



**2025 - 2026 MCC Governing Board  
Capital Facilities Committee  
March 11, 2026 - 5:30 p.m.**

***\*WORKING MEETING. (quorum not present in-person)***

**MINUTES**

- Committee members present:** *in-person:* Michael Monroe, Vice-Chair; Peter Pin, Treasurer
- Committee members absent:** Anna Bartosiewicz; Katie Myshrall
- Other Board members present:** None.
- MCC Staff present:** Betsy May-Salazar, Executive Director; Jonathan Melendez, Deputy Director; Matthew Hockensmith, Comptroller; Joe McGovern, Facilities Manager; Jennifer Garrett, Technical Director; Holly Novak, Executive Assistant
- Guests:** None.

**CONVENE MEETING**

Vice-Chair Michael Monroe convened a “working meeting” of the Capital Facilities Committee of the Governing Board of McLean Community Center on March 11, 2026, at 5:31p.m. Quorum was not present in person. With no changes requested the agenda was adopted by acclamation. A courtesy announcement was made about the meeting being audio-recorded for purposes of Minutes.

Vice-Chair Monroe thanked everyone for their ongoing effective work on Capital Facilities projects in MCC building and OFC. This meeting focused on two parts: 1. an update on some projects with changes since the previous CFC meeting in January; 2. opportunity for a follow-up discussion on the positive conversation in January about MCC’s connection to downtown McLean.

**UPDATE ON CURRENT CAPITAL IMPROVEMENT PROJECTS**

*\*remarks by Executive Director Betsy May-Salazar, Deputy Director Jonathan Melendez; Facilities Manager Joe McGovern, Technical Director Jennifer Garrett and Comptroller Matt Hockensmith*

Replacement of OFC façade bay doors: OFC updates and ADA renovations have been completed but replacement of the front façade has not yet started. We are on track but waiting for permitting. During the permitting process it was discovered we also need a Critical Structures Inspection. Once that inspection is complete, we will go back into queue for permit.

Work start: likely one month from now. It will not impact programming – we can adapt within the OFC building to continue normal programs. Fortunately, the delay avoids cold winter weather conditions, making it more comfortable in the OFC space while exterior façade work is going on.

*Question: Is OFC still open for rentals or is there impact by the construction?*

Yes – OFC will remain available for rentals during the façade replacement. We may shift programming on certain days, but the temporary wall is a good solution that will keep the construction zone separated so that normal programming can continue.

Energy Project – largely concluded here in MCC; now the OFC lighting portion begins (kick-off meeting was today). We are ‘bundled-in’ with other county agencies who have also agreed to do this; the timeline is dependent on the entire group.

Work start: October 2026; estimated to be a relatively short construction period (about 4 weeks). Not yet gone to bid for the vendor. It will not impact any OFC programming – only a matter of scheduling smartly and moving things to different areas away from where the work is going on.

*Question: What other agencies are involved [in the county-wide energy study]?*

Unknown - we did not get a list of the other agencies - mostly larger solar projects. The delay is due to the agencies' process: once the contracts are sent out, the agency must review and approve the costs. For MCC, that will be a very quick process – it's only the OFC light project where we are involved. We have an open contract for the renovation work at OFC; lights are separate from that because we wanted to be part of the whole energy study with the county.

Importantly, this must coincide with other improvements we want to make at OFC, depending on remaining funds:  
1. OFC kitchen cabinets replaced. 2. OFC reception desk replaced. The main priority is the kitchen, which gets heavy use by renters and is in a public space. We will explore getting costs on this renovation – the goal is to keep it within the scope of the original funds that was budgeted.

*Question: Is the interior design a vendor that is hired? Who decides the vendor?*

We plan to use the same vendor who did the renovation project at OFC. We had preliminary discussions with them after Phase 1 about the various additional projects. Cabinets are a pass-through for that vendor. The front desk will be more of a decision on whether they build it custom or if there is something pre-fab that will fit into the space.

*Clarification by Executive Director May-Salazar:*

There is approx. \$150K left in the OFC Renovation budget after ADA construction, front façade, and everything that has been committed. We're hoping that supports the cabinet upgrade. OFC also needs new furniture – we have replacement furniture as a future expense for MCC and maybe we can consider both. Andrew Carter will develop a list of things OFC needs to replace. OFC got our previous hand-me-downs from MCC when we replaced things at MCC during the renovation in 2018!

