



**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, November 28, 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; Doug DeDe; Otis Perry, Chairman; Steve Pryne; Patti Rawding-Anderson; Nick Skaltsis; Judy Zalansky; Joe Tenuta, Rec Advisory Board; Gary Bannon, Administrator

Jan Nedelka, City Council Liaison arrived during Staff Administration Report

Members Absent:

**APPROVAL OF MINUTES:**

Marvin Brown made motion to accept the September 26, 2011 minutes. Motion seconded by Patti Rawding-Anderson. Motion passed unanimously.

**CITIZENS FORUM:**

None

**REPORTS:**

**Staff Report**

**Administrator: Gary Bannon**

Beginning budget preparation in December and continuing in early January. The budget is due to Finance by January 12, 2011. A rough calculation on rates was done as we are not expecting any major changes in expenses. A meeting is scheduled for Monday December 19<sup>th</sup> to discuss the budget as there will be no meeting held December 26, 2011.

Hub Space; has cut out programs but contract is still in force. Sublet leases will be on Council Agenda December 14, 2011. 1600 square feet (3 rooms) remain open for lease. The 501 C3 is being completely dissolved in June.

Jan Nedelka arrived.

The Grub & Ellis lease contract will also be on the Council Agenda December 14, 2011.

Doug DeDe has suggested approaching Legal Aide to rent open space available. Patti Rawding-Anderson states the tenants are aware of space availability.

The Seacoast Hospice space, during interim basis, has been set up with table & chairs if needed for activity or meeting.



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### **Tenants Collaborative: Patti Rawding-Anderson**

We are doing a lot of internal reorganization with reviewing policies and practices.

The blood drive date is May 17, 2012. Red Cross has agreed to schedule fewer appointments to allow for more walk-ins.

UNH Social Work Outreach interns are developing a brochure for McConnell Center and once done will be available to hand out to clients.

A Halloween event was held but not well attended. The ones that did attend had a great time. Ron Ouellette donated money for supplies for this event.

The Tenants Collaborative has a relation with Liberty Mutual who donates boxes of reams of paper. The Teen Center has offered to organize the pickup of paper and any tenants of the McConnell Center that would like the paper the teens will deliver to them.

### **Financial Report: Gary Bannon**

The payout for debt service in December and June always makes the budget expense numbers jump. No expenses out of the norm; revenues as usual. Otis Perry asked why the water & sewer is out of whack. There is still 75% left to cover utilities. Doug DeDe stated the water rates increased for a reserve to get bond for North End water tower.

### **OLD BUSINESS:**

#### **Food Service Bid Discussion: Gary Bannon**

The McConnell Center is still without a food service provider. No bids were received. Can now freely approach and discuss availability with anyone interested in space but will still need to go to the City Council with whatever bid we receive. Otis Perry suggested once Grub & Ellis contract is approved set them loose on finding tenant. Doug DeDe went and saw Doug Colwell at Doug's Hoagies. A menu was sent to Gary Bannon but they did not show up at bid because of contract. Patti Rawding-Anderson suggested reviewing the contract and revising it to make it friendlier. It was stated that if Grub & Ellis finds the tenant there will be a need to negotiate a fee and who will pay, city or tenant.

### **NEW BUSINESS:**

#### **CIP Funding Status: Gary Bannon**

Stained glass windows is in year one at \$60,000. Fit out was divided into 2 pieces in years two and three by the planning board. Gary asked in order to move forward with fit out does this hinder our ability? Otis Perry talked with City Manager Mike Joyal; after hearing his response Otis stated as long as activity is approved in the CIP if it becomes necessary or desirable to move project up the City Council can do so. The Council can either bond or find other monies to cover expense as long as in tenant contract the schedule for payback. Otis Perry said need to have a formal position and a spokesperson to go to the Council meeting December 14 2011. Otis Perry is to go and express that monies be available if needed.



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New City Councilors; Otis Perry stated there are three new Councilors and they will be meeting at the McConnell Center in Room 305 on December 8 for a goal setting session. It was suggested on the evening of December 8 at 6pm that they tour the McConnell Center open to new and existing councilors. The suggestion was endorsed by the committee and a letter will be sent out with the invitation. Patti Rawding Anderson will e-mail the Tenants about the tour before the Collaborative meeting on December 7<sup>th</sup>, but at the meeting will give a reminder. Jan Nedelka suggested that we take five to ten minutes explaining about unfinished space during that tour.

### **Adjourn:**

Marvin Brown made motion to adjourn. Motion seconded by Nick Skaltsis. Motion passed unanimously. Time adjourned was 7:58pm.