



**CITY OF DOVER**

## McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Room 305  
Meeting Date: Monday, June 27, 2011  
Meeting Time: **7:00pm**

DRAFT

**CALL TO ORDER:** Otis Perry called the meeting to order at 7:00 pm

**ROLL CALL:**

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

**APPROVAL OF MINUTES:**

Nick Skaltsis made motion to accept the May 23, 2011 minutes. Motion seconded by Joe Tenuta. Motion accepted unanimously

**CITIZENS FORUM:**

None

**COMMITTEE REPORTS:**

None

**STAFF REPORTS:**

**Administrator Report: Gary Bannon**

Nineteen (19) hallway lights are scheduled to be replaced this week by Martineau Electric at no cost to us.

We are transitioning to Summer Programs with less demand on parking. The AC is on and running fine. Had Budget/Adoption by the City Council and the budget is all set. There is interest in the building from existing tenants and through Grub & Ellis. The net status of the building is staying even. There is roughly 4,000 square feet available for occupancy. Nick Skaltsis stated operation cost has dropped in half in one year. Operation budget for FY11 was based on actual for FY10.

**Tenants Collaborative: Patti Rawding-Anderson**

Had nomination for new officers with Gretchen Bean as President, Patti Rawding-Anderson as Treasurer and Ron Ouellette as voluntary minute Secretary. Blood drive not as organized this year due to the Red Cross appointment system. Walk-ins were waiting too long. Collaborative will have discussions to rectify. There will be no meetings in July and August, resuming in September.



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For the landscaping/horticulture report we are moving forward with phase one addressing the very front of the building by removing the grass to install ground cover and plant recommended trees. There will be a committee meeting Wednesday to look at plant list and plan to solicit donors for materials. The collaborative can put \$500 toward project if needed for United Way Day of Caring which will happen September 15. Otis Perry suggested inviting Sharon Lucey to this committee meeting for landscaping.

### **OLD BUSINESS:**

#### **Meeting Room Status: Gary Bannon**

We are making adjustments for meeting space and working with Mike Gillis for the chain of approval to go smoothly. Room 236 which we hoped to save and convert is still available. Are we going to pursue other funds for this space? Is this going to become a capital project? Need to know what avenue to take. Nick suggested adding a dollar amount in the proposed capital improvement program for 3,000 square feet of essential raw space. Otis commented worthwhile considering. Strafford County is only taking Pete's Place. Basic CIP proposals are due to Chris Parker by next week. Patti Rawding-Anderson suggested using same plan as CDBG funding. There is 3,199 square feet to fit out. Doug DeDe suggested using some of Jim Omara's High School trades students for construction services.

Otis Perry suggested put together a clear plan on ideas of what want to do for fit out that is general enough for marketing for meeting space we need and put into CIP program. If we have to adjust or amend will have time because CIP will be due in September. At least get our name on the list. Motion so moved by Nick Skaltsis and seconded by Doug DeDe. Motion passed unanimously.

Room 305 is for more school board and media related programs. Outside groups is what we need room for. Senior Center space is being used mostly for Recreational related programs.

#### **Parking Update: Gary Bannon**

Sign is up but not open to 3 hour limit, will start when all passes are issued. Temp pass issues being worked out.

### **NEW BUSINESS:**

#### **Tenant Contract Status**

Gary Bannon stated City Council extended JPPO's space for another year at current rental rate.

Community Action will be taking Pete's Place when vacated and wants to be up and running as of August 1<sup>st</sup>. Need to discuss lease rate for Community Action for new space for next year. They requested a reduced rate of \$11.00 per square foot from \$13.46 which is \$3,000 more than space they are in now and \$3,000 less than if they paid full rent. Rent would go up to regular



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rate for year two. Nick Skaltsis made a recommendation to meet halfway at \$1,500. Nobody seconded. Doug DeDe made a motion no discounted rate pay current rate. Marvin Brown seconded. Motion passes with 5 for and 4 opposed.

Easter Seals will move into Community Action space once vacated. If not vacated Easter Seals would take another space in building per Patti.

### **Stained Glass Window Repair Recommendations**

Arch windows in SAU space leaks with driven rain. Received to estimates from Stained Glass Window Firms out of Mass.

\$27,000 – To seal, will last approximated 10 to 15 years

\$51,000 - Take out and rebuild, would be 100 year fix

\$26,000 – City Manager requested and estimated cost to replace with clear glass

Gary stated there are no monies in budget for either plan. Otis stated add to CIP. Windows were gifts from three graduating classes and should be restored out of good faith. Gary needs recommendation to City Manager. Nick Skaltsis made a motion to make part of CIP presentation at complete highest level of \$60,000. Joe Tenuta seconded. Motion passed unanimously.

Doug DeDe commented on the sparkling tiled floors and thinks there should be a written complimentary note thanking the company for a great job being done.

Jan Nedelka stated he had the FY12 Budget with him. Natural Gas actual for FY10 is \$38,000, proposed for FY11 \$87,000 and proposed for FY12 \$40,000. Electricity actual for FY10 is \$136,000, proposed for FY11 \$140,000 and proposed for FY12 \$110,000.

### **Adjourn:**

Marvin Brown made motion to adjourn. Motion passes unanimous. Time adjourned was 8:03pm