



**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, March 26, 2012  
Meeting Time: **7:00pm**

DRAFT

**CALL TO ORDER:** Judy Zalansky (Chair) called the meeting to order at 7.00 pm

### **ROLL CALL:**

Members Present: Steve Pryne; Patti Rawding-Anderson; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Doug DeDe; Gary Bannon, Administrator  
Members Absent: Michael Crago, City Council Liaison

### **APPROVAL OF MINUTES:**

Joe Tenuta made motion to accept the January 23, February 20 and March 12, 2012 minutes. Motion seconded by Doug DeDe. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **REPORTS:**

#### **Staff Report**

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

Gary has been working on the budget which is now in City Manager's hands and he met with him last week to discuss the budget. The expense side is based on what was spent in the prior year. The bottom line is around \$30,000 more due to the stained glass windows being added as capital expense items. The revenue has a couple of changes being the Food Service Vendor and Easter Seals. Patti Rawding-Anderson asked the status of NH Association for the Blind and Gary stated they are in and operational. Signage is complete on the outside of the building directing people to door 7 and door 1. Their clients are primarily people they visit. Doug DeDe asked if knew size of projected operating loss. Gary responded with \$220,000 which covers mostly debt service, but in budget subsidy and empty space \$80,000. Gary is to double check.

Other items working on are the AC/Heating in the building which is working fairly well. Bert is working on preventive maintenance spring cycle such as filters and equipment. Some lights have been changed especially by door 8 which is now a flood light. Two big lights in front of the building have been replaced with LED lights (running 260 watt instead of 450) due to having problems with the old lights falling off and being too bright taking away from the stained glass windows effect.

Gary has been working with the tenants to try and set up some spring projects for landscaping out front of the building. Interested parties in helping are Timberland targeted projects, Day of Caring, Liberty Mutual and some schools such as St Thomas, Berwick Academy and Dover



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High. Need to replace mulch and add some plants. There is some money left from the Timberland Project last year to help purchase the mulch and plants.

Gary continues to work with David Choate with Grub & Ellis on vacant space and marketing. My Turn who was a potential tenant had to back out due to funding. There is still discussion with Hub on closure agreement.

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

The Collaborative is working on developing more of a strategic plan, activities to generate income, Arts Event and ways to keep landscaping up with adopt a spot. The blood drive has been moved to Thursday May 3<sup>rd</sup> in the McConnell Gym. Red Cross will be able to service more walk in as they are not taking as many scheduled appointments. A massage chair will also be available. We are working on a regular basis with Liberty Mutual for cases of paper which the Teen Center goes and picks up. Judy Zalansky stated she will attend the next Collaborative meeting. Patti thanked Ron Ouellette for doing the Collaborative minutes and bringing goodies/breakfast to the meetings which he does out of the goodness of his heart.

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

Right now we stand at \$220,000 in the black, but by the end of the year the bond payments that are due will take care of this. Natural gas and electricity are looking good at this time.

### **OLD BUSINESS:**

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

The special committee met to go over the Bon Ami terms for McConnell Center to take ownership of the equipment being installed. First two years will be credit value for all equipment and will be absorbed thru rent as follows:

First Year Credit: based on RFP going out at \$7.38 per square foot

Second Year Credit: based on year actual rent being around \$12.30 per square foot

Third Year & Beyond: based on what rest of building is paying per square foot

Gary discussed the proposed contract. He met with Richard Clarke from Bon Ami who is agreeable with the terms. Richard estimated the low end cost of the equipment would be around \$6,000 and the high end being around \$8,000 to \$10,000 plus installation which could bring total around \$10,000 to \$15,000. They have agreed to a five year contract.

Patti Rawding Anderson asked what the timeline would be for the next steps. Once Gary receives the contract from Alan Krans, City Attorney, it will be forwarded to Richard then to City Council hopefully by the 2<sup>nd</sup> Wednesday of April for approval. Once approved should take around two to three weeks for outfit & set up service. Opening should be sometime in May. Once open Doug DeDe suggested getting Mike Gillis in here to film and put on channel 22. Judy Zalansky suggested that Bon Ami get good quality used equipment, not real expensive but not real cheap.



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### **NEW BUSINESS:**

#### **Discussion on Voting Status of City Council Liaison: Gary Bannon**

Mike Crago had originally asked if he is a voting member. Gary checked into and as of now it appears that a City Ordinance that was passed in 2010 limits the role to a non voting liaison. The committee can amend if wishes to by presenting a resolution to the City Council. Patti Rawding-Anderson stated a benefit to the committee would have a better chance at a quorum. Doug DeDe leans toward keeping as ex-officio as having a city councilor with voting privileges could per sway the way other members vote. The committee has decided to keep as a liaison with no voting just gives opinion.

Gary asked for a motion to approve the terms for the food provider contract. Patti Rawding-Anderson made a motion to accept McConnell Center Food Service Agreement as outlined and represented by Gary for Bon Ami and recommend he take forward to Bon Ami and City Council. Motion seconded by Joe Tenuta. Motion passed unanimously.

#### **Filling Vacancies:**

There are three community positions available. Doug DeDe has asked a couple of people and they declined. Judy Zalansky is to check with the City Clerk to see if she has any applications.

#### **Conference Room Replacement: Gary Bannon**

Space used currently for meeting space is room 346 which has no windows and limited use, cafeteria which holds 180 and room 305 is mainly used for inside groups with SAU using a lot. (Mike Gillis rents out 305) Gary stated room 220 used to generate \$6,000 to \$8,000 revenue a year. Judy Zalansky suggested this would be a good time to discuss with Bon Ami that tenants may use the cafeteria for small meetings and may not use food service. Doug Dede suggested making use of vacant space such as Council Chambers and two large rooms on the top floor of the library. Patti suggested using the old parent room of the HUB. If HUB is still paying for the space we may not be able to use it without a change in their agreement. Gary can check on use of chambers and library for tenant use. Gary stated there are many outside groups looking for evening space for meetings which we used to accommodate and would love to have another room in the McConnell Center. Patti asked the cost benefit for the HUB room use, \$6,000 to \$8,000 brought in, would offset what HUB owed. This would reduce what HUB owes. Doug DeDe made a recommendation that Gary Bannon does speak to Mike Joyal and advocate for a general inventory of available meeting space knowing that some of those spaces will have restrictions based on normal current users and events that take place on a periodic base. This would also include the HUB space. Patti Rawding-Anderson seconded the motion. Motion passes unanimously.

Judy Zalansky to check with Jim Vescheuren to see if interested in becoming a member.



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### **ADJOURN:**

Doug DeDe made motion to adjourn. Motion seconded by Joe Tenuta. Motion passed unanimously. Time adjourned was 8:00pm.