



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 220
Meeting Date: Monday, July 27, 2009
Meeting Time: **7:00pm**

DRAFT

Members Present: Otis Perry, Chair; Doug DeDe City Council , Gary Bannon, City Staff; Gary Green; Marvin Brown; Gary Gilmore; Patti Rawding-Anderson; Judy Zilinski

Minutes of March 23, 2009 meeting approved with correction in #6, Day Out program to Adult Day Program. Moved by Gary Green, seconded by Patti Rawding- Anderson, 7 yes as amended 1 Judy Zilinski abstained

There were no citizens present for Citizens Forum.

Budget/Lease Committee Report

Budget: Gary Green explained the columns on the Financial Spread Sheet. The headers were different on the June financial report and Gary Green requested to go back to the April/May report format. Otis Perry would like Gary Bannon to work with Finance & Dan Lynch on this request. Otis Perry questioned where numbers came from and Gary Green is to reconcile.

Lease: No Lease meeting this month. Patti Rawding-Anderson reported that Ageless Dreamer has pro bono space somewhere else and wants to move out but has to give a 2 year notice. Easter Seals is interested in taking over the space September 1, 2009. Ageless Dreamer wanted to sublet to Easter Seals and wanted payment for Retro Fit cost of \$9000 which Easter Seals doesn't want to pay. Subletting was not recommended. A lease amendment would have to be approved by City Council.

Staff Report

Gary Bannon reported that Dover Adult Learning Center has less classes and activity at the McConnell Center slows up a bit in the summer but still very active. Security issues of the McConnell Center were discussed. The City is pursuing a new security system for the McConnell Center, City Hall and Transportation Center. 30 contractors showed up for the bid process and there were actually 8 bids turned for a Camera System/Web Base which will be Hi-Tech. The bid was done on 3 levels for the McConnell Center; 14 cameras, 24 cameras and 36 cameras costing between \$14,000 and \$35,000 installed. The system will be internal and external covering the main entrances, lobby areas and high traffic areas. The McConnell Tenant's Collaborative has donated \$5,000 toward the system.

Door # 7 Handicap Accessibility walkthrough scheduled for Thursday am. CDBG is the funding for this project. There will be 1 set of double doors inside and outside with add on of an opener for the double doors for cafeteria. The door by Dover Children's Center where water comes in is a separate issue. Gary to see if can add on to bid for a frame and door. This door also needs to be hung in opposite position. Landscaping has been done to fix the flooding problem and so far no problems this summer with all the rains.



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Gary Green asked about Energy Contract & Upgrade. Gary Bannon reported moving forward with Johnson Controls. Everything is in place just waiting for the approval of the 3 contracts based on the funding sources for the projects. McConnell Building will start with 10 transformer change outs in electrical rooms. This will help with the electric bills. Gary Green also mentioned that no one was taking minutes. Someone suggested having Gary Bannon's staff do the minutes. Another suggested intern. Otis Perry stated should not be a member taking minutes. Otis Perry is to talk to Mike Joyal about who can help in this matter.

Doug DeDe mentioned about the control of the air conditioning for the McConnell Building being controlled from another location and the need to have local control. Gary Bannon is talking with the Johnson Controls representatives to have access to be able to change settings in the building. Would like to cut back on time schedules for some systems so they don't run until 11pm and have motion sensors in bathroom and locker rooms.

McConnell Tenant Collaborative Report

Patti Rawding-Anderson reported that they have not met for the summer. Next meeting will be in September. They agreed to reduce the numbers of tenant reps from 3 to 2 so it will be easier to have a quorum at MCAB meetings. The Collaborative has been updated with all information Gary has on security system. It was to her understanding that the elevators would also have cameras near them along with lobby and corridors. Individual agencies can purchase cameras at own expense. If cafeteria, elevators, corridors and lobbies have cameras we will feel safe. Patti also explained what the tenant's collaborative was about. It was reported that there is about one dozen non-profits.

Facility Projects

Heating System Repairs: Working on warranty items for gas boiler that has a cracked rear section. There is a company that has bid to install the section for \$3,000. There is old sediment in the closed loop heating system which is affecting the pumps. A treatment & filtering system can be installed to take care of the problem which Gary Bannon is looking into. Doug DeDe asked if filters require scheduled maintenance and a systematic treatment to balance water. Bert will be able to handle per Gary Bannon.

Landscaping: Gary Bannon is working with Easter Seals on planters that were free from the Chamber of Commerce. The shrubs that are in the planters now will be moved to back of McConnell building an Easter Seals will work on the plants. The Green Bean is working to get tables, chairs & umbrellas to put out by the Senior Center.



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Green Bean Books: After rent free for 2 years suppose to go over books to see if Revenue is in our future. Gary Bannon is to meet with Jeff Turner about the books and sign for outside of building.

There was complaint that there is still smoking by the doors even though there is a designated smoking area. Need better signage. Gary Bannon has a bench, trash can and cigarette disposal for the area but waiting for machinery to clean up area. Patti Rawding-Anderson would like to see a no smoking sign outside door 7 by sidewalk. This is where the children enter to attend the Dover Children's Center.

Old Business

Strafford Regional Planning Commission: They are not still officially looking for space in the McConnell Center. The Planning Department is in the drivers seat as it relates to a City contribution to the commission helping with the rent. No action is being undertaken in this area.

Dover Children's Center Subsidy Request: A request for a continuation of the FY09 level of subsidy was sent to Gary by the DCC Board of Directors after the budget was completed. Notices were mailed in February for July 1st rent. The center cannot meet its rent because subsidy went from \$35,000 to \$8,000 and would like to extend for one more year but budget was already approved. DCC will have to send a request to the City Council for a budget amendment to add the difference in funds to the McConnell budget to provide this subsidy.

Gary Green brought up the issue of the Senior Center Signage which was on June 22nd agenda but not this one. Doug DeDe stated that it was voted down but Al Lobdell has requested to come before this group and present sign he would like to construct to be hung above the arch section of door # 1. Both boards (Tenants Collaborative & McConnell) did not support for separate signs but will reconsider taking another vote after listing to Al's request. Motion by Gary Green and 2nd by Doug DeDe to add Al Lobdell to next month's agenda to make presentation of sign. Patti Rawding-Anderson would like him to attend Tenant Collaborative meeting also. Vote is unanimous.

New Business

Parking Configuration: Doug DeDe to send proposal to the City Manager requesting the first 12 parking spaces by the smoking area along the fence not be employee parking and left open for the general public. Motion by Gary Green to send proposal 2nd by Gary Gilmore Unanimous



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Resolution to Change McConnell Center Advisory Committee Makeup: Motion by Doug DeDe to send proposal letter to Alan Krans & Mike Joyal requesting to change from 11 members to 9 (7 regular and 2 alternates- consisting of 2 tenant members, 1 rec advisory board member, 3 Dover residents, 1 city council rep and 2 Dover resident alternates). 2nd by Gary Green unanimous.

If any member cannot make the months meeting please let Gary Bannon know.

Next meeting will be August 31, 2009.

Moved to adjourn 8:30pm unanimous

Submitted by Brenda Gingras 8/5/09