NEXT STEPS: We want to see how much we can accomplish with the funds approved in the OFC renovation budget. We'll move forward to start getting cost estimates on that to see if it's achievable within that budget.

*Question: On the OFC budget, the amount that is in question – is there an expected amount leftover? When do we find out?*

We know what is committed to date; however, we need to plan for a contingency. Today we got an additional cost of \$8000 for this inspection that we didn't know was required. Also, once they demo the front façade, you never know what else they will find [that needs to be addressed].

Digital sign in MCP: It took a long time to get approval, then we sent it off to the engineers and architects. They are in the process of drawing the plans for a vendor to build it. There are a lot of details to be considered between MCC and FCPA. It's in-process and the good news is, we already know who is doing the work. It does not have to go out to bid. We already have spec'd the sign, so once the drawings are done, we are ready to go. We are optimistic that the digital sign will be in place this year...perhaps this summer.

*Question: Will the digital sign be bolted onto the wall? Or will it be built into it? How is it secured?*

Those details are being worked out in the engineered drawings. What we received was a rendering by FCPA – and we loved it. But now they need to figure out how it works – where the lighting comes from within the structure; how it's connected, etc.

The Alden Theatre projects:

A/V Infrastructure – final drawing review on Friday, 3/13; then Technical Director Jennifer Garrett will put it into the county contract to get it out to bid. On schedule.

MCP wiring (electrical power): FCPA has awarded a PO to the electrical contractor to add the missing conduit.

Technical Director Jennifer Garrett has provided all information needed and the specifications for the work lights to be installed, as well as a bit of networking required to be installed between the stage and front-of-house position. We are waiting to receive the bid back.

Follow-spots: Will be delivered in two weeks! The manufacturer did a final run just for MCC, so we are not purchasing the very expensive ones! We are pleased with these. They are not capital expenditures anymore (will be removed from this list) – it will come out of the Operating budget. That PO had been cut last year (before we found out there was no more quantity of that model available).

Other topics raised:

*Question: Did we have any issues or impact from all the snow on the MCC facilities and grounds?*

The MCC building held up very well. The biggest impact was plowing MCC parking lot – they left giant piles that are still out there (reducing about 15 parking spaces). We hope today's warm weather and coming rain will take care of most of those giant ice blocks.

*Question: I see that a lot of the TBDs on this list are for future consideration. Is McLean Central Park infrastructure TBD?*

Yes, we are still waiting for a quote on the costs. We can't get our quote until we know that the infrastructure is in. Our hope is to be able to do that before the June 2026 summer concerts.

NEXT STEP: Once we have a cost (if it's over \$10K) we will bring it forward to this committee or full board for a vote. Based on the quote the vendor gave to FCPA for that portion of the job (including some electrical contractor work), we anticipate it will be under \$10K.

*Clarification by Executive Director May-Salazar:* Regarding the TBDs, we need to really think those through as we look at FY2027 and FY2028 budgets. They are all projects in our future, but we haven't moved on any of them yet.

#### Future projects:

1. Landscaping plan for MCC grounds: We are interested in having a conversation about landscaping, especially the exterior space on Oak Ridge side of MCC building - how to use that space and potentially adding another sidewalk to the plaza (90% of the people entering MCC plaza entrance come through the grassy area and climb over the bushes). Also creating more programmable space outdoors with appropriate furniture and lighting.

*Vice Chair Monroe agreed this is a priority: How does that process work? How do we say we want a new sidewalk there?*

We would work with a landscape architect on the overall project, and the sidewalk would be a component. It's a big conversation, including space use, plantings, etc. Regarding Oak Ridge side of MCC building, it is an amazing space that we don't utilize as well as we could. It could be a very nice meditative area with seats, or a space for concerts. There are many possibilities for it.

2. Courtyard plaza: We definitely need to consider the interior courtyard plaza, but separately. We may ask Wheat's Landscaping to adopt the space and come up with a scheme for how that outdoor space is used; and then maintain it (a separate contract for maintenance). That space is tricky because the dirt is not deep and has inadequate drainage. It's also not a great space for delicate plantings because it's a play zone for kids! We don't have proper things planted there now; the staggered flooring encourages kids to bolt up-and-down and into the bushes. We need to rethink it and define the edges with appropriate plantings. It's exciting!

