



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, September 26, 2011
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Otis Perry (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

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

Members Absent: none

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the August 22, 2011 minutes. Motion seconded by Joe Tenuta.

Doug DeDe had a correction to the minutes. Wants noted in minutes that on the landscaping section that he raised a question about maintenance that will be necessary on project.

Motion accepted unanimously with minutes mailed reflecting correction.

CITIZENS FORUM:

None

Patti Rawding-Anderson introduced Deanna Strand from Dover Adult Learning Center who may be interested in being a tenants rep on the board.

REPORTS:

Staff Report

Administrator: Gary Bannon

Building activity is now in Fall Program Schedule which relates to parking and traffic. No space parking problems have been reported but working with tenants receiving tickets for variety of reasons.

Green Bean is working on moving kitchen equipment with a goal to be out this week. There was an article in Foster's about the Green Bean closing and have received calls of interest in the vacant space.

Due to Room 220 being part of Dover Adult Learning Center we are working on shifting meetings around the building.

After school activities are now taking place with many teens and participants around the building. Gary has asked the Teen Center staff to keep an eye on kids so there are no groups just hanging around.



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CIP submittal was sent couple of weeks ago. Chris Parker had a question on the breakdown of repair part of stain-glass windows vs. fit out cost. Gary stated possibilities to apply for a CDBG grant for repairs as a Plan A. Plan B would be to bond it if the process failed to get the CDBG funding.

Otis Perry had received an e-mail on a traffic accident in the parking lot and wanted to know if there was still City Hall Parking in the McConnell lot. Gary responded yes.

Tenants Collaborative: Patti Rawding-Anderson

The Tenants group donated \$750 to the landscaping project with Timberland volunteers for purchase of plants.

The UNH Social Work will be sponsoring a Halloween event in the building on Friday October 28. The event is open to preschool age children, along with their parents/families and Day Care Centers. Each office will choose a different activity to do. A student from UNH Social Work will take a small group to each office giving a brief history of the organization and the activity they will be doing.

Working on having an arts event this winter providing child care with kid friendly activities and crafts.

Collaborative looking at finances with possibly having fundraising activities so we can sustain tenants group as a whole.

OLD BUSINESS:

Changes in Tenant Contract Status: Gary Bannon

The Community Action Program contract has been approved by the City Council and is going thru the signature cycle. All set in room 240 for this year.

Easter Seals: Patti is waiting to move forward once Easter Seals receives CDBG monies to expand into CAP's old space, Room 333. Gary Stated everything has been approved just waiting on allocation from Federal government.

HUB: Will be terminating their lease effective October 31, 2011. Zebra Crossing and Becket Family Services, which were sublets from HUB, are interested in re negotiating as city tenant and not a sublet tenant. This will leave three rooms for rent instead of five. Hub has a 25 year lease with two year notification which needs to be reviewed and discussed. Nick Skaltsis wants to know HUB status by square footage which Gary stated he has. Doug DeDe wants to know if we are going to recover the subsidy portion of the lease. Gary stated their subsidy goes down very quickly. This will have to be reviewed with attorney. Nick Skaltsis asked if any penalties occur regarding abandonment of the Community Block Grant Fund investment. This is a priority to know due to six figure number, what steps need to be taken.

Zebra Crossing & Becket Family Services: Will have contracts next month for review and need to have to City Council by November at the latest. Patti Rawding-Anderson asked if subject to realtor. Gary stated yes and also had to pay commission on CAP lease.



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Timberland Day of Service Review: Gary Bannon

This was a challenge with less than a month to pull together with pros and cons in the whole project. It is great to have gardens established with one quarter of plants from plan out there. Most of the trees and shrubs are in. Tenants Collaborative donated \$750, two other donations totaled \$400 and Timberland donated \$7,500 for plants. Dover Day Care reaped the benefits with playground renovations and work inside. Work was also done on the canoe launch along the community trail. Community Partners to do some maintenance work with weeding, water, etc. Gary is trying to encourage tenants to adopt a spot.

Joe Tenuta asked will this be done on an annual basis with Timberland. Gary responded that Timberland offered to do follow up with us utilizing a smaller number of people to do work in a certain area.

