



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Meeting Date: Monday, November 26, 2007
Meeting Time: **7:00pm**

Present: Gary Bannon (ex officio), “Charlie” Brown, Patti Rawling-Anderson, Gary Green, Stephen Blakney, Don Andolina, Jim Verschueren, Jen Bisson, Otis Perry

Absent: Gary Gilmore, Doug DeDe, Bob Carrier

Meeting called to order at 7:00 p.m. by chair Otis Perry

Minutes of the previous meeting were accepted with one change – McC to McConnell Community Center toward the end of the minutes. Moved by Don, seconded by Gary Green, passed unanimously.

Rules of Procedure

Draft by Otis Perry was reviewed. The Rules are to replace earlier bylaws, bylaws not being appropriate for a City Council appointed advisory group. Rules of Procedure were accepted with two stipulations: that the correct RSA be inserted and that Roberts Rules of Order provide the option for suspending the Rules. Moved by Jim, seconded by Patti, passed unanimously.

501c3 Report: McConnell Tenants Collaborative (MTC)

- ◆ Program coordinator Erika Hunter has concluded her service as grant funds and other resources are insufficient to continue her position full-time through the spring. The option of part-time was not of interest to Erika. MTC members have taken on a variety of responsibilities to insure that the major components of Erika’s work are continued.
- ◆ There was a discussion of signage – MTC did receive this group’s concerns at its November meeting and plans to move forward with guidelines for internal signage. MTC is also developing a map for the building and will be purchasing standing sign holders to be placed at each main entrance. Noreen Biehl from Wentworth-Douglass Hospital has undertaken the production of the map
- ◆ Security is a growing concern of tenants as here have been several instances of theft to date. Security concerns also include access to the building at closed times and for people who do not have reason to be here. MTC has secured \$5,000 toward funding of a surveillance camera system. See administrator’s report below.

Lease Committee

Patti & Gary will pursue better information on the status of Easter Seals expansion to provide adult day out services. Negotiations are in progress, we believe, with Chris Parker.

Gary Bannon will be calling a first meeting of the committee.

There is no change in the status of leases since last month, except for the Comcast contract. See administrator’s report below.

Community Action Program is still looking for funding as fit-out costs were in excess of available CDBG funds. Rick Jones is the lead person on this.



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Budget Committee (Don, Gary Green, Bob Carrier)

There has been no meeting – Gary Bannon received the timetable for submission of department budgets just today. Due date is early January. Gary will convene the committee to present a preliminary budget. The next Advisory Board meeting was moved to January to provide time for the budget to be prepared and then reviewed by the Board prior to submission.

Administrator's Report

- ◆ Budget process includes review by the Finance Department, then to the City Manager from Finance by the end of January.
- ◆ REVEALS – was a great success and great exposure for the building
- ◆ Security – weekends are a particular concern, more internal doors are being locked, though elevator placement makes the building fully accessible regardless of locked doors. We may anticipate more issues as the cold weather sets in and people need a warm place to be. Gary does have two estimates for a complete, state of the art video camera system, one for \$45,000 and another for \$36,000. The core backbone of such a system would be \$11,000.
- ◆ Drainage – back up in the building has not been figured out as yet. Community Services will be doing a dye test to see where the back-up might be – the capacity of the road drains should be sufficient. There also continues to be leakage in the first floor offices of the JPO, though the crushed external drain has been repaired.
- ◆ Playground – Rick Jones is working on it with the Dover Children's Center and the Rotary Club will be helping with labor and funding. There is a December 1 deadline for replacing the current temporary play area on the lawn, so the Children's Center will have to deal with the any licensing issues as the playground will clearly not be ready by then.

Financial Report

The Board reviewed the document, which remains difficult to decipher. There is concern about the water-sewer expense being over budget, which GaryB will investigate. The budget also appears to be well over on electricity, which has implications for the utility component of tenant rent. Expense was \$9,000 for the month of October, against a year's budget of \$40,000. GaryB said that the \$40,000 budget was based on the time before the building was renovated, when it had limited usage.

Roof Repair

The roof is not currently leaking. The review has been completed and bids have come back. The City Council has thus far authorized \$250,000. Of this the consultant cost incurred has been \$25,000 or \$26,000. The lowest bid is:
\$100,600 for the front (1904) section of the building
\$115,000 for the middle (1928) section of the building
\$ 20,400 for the back (1980) section of the building.



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Negotiations over cost are on now. It is very unlikely the roof will be done before winter. That makes it unclear whether the school department will move ahead before the roof is actually DONE on the front (1904) section where they will be locating. Lost revenue from the school department is \$21,000 per year.

RESOLVED: The McConnell Community Center Advisory Board encourages the City Manager to expedite the repair of the 1904 section of the roof of the building. There is a particular urgency to this section in light of the lost revenue from the SAU should the repair not be made. Delay also carries a potential cost to current tenants including city departments.

Moved by Gary Green, seconded by Patti, passed unanimously.

Warranty Inspection

GaryB distributed and reviewed for the Board the list of repairs that are needed and the status of each.

Parking Lot

Has been coated and lined and seems to be working well. The current thinking with parking enforcement is to avoid a permit system by asking all staff to park behind the poles at the back of the lot, leaving closer spaces for customers. Parking enforcement will monitor handicapped and library designated spaces and watch for people who may be parking all day in the front part of the lot. If this works, no permitting will be necessary.

Dumpsters

GaryB proposed that two be installed – one near the HVAC in the area where he currently parks the recreation department van. This one would be for the Dover Children's Center and the Green Bean and would be emptied two or three times a week. The second would be put in the back of the parking lot for others' use and be emptied just once a week. The Board informally endorsed the plan and asked Gary to go ahead with it.

Signage

External signs are being finished now. Kevin Goodwin is the provider. They should be installed within the next two weeks.

Memorial Park

Gary Green asked for the status. The City Council has voted support for a memorial as long as there is no cost to the city. Gary G. has talked with the Dover Veterans Council and the American Legion and may take a leadership role in developing this idea. While the decision to have a veterans memorial park is not this Board's, this Board would be involved in reviewing and recommending action on it.



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Art in the Building

GaryB noted that we are being approached by artists who want to display in the building and that we need a policy. Policy issues mentioned were:

- ◆ Expectations of artists – costs to them
- ◆ Insurance coverage/liability for the art
- ◆ Responsibility for putting up and taking down displays
- ◆ Content, length of time and number of pieces in a display

Otis will contact Mary Krans at Wentworth-Douglass Hospital regarding any policies they may have in place in this area.

Comcast

The contract has been completed and will go the City Council this week. If adopted, at least one classroom in the 1904, 3rd floor section will become a Comcast studio for public programming.

The next meeting was set for Wednesday, January 9th, 7:00 p.m. in the McConnell cafeteria.

Motion to adjourn by Stephen, seconded by Don, passed unanimously.