



**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 25, 2010  
Meeting Time: **7:00pm**

**CALL TO ORDER:** Otis Perry called the meeting to order at 7:00 pm

### **ROLL CALL:**

Members Present: Otis Perry-Chairman; Gary Green, Vice-Chair; Marvin Brown; Gary Gilmore; Judy Zalansky; Nick Skaltsis, Gary Bannon, Administrator; Joe Tenuta, Rec Advisory Board; Patti Rawding Anderson (late arrival)\*

### **APPROVAL OF MINUTES:**

Gary Green made motion to accept the November 24, 2009 minutes as submitted. Marvin Brown seconded motion. All in favor-unanimous

### **CITIZENS FORUM:**

There were no citizens present for Citizens Forum.

### **ELECTION OF OFFICERS:**

Gary Green made motion to move election of officers down to end of meeting. Nick Skaltsis seconded the motion. Then a motion was made by Joe Tenuta to postpone the elections until the February meeting due to the board being reconstituted. Motion was seconded by Gary Gilmore. Passed unanimously.

### **COMMITTEE REPORTS:**

#### **Budget/Lease Committee Report**

Gary Green passed out monthly worksheet plus another hand out and gave a slight overview of the budget categories. These give a snapshot of any given month end. There are 2 debt payments a year: 1 in the middle of the year and 1 at the end. The expense year to date is on line 18. There is a column that reads under/over budget which tells how much is left of the budget. Debt service is fixed at first of the year as seen on line 8 & 9. Principal and interest payment total of \$405,000 is on line 7. On the Revenue side, plugged in one number (this month 322,858) and calculates over or under. Right now 8% under budget than projected for year end.

\*While discussing the end of this report Patti Rawding-Anderson entered the meeting.

### **STAFF REPORT:**

#### **Administrator Report**

Gary Bannon stated budget is as stand as of last meeting ( Still waiting for personnel services expense information). Need to adjust Custodial Contract amount, which is a savings of around 10,000 to 12,000 dollars. Gary Green made a comment that the revenue was \$50,000 less than last year. Gary Bannon replied that is due to un-rented space. Nick Skaltsis would like to see a general outline of items likely to be the landlord's responsibility for capitalized list. Gary Bannon stated mostly signage & shades. Everything else is under projects. Landlord fees are



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maintenance fees in rental contracts. Otis Perry says budget should balance and doesn't. Gary Bannon stated once he has all the information he will make it balance.

### **TENANT COLLABORATIVE REPORT:**

Patti Rawding-Anderson stated they are hosting a blood drive in the spring. The Tenants Collaborative is partnering with the Red Cross and the drive should last around 5 hours.

The Collaborative is also partnering with UNH Social Work Department to sponsor a series of educational training classes. UNH is to provide the faculty staff for in service training for tenants & the community every other month.

### **FACILITY PROJECTS:**

#### **Heating System Repairs**

Gary Bannon stated that one of the two boilers has been repaired with a new section put in, plus resealed and is working fine. The other boiler needs one section repaired. An inline filter will be installed soon. Cause of leak is not known but the cost of the repair is under warranty.

Johnson Controls was here today getting information on projects.

#### **Security Cameras**

Gary Bannon reported that the City Council voted to approve the contract with Burns Security. Planning for installation but not sure when will take place. There are 14 cameras in the first phase for the McConnell Center to cover exit doors, lobbies and stairways. Patti Rawding-Anderson asked for a list for the tenants. The recording device will be stored in a secure location.

### **OLD BUSINESS:**

#### **Resolution to Change McConnell Center Advisory Committee Makeup**

Resolution is suppose to be on Council agenda this week. Gary Bannon is to check into. Public Hearing is posted for February 10<sup>th</sup>. The new makeup of the committee is 9 total members, 7 regular and 2 alternates. Regular members consist of City Council Rep, Recreation Advisory Board Rep, two tenant Reps and rest the general public.

#### **Building Signage**

A sign contractor came by and gave Gary Bannon examples of the signs which he showed. Lettering is about one inch, material is hard plastic, stick on letters (which can be removed for changed) and cost is \$50 a sign. Signs are easily replaceable and low maintenance. Patti Rawding-Anderson stated the tenants had a lot of input into this and did not care for the reflective signs because can't see as well and they have a glare. They liked the bolder color



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better. It was also asked what are we required to have for handicap approval. Gary Bannon is to check into and take care of. He will get one sign completed for all to check out.

There was also another sign, No Smoking. This will be black, off white and green to be placed around building and near doorways. Gary Bannon to have a couple no smoking and universal signs by next meeting.

### **NEW BUSINESS:**

#### **DCC Lease Negotiations Status**

Gary Bannon handed out packets for each negotiator for the meeting to be held February 5, 2010. Negotiators will meet at 1pm in Gary's office and then at 1:30pm with the Children's Center.

#### **Recruitment of Potential Tenants**

Gary Bannon had meeting with Jeff Caron from Becket Family of Services who works regularly with the JPPO office. Becket is a non-profit and services adolescents and residential programming. They have a website with information on programs. Their closet office is Lakes Region and would like to have a Seacoast office available and are looking at 900 square feet space near the Senior Center. They will have three people to do intake, processing and review. Do interviews with families and individuals with behavioral issues, nothing residential, outreach to the Seacoast to refer to other programs. Patti Rawding-Anderson asked, what is their focus? Gary stated group home setting (children in legal or family issues) – placement service. Rent range doesn't seem to be an issue per Gary. Otis suggested that if they are going to be a good fit then we need to push forward. Possibly find a makeshift office between the Hub and Pete's Place for now until space is ready. With Becket taking the 900 square feet that leaves roughly 2300 square feet which is three adjacent rooms. Nick Skaltsis asked if we have intent to lease in place. Gary said we could do that as we have done before. It was suggested to have done electronically and have initialed. Becket will be invited to the next tenant collaborative meeting in a couple of weeks.

#### **Approval of Special Meeting Minutes**

Gary Bannon handed out the minutes for the special meeting held January 12, 2009. Gary Green made a motion to postpone until next month so everyone can review. Nick Skaltsis seconded the motion. All in favor-Unanimous

#### **Correspondence from Dr John O'Conner**

Regarding Roof Drainage Issue: There seems to be 2 areas damaged. Door 3 dormers and one on north side extend to edge of gutter. Drainage drops in front of the door. Gary Bannon had ladder truck here to check and there was no blockage and no damage. There is concern about front of building damage. It appears there needs to be a gutter put on dormer to catch and then run to other gutter. Need to have gutter contractor come and give an estimate.



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### **Any Other New Business**

Nick Skaltsis – Mail out proposed ordinance change. It was suggested to do away with alternates and just have 9 regular members. Variation of existing won't go to Public Hearing until February 10, 2010.

Gary Green made motion to go into executive session to discuss negotiations with Children Center. Nick Skaltsis seconded the motion. All in favor-Unanimous

Back in Session: Any other business. None

Marvin Brown made a motion to adjourn. Nick Skaltsis seconded the motion. All in favor standup.