



**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, February 4, 2013  
Meeting Time: **6:00pm**

### DRAFT

**CALL TO ORDER:** Judy Zalansky (Chair) called the meeting to order at 6.00 pm  
Purpose of meeting to discuss proposed changes to contract with Bon Ami Catering: Timing of payments and credit payback of fitout.

### ROLL CALL:

Members Present: Cora Quisumbing-King; Steve Pruyne; Joe Tenuta, Rec Advisory Board;  
Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Michael Crago, City Council Liaison (Gary told Judy Michael Crago called not feeling well); Doug DeDe; Melissa Fischetto

### TIMING OF BON AMI PAYMENTS:

Judy Zalansky stated if we use what Bon Ami is proposing no money will be seen until after July 1, 2013. Gary Bannon's overview: the original agreement was supposed to start in Spring of 2012 but Bon Ami didn't open until end of December 2012 changing the terms from 2012-2013 to 2013-2014. Financially cash flow has been slower than anticipated. They are \$7,000 in debt for equipment and bills for approximately \$2700 left to pay for plumbing, propane piping and regulators to be fixed. Bon Ami would like to know if we can just pay the bills instead of reimbursing them for that amount and a proposal to reimburse cash for investment made to date for equipment instead of credit. To pay off in credit it would take thirteen and a half months and by accepting proposal would start receiving cash within 6 months. Judy asked is this something that will need to be approved by the City Council. Gary wasn't sure due to it is a contract revision. The City Manager signs the agreements but most likely will have to bring back to Council so they approve what is being changed. Judy Zalansky asked if they will pay maintenance part of the rent each month in the amount of \$465.54 until July 1 and then pay full rent. From a tenant prospective the annual budget expense does not include a capital item in the maintenance fee which means this will not affect the tenants at all. It will affect the city subsidy of the building. Judy Zalansky and Cora Quisumbing-King asked if from January 1<sup>st</sup> to June we are accruing credit. Gary said for the first six months we could look at what the value would be to do that but it didn't match what Bon Ami asked to do so we will probably end up not be accruing a credit amount for these six months so we can get this agreement done.

Joe Tenuta asked if Bon Ami was using any other form of advertising besides the sandwich board outside. Gary replies with flyers, going to businesses, Chamber ribbon cutting and local advertising. Gary also told owners need to go outside of building and not solely rely on tenants inside for support.



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Joe Tenuta asked will the operating budget have enough monies to cover and Gary replied it could if necessary. It would be better if taken from project money.

Gary needs to go back to Bon Ami and go to City Manager with what steps to do for another agreement.

Judy Zalansky mentioned they can still operate while agreement in process and not going to close down. Gary said I am not saying could not happen by they may have to suspend operation if keep losing money and until receive cash flow. Judy said the two outstanding invoices totaling \$2741 should be paid out of operating money. This will affect FY cash flow and revenue next FY unless CIP monies are used, per Gary.

Judy read part of the contract: The lessor shall own the equipment and fit out improvements installed by lessee 30 days after the lessee opens for business. Technically we own the equipment.

Judy asked the board, do we want to reconsider the timing of their payments to start as of July 1<sup>st</sup> for FY13 paying the maintenance portion of the rent for a year and then full rent schedule as of July 1, 2014. She proposed that we agree to the terms of the modified contract and start the maintenance portion of the rent on July 1, 2013 for one year with the full rent being equal to that paid by other tenants on July 1, 2014. Joe Tenuta seconded and motion passed unanimously.

### **CREDIT PAY BACK OF FITOUT:**

Judy Zalansky: I move that we request Gary to seek approval from City Council to use money from gravel fund that was previously approved for fit out of rooms in McConnell Center to reimburse Bon Ami in the amount of \$7133.88 for the cost of the kitchen equipment purchased and installed. All members were in favor of.

No vote needs to be taken on \$2741 for outstanding invoices just need to pay out of operation.

Steve Pruyne suggested it would help if Bon Ami would seek out web presence.

### **STATUS OF RENOVATION PROJECT IN ROOMS 236 TO 239: Gary Bannon**

Gary said that fit out of rooms to start any day now by contractor Nick Gray Builders out of Eliot, Maine and complete work by end of March, approximately 6 weeks. The cost came in at \$96,000 which is lower than expected.

There are two potential tenants looking at the space.

- 1) A School – Nonprofit school out of Wells, Maine looking to rent Monday thru Friday



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### 2) A Church – Using the space on Friday through Sunday.

The church is also looking at possibly renting rooms 238 & 239 (1500 square feet) for 3 days a week, Friday night to Sunday. Gary said may be able to rent to both the same rooms. Steve Pruyne doesn't think the tenants would have a problem. Judy said we would have enough leeway time to discuss at the next meeting.

### **APPROVAL OF MINUTES:**

Joe Tenuta made motion to accept the November 26, 2012 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

### **ELECTION OF OFFICERS:**

**Chair:** Joe Tenuta nominated Judy Zalansky with Cora Quisumbing-King seconding. Judy elected by unanimous vote.

**Vice-Chair:** Cora Quisumbing-King nominated Joe Tenuta with Judy Zalansky seconding. Joe elected by unanimous vote.

### **BUDGET: Gary Bannon**

The budget has been submitted and I will be meeting with the City Manager, Mike Joyal on February 14. Rent is down 14 cents per square foot due to using actual operating cost which went down again last year.

Gary Bannon has been talking with Sherry at Easter Seals about leasing room 346 for storage. They have moved the Raymond office here utilizing room 333 and are tight on space.

Gary Bannon update Stained Glass Windows: Work will start during February vacation to take out the windows from Jean Brigg-Badgers office and should be ready to reinstall during the summer when it is slower.

There are two boilers with leaks that will cost \$34,000 to \$38,000 to replace. Looking to replace one this year and one next year.

Next meeting to be held February 25, 2013

### **ADJOURN:**

Judy Zalansky made motion to adjourn. Motion seconded by Joe Tenuta. Motion passed unanimously. Time adjourned was 6:48pm.