



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, June 25, 2012
Meeting Time: **7:00pm**

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; Judy Zalansky, Chair; Gary Bannon, Administrator

Guest: David Choate from Grub & Ellis

Members Absent: Doug DeDe; Joe Tenuta, Rec Advisory Board;

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the May 21, 2012 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report

Administrator: Gary Bannon

Gary announced David Choate from Grub & Ellis. David is working with Child Voice who is coming in to look at rooms 238 & 239. At a previous McConnell meeting it was mentioned other options on cost of fit out related to rent. David explained that these rooms are unfinished with no or limited natural lighting and not enticing for rental. Child Voice has a limited budget but lots of equity, not cash to fit out. Also, David had inquiry today from a National Education Association representative looking for office space. If we renovate raw space it would make it easier to sell to the public. Patti Rawding-Anderson would like to take back to tenants because Easter Seals paid for renovation while paying rent. Patty stated city could pay to fit it out and include the cost in rental rate. There is \$100,000 loan available but needs to be paid back by contract over certain amount of time. David suggested fitting out four walls, hvac system, drop ceiling lights, outlets, floor and additional plumbing to make more attractive. We are losing \$40,000 a year in potential revenue for this vacant space. Mike Crago suggested taking surplus available in the General fund budget and moving forward by getting estimates for fit out. He can ask City Manager to determine if the City can obligate the funds by end of the fiscal year and also request executive session for the City Council to approve. Mike will make a point to call Mike Joyal tonight after meeting. David Choate suggested fitting out all unfinished spaces. Patti stated that Easter Seals is putting in three hvac's for \$39,000 with CDBG monies. So to put four units in downstairs you're looking at \$52,000. Steve Pruyne asked how city money would be



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repaid. Gary Bannon stated it would depend if considered to be infrastructure investment or basic fit out where tenants pay a portion.

Patti Rawding-Anderson: For the record, I liked Councilor Mike Crago's suggestion; once space is fit and rented taking a look at what current tenants have invested and maybe looking at some type of rent rebate or abatement and have that topic put back on table at later time.

Gary stated once the leases in the pipeline are approved we will be at 95% capacity. Mike Crago asked if there was a fiscal reserve account to support the McConnell Center. Gary replies that there is a 40 cents per square foot charge most tenants' pay which goes into the special revenue fund. Some goes back into capital investment maintaining existing infrastructure.

Cora Quisumbing-King made a motion for Mike Crago or Gary Bannon to contact the City Administration about the status and availability of capital CIP monies to go into infrastructure and fit out. Judy Zalansky seconded motion.

Tenants Collaborative: Patti Rawding-Anderson

The Collaborative met in June with election of new officers. All stayed the same. Updated info on blood drive; less attendance but ran more smoothly. We discussed Halloween Event, will participate in a fundraiser during Apple Harvest Day for Collaborative for Arts and participate in United Day of Caring September 11 with landscaping project.

Patti is exploring to inter connect with a website for the Tenants Collaborative to let people know about the group. Mike Crago suggested Facebook as you can set up business page for free.

Medicaid is going to Manage Care Medicaid which will affect a number of tenants in the building so keeping a close watch.

Next meeting will be in September.

Financial Report: Gary Bannon

If you look at the end of May we have 7% revenue remaining to recover and 11.34% expenses left to spend. On the last page, expense side it shows interest paid. Revenues were \$750,000 have spent \$341,000 leaving balance of \$323,000 to pay for bonding. They are 20 year bonds, one in its 7th year and one in the 8th year. Mike Crago asked about the debt service balance which Gary stated roughly 5 million debt just over 2 ½ million to 3 million left.

OLD BUSINESS:

Food Service Contract Status: Gary Bannon

Contract is on the council agenda for Wednesday night. They will be doing business as Bon Ami but the contract name is Sophem Corp. Once the contract is approved, build out will take place in July with a soft opening the beginning of August and a main opening the end of August first of September.



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Board Vacancies: Gary Bannon

Need 2 more members. Board should consist of 7 regular members and 2 alternates
Mike Crago stated he can go to the City Council and ask for his position to become a voting member if need be.

New Tenant Contract Status: Gary Bannon

Green Path contract is on city council agenda Wednesday evening. Contractors have been in to estimate the fit out and Green Path is hoping for an August opening.

Meeting Room is an Administrative approval only not on council agenda.
346 will stay as meeting space unless we can find someone who wants to lease that space.

NEW BUSINESS:

New Tenant Inquiries: Gary Bannon

Gary has potentials inquiring on a weekly basis and exploring the building.

Budget Update:

None

ADJOURN:

Cora Quisumbing-King made motion to adjourn. Motion seconded by Judy Zalansky. Motion passed unanimously. Time adjourned was 8:04pm.