3. MCC parking lot (repaving): Now that the snowstorm is over, we will seek a quote for re-paving. Having just endured another winter with snowplows over the parking lot elevates it into higher priority to consider now.

*Question: How old is the parking lot? Who fixes the potholes – does the county fix it?*

The parking lot age is pre-renovation: it was repainted and resurfaced during the 2018 renovation. Re-paving is needed; it's crumbling in places and has potholes. MCC (not the county) must coordinate to have the potholes fixed.

4. DuVal Art Studio roof replacement: As a 25-year-old metal roof, it is slightly more durable but also has a shelf life like regular roofs. We had an ongoing problem at an interior brick pillar – but that has improved! So, we haven't rushed to replace the roof, but we know we need to do it. We will discuss with MPA what the most feasible timing for DuVal Studio being unavailable is. Summer is ideal for such a roof project but that would interfere with MPA camps – so not summer.

*Question: Is that issue structural (redesign completely)? Or is it just replacing?*

The last roofer who came out determined it is a problem in the valley of the roof: it has a middle valley and slopes up from the center. He temporarily sealed the seam, and the water has largely stopped coming in which indicates that was the issue, but it is not a permanent fix. We will need a roof replacement – but not a redesign. Several Fairfax County facilities specialists and consultants looked at the leak issue but only this last vendor was able to determine the true cause of the problem. The fix happened before October 2025 50<sup>th</sup> Anniversary party – it was leaking before but has held up since then.

*Summary by Executive Director May-Salazar:* Those are the main projects. As far as MCC and OFC, we don't foresee any major projects other than moving forward on these ones we've identified.

## **FOLLOW-UP DISCUSSION: MCC'S CONNECTION TO DOWNTOWN MCLEAN**

*\*remarks by Vice-Chair Michael Monroe and Executive Director Betsy May-Salazar*

Board Chair Doug Jeffery suggested it would be useful to have a map (visual graphic) of a walkable pathway between MCC and Downtown. Executive Director May-Salazar used the county GIF system to design a proposed map showing a walking path from MCC to Library to MCP downtown campus, including the existing walking path that goes all the way to Churchill Road. It shows the residential streets and commercial district on both sides of Route 123. The proposed path shows how MCC can connect to McLean Revitalization district - an appropriate way for people to cross and walk to MPA Berlage Gallery... and walk to OFC. The map also shows areas [streets] where McLean Revitalization has identified to install banners.

There have been county-level conversations about proposed location of crosswalks:

1. Ingleside Avenue – It is ideal for MCP and MCC because it's direct and adjacent to the park; however, the median is narrower and the intersection is complicated.
2. Crosswalk on Elm Street – Not as direct from MCC but a direct connection to downtown commercial revitalization area. To walk from MCC requires doing down Ingleside and turning on Route 123 to get to Elm Street and then cross over. The reason for this path is that there is no sidewalk on the small part of Elm between the library and Route 123.

Advantages: either location would work to get where new MPA location is going to be. Once over on the downtown side, both options are walkable. The Elm Street crosswalk is ideal to get all the way over to OFC because it is a nicer environment to walk down Elm. In contrast, going across the major intersection at Route 123 and walking down Old Dominion all the way to OFC is not a good experience.

Elm Street is also nice because you only worry about the traffic on Route 123 in both directions. Whereas, at Ingleside or at corner of Route 123 and Old Dominion, you worry about cars turning in every direction. Ingleside intersection is narrower. The Elm Street median is wider and looks much more comfortable to cross.

Some progress made: A representative from the MCA - Transportation Committee explained the recent history and progress about crosswalks. Both areas are being considered (as a county initiative); funding has already been set aside. The issue: it's a VDOT project (these are VDOT roads – they get to make the decision). The request is for a push-button flashing light stop at Ingleside or Elm for pedestrian crossing. This would apply to a space where there is no traffic light. It works very well to stop traffic and let pedestrians cross. VDOT asked for a study to be done; it was funded and the study was done; and VDOT had some changes (back-and-forth discussions).

**ACTION**: The most beneficial thing to do would be to draft a letter of support from MCC Governing Board explaining our perspective, emphasizing that MCC is part of the cultural center of McLean, we are immediately adjacent to McLean Commercial Revitalization District – and with increased pedestrian traffic there is an increasing need for this crosswalk enhancement. We are writing in support of a push-button flashing light at crosswalk (exactly what has been proposed).

