



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, August 26, 2013
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Elizabeth Comeau; Lindsay Conway; Michael Crago, City Council Liaison; Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: none

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the July 22, 2013 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

Judy Zalansky welcomed new member Elizabeth Comeau. Elizabeth stated she is the regional manager of Eagle Storage on Rte 155 Knox Marsh Rd, has graphic design experience, property management experience and wanted to get more involved with local community.

CITIZENS FORUM:

None

Gary Bannon asked to have couple things moved up as Mike Crago may opt to leave meeting early due to his birthday today.

Potential Leases: Dance Program-Proposal Rm239

Kitchen Vendor-Dennis Leary-Proposal

Strafford County Community Action Program-Renew Lease

NEW BUSINESS:

Tenant Renewals and Space Usage – Gary Bannon

Gary handed out Strafford County Community Action Program potential lease for review. This is for room 240 and newly fit out room 238. Rental cost is \$12.16 per square foot with a one year lease (September to September) as they are looking to consolidate.

Doug DeDe made a motion to approve the lease. Cora Quisumbing-King seconded the motion. Motion passed unanimously.



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, August 26, 2013
Meeting Time: **7:00pm**

Northeast Ballet Theater: Gary Bannon

They will start paying full rent at the beginning of the lease and will commit to a five year lease. There are two options:

1. The McConnell Center buy the portable ballet floor, material around \$8400, mirrors \$1600 and bars \$2000. Project would be just over \$10,000. One cost for laying the floor is \$5000 but they are trying to find a better price. Total cost of fit out would be around \$14,000.
2. NE Ballet to pay ½ of rent and raise more for the floor, etc., meaning they will occupy space at a later date.

- Steve Pruyne asked where fit out money would come from. Gary replied from McConnell fit out monies; \$90,000 left in capital account.
- The committee is not fond of discounting rent.
- Cora Quisumbing-King commented the benefit once space is fit out will be easier to market the space specifically when vacated.
- Steve Pruyne: tenant side concerned of spending money for fit out but would benefit with building be full.
- Gary handed out a draft lease without addendum. Terms will have to be added, like city will fit out and we own.
- Doug DeDe; does space already have air handler for ac and Gary commented yes.
- Judy Zalansky: two weeks ago we approved the concept is this sufficient to go ahead or do you need further discussion. Gary; what they offered we all agreed will be healthy for the building.
- Cora Quisumbing-King; what hours will they be utilizing the space? Gary replied after school, evenings and weekends.
- Will go to tenant's meeting next Wednesday.
- Ok to move forward with approval with general terms under \$15,000. Doug DeDe stated don't need a motion just approval by raise of hands.
- Will go to council in September

Gary Bannon will create e-mail with details and forward to all members for review and if a meeting is needed it will be scheduled during the day between Labor Day and mid-September.

OLD BUSINESS:

Kitchen Vendor Status: Gary Bannon

There are two options for the next phase. Kitchen is at 65% fit out. Has no refrigeration. Dennis Leary is seeking prices on walk-in or reach-in cooler/freezer. He has two quotes and waiting for the third. There is a series of equipment needed such as ice maker, soup kettles, convection oven, serving counter, freezer/refrigerator and storage units. Cost will be around \$17,600 delivered and installed. We want to own new equipment and not used. Third quote may



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, August 26, 2013
Meeting Time: **7:00pm**

be around \$15,000. To equip the kitchen will be around \$15,000 to \$17,000. Dennis will be buying and owning the smoker.

- The two options: we buy equipment and own or we buy some and own and he buys some and he owns.
- Doug DeDe asked; after purchasing the rest of equipment for the kitchen will it be a turnkey space. Gary replied; yes.
- Gary passed out draft agreement. Need to add addendum. There will be a detailed agreement for the special meeting. 849 square feet does not include dining area (which is a common space).
- Will go to Tenant's Collaborative on September 4th.
- Gary stated we will call a special meeting to go over final dollar and cents.
- McConnell Board is moving forward with option one and will be a five year lease.

Joe Tenuta asked about back ground check. Gary stated we don't do process that with tenants because they are not an employee.

Staff Report: Gary Bannon

Seasonal change over to Fall schedule. The Gym and Dance Studio floors are being refinished this week. Cleaning service has been here since July 1st and we are working through issues.

OLD BUSINESS:

Stained Glass Window Project: Gary Bannon

The contractor has arrived and removed the windows with lift out and staging inside. Windows have been replaced with Plexiglas sealed and cocked. Company is trying to track down where water is getting through. Windows are now being rebuilt. Looking like late October early November to have windows back.

Gary reported will set up with cleaning company to have annual carpet cleaning and floor stripping done. It was mentioned section of carpet in stairwell by door two needs fixing.

Boiler that was leaking the part is in, waiting for schedule to install due to schools starting back up. We can run on one boiler until winter arrives.

Tenants Collaborative: Judy Zalansky

Next meeting is to be held next week. President is now Deanna from Dover Adult Learning Center.



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, August 26, 2013
Meeting Time: **7:00pm**

Financial Report: Gary Bannon

FY13: End of year net operating revenues exceed expenses. There is some carry over from the stained glass window project of \$60,000. Profit last year \$47,855 which will roll into McConnell Center fund to pay down debt of \$500,000.

Dan Lynch interpretation: Revenue net summary \$24,000 from above

Fiscal Year 13 Operating Results:

Net Revenue	\$170,855
Facility Rental Income: Budgeted	\$603,726
Collected	\$628,242
Excess	\$ 24,516
Unexpended Appropriations:	\$83,339
Stained Glass Windows	\$60,000
Balance	\$23,339

\$23,339 plus \$24,516 equals the \$47,855 revenues above expenses

Now that have end of year financial numbers can start working on estimated rent for next year.

Other New Business:

Doug DeDe asked if still doing electricity with PSNH. Mike Crago stated City Council is discussing. Gary Bannon suggested using the Arena as a test due to being largest city user of electricity. Mike Crago will present to finance office as they have to bring up. Judy Zalansky said talked about at last meeting and the city as a whole would have to convert.

Gary Bannon mentioned the City is in the process of selling the National Guard Armory on Oak Street. Recently the building has been used as storage space for records. With the closing being somewhere in September the records have been moved here to room 237, the one with no windows. Judy Zalansky asked why not use something like Iron Mountain. Gary stated once the police move out of City Hall that space will be used for storing records. 300 boxes of records are being shredded and not moved. Primary records are saved in fireproof vaults at City Hall.

Gary Bannon stated the only rooms left for rent at McConnell Center are UNH space which they are still paying rent on. Gary is working on new tenant signs.

ADJOURN:

Doug DeDe made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 8:08pm.