



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, October 24, 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: Marvin Brown; Otis Perry, Chairman; Steve Pryne; Patti Rawding-Anderson; Nick Skaltsis; Judy Zalansky; Joe Tenuta, Rec Advisory Board; Gary Bannon, Administrator
Members Absent: Gretchen Bean; Doug DeDe; Jan Nedelka, City Council Liaison;
Guest: David Choate, Grubb & Ellis

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the September 26, 2011 minutes. Motion seconded by Nick Skaltsis. Motion passed unanimously.

CITIZENS FORUM:

None

Moved from New Business: A. Extended Listing Agreement for Grubb and Ellis Discussion
Gary Bannon stated that Grubb and Ellis' contract deadline is October 31, 2011 and David Choate is asking for a 6 month extension.

Nick Skaltsis made motion to go to non public session for discussion. Motion seconded by Marvin Brown. Motion passed unanimously.

Back in Public Session

Nick Skaltsis made a motion to make recommendation for one year extension in contract for Grubb and Ellis. Motion seconded by Marvin Brown. Motion passed unanimously. David Choate thanked the board.

REPORTS:

Staff Report

Administrator: Gary Bannon

Gary introduced tenant Steve Pryne who is interested in filling Gretchen Bean's spot on this board as Gretchen is now the Chair of the Tenants Collaborative. All tenant members of McConnell Board should be approved by the City Council.

Hub Status; gave notice and will be out by end of this month. Gary is working with two sublets from Hub (Zebra Crossing and Becket Family Services) in securing regular leases. Draft contracts have been submitted to them for review and he hasn't received back yet.

Nick Skaltsis would like to know the rate, terms and affirm. Gary stated paying standard rate with Zebra Crossing term as 1½ years and Becket Family Services thru minimum June 30, 2012.



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Nick Skaltsis made motion to recommend to the City Council to approve lease contracts with stipulation, standard contract and terms as follows: Zebra Crossing 18 months and Becket Family Services till June 30, 2012. If any changes Gary will come back to the board. Motion seconded by Patti Rawding-Anderson. Motion passed unanimously.

CIP items have been submitted to Planning Board. Gary went to Joint City Council/Planning Board Workshop last week. Gary will attend another workshop on November 8 to answer any questions. No date as of yet for City Council public hearing or workshop but Otis Perry will attend along with Gary.

Political Season; Romney event has already been held. Huntsman will be this Sunday in the Senior Center from 2 to 5 pm. They are paying in advance.

Roof Leak Issues; have had a couple in the back of the building with the flat rubber roofs affecting UNH and Easter Seals. A roofing contractor has been on site to determine where the problems are.

Tenants Collaborative: Patti Rawding-Anderson

Dover School District informed today that this will be the 10th year for Dover Reads, and will be introducing Dover Reads & Writes this year. Easter Seals will be encouraging their kids to be part of and will have some activities as well as UNH Social Outreach.

A thank you to Timberland is being sent to Foster's today or tomorrow for Sunday's paper. It was mentioned the article was in last weeks Sunday paper.

Asking tenants to look at adopting a spot in the gardens looking ahead to the spring Blood Drive will be held Thursday May 17, 2012

UNH Social Outreach department has students helping to create welcoming packets with information about non-profit agencies in the McConnell Center to hand out to new clients/agencies. Otis Perry stated to make sure that when completed to make sure Grubb and Ellis receive a copy.

The Tenants Collaborative as a non-profit group need to do fund development.

In February will be having and Arts Festival. First meeting was October 19th

Working on Halloween Project to be held Friday October 28th at 9am for preschool children

Financial Report: Gary Bannon

Gary handed out report: Stated no big expenses after first quarter, \$20,000 to \$22,000 average expenses a month for the first quarter. Revenue was \$202,000 for the same period. Having Zebra Crossing and Becket Family Services as regular tenants will be a 30% recovery from the Hub revenue loss.



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OLD BUSINESS:

Food Service Bid Review Process Discussion: Gary Bannon

Bid Process: The RFP was mailed to 90 local businesses, have had a number of calls, people coming in to see space with only two vendors attending the mandatory bid meeting, Strafford Farms & a Food Group. Vendors had to be present at the mandatory bid meeting in order to submit a bid. Bids are due first week of November. When bids are received there is a scoring system in place for reviewing. Volunteers for reviewing committee along with Gary are Patti Rawding-Anderson, Judy Zalansky and a representative from the Dover Children's Center.

NEW BUSINESS:

Gary Bannon mentioned may have heard another vendor was interested in the Real Estate Bid. Nick Skaltsis stated there may be no bid depending on the wording. Need to check to see if renewal of new contract or extension of contract.

Adjourn:

Marvin Brown made motion to adjourn. Motion seconded by Nick Skaltsis. Motion passed unanimously. Time adjourned was 7:43pm.