



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 24, 2011
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Gary Bannon called the meeting to order at 7:00 pm

ROLL CALL:

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

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the January 3, 2011 minutes. Motion seconded by Jan Nedelka. Motion passed - unanimous

CITIZENS FORUM:

None

ELECTION OF OFFICERS:

Nick Skaltsis moved to table until February meeting when all are present. Motion seconded by Marvin Brown. Motion passed - unanimous

COMMITTEE REPORTS:

Budget/Lease Report: Gary Bannon

No report per Gary

Nick Skaltsis asked Gary how he is going to report lease and open space. Gary has not had a chance to speak with Dan Lynch. Gary will inform the tenants about the new proposed utility rate the first week of February. Patti Rawding-Anderson stated she heard that there may be another fee in utilities related to stormwater management. Gary Bannon asked Jan Nedelka to help with an explanation. Proposal will be brought up this week at the council meeting for referral to the Public Hearing on February 9th. The proposal is to establish a 3rd utility for storm water. Right now water and sewer utility is different. Residential property taxes pay 74% of storm water infrastructure. 58% impervious surface is primary generator of storm water. Report is on city website. Roofs, street sidewalks, lawn and grass are not determined impervious. Proposed recommended utility rate is building (26,500 square feet divided by 3919 equals 6.63. Round up to 7 x \$4.45 = \$31.15. Add \$2.65 = \$33.80 which is cost of McConnell Center monthly fee. For the year it would be \$405.60 which is less than a penny per square foot). Parking lot has nothing to do with tenants. It is shared with the Library so falls under general obligations of the city. All single family services are a flat rate and all others based on impervious surface. There will be a credit system available for any drainage that goes directly into the ground. Amounts may be cut in half but not wiped out completely. There are two



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meetings coming up January 29th at 9am and February 1st at 2pm. Nick Skaltsis made a comment that master lease is only on cost associated with operational space. This is a building cost. Resolution voted on February 9th and if council adopts it will be implemented FY12 kicking in July 1st. Will reflect in McConnell FY13 tenant's rates.

STAFF REPORT:

Administrator Report: Gary Bannon

Stained Glass Windows: Bid went out for leak repair on the 4th floor SAU Office stain glass windows. Two stain glass companies responded and took walk thru. There is no quick fix. There is an issue with the wood frame around the windows which is over 100 years old. Lead seems to be ok but not sure per Gary. Total rebuild \$54,000 for 3 windows – restored, put back in and weatherproofed. Fix in place – repair rot \$20,000 no guarantee. City Manager would like to know the cost of taking stain glass out and put regular glass in. School Department would like to keep stain glass. Gary is to find out the cost of regular glass and see if the school department will cover the difference to keep the stain glass windows. Nick Skaltsis asked how much in capital reserve fund. Everybody pays 40 cents per sq ft which is roughly \$6,000 per year which should be roughly \$12,000 in the fund per Nick. The two bids that came in are roughly \$500 apart.

Heating: The two pumps need to be rebuilt due to sediment in the lines that eat up the seals. They have been rebuilt once but need again. There was a filter put in to help take care of sediment. Dover Children's Center is the coldest part of the building. It was cooler this morning. The new HVAC air system was put in and needs a little tweaking. The cab heaters in stair towers tend to need flushing often due to sediment.

Budget: Still inputting into the new software. Any issues will let you know.

Johnson Controls: Meeting Thursday here. Additional monies allocated for McConnell energy and lighting improvements. Originally the budget was reduced now there is \$20,000 more mostly going to exterior lighting improvements. Need lighting in back of the building, create more lighting on this side of the building for walkway and redo lights around front of building with smaller fixtures for more efficiency. Circular lights were added inside the building because the ones that were installed have a defect, not ventilating properly and are overheating. There are 19 of these lights in the building that need replacing; hoping to get a rebate or reimbursement.

Patti Rawding-Anderson asked about control of heat/air in the building. Gary stated need approval of upgrade to software for 2 more licenses to have access for hands on to the heat and air in the building.



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TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

A facilitator came in and as a result a draft of plans specific to tenant group which will be discussed at the February meeting.

Professor Hart's horticulture class is beginning to meet and they are drafting plans for landscaping for the McConnell Center. Gretchen Bean mentioned the United Way Day of Caring wants to take on a project to help with the landscaping around the McConnell Center but need the plan first. Soil samples were done this past fall. Trying to get donated plants from nursery's around the area.

There will be an article in the McConnell Center Corner of the Foster's about the tenant's commitment to building more collaborative relationships.

OLD BUSINESS:

Real Estate Marketing Services Status: Gary stated the contract is now in Alan Krans' hands to work thru details of language changes etc. Gary is working on getting the McConnell language in the agreement about working with current tenants.

Plans for making some of the remaining available space into meeting space is not complete yet. Patti Rawding-Anderson stated a wish list of audio visual equipment to be available for this space. Gary said information should be available for next meeting.

Room 220 Negotiations Status: Alan Krans has latest version of lease with comments from Nick Skaltsis. Committee voted to proceed at last months meeting so can review during public meeting.

- 1) Terms, 3rd paragraph, 5 years 5 months not 5 years thru 2016. Any obligation we have they will abide by. Still open for public use when available not in this agreement. Nick suggested DALC add their proposal and terms to the lease as an addendum.
- 2) Revised chart at bottom. Proposed payment next FY \$6,000, \$1.72 per sq ft utilities 1st year, after FY12 full like everybody else.

Sent lease back to Alan Krans for final review.

Nick Skaltsis said not part of 25 year lease. Separate amount for this room for 5 years 5 months. Could not be part of master lease because not subsidized for 4 years. It is for 1st fiscal year. No charge next 5 months. DALC board meets tomorrow at 4pm. Then it will go to City Council.



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NEW BUSINESS:

Plans for Replacement Meeting Rooms: Gary Bannon's concept is looking 5 to 10 years down the road. Room 346 may not be there. Café is usually booked. Looking at non tenant meeting space. A portion of the 3100 sq ft in back can be considered for meeting space. Gary handed out floor plans. Possibly use with movable petitions. Almost same size as cafeteria. 1,100 sq ft space by Pete's Place for rental which leaves approximately 2,000 left. There is plumbing available in the proposed meeting space so placed a sink and counter in the corner on the plans. There is room for closet space for table & chairs, wall space for smart boards and screens and ample natural lighting available. CDBG application is in process. Gary is working on pricing.

ADJOURN:

A motion to adjourn was made by Marvin Brown. Motion seconded by Jan Nedelka. Motion passed unanimously.

Time adjourned was 8:16 pm