenses, but McConnell funds are held in the McConnell account when there is a surplus, they do not transfer to the city's General Fund.

Earlier years are expected to show a deficit, which the city General Fund has on its books to cover if necessary. In later years, as occupancy reaches above 90% capacity and bond principle payments become less, McConnell is expected to generate excess income over revenue. Those funds will be left in the McConnell accounts to provide a reserve. Important to understand that the plan for McConnell finances was for the city to cover a deficit in early years that would be recouped in later years.

### Finances/Audit

Revenues are covering operating expenses currently. It is bond and interest payments that drive the McConnell budget into deficit. Again, this was the way the debt and financial plan was structured when the building was renovated and put back into service by the city. The audit for last year shows a deficit of about \$360,000 as a result.

### McConnell Tenant Collaborative Report

New tile installations created by Dover High art students are in place in three locations and are very attractive. More to come as students work with supply of decorated tiles created this year.

There is a tile art work that has been given to McConnell, an "I love Dover" heart.



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Moved by DeDe, seconded by Verschueren to forward to the city Arts Commission as the appropriate body to review the art work and determine if/where to place. Jim to contact Arts Commission and artist Joyce El Kouarti.

Dover Adult Learning Center (DALC) and McConnell Center Open House: Monday, April 6, 4:30 p.m. will feature student speakers, the naming of seven rooms at the Adult Learning Center for major donors to DALC's *Come Help Us Grow* fundraising campaign, tours of McConnell and receptions at Dover Teen Center, Dover Children's Center, Pete's Place, Ageless Dreamers and Big Brothers/Big Sisters.

### Facility Projects

There was a leak one day in the 1904 section, following one of the major snow storms. Roof is under warranty and will be addressed by the company starting this week. No subsequent damage or leak, even in heavy rain.

Water damage in stairwell and at door #7 because a fire hose connection was opened. Probably vandalism. All supply lines have been checked and are correctly closed now. Insurance should cover damage costs.

### Old Business

DeDe will sponsor City Council resolution on art work policy previously approved for submission to Council.

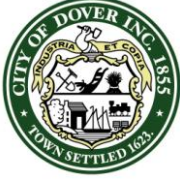
Courteous letter has been sent to Mr. Lobdell as follow-up to his concerns at last meeting, explaining the board's position on a dedicated sign for the senior center.

For April meeting, agenda item to reconsider separate signage for Senior Center.

Budget – Still in process, Bannon handed out working document. Current debt service cost is \$7.49/SF, but the leases are set up to collect \$6.50 per square foot over the life of the bond. Budget shortfall is due to that plus maintenance costs are collected a year in arrears and are planned to be recouped in that following year as this was the way McConnell financing was structured.

### New Business

Easter Seals Adult Day Program lease is not signed as project has been delayed. There is other interest in the space and Easter Seals has been notified that the space is no longer being held for them. Bannon will give them prior notification to renew their commitment should another potential tenant make an offer. CDBG funds allocated for renovation will return to CDBG for reallocation if not used within time allotted.



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Wireless Internet is not currently available throughout the building. That is the ultimate goal. Currently the Green Bean café does have wireless and conference rooms are hard-wired and can provide Internet access with advance notice.

City Council has done a resolution to establish McConnell campus as a non-smoking zone. Follow-up needed is a) establishment of a smoking area, b) signage, and c) communication to all parties of the change and implementation practices.

Request for information on the value of McConnell building as a city asset.

Moved by Brown, seconded by DeDe to adjourn, 9:00 p.m., unanimous

Submitted by Jim Verschueren 4/2/09