



**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, November 23, 2009  
Meeting Time: **7:00pm**

### **DRAFT**

**CALL TO ORDER:** Otis Perry called the meeting to order at 7:00 pm

#### **ROLL CALL:**

Members Present: Otis Perry-Chairman; Gary Green, Vice-Chair; Marvin Brown; Judy Zalansky; Nick Skaltsis, Dover; Doug DeDe City Council, Gary Bannon, Administrator; Carolyn Swartz, Cochecho Arts Technology Center; Bruce Gillis, Community Member

#### **APPROVAL OF MINUTES:**

Doug DeDe made motion to accept the September 28, 2009 Minutes as submitted. Marvin Brown seconded motion. Make changes as follows 2<sup>nd</sup> paragraph page 3 put a semi colon after 2 tenants, 4<sup>th</sup> paragraph change Judy Zalansky to Doug DeDe and paragraph 5 change Gary Green to Doug DeDe. All in favor as amended - unanimous

#### **CITIZENS FORUM:**

There were no citizens present for Citizens Forum.

#### **COMMITTEE REPORTS:**

##### **Budget/Lease Committee Report**

Gary Green passed out monthly worksheet. Income Year to Date is \$44,000 which is under budget (column j line 7). Projected Year to Date at this point is under budget (column j line 25).

Read article in Foster's from November 17<sup>th</sup>. Otis Perry stated will discuss under new business.

#### **STAFF REPORT:**

##### **Administrator Report**

Gary Bannon stated activities in building very busy, with activities 7 days per week. Rec Trac has a report on rentals and we can print a copy if anyone wants one.

#### **TENANT COLLABORATIVE REPORT:**

None

#### **FACILITY PROJECTS:**

##### **Heating System Repairs**

Gary Bannon stated that Granite State Plumbing and Heating came back and finished plumbing the boiler with warranty part and put back together. Need a water filter for the closed loop heating system to keep it clean. Hope to have one by next month. This will be an additional expense. Need other quotes from other plumbers besides Granite State Plumbing and Heating.



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Taking care of minor plumbing issues like different valves and dripping. We are trying to keep on top of these issues.

Boiler part replaced @ no cost. Pinhole in the cast so labor cost is \$3,000.

### **Door 7 Replacement**

Gary Bannon stated there was dramatic improvement. The doors have been completed and still working on fixing the tiles and carpet. There is more efficiency.

### **Security Cameras**

Gary Bannon had a call from Annie Dove about a meeting tomorrow with Burns Security who will demonstrate cameras that are in use at other locations.

### **OLD BUSINESS:**

#### **Resolution to Change McConnell Center Advisory Committee Makeup**

Doug DeDe stated resolution is scheduled for December 9<sup>th</sup> Council Meeting. Once resolution is passed Doug will prepare something for agenda about reassignments of positions and send to Otis Perry. It was asked if Doug will still be at January meeting and Doug responded that he probably will be appointed by city council as a member to the committee.

### **Dover Children's Center**

Gary Bannon stated that the City Council wants to hear what McConnell board has to say. Gary showed the lease and addendums to the lease for first two years. A letter was sent to Children's Center about rates to go up. They sent letter back with request on June 2<sup>nd</sup> which was discussed back in June and July. Recommendation came back and City Manager received the letter. (To \$35,000 from 8,000 subsidy) City Manager wants \$26,000 back in budget on their behalf for this year. Doug DeDe stated that the City Council has resolution in front of them for the December 9<sup>th</sup> meeting that would agree to this. Otis Perry does not want to add to the McConnell budget and Doug DeDe is in agreement. There was a call put in to Dan Lynch to see if he has sat down with the Children's Center to review there books to determine that this is a legitimate request. Gary Bannon stated that to his knowledge no such meeting has taken place. The Children's Center, since July, when they were billed for the new rent amount continued to pay the previous year's rate. On another issue it was discussed that the DCC in order to save money in construction they installed electric heat in some areas and that could increase the utility cost for everyone in building.

According to Gary Green article in November 17<sup>th</sup> newspaper spoke about \$600,000 loss in the McConnell account and it was not clear if they meant annually or over the life of the account. In relation to the DCC discussion all documents and letters written states buses won't deliver children to the center. They won't deliver from Woodman Park School because the center is



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within the walking area of the school. Per Otis Perry it is not our responsibility to make sure that their customers can get here. We do not need to worry about. The school could not find any parent that has asked for a drop off.

