



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, May 24, 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

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the February 22, 2010 minutes as submitted. Seconded by Jan Nedelka. Acceptance - unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Lease:

Children Center lease revision process has been completed. Everyone has copies of lease.

Becket Family Services: Nothing has changed. Becket status is on hold for 6-9 months which started a month ago. They are waiting to see how business develops here.

Zebra Crossing is scouting out options. Gary explained what Zebra Crossing was to the committee.

Media Center pre-bid meeting is Wednesday morning for spec build out. Gary assumes bid will be back in by end of June. All bids go to the Joint Building Committee and not the City Council because monies have already been approved by the City Council.

CASA fit out is under way. Walls are being put up with drop ceiling and sprinkler in this week. Hope to be completed in two weeks.

Budget:

McConnell budget stands as submitted with subsidies calculated based on the original agreements. The DCC subsidy adjustment will need to be added by the City Council before final adoption.



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STAFF REPORT:

Administrator Report: Gary Bannon

Gary heard from Cocheco Arts Technology about the Butterfly Mural on panels in the hallway by Pete's Place in the vacant space. They wanted to know when the next McConnell meeting was so they could have a final draft presented. Draft was not completed in time for the meeting but Gary will let know when copy is available and receives completed details.

Building is generally busy with programs, seminars, etc.

Many groups have been meeting in the community rooms with over 50 different organizations in the past month. This also includes using portions of the cafeteria during the day.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

We had a successful blood drive held in the gym on May 22nd.

Gretchen from the Social Outreach Program has been talking with UNH Horticulture Professor Hart who is working with design classes and is willing to assist in the development of a Landscaping plan for the building. The class is willing to come and take on the project for the McConnell Center in the Fall providing us with ideas and drawings, etc. We have had conversations with United Way and hosting a Day of Caring Project to provide volunteers to act on that plan. The schedule would be coordinated to be implemented in the Fall of 2011 as the class that did the designs would come and facilitate that plan with the various resources available.

Professor Hart will be attending a tenants meeting and thought it would be nice to have a representative from the McConnell Board at that meeting. Meetings are held the first Wednesday of the month in the morning. No notices are sent out. Tenants in the building know when they are held. June will be the last meeting until the Fall. At the fall meeting they will discuss goals and objectives. Collaboration between tenants has been great for networking but we are looking to have a long range plan for activities.

Directors and officers liability insurance has been renewed. We are still a 501C3 and the paperwork has been filed.

FACILITY PROJECTS: Gary Bannon

Energy Management:

Project is moving along in other facilities but still on hold at the McConnell Center due to State Federal paperwork requesting more detailed information such as square footage breakdown, how many computers, etc. Johnson Control has done everything they can to this point to move the projects ahead.



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Security System:

Security is 90% complete with two more cameras and two pan & zoom functions added. All is working well and pictures are clear which helps with identification.

OLD BUSINESS:

Rental Agreement Review – Gary Bannon

Gary handed out revised copies of the room rental agreement. All reviewed to see if any changes are needed. General discussion was held on a variety of changes that Gary noted and will be revised as recommended and forward to the City Attorney for final review.

Nick moved to forward to the City Attorney with amendments made this evening. Motion seconded by Judy Zalansky and Joe Tenuta.

NEW BUSINESS:

Tree Donation: Gary Bannon

We have received our 3rd tree donation in memory of a gentleman in his mid 40's who died of heart disease. There will be a plaque near the tree. Gary has been using the original landscape plan developed by Fredrick Law Olmsted's company in 1905 that shows perimeter tree planting with varied species. Otis thinks we should look at species that can handle carbon dioxide etc. as this plan was done many years ago. Joe Tenuta asked didn't we have a sub-committee formed for landscape back in February. Judy Zalansky volunteered to be involved.

Marketing Plan: Nick Skaltsis

Need to have a marketing plan for the remaining space. There is over 3,000 square feet of vacant space not finished. Why has it taken 3 years beyond the economy? Of the \$68,000 not labeled by contract \$42,000 tax payers are paying for bond and utilities for vacant space. Nick suggested finishing these spaces with collaboration. Nick also believes rents are much higher than commercial rents for this economy. He recommended granting free rent for first year while fitting out and then to start paying rent in the 2nd year. Patti was opposed to giving free rent unless tenant pays back because as a tenant she had to pay rent while fitting out. It is great if city fits out and tenant pays back. Please consider what you are giving free. Jan Nedelka viewed it from a City Counselors position saying that tenants need to feel that they are all getting the same fair share. Otis stated need to do something to rent this space. Nick has ideas on ways to accomplish this. Otis asked to have written down and presented. One of Nick's ideas was to rent this meeting room space but fit out another adequate meeting space which Judy Zalansky agreed. Patti stated need to develop mutual marketing plan. Judy asked about the requirement that we have to rent to non profit agencies. Tax exempt monies were used to fit out space originally which established this requirement. Nick's ideas will span a five year window to implement. Judy asked for a 10 minute walk thru of the talked about space at the next meeting. Nick asked if the meeting room occupied was relocated to a different part of the building what



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the impact would be. This room could generate \$9,000 to \$10,000 per year. Size is an issue. Patti stated also have access to Teen Center media room from time to time for special meetings related to their mission. The two new media rooms will be available after Labor Day with Mondays reserved for the School Department. Gary could talk to potential tenants to see if they are interested in this space.

Gary Bannon asked about summer schedule of meetings. Otis Perry will be gone last the week of July. He would like to at least meet in June and then take it from there.

Marvin Brown made motion to adjourn and was seconded by Joe Tenuta. All in favor was unanimous. **Meeting Adjourned 8:14pm**