



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, 22, 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; Marvin Brown; Jan Nedelka; Patti Rawding-Anderson; Nick Skaltsis; Judy Zalansky; Gary Bannon, Administrator; Joe Tenuta, Rec Advisory Board; Michael Joyal-City Manager, Doug Surina, Hub (possibly future tenant member)
Gary Gilmore (late arrival)*

APPROVAL OF MINUTES:

Nick Skaltsis made motion to accept the February 22, 2010 minutes as submitted. Seconded by Judy Zalansky All in favor-unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

Motion made by Otis Perry to do Old Business first to bring representatives from Children's Center to discuss lease before Committee Reports. Seconded by Jan Nedelka. Nick Skaltsis voted against because not sure all should be discussed with recording device on.

OLD BUSINESS:

DCC Lease Negotiations:

Michelle from the Board of Directors for the Children's Center here with 5 year plan & goals and to answer any questions.

Gary Bannon reported had a meeting about proposal with DCC. He just received the updated budget and details today. Subcommittee members received the details by e-mail and Gary had copies to give the rest of McConnell board members. Nick Skaltsis stated City Manager will make recommendation to the City Council. No negotiation now. Discussion continued for conclusion tonight because of Budget restraint dates going forward.

Nick Skaltsis moved to go into non-public session; Seconded by Patti Rawding-Anderson; Reason-Contract Discussions; Vote was unanimous. Roll Call for non-public session: Marvin Brown, Gary Green, Patti Rawding-Anderson, Judy Zalansky, Jan Nedelka and Joe Tenuta.

Meeting is back in public session.

Nick Skaltsis thanked the ladies from Dover Children's Center for coming out tonight. Motion was made by Otis to recommendation that the City Manager consider subsidy increase of \$75,448 over the next 60 months (five fiscal years); seconded by Joe Tenuta. There was interest in knowing what penalties will be if this doesn't work out. Continuation of 25 year lease with default mechanism put in place. Current year has deficit of \$20,000 plus dollars. Mechanics is



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going to be left to City Manager and Gary Bannon to implement in document. Patti Rawding-Anderson questioned do we need the details of the contract back to the committee. Answer was given that the city staff and City Attorney would work out the language that will be presented to the City Council. Vote in favor of the motion was unanimous.

COMMITTEE REPORTS:

Budget/Lease Committee Report

Gary Bannon reported all is same as last month.

STAFF REPORT:

Administrator Report: Gary Bannon

With the past storms and rain combinations weakness has shown in the front and sides of the building. The leakage is more to do with the brick and mortar and not the windows. Stain glassed windows on the fourth floor need to be maintained. Gary has received a letter from the School Department and has responded with details of actions being taken.

The Bee Free Church who has a weekly rental here at the McConnell Building had asked about a group discount of 25%. They are now paying \$11,000. Otis Perry stated that is a lot. The budget shows figures in the past were \$3,000 and now \$11,000. Nick Skaltsis says 10% is reasonable. Patti Rawding-Anderson stated should look at incentives like after renting a year, after two years, etc. Nick stated that if give 8% discount they would be paying for 11 months and getting 12th month free. It was declared that for the discount it is for space rental only and not for leased space. Tenant at will should know rules of the building and responsibilities should be acknowledged up front per Nick. Patti stated need to have something standardized and should take a look at some Arena forms and modify. Otis Perry commented that renting space out at the McConnell Center is a service to the community. The City Manager and Gary Bannon are to figure out and compile information for the correct form to use. Nick Skaltsis would like the fees and rates. Gary Bannon stated they are in the budget that you have.

City Manager: Mike Joyal

There were questions on capitalization of maintenance items showing in the operating portion of the budget. Mike stated there were rate expenses charged to operating and should have been charged to capital; will be kept up with in the future. Mike Joyal asked UNICO about outside maintenance of the McConnell Building and it was more expensive than what we pay our one worker. The cleaning contract of McConnell Building has been awarded to Coheco Janitorial and they are performing well per Gary Bannon.