Gary Bannon stated that the center can handle 67 children and is currently serving 43. Doug DeDe stated that the Children's Center was supposed to build up to maximum to be able to meet the rent which wasn't done. Doug DeDe stated that he was not going to support further subsidy. Gary Bannon made a comment that they are on their 3<sup>rd</sup> director for last 2 years which has impacted follow through on many of the issues. There are issues about them paying rent on time and the delay on asking for this request. (Rent increase letter sent in February and didn't respond until June) There is also a heat issue. Two classrooms can't be used in the winter because of no heat. Comment made that it is their responsibility to have the mechanisms in place in their area to distribute the heat. They have connection to our heat but did not fit out with a heat pump because of lack of funds. Recently they have lost some funding from the United Way and other organizations. They were supposed to receive a proposed pay back plan by October which was not received. If something should happen to the Children's Center it could affect the Green Bean due to the meal contract they have. Doug DeDe is to recommend to City Council that the current arrangement be extended for three more months taking us into February. The McConnell board will sit down with the DCC Board of Directors to renegotiate the lease.

It was said that this should have been done from the beginning of the financial difficulties that DCC is facing which would be to negotiate a new lease. What they have done in not paying the amount of rent due is in violation of the terms of the lease. Gary Green would consider Doug's proposal. Judy Zalansky agrees with proposal with conditions (they haven't met any conditions yet). Otis Perry stated that monies would come from some other budget not McConnell's. Nick Skaltsis would table until March. In the interim we will set up a meeting and they will have to present a workable proposal. Gary Bannon stated the first two years they were two to three months behind in payments and started catching up. At the end of last fiscal year they were only behind 1 month.

Nick Skaltsis says don't concede anything at this point Doug DeDe mad a motion to recommend that the resolution be tabled and have City Manager send letter back to Children's Center to come sit down and negotiate a lease for full obligation. Judy seconded. Vote unanimous.



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### **NEW BUSINESS:**

#### **Proposal for a Mural from CATA**

Carolyn Swartz proposed to have a mural in the McConnell Center for Tom Allen. He plays a huge part of the community besides a past teacher and coach. Tom has had two very tragic accidents happen in his family in the recent past. After Tom's son passed away this summer a memorial mural was suggested by Judy a student at CATA. The mural consists of a butterfly theme because Tom used butterflies to illustrate different points about life when he was their teacher. There will be a greenish grass line with bluish skyline in the background of the mural. Gary Bannon showed possible spots on panels by gym entrance. Joe Tenuta commented that the mural sounds beautiful and that Tom was heavily involved with Recreation coaching and running the little kids basketball program. Doug DeDe suggested that there should be a plaque below mural with information as discussed above. Marvin Brown commented once stuff goes on the walls for whatever reason, somebody else will want to do the same. What point do we put our foot down? Doug DeDe stated that if the walls were decorated with things that had meaning of the community there would be no objection from the community. Gary Green wanted to know how the project would be constructed and Carolyn commented that the mural would be PDF Projected on wall for students to outline and then paint on wall. There will be donations for supplies. Doug suggested that a coating be put over the picture for protection from vandalism. Otis stated it would also make it for easy cleaning. This proposal will have to be passed thru Arts Commission and McConnell Center Advisory Board would like to see final design. Doug DeDe made motion to accept in principal with idea in mind that final design will come back before us and the Arts Commission. Marvin Brown seconded. Vote was unanimous.

#### **Building Signage**

Gary Green stated that he and Jim Versheran spent November and December of 2008 with cameras taking pictures of signage needed and they made a pamphlet which was handed out January 26, 2009. Otis Perry says need signage to identify spaces and directions. Gary Green handed out copies of pamphlet with notes from Doug DeDe and suggested to take home, look over and start thinking about what we want to do. Will have Gary Bannon see what costs would be and what monies are available. First, we need to decide what kind of signs and second how to pay for them. Once the report is refined then we can work on those decisions.

It was requested that everyone make list of changes by page and photo copy for next meeting. It would be nice to have and alphabetic list of agencies and then a column by name for floor and room number.

Doug DeDe wanted to share that Bert Corson the Building Custodian/Maintenance person is doing a great job.



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### **Request for Review of Rental Fees Charged to Be Free Church**

Group rents cafeteria on weekly basis. Gary Bannon handed out copies of rental schedule and explanation from Krista. \$60.00 per hour per week times 3 ½ hours plus \$15.00 for ½ hour staff time for opening totaling \$217.00 per week. They have booked for whole year. Gary Bannon handed out a printout of what will owe which is \$11,310 annual cost plus \$4,300 owed which already been billed for. Church would like discussion about rates. They set up for 60 to 70 people. Doug DeDe suggested before discussion they need to come up to date with monies owed. (It was determined that the church is not in arrears and was current on all rental fees) Otis Perry suggested maybe volume discount. Gary Bannon will take info back to Be Free Church and also ask them what they are looking for. Nick Skaltsis suggested that if you run into arrears with discount then the discount goes away.

Otis Perry made motion to adjourn 8:20pm. So moved by Doug DeDe

No meeting in December. Two meetings to be held in January.