



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 323
Meeting Date: Monday, November 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: Michael Crago, City Council Liaison; Doug DeDe; Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Cora Quisumbing-King; Patti Rawding-Anderson (no longer on board or collaborative according to tenant collaborative report below)

APPROVAL OF MINUTES:

Judy Zalansky stated no meeting in October so need to approve September 24th minutes. Joe Tenuta made motion to accept the September 24, 2012 minutes as presented. Motion seconded by Doug DeDe. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report

Administrator: Gary Bannon

Budget Process: Working thru the month of December for projected budget. Revenues are due just after Christmas and expenses by January 12th. McConnell Center budget is based on actual expenses and any estimates we are given for changes. The City Manager, Mike Joyal, has requested to start calculating the future rent based on the budget we are operating under rather than the prior years actual. This has been discussed in the Tenants Collaborative Meeting. Most tenants have been verbally advised of the change. A budget notice is sent in February to tenants for July 1st rent, which an amendment to the lease contract can be attached with the notice.

Mike Crago asked if we have the ability to change electricity provider. Gary stated that the Purchasing Agent/Finance Department as a whole for the city makes the decision as to what provider is used.

Gary will plan to scan and send the proposed budget to members so they can review it prior to submittal as we will not be meeting in December.

The two new tenants are up and running. HPOP has been in the building for several months and GreenPath has now occupied their space.



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Tenants Collaborative: Steve Pruyne

Patti Rawding-Anderson no longer works in the building or a part of the Tenant Collaborative so the tenants have appointed Melissa Fischetto from Dover Children's Center to fill her position. Apple Harvest Day Arts Pavilion on the front lawn was a success with over 20 vendors set up here at the McConnell Center. Over \$1200 was brought in by the Tenants Collaborative as a fundraiser for the organization.

Financial Report: Gary Bannon

The report was not sent out because it was not complete. Report will be forwarded to all members once completed.

OLD BUSINESS:

Food Service Status: Gary Bannon

Bon Ami is not open yet. As of today, the health inspector is in for the final inspection. Bon Ami anticipates opening this week by Wednesday at the latest. A small sign will be placed out front. Richard Clarke will be visiting all the tenants and surrounding areas to do a little outreach. Café hours will be 8am to 2pm Monday through Friday with catering in the evenings if requested. Both owners (Richard & Bonnie Clarke) will be on sight.

No submitted costs have been turned in at this time. Whenever space is vacated the Pepsi equipment will go but the ovens and other equipment will stay.

Doug DeDe suggested asking Mike Gillis to make a promotional piece that can run on channel 22 before the City Council and Planning Board meetings.

Fit Out Plans for Rooms 236 to 239 and 346: Gary Bannon

There was a mandatory on sight meeting held on the 13th where we had 20 firms attend. One half have come back again for follow up. Bids are due on Thursday November 15th. Once bids are in they will be reviewed and then go to council. Mike Crago stated due to the December scheduling because of the Holidays he can request a special council meeting if needed.

Gary mentioned had two dance studios look at the space but they didn't want a long term commitment.

NEW BUSINESS:

Discussion of Code Approval Change Proposal

Judy Zalansky had heard that the city code committee wants to change the process of approval. Right now the City Manager is in charge of approvals and then goes to City Council and they want to change to the City Council without going thru the City Manager.



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Mike Crago stated there are a few issues.

Administrative code virtue of state law chapter 3 needed to be approved by City Manager by recommendation for City Council to act upon. It was suggested due to a potential violation to city charter and state laws in 2010 going back and fixing by moving everything back to Chapter 3. There should be two separate ordinances which are now broken down to 12. There should be no impact to the McConnell Center Board.

Judy Zalansky heard of a change in the wind that the City Council would appoint the chair of committees and not the members. Judy was concerned because council members will change with each election and therefore composition of committee could change drastically based on politics and not work of committee. Mike Crago stated after discussion with colleagues of council there is no desires of the City Council to micro manage boards, commissions and committees. The concept of the boards, commissions and committees are an extension of City Council. The City Council delegates freedom to boards to do what they are charged with. It has been referred to public hearing with 2 to 3 sessions.

Judy Zalansky received a letter from City Hall telling she has been approved for an additional three year term as a regular member.

Gary Bannon stated next month's meeting not be on Christmas Eve or New Year's Eve unless have reason. All agreed. Next meeting will be January 28, 2013.

ADJOURN:

Doug DeDe made motion to adjourn. Motion seconded by Joe Tenuta. Motion passed unanimously. Time adjourned was 8:24pm.