



**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, August 31, 2009  
Meeting Time: **7:00pm**

Members Present: Otis Perry, Chair; Doug DeDe City Council , Gary Bannon, City Staff; Gary Green, Vice-Chair; Marvin Brown; Patti Rawding-Anderson; Judy Zalansky  
Al Lobdell from Senior Center

Minutes of July 27, 2009 meeting approved with correction of Judy Zilinski to Zalansky.  
Moved by Doug DeDe, seconded by Gary Green, unanimously accepted as amended

There were no citizens present for Citizens Forum.

### Citizen's Request: Senior Center Sign Request Review

Al Lobdell stated first of all another issue which is parking. Parking is much better with parking available all day long. Otis Perry redirected Mr. Lobdell's comments for later in the meeting.

Doug DeDe stated Parking is further down on the agenda for discussion.

Mr. Lobdell explained that the Senior Center formed a small committee to discuss sign issue.

They came up with taking the sign with 2 bars next to door # 1 and putting Senior on top bar and Center on the second bar so can be read. There will be nothing in arch overhead. Doug DeDe asked who else accessed from Door # 1. Easter Seals patrons with disabilities access this door and also to go to the elevator by door # 7. There is vacant space down the hall from the Senior Center and when this space is full they will also access Door #1. Patti Rawding-Anderson stated very reasonable compromise for sign to cut down on traffic. Doug DeDe suggested putting a metal sign (Handicap Entrance) on the upper railing of the wheelchair ramp.

Gary Green made a motion to prepare the sign for the Senior Center in the same design as others that we already have at the McConnell Center.

Discussion: Marvin Brown asked about sign now and was told too many words in text on existing sign making it hard to read. There will be a 3<sup>rd</sup> bar in future. Gary Bannon suggested taking off both bars and put one piece for sign instead of 2. Voted unanimously for a one piece sign.

### Budget/Lease Committee Report

Gary Green would like to thank the City for efforts on getting reports straightened out.

Discussed budgeted amounts and actual amounts on the reports. Gary Green handed out an analysis of July figures that were in the mailed packets. City Department rent was a transfer but now part of the rent budget. There is subsidy covering some rents. We are over budget already. The encumbered amount of \$34,000 is the contract amount with Busy Bee per Gary Bannon. Gary Green stated \$902,000 Projected Year End with \$10,000 under budget income. 13% Expense side used and should be only 8% to be on budget. Doug DeDe suggested reset the rent contracts to begin July 1<sup>st</sup> each year which Gary Bannon stated already done. Doug DeDe requested that on the July 31<sup>st</sup> 09 reports would like to see 3911 named Transfer Subsidy and add a 3911A to show receivables separately. Gary Bannon stated he would check into but we would



**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, August 31, 2009  
Meeting Time: **7:00pm**

be requesting adding a line that doesn't exist anywhere else in other City budget reports and it may be difficult to add. Gary Green stated that finance is changing software systems and now is the time to take request. Otis Perry is to ask Dan Lynch for a report that has receivable and let him do as would make more sense. Judy Zalansky asked what the occupancy percentage rate was. Gary Bannon stated 92/93%.

### Staff Report

Gary Bannon stated transitioning from summer to fall. Maintenance of the building has been taking place. Gym floor was redone last week. Bert Corson has been tackling a few projects throughout the building. Johnson Control Contract waiting to work thru state level. After agreed upon transformers will be replaced. Control issues – managing the system. Overall the building heavily used. Parking during the summer is slower but when September hits we will see more parking used. Everything is running smoothly and trying to fill vacant space.

### Tenant Collaborative Report

Patti Rawding-Anderson stated they took the summer off from regular meeting schedule. Next meeting is Wednesday the 2<sup>nd</sup> in the am. Jim Verschueren is now retired. New Executive Director is Deanna Strand.

