



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, October 22, 2007  
Meeting Time: **7:00pm**

### MCCONNELL CENTER ADVISORY COMMITTEE MINUTES

Members Present = X; Members Absent = 0

Don Andolina, X Patti [Rawding]Anderson, 0 Gary Bannon (ex officio),X  
Steve Blakeney(Vice-Chair)X , Marvin Brown, X, Bob Carrier,X  
Doug DeDe (secretary) X Gary Gilmore, 0 Ann Grassie, 0 Gary Greene,X  
Otis Perry (Chair) 0

Meeting Date October /22/ 2007  
Time Started 7:00 PM

## AGENDA

Minutes of last meeting were reviewed and on a motion by Carrier, 2<sup>nd</sup> by Andolina accepted with no revisions or adjustments unanimously by members present

### REPORTS:

By-Laws Group (Gilmore, DeDe & Verschueren), having learned that 'By-Laws' are inappropriate for said committee may employ Procedure statement instead. The same one in use for the Recreational Advisory Committee will be reworded to reflect its use by the McConnell Center Oversight Committee and will be completed by the next meeting (November 26<sup>th</sup> 2007)

### TENANT REPORT

Jim Verschueren reported on the attendance at the 'unveiling' of the tile art on 10/20/07 at four pm for special invitees and five pm for other guests. The reception was attended by about 25 people, and the work was found to be impressive.

As of right now the grant that provided for the PROGRAM COORDINATOR (Erica Hunter) has dried up and will not be available for next year. There will be an effort to secure her continued service at a lower rate without benefits. She coordinated the TILE project and was involved in Grant Writing.

### Comments on the Tiles:

Andolina: We need easels or some sort of mounting place on which to make observers aware of the artist background as well as the identity of the individual tile artists. It was further suggested that the state prisoners make furniture and could be asked to build appropriate 'easels' for this purpose. Jim may follow up.



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, October 22, 2007  
Meeting Time: **7:00pm**

Jim mentioned that there will be an art project each year and the next one will incorporate the talents of the Mineral Park neighborhood high school students and focus on immigration as a theme to help celebrate the event in Quebec. A grant has already been applied for.

Bob Carrier has a plan in place to do a project for Dover youth sports and will start it up when the grant is approved. Jim to notify Bob when it is approved so Bob can get it up and running.

### **LEASE COMMITTEE REPORT (Andolina, Bannon & Gilmore)**

Easter Seals is drafting the language for an additional 3000 square feet and will also seek to fit out a new meeting room on the third floor and take over the existing one on the third floor. Remaining available space is approximately 4,900.

Usage of the building was discussed; The rates charged for non-City uses was discussed. It was the opinion of the Committee that any rentals of the spaces in the McConnell Center would be paid to the Reserve Account. Gary Bannon was asked to develop a schedule of charges for the next meeting.

The Obama meeting scheduled for 10/24 is being credited to the Recreation Department since it is recreation space that is being used. Any 'general' space revenues would go into the reserve account.

A motion was made by Bob Carrier, 2<sup>nd</sup> by Andolina, and carried unanimously to credit rental income for public space to the reserve account from now on.

A question came up as to 'who' would be a candidate for space. It was mentioned that the four activities are health, education, recreation and culture. A suggestion was made that a theater group could use a room to handle administrative meetings and such, but the stage off the gym is somewhat difficult because of the extensive gym usage. A suggestion was made for Gary to talk to Mike Joyal as to whether the 'deal' could include access to the city hall auditorium for performances and/or rehearsals.

### **FINANCIAL REPORT**

It was clear that the Financial Report is very confusing and while it was discussed, most questions could not be answered. The report needs to be like an individual's check book. What came in, What went out to whom and in what amounts, and what is left for each subaccount.



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, October 22, 2007  
Meeting Time: **7:00pm**

Gary Bannon is to get with the Finance Director to ensure that our monthly Financial Report is easily comprehended.

### **FACILITIES REPORT**

The first issue to be discussed is the fact that there doesn't seem to be any progress on the Roof yet. A motion was offered by Don Andolina, 2<sup>nd</sup> by Gary Greene to direct Doug DeDe to communicate the fact that the Oversight Committee is not happy about the fact that this project authorized by the Council over two months ago has not yet gotten underway.

The next facilities issue is the Warranty checks to be sure we are inspecting in time to have the responsible parties correct defects before the warrantee runs out. The interior door hardware seems to be the key problem with some mechanisms having to be replaced. The issue is supposed to be handled by Dave Trudell, but if we are not getting adequate attention the next step up the ladder is Doug Steele. Gary was asked to be sure that his requests for attention to this issue be IN WRITING and kept in a file. It has become necessary to get to the provider through Martini which works NOW, but once the Woodman Park facility is done, our leverage will also be gone. It needs to move up in the priority list and if neither Trudell, Steele or Martini are not responding, the City Manager must be made aware of it.

The next facilities issue discussed is the number of paper signs scotch taped to the painted dry-wall. It is an unprofessional eyesore and must be addressed. There was a motion by Jim Verschueren, 2<sup>nd</sup> by Marvin Brown, to have the McConnell Center Oversight Committee draft a letter to the TENANTS GROUP advising of the need for them to come up with a Signing Plan and Standards including 'directories'. The Motion carried unanimously.

Street Drains was another Facilities Issue that was discussed. We don't know if the problem has been solved. There apparently has been some conversations between Gary Bannon and Doug Steele however no-one seems to know if the problem is yet solved. If we have another Spring like the last two years, we will be facing another flooding situation. The drains need to be camera-inspected to be sure we have the fix in place. Again, Gary Bannon was asked to be sure that his communication on this area is in writing and kept in a file for the Oversight Committee to measure progress.

The need for display cases so items collected by a private citizen can display the Captain McConnell memorabilia concerning the Captain is needed. DeDe suggested that he try Macy's and Seare/K-mart since they will likely be closing stores in some areas. The local display person can advise as to the district level individual who would be able to help.

The last Facilities issue is the need for a Dumpster for the Green Bean & Child Care Center that is NOT across the street. A space near the back fence is more appropriate and we should have



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, October 22, 2007  
Meeting Time: **7:00pm**

two; one for food and spoilable trash and the other for paper etc. We also need to come to a solution to start recycling in the building to also reduce the volume of 'waste'.

Lastly is the Parking Lot. Apparently the Columbus Day rain stopped the paving. (I know it rained on the Saturday, but I don't think it DID rain on the Monday) The McConnell Center Oversight Committee is concerned that there is not enough urgency been given to this situation. It is the opinion that measures be taken to ENSURE that this is done before the asphalt plants close up at the end of November regardless whether it becomes a problem for Library users and/or employees for the day it will take to put on the top coat. There needs to be more urgency to get this done.

Lastly, it was mentioned that the Green Bean said they have had their strongest opening so far. They are doing some catering inside to the Child Care center. Gary was advised to keep his finger on the pulse of their 'income' since their first two years are rent free but we will need to start charging rent in the future once their income is sufficient to allow them a profit while they are paying rent to the McConnell Center.

**Meeting adjourned 8:55pm**

Respectfully Submitted: Doug DeDe, Secretary