



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, October 28, 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; Steve Pruyne; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Michael Crago, City Council Liaison; Doug DeDe

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the September 28, 2013 minutes as presented. Motion seconded by Lindsay Conway. Motion passed unanimously.

CITIZENS FORUM:

None

Discussion of Real Estate Contract Extension: Gary Bannon

Agreement is now with Colliers, who bought out Grubb & Ellis. Contract rolled over with Dave Choate as same representative. Last six to nine months have had two new internal contracts. Gary Bannon works with renewals and internal contacts. There is only one room available for rent, room 238 which is 500 square feet. The building is 99% rented. The contract with David Choate would only be insurance for empty space. Renewals no commission but if we find new tenants internally David would get a percentage even though he did not do the contract. Gary will encourage the Dance Theater to take additional space, room 238. David gets percentage of first year rent only based on \$6.50 per square foot piece.

Judy Zalansky: We should say Thank You. We don't need his services anymore.

Elizabeth Comeau: When have empty space hire a realtor at that time and negotiate better contract.

Lindsay Conway: We have a reputation now so people come to us.

Steve Pruyne: Do not see reason to continue especially with percentage of Senior Center expansion. Building is starting to sell itself.

Gary Bannon: I need to close the book on what we owe him, so need a vote not to renew at this point.



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Joe Tenuta made a motion cease contractually agreement with David Choate and his company it represents. Motion seconded by Elizabeth Comeau. Motion passed unanimously.

REPORTS:

Staff Report: Gary Bannon

Security camera system second phase was installed this past month, up, running and working well. System encompasses all hallways except part of Dover Adult Learning Center and now adds all around the outside of the building. There are now 32 total cameras. They help to show the people that are lost in the building plus allow us to better watch what is happening in and around the building. Joe Tenuta asked can tenants put cameras in own units. Gary replied yes. Dover Children's Center is currently looking into with a community block grant. Another divar would have to be added, racks of 8 or 16. Tenant would absorb the cost of camera and cost to install.

Cleaning Company is now doing carpet cleaning which is usually done in the summer.

Two tenants have renewed leases; Zebra Crossing and Becket Family Services.

Tenants Collaborative: Steve Pruyne

Had Apple Harvest Day and the Arts Venue held here very successful. Gary Bannon; event was very well attended, vendors happy with traffic and with music less overwhelming it was more enjoyable. Judy Zalansky; according to Steve Papajohn the Collaborative will receive less in revenue as a couple arts vendors were moved to the main street but will still receive around \$1,000.

On Thursday the 31st there will be Halloween Trick or Treat here at the McConnell Center for preschool children.

Financial Report: Gary Bannon

Gave an explanation how the financials are working. Revenue: Budget total for the year is set to be \$793,738, for the month of September brought in \$65,536, Year to Date \$206,238. Expense: Budget total for the year is \$793,738 Septembers costs \$19,818, year to date \$84,381. Financials are always ahead until the last month of fiscal year which is when the debt service of \$405,094 is paid but even with that we have been in the black since FY11.

Financial Wellbeing of the McConnell Center: Judy Zalansky

I would like to a few minutes to discuss the overall picture of the financial wellbeing of the McConnell Center. Based on editorials in the newspaper recently, two members of the committee provided incorrect financial information to the public. Gary Bannon has worked with



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Mike Joyal on figures that are accurate according to the city. I would like to read something of the operating roles of all city committees, boards and commissions:

Duties of the Chair: shall be the sole spokesperson for the committee unless this responsibility is delegated in writing

Neither Gary nor I knew of anything that was going to be printed. If we had known we would have had an opportunity to correct the information being presented to the public because it looked like we were losing money annually and we were a drain to the city. Judy had copies of the editorials for board members to look at.

