



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

Late Arrivals: Gretchen Bean; Bob Carrier, City Council Liaison

Members Absent: Doug DeDe, Vice-Chair

APPROVAL OF MINUTES:

Joe Tenuta made motion to accept the July 28, 2014 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Annual Maintenance Cycle: gym floor resurfaced by city crew will be done this week, carpets are being cleaned by cleaning company starting this week as well
- Dover Adult Learning: comfort control has been challenging and we are working on a solution
- Gearing up for the United Way Day of Caring Project on September 11th by employees of Northway Bank with a dozen to fifteen people working on the front lawn gardens weeding, mulching and planting mums
- Two new tree donations: a flowering pear tree planted on the St Thomas Street corner donated by a family from Silver Street and the second tree being planted by door two donated by the Jarrett Hudson Family Memorial Fund

Gretchen Bean and Bob Carrier arrived at meeting

Tenants Collaborative: Judy Zalansky

- First meeting will be this Wednesday
- New President is Astrid Wielens from Zebra Crossings



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Financial Report: Gary Bannon

End of the year, June 30th, balance was in the red by @ \$20,000 due to revenue anticipation of \$10,000 owed from Seacoast Hospice which has since been written off. Also electricity was \$13,000 over budget. There are a couple vacant spaces which reduced our cash flow for this year.

JPPO is interested in a five year contract and it should be approved to start October 1st.

OLD BUSINESS

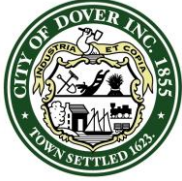
Tenant Space Marketing: Gary Bannon

- Sent electronically, the Collier listing agreement to members for review; identical wording to agreement as before
- It was mentioned that we need to look at the contract as it related to when we are negotiating terms with existing tenant or new tenant without Collier help whether a commission should be paid
- There is a one-time fee for commission based on length of the lease
- Exempt commission on lease renewal
- Gary Bannon; Collier has been under contract with the city for Enterprise Park and we can negotiate our own terms
- Gary will be meeting with David Choate after this meeting to go over terms
- Judy suggested looking at option to renew but compare both contracts
- Gretchen Bean; the max of lease should be five years for commission percentage

Easter Seals Lease Status: Gary Bannon

- Changing priorities overall statewide
- Autism & child base programs here at McConnell are not going to be handled by Easter Seals
- Programs here have been very successful and Patti Rawding-Anderson from Reach for the Top is interested in taking over organization in this building
- Reach for the Top has to apply for nonprofit status and will sublet from Easter Seals until become a non profit
- Easter Seals lease runs out in November and will be on a month to month lease until Reach for the Top 501C3 is granted
- No commission for Collier as Gary Bannon has been negotiating
- Easter Seals vacated a month ago rooms 302 (345sf) and 309 (245sf). This space is available for individual office space for current tenant expansion or Collier to market.

Gary Bannon has been working with Community Partners to take on the former UNH space. Community Partners are already tenants in suite 246.



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Use of room 346 (old music/band room):

- Approached by a referral from the ballet studio
- Person moved here from Pennsylvania who was a music/piano teacher and working with Edra from dance studio
- Has six pianos and interested in loaning a grand piano for recital space
- We may be able to charge \$250 for recital or \$20 per hour for space rental
- Looking at doing a few lessons a week just leasing the space and not be a regular tenant
- Room has been repainted, furniture moved out and making more attractive
- Gretchen Bean mentioned would be good for CATA to use also
- Room is sound proof to a point; balcony of the gym is behind wall

Stained Glass Window Installation: Gary Bannon

- Was supposed to start today but has been delayed
- Waiting on 65 foot travel lift to be available
- Installation planned for next week or following week depending on availability of lift

NEW BUSINESS

Cook and Baker/Portable Pantry Assignment Status: Gary Bannon

- Judy Zalansky; all have copy of lease
- Baker partner left
- Connection thru attorney to merge with Portable Pantry out of Rochester who has been used for our Senior Center catering
- Hours – 7am to 6pm serving breakfast, lunch and dinner. Dinner designed for take out
- Catering also available
- Opening September 2nd
- Rent already paid
- Cook and Baker is assigning their five year lease over to Portable Pantry based on the terms in the contract that allow for that to happen
- Name change only on lease
- Working on new signage and marketing rollout
- Baker comes in overnight

Apple Harvest Day; Cora Quisumbing-King asked if grounds are still being used. Gary Bannon; yes, Steve Papajohn is points person from the Tenants Collaborative.

ADJOURN:

Cora Quisumbing-King made motion to adjourn. Motion seconded by Steve Pruyne. Motion passed unanimously. Time adjourned was 7:50pm.