



**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, April 26, 2010  
Meeting Time: **7:00pm**

### **DRAFT**

**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; Doug Surina; Judy Zalansky; Gary Bannon, Administrator; Joe Tenuta, Rec Advisory Board

### **APPROVAL OF MINUTES:**

Marvin Brown 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.

### **COMMITTEE REPORTS:**

#### **Budget/Lease Committee Report: Gary Bannon**

Becket Family Services: A packet was sent with intent to lease letter and a drafted contract. Becket is subletting space temporarily from the Hub and would like to wait and see how the client base builds within a 6 month window. At that time they will decide if they want to invest in the building.

Zebra Crossing is an organization that works with families who have children with illnesses and are interested in renting a 400 to 500 square foot space, but is also looking to sublet first to see how things will go before committing.

Right now the empty rental space is being used for temporary storage for tenants.

Marvin Brown asked if there is info out there so that the public knows what we have here at the McConnell Center for space. Gary responded that it has been mostly internal and the City Development Director knows about the space to inform anyone that would be a good fit. There is 3199 square feet available and Becket may be taking 1000 square feet of this space leaving 2199 square feet available.

### **STAFF REPORT:**

#### **Administrator Report: Gary Bannon**

Casa is in their fit out process. The goal is 6 weeks from start to finish and they are 3 weeks in. Framing is done, working on electric and dry wall hoping to be done by end of May.



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Media Facility Center: A JBC committee has been established by the City Council. There will be a 3 month build out process. Hopefully opening the center in the Fall.

Johnson Control ready to do work in the building. Transformer work scheduled for May 21<sup>st</sup> and will be done section by section.

The inline filter has been installed in the closed loop and is activated. Chemicals are being added this week.

Krista Trefethen processed a household use report for the McConnell Center which was mailed. 50 different groups used the building last month. There was a suggestion that if nothing happens with unused space in the building that it be converted to another meeting room generating some income but not equivalent to rent which would be better than zero income.

### **TENANT COLLABORATIVE REPORT: Doug Surina**

Meeting was held 4 weeks ago. Easter Seals held a Literacy Night which 4 families attended.

### **FACILITY PROJECTS: Gary Bannon**

#### **Heat System Repairs:**

Granite State Plumbing still working on boiler leaks in sections already replaced which is caused from little cracks in the casting. Both boilers have been torn down and rebuilt but there are still problems. There is a 10 year warranty on the boilers which expires in 2016.

The zone valves on radiators are not closing properly and we have to replace a few. They are fixed electronic valves and rotate open and close which is driven by a thermostat.

#### **Window Issues:**

There are problems around the front side of the building and the gym. There has been no lift available to be able to look at. There are no problems unless we have a wind driven rain. Question on whether there will be covering on the stain glass windows. This will be included in the RFP.

### **OLD BUSINESS:**

#### **Dover Children Center Lease Status**

Gary Bannon stated the lease is on the City Council agenda for this Wednesday with a workshop at 5:30 pm and regular meeting at 7:00 pm for change in lease & provisions. Gary handed copies of resolution, lease & backup information. Changes: adding back out clause reducing space and room 161 being removed. Item 3 what rent would be with no subsidies and next page rent with subsidies (subsidy being operating cost portion of the rent for first year and not knowing what involved for the second year). Page 12 shows default, termination and additional rights and



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remedies. The other clarification added is that DCC would be paying less due to reduced space. The City Manager asked that the following be added on page 6 #12 Subsidy Section B. No cost services for clients of McConnell Tenants that need drop off day care services while attending appointments. There would be a required process to register first. Children's Center did approve the changes. A recommendation was made by Otis Perry to approve the lease with changes from attorney. Marvin Brown made motion and was seconded by Joe Tenuta. Vote was unanimous. Otis Perry is to attend the workshop.

### **NEW BUSINESS:**

#### **Rental Agreement Review**

Jan asked question on long term rental addendum do they pay in advance for first time use or 6 month use? He thought 6 month use. Otis suggested need to reword as follows: Pay entire amount of agreement by first date of use to receive 10% discount. If only pays 6 months by first date of use of 12 month agreement only receive 5% discount.

Media Room: Use of room will be thru media coordinator Mike Gillis. It was suggested that a discussion to take place between Gary Bannon, Mike Gillis and Mike Joyal about when the room is not being used for media if it can be used for meeting space.

Otis Perry suggested the following:

- 1) Registered 501-C3 which is for education and there is a lot of different non-profit organizations. Say are you a registered non-profit.
- 2) Ask for a deposit for cleaning services of \$40 to \$50. Gary Bannon stated there hasn't been any issues and doesn't think we need to collect that for all groups.
- 3) Fee Schedule Meeting Room \$10 per hour per room for non profit not affiliated to McConnell Center Mission. First sentence make say non-profit not tenants but related to McConnell Center Mission and second sentence make say non-profit not related to McConnell Center Mission.
- 4) Fees per staff \$30 per hour for additional staff. Make clear per staff person.  
Is McConnell Center Staff.

Gary Bannon is to revise one more time and send out.

#### **Aging Report Review: Gary Bannon**

Dover Children's Center back log on. Report shows all tenants. Some tenants may get one month behind but usually that's it. It was suggested to write off the NH Democratic Party because hasn't paid in 6 months and Gary Bannon stated that this has been sent to collections. They won't be able to rent space here again unless they pay up front.

Judy Zalansky stated that there needs to be shades for the exercise room downstairs. Otis said that is a Recreation issue and not a building issue.



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DCC aging report dates to 2<sup>nd</sup> of May. Are they making partial payments? Yes per Gary Bannon. It was asked due to the DCC bringing in more children can we expect more than the \$800 for the last two months before the new lease kicks in. If they can't pay more now how can they in 3 months. The fixed rent in July will be \$1985.

Doug Surina stated that the surveillance of the cameras is working well as he was seen on camera Sunday removing TV's from the building and was questioned by the staff. Per Gary Bannon there are 2 more camera's being installed; one in the gym and one near Welfare.

Marvin Brown made motion to adjourn and was seconded by Jan Nedelka. Vote in favor of motion-unanimous. **Meeting Adjourned 8:03pm**