Otis Perry asked if a Thank You went out to Timberland. Easter Seals sent a card from the children. The Mayor is going to do a proclamation and the Tenants Collaborative will do something as well.

Otis thought would be appropriate for this committee (McConnell Center Advisory Board) to send a thank you letter. Jan Nedelka made motion to send with a second by Patti Rawding-Anderson. Motion passes unanimously. Otis is going to write the letter.

Timberland also gave a \$1,000 gift certificate to Home Depot. Patti Rawding-Anderson suggested purchasing edging, etc.

Mike Gillis took footage of work being done by volunteers and is playing on Channel 22.

Food Service RFP Discussion: Gary Bannon

Gary handed out copies of the RFP which he is still reviewing, not a finish document because would like to capture main issues. There will be a mandatory pre-bid meeting to answer any questions and to qualify to bid.

Nick Skaltsis suggested on page 3 that when discuss rate it should be the utility rate and no dollar amount which should be in print explaining what it is and that they are paying on 900 square feet. Otis Perry stated that companies will want to know what amount that figure is. It was said Vendors will be responding to bid not proposals. Need to discuss and get City Manager to approve a number. Per Nick it states 12 months will be \$7.38 which is not accurate. Otis: should say that figure will be based on lease year beginning whenever bid is awarded and go to June 30, 2012. Cost this year \$7.38 per sq ft (\$6.58 & \$0.40 & \$0.40 = capital & trash) for initial lease per month with cost in the succeeding years be based on same info. Doug DeDe; rent should be a negotiable figure. Otis; bid not for any monetary but for evaluations. It was suggested to put a blank line _____ what amount of rent would you be willing to pay. Patti Rawding-Anderson would like to see what menu and pricing might be.

Deanna Strand a priority to offer catering service on menu, Dover Adult Learning uses a lot for meetings.

Judy Zalansky; it is difficult to attract National Chains due to limited operation hours.



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Jan Nedelka; McDonald's is welcome to come make a bid. Contract with Children's Center: do we still need the subset on the experience of subsidy and fee for service programs. Leave in as children are still here.

Nick Skaltsis; talked about back in 2006 that for profit operations can be housed in this building if there was a connection and a service with non profits. To solicit everyone in town that has licenses, the health inspector should have mailing list of everybody that could be invited.

Otis Perry; back to discussion about require respondents to bid put in a per square foot rent Nick Skaltsis; bidding should include what they pay. State minimum if went at \$7.38 per square foot calculating that the restaurant will be open 20 days a month 240 days a year.

Rating system should be on qualification, background experience, price and menu.

Nick Skaltsis stated the school could not come up with equipment investment which would have been around \$30,000 to \$50,000 but the hours of operation were great with their schedule.

Gary Bannon would like to get rewritten for next week sending a copy as requested to the tenants group by next Wednesday and Otis Perry, just for FYI not changes.

Jan Nedelka; page seven take his name off as he is not a participant in bidding process. Patti Rawding-Anderson: her name spelt incorrectly.

NEW BUSINESS:

Spreadsheet Review: Gary Bannon

First sheet is list of tenants per square footage, lease length and expiration dates.

Standard rent calculation sheets going forward using existing rent plus taking/adding square footage of tenants coming and going. Second sheet is space available. Second sheet has space available and first sheet occupied or so to be written lease.

% of available space is little over 10%, 6600 square feet.

Zebra Crossing and Becket Family Service is in rented space along with Easter Seals extra space.

Doug DeDe asked were HUB is going. Gary replied HUB is dissolving its 501 C 3. Community Action is picking up some professionals to work under their umbrella.

Gary said we are into fifth year of current leases and starting re ups.

Zebra Crossing Board approved 1 ½ years contract.

Spreadsheet request by Nick Skaltsis for Gary Bannon to get from Finance amortization schedule for building plus adding \$265,000 additional bonded debt for fit out and windows. Turns out approximately \$25,000 per year then works down from there in our debt service.

At bottom table (20) twenty year bonds is principle \$13,250 and interest \$12,588 then total mortgage payment goes up \$26,000 per year according to Nick Skaltsis. If we fit out this space and rent, we will collect \$43,122 a year.

Adjourn:

Marvin Brown made motion to adjourn. Motion seconded by Nick Skaltsis. Motion passed unanimously. Time adjourned was 8:13pm.