TENANT COLLABORATIVE REPORT:



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Patti Rawding-Anderson talked about the collaborative for a better understanding of the group. There are 16 to 18 people who come on a regular basis. It is a great opportunity to work with one another and every Sunday there is a written article in the Foster's. The McConnell Center Advisory Board is more than welcome to write an article if they so wish about the mission of the building and to get more information out about what we do. Article needs to be submitted by Tuesday or Wednesday to be published for Sunday's paper.

The Collaborative is partnering with the Census Bureau with 4 locations around the building to assist with anyone who needs help to complete the census.

The speaker series has progressed. First one was held in February with 30 people in attendance. There are four more coming up. We are also now partnering with the Teen Center because of the large area that meets the needs of the people plus access to video equipment which is needed as well.

The Tenants collaborative gave \$5,000 to the City to help support the new security system.

A coordinator for National Able Network is coming to assist people over 55 to place non profit organizations for job retraining, internships and learn a skill.

On June 5th Easter Seals will hold a bike day like last year, partnering with the Dover Police Department and other organizations. A safety town will be set up in the McConnell parking lot. The Police Department will host a helmet fitting. Participants will be taught rules of the road, crosswalks, etc. Bikes can be ridden around safety town. Equipment will be brought in for special needs. Information will be sent out.

Gary Bannon stated that Fosters sent a reporter to do a story on the history and present activities going on at the McConnell Center. It was a very comprehensive story about the successes that have occurred here and the model that it is for other communities. It should be in the Foster's tomorrow.

FACILITY PROJECTS:

Heat System Repairs: Gary Bannon

More problems with the boilers were found as work was done to repair previous leaks. Both boilers have been rebuilt and so far they are holding. Hopefully this item will be done soon. New filter is in but not hooked up yet. Wetech will service it with chemicals every month and Bert will clean/service the filters.



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Building Issues: Gary Bannon

Quote on stain glass windows is needed to address wind driven rain leakage. We are meeting with Johnson Controls this Thursday to get an update on the energy efficiency projects. Weather stripping of all of the doors has been done. Water efficiency improvements and electric has not happened.

Security Cameras: Gary Bannon

They are here in building. Patti Rawding-Anderson asked if we have gone live yet. Gary responded yes they have and are working well. Tenants reported that there was some evidence that there was someone smoking in one of the bathrooms and we were able to check closest cameras and able to isolate and identify the two girls who were later met with to discuss their behavior. Now we are working on fine tuning the system so it can pan and zoom on some cameras. Once done tenant's can add cameras near their area. Mike Joyal stated there will be signs on all doors saying security cameras on premises. The cameras are in high traffic areas and public areas. We are able to follow inside and outside traffic.

DCC Lease Negotiations Otis Perry stated done with that. Gary Bannon wanted to make clear take what is agreed upon for the next five years in document attachment to lease. He wanted to know how much detail for the body of the lease as opposed to addendum. Mike Joyal stated we will take care of that and follow up and then will go to City Council. The McConnell budget will have to write off the DCC balance of this fiscal year. Patti Rawding –Anderson thanked the subcommittee for good job on this lease.

NEW BUSINESS:

Maintenance Cost Adjustment

Nick Skaltsis stated took care of earlier in meeting with City Manager.

Nick Skaltsis also commented that he and Mike Gillis presented information to the School Board last night and they voted to approve the Media Center project last night. There is a grant from the state for \$120,000. The City Manager will work on a source for other monies.

Nick Skaltsis would like to know a little more about Becket Family of Services. Gary Bannon stated there is a letter of intent to lease that was sent several weeks ago and he has a call into Jeff Caron to follow up. They have come to get keys for their sublet space from HUB. They have been here in the building since mid February and have an afternoon/evening schedule.

Marvin Brown made motion to adjourn. Seconded by Patti Rawding Anderson. Vote in favor of motion-unanimous. **Meeting Adjourned 8:35pm**