Gary Bannon will now present information from City Manager. Figures stated may have been factual seven years ago but not today. As stated on first page of e-mail from Mike Joyal to Mike Crago at the bottom of the page

FY07 (opened in January)	debt	\$124,824
FY08	debt	\$350,660

Most of debt was paying debt service

FY09	debt	\$164,859
FY10	debt	\$ 57,633
FY11	profit	\$ 94,075
FY12	profit	\$ 99,159
FY13	profit	\$ 45,000 (but spent \$60,000 for stained glass windows)

Total all the numbers and the total deficit created was \$697,976. At the end of FY13 the debt is \$459,742. If we continue to have \$100,000 in the black in another four and a half years will have paid down all our deficit and our debt will continue to be paid down at the same time. We are covering operating expenses and debt and have \$94,000 to \$100,000 profit annually. The figures in paper reflect FY08. We need to make sure all board members have correct figures.

Steve Pruyne; profit was planned in five years and have done in three and a half years.

Gary Bannon; first budget was based on estimate of what would cost to run building, shorting ourselves \$100,000. Now it is based on actual cost.

Judy Zalansky; will review this information again at next meeting when all members are present.

Gary Bannon; second sheet is the total budget of project for McConnell Center renovation, 8.1 million dollar figure. The 9 million and 10 million dollar figures that have been in letters to the editor in Fosters are incorrect. Cost of bonded debt service is 4.8 million of that 8.1million total. Under CIP 06 and 07 the 2.5 million and 2.3 million are two numbers bonded debt. There were



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other CIP allocations but not bonded so came out of capital reserve, sale of property, CIP athletic field, sale of gravel, site work drain for parking, sale of the Senior Center (\$250,000 out of \$350,000 sale). CDBG money was allocated to Dover Adult Learning Center and Dover Children's Center. Cities actual cost tax payers are paying for is a part of 4.8 million. Tenants are paying 2.5 to 2.6 of the 4.8 million by non-city funds. City debt service to this building is only 2.2 to 2.3 million. These are the facts for anyone to see and any misunderstanding should be corrected so the story is clear to the public. McConnell Building is worth 25 million dollars.

Summary: The McConnell Center is 99% occupied and bringing in over \$100,000 annually beyond costs which still allows us to invest in building capital expenses and a model that is nationally known. After three to four years, once deficit is paid, monies will stay in McConnell capital reserve fund for future needs.

Steve Pruyne; it is important to keep the public informed of what is happening in this building.

OLD BUSINESS

Kitchen and Dance Studio Status: Gary Bannon

Both contracts were approved by the City Council. No issues at all. Both are in the next phase being construction or purchasing of equipment.

Dance Studio: Had mandatory pre-bid meeting on dance flooring and mirrors with four contractors which one was the company recommended by Northeastern Ballet Theater. Have until the 13th of November for bids to come in. Because total will not exceed \$25,000, does not have to go to Council, so once bid is approved can start right away. Joe Tenuta asked if we had to take low bid. Gary stated no. The bid has to fit. Floor will be removable.

Kitchen: All information for refrigeration and other equipment has been sent to purchasing for further processing.

NEW BUSINESS

New Tenant Proposal: Gary Bannon

BeFree Church, who has rented the cafeteria each week for the last 3 years, has approached us and is looking to lease other space for an office and activity space with interest in renting the UNH space. This is in addition to the cafeteria space. They also sublet Day Care Center for children area and Senior Center room 236 for education space. They have a main church in Barrington and another in Alton. They will be paying the same as UNH and it will be the same contract as UNH so only need to change the names within the contract.



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Room 237 has been taken off rental list at the request of the City Manager. Room now holds city records for at least next year and a half until the new police facility is built. We will also store emergency equipment there.

Generator: Gary Bannon

As per the Emergency Shelter discussion, the Fire Department is working on doing estimate on demand of the building to see what size generator is needed. Project is moving ahead.

ADJOURN:

Joe Tenuta made motion to adjourn. Motion seconded by Elizabeth Comeau. Motion passed unanimously. Time adjourned was 7:55pm.