Gary Green made motion to accept all reports. Doug DeDe seconded. Unanimous

### Facility Projects

Heating System Repairs: Working on Boilers. One had a leak with cracks in one of the sections. Parts are under warranty but putting in isn't. Boiler Repair Cost \$3300.00. Have a contract with Granite State but haven't seen in yet this week. Gary Bannon has 2 quotes on installing filtration system to take out contaminants in the line and is still working on a solid bid.

Door #7 Replacement: Council has approved using CDBG money. 8 to 1 vote. Contract will be awarded. The City will be adding a push button inside by cafeteria doors as well as the exterior doors.

Security Cameras: Bids came in with some options above and beyond the original bid specs. There was an alternative with specs on more Hi Tech Cameras which Annie Dove is evaluating. Doug DeDe asked what doors are unlocked at 8 at night and Gary Bannon replied 2, 3 and 7. These doors will have cameras with viewing at recreation desk.

### Old Business:

Dover Children Center Subsidy Request: Gary Bannon sent notification that the MCAB discussed this request. The discussion referred it to City Manager and Council for action. As of



**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, August 31, 2009  
Meeting Time: **7:00pm**

now the Manager hasn't heard from them. Doug DeDe as Council member has heard nothing also. As of July the Children's Center has been billed at the new rate.

**Parking Configuration:** Doug DeDe reported the request for parking configuration that was agreed upon, was submitted to the City Manager to be implemented. Marn Speidel sent a new layout with details and pattern per Gary Bannon. No specific date as to when will be carried out. Doug DeDe explained configuration to Al Lobdell from the Senior Center. Otis Perry said there is a Parking Commission meeting with the Planning office. They usually meet the first Monday of the month at 8am except not on Labor Day. When this meeting is held the parking pattern will be part of the discussion.

**Resolution to Change McConnell Center Advisory Committee Makeup:** Resolution was created by Doug DeDe with a couple of amendments and deemed appropriate by the City Attorney changing 11 regular members to 7 which include 2 alternates. Terms end when scheduled to expire. Patti Rawding-Anderson was concerned with the number of tenant members being a regular member on committee with her being the only one. Per Otis Perry it was not set up to have a specific number of tenants represented. It was set for 3 residents, 1 council representative, 1 Rec Advisory Board representative and 2 tenants of which 2 will be alternates. Didn't specify how that will be divided.

### **New Business:**

**Media Center Status:** Gary Bannon reported the media center was changed from the School Department as the lead. The IT folks are to come up with a plan and how to build out. Rent is still coming in even though it is still not outfitted. Doug DeDe explained that there is a franchise fee of 3% of cable bills for the 1<sup>st</sup> year and 2.75% for the 2<sup>nd</sup> year. It is collected by the Cable Company in the range of \$53,000 to \$60,000 per year.

Gary Green asked about Ageless Dreamer. There was a letter submitted August 27<sup>th</sup> to vacate their lease 8/31/09. On 8/24/09 Easter Seals agreed to assume the lease on 9/1/09.

Gary Green made a motion to recommend the City Council to agree to accept lease from Ageless Dreamers and Easter Seals letters. Motion was seconded by Marvin Brown. Patti Rawding-Anderson put a clause stating that Easter Seals taking over space will end Ageless Dreamer Lease. Doug DeDe stated Ageless Dreamer relocating to Wally Johnson Storage Center. Vote was unanimous.

**Green Bean Books:** Gary Bannon spoke with Jeff Turner and he is open to discussion. Otis Perry suggested looking at language in the lease. Doug DeDe stated 2 years no rent and then look at books. Jeff Turner is to be asked to attend the sub committee meeting next month. Green Bean will only be paying for Kitchen space as the cafeteria is general space. There is a



**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, August 31, 2009  
Meeting Time: **7:00pm**

separate propane bill which is being paid by Green Bean directly. Gary Green is to look at lease and notify Gary Bannon.

Gary Green made motion to adjourn the meeting at 8:25pm. Motion seconded by Patti Rawding-Anderson. Unanimous

Submitted by Brenda Gingras 9/17/09