



**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, January 27, 2014  
Meeting Time: **7:00pm**

DRAFT

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

### **ROLL CALL:**

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

### **Members Absent:**

Judy Zalansky welcomed Bob Carrier to the board.

### **APPROVAL OF MINUTES:**

Doug DeDe made motion to accept the November 25, 2013 minutes as presented. Cora Quisumbing-King mentioned she was not at the meeting November 25<sup>th</sup>. Motion seconded with correction by Joe Tenuta. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **ELECTION OF OFFICERS:**

Chair: Cora Quisumbing-King nominated Judy Zalansky; seconded by Joe Tenuta; vote-unanimous

Vice Chair: Doug DeDe volunteered; Cora Quisumbing-King nominated Doug; seconded by Elizabeth Comeau; vote-unanimous

### **REPORTS:**

#### **Staff Report: Gary Bannon**

The weather has been cold and snowy. We try to keep building open and parking cleared as much as possible. When there is snow we lose about 20 parking spaces at end of parking lot until snow is cleared. Bob Carrier mentioned by holidays next year parking garage should be operational. At this time parking spaces should open up here.

Heating: Have had some issues in Dover Day Care. We will need to do a few adjustments to the system to correct issues. We are also having one circulator pump rebuilt at this time. Doug DeDe mentioned should we have a third pump ready to go? Gary Bannon: not at that crisis point as we have redundant systems. In the summer the seals and filters will be changed.

Cleaning: There are still a few problems with the main issue being sand which is not being kept up with. Can follow progress with cameras and show supervisor what is being done. The crews



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have been changed a few times. End of first year of three year contract is coming up June 30<sup>th</sup>. The senior center floor repair has been completed. Our insurance is covering cost at this time and will be reimbursed by Capitals insurance company. Gary Bannon is meeting with Capitals supervisor later in the week to go over issues.

### **Tenants Collaborative:**

Liz Comeau is working on website, developing a template, for the tenants of the building. Have plenty of exterior photos and still looking for logo ideas. Gary Bannon will provide history of the building and staff information. Each tenant will be able to manage own listing once developed.

Lindsay mentioned BeFree Church gave presentation. Meeting time is being changed to 8:30am to 9:30am.

Judy Zalansky and Steve Pruyne mentioned parking issues are a tough challenge here. Bob Carrier; leased spaces will open up once garage is done in Orchard Street lot. Bill Simons with the Parking Commission will be reviewing the situation.

### **Financial Report: Gary Bannon**

Financials are in the black, \$150,000. Revenues are \$398,570 and expenses \$247,961. Debt service payment of \$72,000 was paid in December, part of six month payment.

Doug DeDe mentioned the gas bills are higher this year.

### **OLD BUSINESS**

#### **Kitchen and Dance Studio Status: Gary Bannon**

Dance studio will be on line as of end of this week. Floor is being finished. February 1<sup>st</sup> is planned opening.

Kitchen equipment is all in and needs being moved around for hookups. Dennis Leary is out of town due to family health issues. Final process will be with health inspector. The Cook and Baker are planning soft opening in mid-February and full opening in March.

Generator: Fire Department has put in a federal grant, waiting for ranking and should know if approved by March. Size of generator will run the whole building and will be located in the alley by cooling tower.



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### NEW BUSINESS

#### **Change in Tenant Status: Gary Bannon**

BeFree Church will be here another couple of months, gave notice moving to 1 Washington. An Indonesian Church is interested in the cafeteria space once vacated by BeFree. A potential tenant, non-profit real estate agents that have classes and programs, has already checked BeFree office space.

Becket Family Services have been downsizing over the last year and are down to two employees and will be leaving. Room 317 will be available at any point.

Gary lets tenants know about open spaces at the tenants meeting.

It was asked how often room 323 was used. Gary stated several days a week by inside and outside groups. There is sales group from Grainger that holds regional meetings every month. Room 236 is also being used for meeting space in the evenings and on weekends.

#### **Budget Discussion: Gary Bannon**

Gary handed out copies of the budget and anticipated tenant rents. Rental rates are going up 90 cents a square foot after going down the last four years. In the past the highest the rate was \$14.46/sf and has gone down gradually to \$12.16/sf this year and now will go back up to \$13.06/sf. Rate change is based on the actual operating costs from the previous year and is currently \$5.26/sf. Total expense last fiscal year was \$742,262. The principle and interest was \$407,594. There were no capital expenses. The operating expense total \$334,668 divided by 54,347 square feet available rental space comes out to \$6.16/sf which is 90 cents more than this year. Gary will send notices out to tenants of rent increase in February.

Lindsay Conway will be leaving HPOP as of February 28<sup>th</sup> but the agency will be staying.

Doug DeDe asked what the balance of the unpaid bond is. Gary replied, 3 million. Judy Zalansky stated that it is on schedule.

Bob Carrier asked if thinking about having something to celebrate ten year anniversary of the building as new councilors do not know much about the McConnell Center. Judy Zalansky stated may be able to have an open house for new councilors once the kitchen is up and running.

### **ADJOURN:**

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