



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, August 23, 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; Nick Skaltsis; Doug Surina; Judy Zalansky; Gary Bannon, Administrator: Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the June 28, 2010 minutes. Seconded by Jan Nedelka. Acceptance - unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Otis Perry stated that Doug DeDe is the only one still on the committee and need to reestablish. Gary Bannon mentioned the only thing taking place right now is the Hub/Community Partners lease which is up for revision and he is in contact with the City Attorney.

STAFF REPORT:

Administrator Report: Gary Bannon

Currently working on the transition to the fall schedule after a busy summer.

Financial Report: Everyone had received an end of year budget report. Otis Perry asked for larger print. There will be at least a change of \$1.00 less per square foot for tenant's next year lease. On the revenue report the shortfall in revenue is looking at what rent was not collected and the bond portion. Otis Perry would like more information on the SAU agreement so he can understand how the bond payments are being made.

Facility Rentals line item is for the non city tenants which Gary confirmed was correct.

Transfer from General Fund is the subsidy which Gary confirmed was correct.

Operating Transfers is amounts in place to cover any shortfall in rent not collected.

Subsidy amount budgeted was \$82,000 and the actual was \$62,000. It was stated the difference was from the unpaid subsidy for Dover Children's Center.

Jan Nedelka suggested that all committees of the City feed information about reports back to Mike Joyal if they would like to see a different type of report. Nick Skaltsis stated it was projected that the year's expenses were \$774,000. We have 54,000 square feet and if you divide this by \$774,000 the cost per rental space is \$14.30 per square foot. Only \$691,000 was taken in for rent which required \$82,000 cash from the City to cover the \$774,000. Gary Bannon stated in the new system that Recreation can run pre set reports and we don't have to wait for the



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, August 23, 2010
Meeting Time: **7:00pm**

Finance Department to send them to us. Judy Zalansky suggested a paragraph be written by Gary Bannon as to what is involved in the particular report and explain anything that may be unclear if the system cannot be changed.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

There is no report per Otis Perry as Patti Rawding-Anderson is not present. Judy Zalansky asked do you know if the September 1st date is still good for UNH and Gary Bannon responded with yes. He also stated that they are trying to develop a more strategic plan for the Collaborative and to come up with more targeted goals.

FACILITY PROJECTS: Gary Bannon

Energy Management:

Finishing up details with switching, lighting, etc. Most all transformers have been changed out and show a dramatic difference. Target is to finish up next month. Otis Perry stated the Tenants Collaborative should know that tenants didn't contribute to the cost of the energy savings improvements but they will benefit by the lower rent as a result of reduced operating costs.

OLD BUSINESS:

Rules of Procedure Updates – Gary Bannon

Gary passed out the updates recommended by the City Attorney last month. Nick Skaltsis responded with no complaints. Judy Zalansky pointed out that on #3 Memberships – Attendance it states that if you miss 4 consecutive meetings the chair is to report this to the Dover City Council. Otis replied he will have to start doing this in the future. Otis asked if there were any questions or changes. There were none stated so Nick Skaltsis made a motion to approve the updates with a queried sent to the City Attorney. Motion seconded by Judy Zalansky. Motion passed unanimously.

Available Space for Lease Discussion – Gary Bannon

Gary Bannon stated this discussion followed over from the June meeting. Otis Perry asked if there way any outreach during the interim. Gary stated there was no marketing campaign per se but we are working through the non profit groups that are here to spread the word. Chris Parker has marketing materials per Nick Skaltsis. Can we get a complete set from him Nick asked? Nick suggested we look at all materials already used. Gary Bannon is to ask Chris for materials. Otis Perry recommended getting Dan Barufauldi involved in marketing this space. Gary stated Becket is still interested in 1000 sq ft of the space. Zebra Crossings is subletting from the Hub and still discussing their situation. It was asked if Becket was interested in room 220. Nick stated the City Manager indicated the City is taking up space that is finished that he is willing to move people around or otherwise vacate areas if we find an outside tenant willing to pay. He's also willing to talk with anyone needing build out assistance. Doug Surina suggested working on ideas to finish the unfinished space. Joe Tenuta suggested we might be able to get some



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, August 23, 2010
Meeting Time: **7:00pm**

assistance in marketing with no expense to the City through the State of NH Employment Security as volunteerism can be a requirement for collecting unemployment. A marketing person out of work may be able to help for a period of time.

Media Center: Gary Bannon

Center is currently under construction. Electricians are doing prep work. Also getting ready to dry wall, etc... There is a five week window for major construction and then finish work after. Project should be complete in 2 to 2 ½ months. Nick stated we will gain two meeting rooms from this process.

FY 10 Budget Review:

Otis stated there was a committee put together to work with Gary on the FY10 budget last year and would like the same this year. Otis would like to be on the committee with Doug Surina and Doug DeDe unless someone else who is here would like to. Nick Skaltsis would like to try and Jan Nedelka also.

Nick Skaltsis offered to help with marketing, meet and greet potential tenants and try to encourage people to occupy the building. He suggested that the committee should be a part of the effort. A couple ideas mentioned were:

1. Giving a tour of the city
2. Others could set up a lunch

A tenant should be a part of the group. According to Gary, there have been inquiries made to City Hall looking into what we have available. Nick Skaltsis asked if we have utilized Community Block Grant Funds for the marketing process. Otis Perry recommended that we should apply.

Adjourn:

A motion to adjourn was made by Marvin Brown. Motion seconded by Nick Skaltsis. Motion passed unanimously.

Time adjourned was 7:54pm.