Other alternatives:

As much as we would like to have an 'art walk' with painted crosswalk, that would likely not get approved by VDOT.

*Question: Is there a possibility of a bridge or tunnel?* That was a previous idea, but it is no longer being considered. The cost (to Fairfax County) would be too much.

**NEXT STEPS**: Executive Director May-Salazar has talked briefly to Supervisor Bierman about the MCC Governing Board wanting to write a letter of support. Following this CFC meeting we can draft a letter for his review. MCC wants to do what will move this forward and be supportive of the big need for this crosswalk and the work that the Supervisor's office has been doing on this initiative, showing that we, as MCC, feel this is a **BIG NEED**. We are seeing much more foot traffic – bicycles, pedestrians walking, and it is not safe.

*Question: So, VDOT is in support of Elm Street?*

My understanding is that both crosswalk locations are under consideration. According to MCA, Fairfax Co. is in support of this, but it is VDOT's jurisdiction. There are other examples of this kind of flashing light crosswalk in Fairfax County and McLean on other VDOT roads.

*Question: Is Elm Street the preferred location by the Fairfax Co. people involved?*

We will ask Supervisor Bierman. Ingleside has proximity to MCP and the library and to MCC. However, it is close to Old Dominion and Route 123 traffic light. Elm Street has direct connection to downtown McLean. *Comment by board member: We had one such flashing light go up in our neighborhood and it has taken years.*

*Question: Are there more people walking on Ingleside coming in here? Is that something we're trying to encourage more people to walk?* Yes – and if there were a crosswalk, more people would walk. Especially from the condo buildings where people attend the summer concerts there are more people walking all the way to MCC. A complete sidewalk on Ingleside runs from MCC to Route 123; and you can walk through the park too. There is a lot of pedestrian traffic. One other thing to consider is that the corner of Elm and Ingleside is a blind corner and cars come up very fast from Route 123. They don't stop.

A major house on Elm Street is about to be demolished. Potentially there could be sidewalk conversations going on about the redevelopment of that parcel. We absolutely can encourage a sidewalk on that section of Elm Street – but that is years away because there is such a long list of sidewalks. It will be interesting to see when that house gets rebuilt if any infrastructure comes with it.

*Summary by Executive Director May-Salazar:* We are endorsing something that already has momentum.

And we can express in our letter that either location works for us, but Elm is an easier place to cross the street.

*Comments by Vice Chair Monroe and Executive Director May-Salazar:* Elm Street makes sense because Mars new construction is there; there is a little pocket park, MPA is present, and the end of the street is getting renovated. From MCC, that is where you would go to the closest strip of restaurants. And there are already-established structures not waiting to be built-out, which further support Elm Street as a chosen location for a crosswalk.

> Vice-Chair Monroe is happy to sign-on to something or to write something. He can join Executive Director May-Salazar to meet with Supervisor Bierman. He also recommends meeting with McLean Revitalization since this crosswalk will be a gateway to downtown McLean. He supports this action!

NEXT STEP: Executive Director May-Salazar will develop a DRAFT letter. Lori Carbonneau (MPA Executive Director) is interested in co-signing. A joint letter from MCC and MPA makes sense, coming from this joint facility. The digital sign also addresses this effort too - MCC is taking the final step for MCP to embrace the design standards for the total vision of this campus.

*Summary by Vice-Chair Monroe:* We wanted to get deeper into more specifics, so he appreciates the proposed walking path map showing it so clearly. This has been a helpful discussion. MPA and Mars are a true hub of activity where we want people walking, and Elm Street is the most direct path. It's also how we can demonstrate value of MCC working with other partners (Fairfax County; MPA, McLean Revitalization) – to get something done. In this way, MCC is actively connecting the community.

NEXT STEPS: In the next couple of weeks, Vice-Chair Monroe is available to develop a DRAFT letter to review and then schedule a meeting. We want to move ahead on it and get it out there so VDOT receives it in a timely way (by month-end March).

## **ADJOURNMENT**

Vice-Chair Monroe expressed appreciation for this thoughtful discussion. He asked if there were any topics of old or new business to be addressed. Nothing was mentioned as a further subject for discussion this evening.

With all business matters concluded, Vice-Chair Monroe thanked everyone for attending and adjourned the meeting at 6:15 p.m.

Respectfully submitted,  
Holly Novak – Executive Assistant