



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, September 27, 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; Patti Rawding-Anderson; Nick Skaltsis; Doug Surina; Gary Bannon, Administrator: Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Nick Skaltsis made motion to accept the August 23, 2010 minutes. Motion seconded by Marvin Brown. Motion passed - unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Have not met per Gary Bannon and Nick Skaltsis.

STAFF REPORT:

Administrator Report: Gary Bannon

Parking: The parking committee will be adding more Pay & Display Systems in the downtown area. This is more of an FYI so we can keep an eye on overflow parking here. Bill Simons is the new parking official. Otis Perry stated there are 44 more Pay & Display Meters to go in the downtown business area. There will be no more free parking. The meters will be installed sometime this fall and operation will start the first part of January. McConnell Parking Lot not included in plans for parking meters at this time. Pay & Display is to help stop the shuffle of employee downtown parking. St Thomas and Atkinson streets will have some rules so people cannot park all day. Nick Skaltsis asked; how can we keep violators out of this parking lot? Otis Perry responded will bring up at next meeting. Suggested will have chalk inspection. We do have permit holders. System will free up more transient parking. Joe Tenuta stated meters were 75 cents per hour and wanted to know why so high. Otis Perry stated it is 25cents for 20 minutes which is the standard fee in the area. Patti Rawding-Anderson asked what the cost of a ticket for parking violation would be. Otis Perry stated not sure maybe \$10 or \$15. There will be a validation system available for businesses that have customers they want to support. Possibly a token system is being talked about right now but doesn't know if program will take place or not. If it does Merchants or Residents will be able to buy tokens at a discount. Nick Skaltsis asked about permit system in this parking lot. Gary said employees have placards but customers/clients do not. Otis said we can not touch the court parking. Nick stated we lose lots of space with snow. Otis suggested anyone can come to the parking commission meetings with



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comments. Meetings are held at 8:30 am on Friday mornings. Patti said that 9-3 are challenging hours for parking spaces in this lot.

Gary reported that the Class of 1960 held their 50th class reunion here last month with approximately 75 people attending. They would like to make a donation to the building in the form of a tree. Patti Rawding –Anderson suggested that granite benches would be really nice. Gary can let them know but the class thought tree ideas was a living legacy. Otis Perry stated there is an Arborist Committee in the city. Sam Reid is the Chairman.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

Strategic Planning Event will occur November 3rd from 8:30 am to 12:30 pm. and will bring in someone to facilitate. Develop survey to send out to tenants. Otis Perry will try to be there to represent the McConnell Board. The UNH class that is going to work on the landscaping plan doesn't start until January. They have already taken soil samples.

We welcomed Zebra Crossing into the building. It was a pleasure for Easter Seals to collaborate with the Library to develop a garden. If you have a chance, when you go into the library, look at the beautiful garden out to the left. Plants were donated and Central Signs of Dover developed the plaque. Children under the leadership of Mike Gaff built the garden and maintain it. They would really like to do that around here once plan is up and running.

FACILITY PROJECTS: Gary Bannon

Energy Management: Gary will be meeting Thursday with Johnson Controls with an on site walk thru to see what else needs to be done on the lighting on what will be replaced and to coordinate with tenants. Project will be completed in next several weeks. There is one more transformer to change and the lighting is the last of the project.

Heating System: We are continuing to work with heating company who holds the warranty on the boiler system. Have to run cycles and track temperatures of the boilers. Only 1 boiler is running at this time.

OLD BUSINESS:

Media Center: Gary Bannon

Working on the build out section; ceiling grids are up, heating system heat pumps up, sprinkler system is in place, drywall painting, all moving very quickly. Need to cut wall for 6 foot door. Gary saved some bricks for those that ask. Classes are giving awards using the bricks. Construction phase should be wrapped up in couple of weeks. Otis Perry asked completion date? Gary stated later part of October. Bid for furniture will take some time per Nick Skaltsis.



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Rules of Procedure Updates – Gary Bannon

Nothing left to do.

Available Space for Lease Discussion – Gary Bannon

Otis Perry and Mike Joyal met and talked about marketing space. The McConnell Committee and Gary Bannon cannot do. The proposal intent is to make arrangements with professional real estate agency marketing on a commission basis to market space and bring us potential tenants/clients. Tenants/Clients will have to meet our commission requirements.

We will have a discussion to see whether or not good enough idea to take to the City Council. Patti Rawding-Anderson supports the proposal. It is important to have another tenant on board and revenue coming in. Nick Skaltsis is all for the proposal but doesn't think remuneration is anyway near adequate under preliminary considerations. There is no up front cost per Otis Perry. Nick needs a little more language on #3. It is wide open per Otis. Nick would like to see something more attractive like 10% of the first years gross and with this thinks we'll get some serious interest. Otis suggested not stating a percentage and let them say. Joe Tenuta suggested a correction on page two first paragraph; in the present FY meaning fiscal year should be written out not abbreviated because not mentioned anywhere else.

Assuming this document is going to be the RFP and we go forward and purchasing agent puts it out, what is the next step for us, a committee to review the responses? Otis stated Purchasing Agent will review the responses and make sure all meet requirements and then this committee or a sub-committee will review them to see if they meet our needs. Gary Bannon stated there will be a mandatory pre-bid meeting to see the space so not doing every day. Patti if we are retailing marketing space as is? Otis is looking for their advice. Don't need to answer now. Patti wants on record that question needs to be answered eventually.

Marvin Brown asked city this size doesn't have a marketing person. Gary said we do have and that is the economic developer which is not focused on non-profits. This person does much larger projects and is a one person operation.

Joe Tenuta made a motion to accept RFP as written, pass on to City Manager and have Purchasing Agent prepare and distribute. Motion seconded by Patti Rawding-Anderson. Motion passed unanimously.

Monthly Financial Report:

Otis Perry stated not on agenda but we should take a look at. Gary Bannon will walk thru new print out. On the first page of the Revenue Summary Report there is \$110,000 to date in revenues. It was asked why all numbers in parenthesis. It is because we are still working thru both systems. This means items were not budgeted. By January everything should be carried over. Gary stated we are on budget. Otis and Nick say looks like \$200,000 deficient.



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Nick suggested a summary type report would be a little less crowded if personnel cost on one line. Want less detail. It was suggested need a workshop to understand financials. Gary suggested asking Dan Lynch to attend a meeting and answer any questions.

Adjourn:

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

Time adjourned was 7:50 pm