



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, September 28, 2009
Meeting Time: **7:00pm**

CALL TO ORDER: Gary Green called the meeting to order at 7:05 pm

ROLL CALL:

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

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the Minutes of August 31, 2009. Marvin Brown seconded motion. Make changes as follows 2nd paragraph page 3 put a semi colon after 2 tenants, 4th paragraph Judy Zalansky to Doug DeDe and paragraph 5 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 reported no meeting held this month. He put past monthly data into his spreadsheet and had 2 copies for handout. Doug DeDe stated a copy could be emailed to him. Everyone reviewed financials for 2nd month of FY10. The income deficit increased from \$10,448 last month to \$21,326 this month. Projected year end was down about \$98,000. Pro-rated debt service was looking great for 6 months then debt service was charged and the budget looked worse.

Natural Gas is at a 7 year low. Is there anyway to lock in at this low? Gary Bannon stated that Natural Gas is a city contract. Doug DeDe commented the opportunity to lock was breakdown of communication and missed deadline. We got discount off current rate instead. Next change can be made when the contract year ends and it can be factored into the next budget. It was asked, what is the status on request to rename account line #3911 and add line #3911A to show receivables separately? Gary Bannon was to look into it and needs to check with Dan Lynch.

STAFF REPORT:

Administrator Report

Gary Bannon conducted a tour as a part of the 50th Anniversary for the Class of 1959 yesterday. This is the 5th graduating class that he has done a tour with. They like what the city has done with the building.

Patti Rawding-Anderson also commented she helped a gentleman find welfare and he had graduated high school here around 1960/1961 and was glad welfare office is here to help him now to know his way around.

We are sprucing up the McConnell building by painting hallways and heavy traffic areas.



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, September 28, 2009
Meeting Time: **7:00pm**

Gary Green noticed nobody was taking minutes again. Gary Bannon said we started a new process last month with Brenda Gingras from the Recreation office taking the minutes off of the recording. Otis preferred taking from the tapes rather than a member being distracted with the minutes.

The Custodial Contract is going out to bid and trying to put specs together. Busy Bee contract ends January. There are other companies interested. Doug DeDe commented that it be July 1st start. Gary Bannon responded the contract would be for 17 months for the 1st year which would bring the 2nd year start on July 1st. Patti Rawding-Anderson stated that tenants love Bert. Gary said this would not affect him. Bert is staff and is mainly maintenance with some custodial. Doug DeDe requested that there be a check sheet of things to be done for the custodial company and have Bert report what is being done and the quality of work. Gary Bannon replied there is a list and he reviews it so he can remind Busy Bee if they missed any of the scheduled duties.

A Halloween event is in the works for tick or treating inside the McConnell building with tenants participating. UNH students, as part of their class project, will do the marketing and set up.

Patti Rawding-Anderson commented that the 2 bathrooms on the 3rd floor between the corridors have handicap accessibility signs but they are not handicap accessible. Signs need to be taken down. Gary Bannon will look into this situation. Patti Rawding-Anderson is to report on accessibility in all bathrooms that have signs for next meeting.

TENANT COLLABORATIVE REPORT:

Patti Rawding-Anderson stated the collaborative met 1st week in September. They will be participating in the Halloween event with an activity for kids, which will take place October 30th between 10am and 12 noon. Age group will be preschool and kindergarten.

Doug DeDe asked who new DALC person is and are they going to be joining the group? DALC person is Deanna Strand and probably will not be joining the group in the immediate future per Patti Rawding-Anderson.

Gary Green made motion to approve all reports. Moved by Doug DeDe and Seconded by Marvin Brown. Unanimous

FACILITY PROJECTS:

Heating System Repairs

Waiting on Granite State to come in to do boiler section repair. Parts are under warranty. Factory rep had to look at boiler which was done 2 weeks ago. Heating season here and can work off 1 boiler with no problem. Project was supposed to be done by end of this month. Doug



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, September 28, 2009
Meeting Time: **7:00pm**

DeDe asked if a note from the City Attorney would help move things along. Gary Bannon is to contact Ann Legere and others as necessary to move the project along.

Door 7 Replacement

The PO has been awarded to NH Glass. They have ordered the store front. Now have to handle schedule for input. It will be handicap accessible.

Security Cameras

Annie Dove is evaluating the bids. Packages are more than funds available. Right now trying to pick the right technology and building gradually as to what we have.

Energy Efficiency Contract

Gary Bannon said in the hands of the State to approve federal funding. Gary Bannon hasn't heard anything in the last month. Gary Green will be checking with Rick Jones once a week to check status. Dan Lynch has a signed commitment.

OLD BUSINESS:

Parking Configuration

Doug DeDe reported that 10 spaces were supposed to be sectioned off along the fence from the smoking area and there are 9 spaces. There is a sign in the 10th spot and would need a dig safe permit to have removed. Need attention to use of employee stickers for display. Gary Green asked about the ratio of handicap spots. Gary Bannon said we are in compliance, but may shift some handicap spaces around. There was talk about making loading space near door 2 a handicap space but it is used regularly by tenants, so don't want to lose that space. Consensus, space will stay as loading. Door 7 also has 1 handicap space.

Resolution to Change McConnell Center Advisory Committee Makeup

Doug DeDe reviewed written proposal in final form, 2 Tenants, 1 Rec Advisory Board Member, 1 City Council Rep and 5 other members. However, 2 of those members will be alternates. (7 regular & 2 Alternates) Would like to have City Council vote on and have it take effect January 1, 2010. That leaves 1 meeting to work out who alternates will be. Present members will be able to work out terms. The board is now into 3 year terms for members. Alternates can participate at meetings but can't vote unless regular member is absent. Doug DeDe suggested can choose alternates by lottery or by attendance.

Doug DeDe made a motion to put resolution before City Council to decide. Marvin Brown seconded. There were 6 that agreed and 1 opposed (Gary Gilmore)

Media Center Status

The project is moving forward. The media position was posted last week. Money will come out of Comcast user fees. Lump sum provided to the City from last years franchise agreement in the



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, September 28, 2009
Meeting Time: **7:00pm**

amount of \$75,000 over 3 years and \$55,000 a year will come in for franchise Fee started 1st year at 3% and then 2.75% 2nd year and on. Request to go to City Council to move forward to tap reserve fund and would need to pay back loan to general fund. School is not getting involved because cost is too much. Process is city to hire person, call franchise committee to get started, put together JBC to put program together and present to city council.

NEW BUSINESS:

Ageless Dreamer/Easter Seals Conversion

Process is completed.

Patti Rawding-Anderson had a negative experience by door 7 near alcove with smokers. There are no signs. A no loitering sign and no smoking sign should be put up.

Gary Green stated should add signs in general on agenda for next month. Will bring in book he and Jim Verschuereen did.

Doug DeDe made motion to adjourn the meeting. Motion seconded by Judy Zalansky
Vote was unanimous.

Submitted by Brenda Gingras 10/16/09