



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, June 28, 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; Doug Surina; Judy Zalansky; Gary Bannon, Administrator

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the May 24, 2010 minutes. Seconded by Jan Nedelka.
Acceptance - unanimous

Marvin made a comment that the last 3 minutes had the day as 22nd. The dates of the minutes to be approved should have read April 26th, March 22nd and February 22nd.

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Gary handed out monthly financials for the end of May. Cash flow balance revenue was \$608,092 and expense was \$409,825. Coming up is the end of year payment for debt/principal for \$350,000. When payment is made in June we will have the short fall. On a month to month basis our cash flow allows us to stay in the black but the end of year payment on debt turns that around. We will have report as soon as possible when books close for end of year.

STAFF REPORT:

Administrator Report: Gary Bannon

Doug Surina and Greg Burwood from the Hub and Brian Collins from Community Partners will be here at 8pm so have pushed discussion to later in the meeting.

Gary has copy of Zebra Crossing Sublet. Otis stated under new business. Nick suggested should read before they get here.

We are transitioning from Spring to Summer programming. There have been a few problems with AC System. The maintenance company is getting ahead on maintenance. The floors have been stripped and waxed and the carpets are now being cleaned.



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The only change to the general budget on the revenue side is the additional subsidy for the Children's Center. Everything else is the same. Nick Skaltsis stated the natural gas was only \$34,000 for 10 months and asked why it was 50% less than last year. The electricity seems to be off only 1½ %. Suggestion was reduction in cost for Natural Gas was the reason.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

Professor Hart from the Horticulture Department at UNH will have his class come and speak with the tenants this fall to talk about organizing to develop plans for what we want to happen here. They also will be taking a field trip to the Library to view plan already created. Looking at potential to start implementation plan and will take into account that there are limited expenses.

FACILITY PROJECTS: Gary Bannon

Energy Management:

All transformers in the building were changed out the end of May early June. The change is like night and day in less heat given off and should show a change in cost on electric bill. New phase is working on lighting controls which have to be done with motion sensors. Hoping everything will be complete sometime this summer. Otis Perry asked how is the McConnell Center contributing to the cost of these improvements? It was stated that there is a couple million dollar General Fund bond and all savings is internally. Any energy savings will come down to tenants when rates are recalculated.

OLD BUSINESS:

Landscape Plan – Gary Bannon

Besides preparation to working with the UNH class the current vegetation out there are branches and sticks on the ground which is a regular occurrence with a Ginko tree dying. There is also a maple tree on the other side in the process of dying. These are becoming safety issues. We want to have the Ginko tree removed and may be able to save the maple with a little work and we will proceed on that plan this fall.

Judy Zanolansky made a comment that she is part of the landscaping sub committee and would like to be included in any meetings that are taking place. Patti responded the next meeting is the 1st Wednesday morning in September 8:30 to 10 on the 3rd floor in the UNH Social Work space. Need to discuss phasing with Professor Hart.

Tree Donation – Gary Bannon

There have been 2 other offers for tree donations which have been put on hold per Gary Bannon. Patti said that the UNH Department is savvy about contacting nurseries for donations.



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NEW BUSINESS:

Rules of Procedure Updates – Gary Bannon

City Attorney, Alan Krans, would like to unify and consolidate various committees on rules and procedures. Gary handed out packets that Alan came up with and would like the board to evaluate and comment on. Otis Perry suggested taking papers home and reviewing first.

Jan Nedelka is listed as the City Council liaison and is curious what the procedures are for liaisons.

Use of Meeting Rooms Concept Discussion

Otis Perry questioned what the relation of meeting rooms were for the tenants. Thought was available with sign up but included with rent. Patti Rawding-Anderson stated all tenants voiced that the 3rd floor was not a meeting room and that room 220 is perfect size. Tenants are concerned if 220 is a leased space will there be another new room the same size for meetings. It was understood that a benefit of the tenant lease was that meeting rooms were available. Nick Skaltsis said that Mike Joyal stated everything empty would be available for lease. The Media room will be available for meetings except for Monday evenings. Greg from the Hub says they need meeting space in the evening and the rooms are always occupied. Gary stated there was a need for more meeting space in total which is where the Media area will be helpful. Gary Bannon passed out a list of last month users for different conference rooms.

Nick Skaltsis says need to work more on specifics of proposal.

Patti Rawding-Anderson stated on behalf of the tenants they do not support the leasing some of the current meeting rooms, particularly room 220, to become future tenant space.

Otis Perry suggested if we are going to be prepared for Hub/Community Partners we need to look at the Zebra Crossing Sublet.

Sublease Agreement Policy

Otis Perry asked, do we want to go into executive session? Nick Skaltsis made motion to go to executive session. Motion was seconded and vote was unanimous.

Otis stated out of non-public session. Nothing was decided.

Hub/Community Partners Merger

Otis Perry introduced Greg Burwood from the Hub. We are now in public session to talk about merger. Greg is to give an overview of the merger. To recap since last October when the Hub



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first approached Community Partners with a possible merger we are now going thru the process of looking at the opportunities and the pitfalls. The prevailing theme has been imperative that there continue to be a Hub Family Resource Center that has programs to support admission that is really about helping raising healthy children in caring homes. Community Partners is a big 24 million organization with more than 300 employees and serves 5 to 6 thousand clients/customers per year. The Hub is at its largest a ½ million dollar organization. We are trying to make sure to preserve the Hub with the merger. It is important the Hub Programs will still be available at the McConnell Center under the banner/sign of Hub Family Resources. In the late Fall the Attorney General is to approve the merger and Community Partners assumes all assets and liabilities of the Hub and then lease the space at the McConnell Center for Hub programs.

Otis Perry stated at this point go to executive session to discuss finances. Motion was made by Jan Nedelka to go to non-public session. Motion was seconded by Patti Rawding-Anderson. All in favor was unanimous.

Otis Perry made announcement back in public session and now being recorded. Is there any other business? A thank you was given to Brian and Greg.

Adjourn

A motion was made by Marvin Brown to adjourn the meeting and seconded by Patti Rawding-Anderson. Vote was unanimous.