



**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, January 3, 2011  
Meeting Time: **7:00pm**

### **DRAFT**

**CALL TO ORDER:** Otis Perry called the regular meeting for December (held in January due to the holidays) to order at 7:00 pm

### **ROLL CALL:**

Members Present: Otis Perry-Chairman; Marvin Brown; Doug DeDe; Jan Nedelka; Nick Skaltsis; Judy Zalansky; Gary Bannon, Administrator: Joe Tenuta, Rec Advisory Board

### **CITIZENS FORUM:**

Don Nary member Board of Directors Dover Adult Learning Center: Heard that room 220 was potentially available to rent. Dover Adult Learning Center is adding a College Transition Program and is very interested in renting this space. Don handed a letter of proposal to everyone for review. The letter proposed a term of 5 years for the Initial Lease. February 1, 2011 until June 30, 2011 would be a transition period, all current room reservations would be honored and DALC would not be charged any rent during this time. From July 1, 2011 until June 30, 2012 total rent would be \$6,000 for first year of rent being paid in increments of \$500 per month. The remainder of the lease July 1, 2012 until June 30, 2016 rent would be paid according to the going rate per square foot. Room 220 would be able to be subleased for certain events.

Lease Committee will look at proposal. If an agreement is made it will have to go before the City Council.

### **APPROVAL OF MINUTES:**

Marvin Brown made motion to accept the November 22, 2010 minutes. Motion seconded by Joe Tenuta. Motion passed - unanimous

### **COMMITTEE REPORTS:**

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

No report

### **STAFF REPORT:**

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

**Boilers:** Otis Perry asked how boilers were. Gary responded both boilers are up and running. Second boiler was repaired with a new section installed. Otis Perry suggested new boilers in the future rather than new sections being installed.

Jan Nedelka had note from the Superintendents office about leaking around windows just being repaired now. Gary said this is a long term issue mainly due to wind direction when raining. There is a question if it is the stain glass that is leaking or if it is the seal between the stain glass



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and the double hung windows below them. Two stained glass companies have responded to the bid. Repair, seal and cover window or take out & rebuild them. Cost of repair could be from \$10,000 to do a very basic repair and over \$40,000 if we are to do full rebuild the windows which should last another 100 years rather than just a few years for a repair.

Doug DeDe asked what's happening with the treadmills in the fitness center. There are now 4 instead of 5. Gary is getting a price on a new circuit board for the broken one. There is a bid out for 2 new treadmills which are due in by the January 13<sup>th</sup>. Second question from Doug is about the seams in the carpet breaking down in the entry ways by double doors, landing to hallway. Would like to know if someone can come in and put saddles or re-stitch. Gary stated that Hogan Flooring will be in to repair some tiles and he can have them take a look at the carpet at that time.

Budget: Gary handed out revenue side of the budget. Seacoast Hospice is included in the projected income of the budget. Income is less than last year due to passing along of reduced expenses in FY2010. Otis Perry suggested putting Seacoast Hospice in a different area of the budget document.

Nick Skaltsis asked; what was spent to total the \$5,741 in capital items. Gary replied security investments, heating filter system and building improvements.

Breakdown: \$765,401 (total expenses) deduct \$220,000 (principal) \$185,193 (interest) \$10,741 (capital) leaves balance of \$360,208 divided by 54,081 sq ft equals \$6.66/sqft actual cost which translates into \$1.01 less per square foot.

Gary handed out the expense side of the budget. Otis asked if water meter had been checked. Gary said every time we had to drain the boiler system here a lot of water was used. Johnson Controls was in charge of energy and upgrades for here. Seimens has been doing the maintenance portion. Rent notices get mailed in February. Doug DeDe suggested if the accounting program does not do receivables we need to do manually. Jan Nedelka suggested in the expense side to add a line item for potential uncollected revenue. Gary to check with Dan Lynch how to handle this matter, Seacoast Hospice potential rent. Nick Skaltsis is concerned showing income for vacant space.

### **TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson**

No report; Patti absent.

Gary Bannon reported that the tenants met with a facilitator about ideas how to work together on projects and to set goals.



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### **OLD BUSINESS:**

**Real Estate Marketing Services Status:** Alan Krans, General Legal Counsel, reviewed contract. Contract will have to be approved by City Council.

Otis Perry recommended to state in contract that Room 220 for Dover Adult Learning Center is not subject to terms of contract for commission. So moved by Nick Skaltsis and seconded by Doug DeDe. Recommendation is to be sent to Alan by unanimous vote.

Sub Lease Tenants are they subject to terms of contract as far as commission charge? Jan Nedelka moved to add to original motion to also remove Zebra Crossing and Becket from terms of contract for commission. Motion seconded by Judy Zanlansky and passed unanimously.

Nick Skaltsis motioned to remove Easter Seals Room 346 from the contract for commission also. Motion seconded by Jan Nedelka and passed unanimously.

Original motion now includes Room 220, Zebra Crossing & Becket for any space and Easter Seals Room 346. All were in favor.

Doug DeDe and Nick Skaltsis would like to see commission based on basic dollars per square foot. Gary Bannon to e-mail contract to all board members before it goes to council.

### **NEW BUSINESS:**

**Room 220 Lease Option/Meeting Room Needs:** Gary Bannon stated that general public that needs meeting space may be eliminated from access if we lose easily accessible rooms like 220. Do we want to reserve any space of the remaining rooms for future meeting space? Room 220 will be available two specific nights which could be used for Public Meeting Space for the time being. Nick Skaltsis suggested we do a Community Development Block Grant to build out meeting room space. Gary recommended 2 rooms on this end. Take down walls and fit out for 2 meeting spaces, one large and one small with divider in between. Otis Perry stated if all goes well by July the 3 fit out spaces would be rented. CDBG grant to fit out half remaining space which will leave 1100 square feet left. It was suggested that Gary talk to the City Manager Mike Joyal and Rick Jones from the Planning Department about the Grant.

A motion to go into executive session by Nick Skaltsis to discuss contract of Room 220 for Dover Adult Learning Center. Motion seconded by Joe Tenuta.

Back in regular session

Marvin Brown made a motion to recommend that Gary go forward on Room 220 negotiations with Dover Adult Learning Center. Motion seconded by Joe Tenuta and passed unanimously.



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**Schedule of Next Meeting and Election of Officers:** meeting will be on January 24, 2011. Doug DeDe will be in Mexico. Otis Perry will not be a candidate for chairman.

### **ADJOURN:**

A motion to adjourn was made by Marvin Brown. Motion seconded by Joe Tenuta. Motion passed unanimously.

Time adjourned was 8:27 pm