



**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, January 23, 2012  
Meeting Time: **7:00pm**

### DRAFT

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

#### **ROLL CALL:**

Members Present: Michael Crago, City Council Liaison; Doug DeDe; Otis Perry, Chairman; Patti Rawding-Anderson; Judy Zalansky; Gary Bannon, Administrator

Steve Pryne arrived during Election of Officers

Members Absent: Marvin Brown; Nick Skaltsis; Joe Tenuta, Rec Advisory Board;

#### **APPROVAL OF MINUTES:**

Judy Zalansky made motion to accept the November 28, 2011 minutes. Motion seconded by Patti Rawding-Anderson. Motion passed unanimously.

#### **CITIZENS FORUM:**

None

#### **ELECTION OF OFFICERS:**

Chairman: Otis Perry stated he cannot serve as chair due to he has already served the limit of 3 terms. Nick Skaltsis' term is up and is not renewing. Gary confirmed that everyone is now on three (3) year terms. Otis asked Judy Zalansky if interested in serving as chair and she accepted. Patti Rawding-Anderson made motion for Judy Zalansky to serve as Chairman. Motion seconded by Doug DeDe. Motion passed unanimously.

Vice-Chairman: Otis asked Steve Pryne if interested in serving as vice-chair, he declined. Election for this position was put on hold until next month.

Have two (2) vacancies and one (1) alternate as of now

#### **REPORTS:**

##### **Staff Report**

##### **Administrator: Gary Bannon**

Parking lot is filling on a regular basis as it has been a busy season with every tenant active with programs. Operational functions are running smoothly with a break on energy due to great weather. No major issues.

Otis asked if the CDBG is going to pay for the windows. Gary stated there was \$60,000 in CIP to cover the windows which is making the operating budget go up. If receive the CDBG monies it will take the place of the operating budget allocation. Gary is to check on status.



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Patti Rawding-Anderson will check on Easter Seals CDBG monies so to be able to sign a lease for the extra space with the McConnell Center.

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

This has been a slow month. Financial policies for the 501 © 3 have been put into place. Collaborative is looking to set up adopt a spot (to protect landscaping) with different tenants and community people. During the Cocheco Arts Event the Collaborative will try to raise money with an Artists Pavilion in the event to help contribute to the Tenants Collaborative budget. On Friday February 10 a massage school will be bringing chairs and therapist for fifteen (15) minute massages at no cost.

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

The year to date expense for 6 months of operation is \$207,798 which includes some interest payment. The revenue is \$398,112. At this point we are running in the black. At end of the year is where it pushes in the red. Doug DeDe asked why finance can't breakdown monies received and monies to be received, has been requesting for a long time. Reports from finance, which are handed out, are not run until the third week following the month. Gary said he has a separate monthly billing which can be checked for total bills that went out.

### **OLD BUSINESS:**

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

There are two bidders, Doug Hoagies and Bon Ami Catering out of the Hellenic Center. Both have similar menus and approach. Difference is Doug's has more breakfast, were as Bon Ami has more catering. Status of kitchen is an open room with plumbing, electrical and hood. There is a need for plan to fit out. Doug's suggested that it should be at the tenants' expense. Bon Ami asked if the City could pay for infrastructure so it stays with the building. Gary is to set up a meeting with the food sub-committee, Patti Rawding-Anderson, Judy Zalansky and Joe Tenuta, to go over the menus and review the proposals. Otis stated anything that gets bolted to the walls should stay and that should be stated in the contract. Judy Zalansky suggested to offer some sort of offset so contact is more attractive for losing x amount of dollars. Explanation of infrastructure is basic equipment to operate such as stove, refrigerator, sink and dishwasher. This is a five (5) year lease with option to renew.

#### **Budget Status: Gary Bannon**

Gary handed out revenue sheets first then expense sheets. There have been no changes, still in draft mode with some fine tuning. FY11 actual column total next to actual was \$663,221. Actual total FY13 proposed budget department request says \$606,976. General revenues include some subsidy's (DALC, CDD & SAU). The rest of revenues are from different tenants. Other categories transfer and general fund actual FY11 is \$144,906 with detail below FY13 building subsidy \$80,814 for vacant space. Balance of budget requires to make break even \$802,405 total



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of expense side. In order to balance it needs to be subsidized \$100,000, \$60,000 for windows which is a capital investment and \$40,000 other charges. Gary is to check with Dan Lynch about the school transfer. The School Department pays operating portion so much per square foot and bond amount for what it bonded.

Patti Rawding-Anderson asked what the final cost per square foot will be for FY13. It was stated \$6.50 per square foot for bonded debt, \$5.40 per square foot for operational piece and \$0.40 per square foot for capital reserve totaling \$12.30 per square foot for FY13 budget. This is \$1.18 per square foot less than FY12 which was \$13.48 per square foot. DALC and DCC don't pay capital reserve; they only pay \$11.90 per square foot.

On the expense side of the budget the supply total is down \$16,000, stained glassed windows added \$60,000 shows on bottom page 6. Principle payment is up \$240,000 to \$250,000 and interest down from \$167,000 to \$157,000. This balances each other off. Mike Crago asked about refinancing and Otis stated wouldn't like to extend the term. Would have to ask Dan Lynch is viable and then the request would go to the City Council.

It was stated the School Board is seriously discussing cutting DALC. That space would need to maintain as an education center.

### **NEW BUSINESS:**

#### **Prospective Tenant Update: Gary Bannon**

Gary has meeting with David Choate tomorrow evening with potential tenant. Two other folks looking at Seacoast Hospice old space with one very serious, the NH Assoc. for the Blind. Have a meeting later this week with them to show staff the space. They are a 75 year old stable organization. Legal Aide a non-profit group was also interested but has not followed up.

#### **Upcoming Agenda Items**

Plans for this year discussion should be on an upcoming agenda. This is to brain storm items want to tackle this year. Patti suggested starting to look at some braille signs for the building.

Doug DeDe asked about fees for upcoming budget year.

Otis Perry officially welcomed Mike Crago to the board.

#### **Adjourn:**

Patti Rawding-Anderson made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 8:38pm.