



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, July 23, 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: Michael Crago, City Council Liaison; Cora Quisumbing-King; Steve Pruyne; Patti Rawding-Anderson; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Doug DeDe

APPROVAL OF MINUTES:

Corrections: Under Tenants Collaborative Patti stated she was not trying to start a website but to inter connect with the McConnell website if it existed. Steve said there was a misspelling of his last name. Patti Rawding-Anderson made motion to accept the June 25, 2012 minutes with modifications. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report

Administrator: Gary Bannon

Relating to the future budget development we have used the previous year's actual expenses when determining rental rates per square foot. The City Manager is requesting to start calculating the rental rate based on the current year's budget instead. Current tenants pay \$5.40 per square foot in maintenance charge based on actual and if projected from current budget new tenants would pay \$6.45 per square foot for that portion of the rent. Current tenants would remain on actual figures due to contracts already negotiated. Judy Zalansky suggested looking at a long term resolution for all tenants so not to have double accounting going on. There is a difference in ways calculated so it will impact the revenue either way over time. There was a recommendation to postpone switching to this new system in light of the fact that it has been tough to recruit new tenants for the vacant spaces at the current rates. A higher rate and a two tiered system would not be fair and perceived discriminatory against new tenants. It was recommended that the whole building rent be adjusted at once for all tenants using the adopted budget numbers next year.

Mike Crago commented on the funding sources for the fit out of the unfinished rooms that the City Manger recommended. One source was the annual revenue the City receives from the sale of gravel. Most of that money is designated to go into the Recreation Capital Reserve fund to help budget Park and other Recreation related projects. He was concerned that if these monies



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were used it could impact the Recreation Services. Gary Bannon stated when Gravel Fund was set up breakdown was as follows: 60% Rec Projects 10% maintaining those projects and 30% other Capital Projects. For the first five years this happened but beyond these years monies were reallocated and used for other projects. Mike suggested there was an alternative; monies received from selling city parking lots, reimburse CDBG fund then move monies to pay for McConnell fit out. Judy Zalansky mentioned this would not happen until 6 months or further down the road and we are looking at fit out now. It was also mentioned that there is approximately \$300,000 sitting in parking meter account which part of the money could be moved over for McConnell fit out. Options to look at are: A) bonded debt B) gravel money C) CDBG money. The simple solution, go with A which could be added to building debt. Mike said he was trying to use surplus money instead of more bonding. CIP for FY13 has already been approved so it would need a super majority of the Council to approve any changes at this time.

Judy Zalansky asked that the Tenants Collaborative be advised but they will not meet until September. All agreed to support the process to move ahead on the fit out and to work out the financing details with the City Manager and City Council.

Financial Report: Gary Bannon

Gary asked if all have June 30th financial report. We have now finished renting current fit out space. Board voted to recommend that Gary Bannon, City Manager, Mike Joyal and the City Council to move forward with approving the use of some monies for basic fit out to make space more attractive to rent.

Judy Zalansky moves that we authorize Gary Bannon to obtain estimate of a couple levels of fit out in a format that we can present as soon as possible to Mike Joyal. Move seconded by Joe Tenuta. Patti Rawding-Anderson amends to make a formal recommendation that fit out be done for easier rental. Amends seconded by Joe Tenuta. Move unanimously passed.

Back to financials: actual revenue year to date \$778,951.03 actual expenses year to date \$695,497.00 putting us \$83,000 to the good. Budgeted expenses were \$771,000 and actual came in at \$695,000 making us under budget by \$79,000. This includes all expenses plus debt service.

Patti Rawding-Anderson made a motion any new tenant come in they are under same financial criteria rent criteria as the existing tenants at which time everybody can be put on a budget based on the current years revenue and expenses which may be in 2013/14 or 2014/15. Motion was seconded by Cora Quisumbing-King and passed unanimously. Gary Bannon will inform the City Manager.



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Budgeted revenue was \$771,000 and actual came in at \$778,000. \$83,000 to the good anything above will go into the McConnell Center fund balance. With new tenants starting contracts revenues will be higher. The board praised Gary with doing a great job.

Tenants Collaborative: Patti Rawding-Anderson

None

OLD BUSINESS:

Food Service Contract Status: Gary Bannon

Bon Ami folks have been in with contractors to measure up and stage for one big move. Goal at this point soft opening later part of August and push with PR after Labor Day. Contract has been approved and in hands for signature.

NEW BUSINESS:

Prospective Tenant Status: Gary Bannon

We have been getting regular contact with potential people for space. There is one change. The UNH office will be moving and has given their 2 year notice as contract states. If new tenant is interested within this 2 year span UNH will vacate. If not they will be making the monthly rental payments. Potential tenants are: New Hampshire Small Business Association who helps businesses stay afloat and works along with GreenPath. The other potential tenant is Child Voice who is interested in room 346 plus UNH space.

Options for Room 346 as a Leased Space Discussion: Gary Bannon

Patti Rawding-Anderson from Easter Seals was concerned with room 346 being taken as they use for meeting space. Gary stated that room 323 will replace room 220 meeting space. Judy Zalansky suggested Gary Bannon to get estimate, at the same time as other fit out, for tearing apart room 346 and make usable. Judy also asked Gary once estimates are obtained please e-mail board info so to review before next meeting. Patti wants clear understanding of meeting room space. 1) Gary Bannon and the City Attorney have to complete the details of the HUB obligation for the space and is working on final dollar figure 2) Clean room up and ready for use.

Judy Zalansky thanked Mike Crago for his interface with City Manager and City Council on our behalf.

Gary stated recommendations are turned into resolutions and the City Attorney is the facilitator of the resolution.

Motions will go to Council by August 7th by Gary Bannon and Mike Crago. Cora Quisumbing-King asked when chair should be present and Gary stated when resolution comes up for vote.



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ADJOURN:

Joe Tenuta made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 8:15pm.