



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, February 22, 2010
Meeting Time: **7:00pm**

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

ROLL CALL:

Members Present: Otis Perry-Chairman; Marvin Brown; Doug DeDe; Jan Nedelka; Nick Skaltsis; Judy Zalansky; Gary Bannon, Administrator; Joe Tenuta, Rec Advisory Board; Gary Gilmore (late arrival)* Patti Rawding Anderson (late arrival)*

APPROVAL OF MINUTES:

Nick Skaltsis made motion to accept the January 25, 2010 minutes as submitted. Marvin Brown seconded motion. All in favor-unanimous

Nick Skaltsis made motion to accept the January 12, 2010 minutes as submitted. Doug DeDe seconded motion. All in favor-unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum.

ELECTION OF OFFICERS:

Nick Skaltsis nominated Otis Perry for Chair. Nominations closed by Nick. Vote-Unanimous
Nick Skaltsis nominated Doug DeDe for Vice-Chair. Motion seconded by Joe Tenuta. Vote-Unanimous

*While taking the vote Gary Gilmore entered the meeting.

COMMITTEE REPORTS:

Budget/Lease Committee Report

Gary Bannon stated a chairman has not officially been appointed. Nick Skaltsis, Jan Nedelka and Gary Gilmore are on the committee. Nick Skaltsis commented there has been no meeting since the last budget meeting. Nick suggested dealing with Children Center lease during executive session which is non public.

STAFF REPORT:

Administrator Report: Gary Bannon

Couple Projects Funded Thru CBG Funds:

- 1) Upgrade HAVC Systems for Dover Children's Center and Community Action. Has been approved by the City Council and the bid was awarded to Granite State Plumbing & Heating. Work will get under way at the Children's Center as soon as possible adding 2 heat pumps within their space/adjacent to their space. Also remove the electric baseboard heat. Granite State is ordering equipment and will work around Children Center's schedule.



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- 2) Community Action AC will also be worked on after hours. Last month there was an exterior steel door removed and replaced at the Children's Center which exits their space to the playground.
- 3) Working with Easter Seals and Green Bean to place planters outside the building. The Chamber was disposing of old planters and we acquired them. Patti-Rawding Anderson from Easter Seals is working with kids to water and fertilize. Patti is also working with the United Way Day of Caring which has 25 to 50 volunteers that will do some landscaping and donate plants and trees in the future. Gary Gilmore stated there is a landscape plan. Doug DeDe doesn't agree with adopting this plan from years ago. We desperately need parking. He would be happy to set on a committee for this. Gary Gilmore, Doug DeDe & Judy Zalansky is to work on the landscape committee. Otis Perry appointed Doug DeDe as organizer.
- 4) City Council Approved Resolution to reconfigure the McConnell Advisory Committee. There are 9 positions consisting of 5 Citizens, 2 Tenant Reps, City Council Rep and Rec Advisory Board Rep, no alternates. We currently have 10 people. Doug DeDe was appointed during process of reconfigure. Two terms will end in April and one will not be reappointed.
- 5) Handed out letter that went out to Becket on lease. Nick Skaltsis wants to make sure we do not repeat the same engineering errors as we had with the Children's Center. The tenant can pick own subcontractor but has to be compatible with our systems. City staff has expertise to review all plans with building inspector per Otis Perry. Gary Bannon to put language in the lease document.
- 6) Gary Bannon handed out budget which is in the hands of Finance and City Manager. Revenue and Expenses now balance.

TENANT COLLABORATIVE REPORT:

Patti Rawding-Anderson stated the Collaborative is moving forward with UNH Social Work Department with plans for several training classes available for tenant's staff.

FACILITY PROJECTS:

Heating System Repairs

Gary Bannon reported there were boiler problems with leaks developing. There seemed to be cracks that caused the leaking. Labor and Parts for repair are under warranty. Four sections have been replaced which had cracks in the casting. There is a question into the manufacturer asking if they would replace the boiler completely. The filter has been ordered for the closed loop filter system and should be installed in next couple days. The plumbing has been put in.



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OLD BUSINESS:

Security Cameras

Gary Bannon reported the bid was awarded to Burns Security. Burns is in the building pulling wires and preparing cameras. On Saturday doors that are open for access are #6 & #3. On Sunday it's doors 2, 3 & 7. Patrons can only enter thru these doors but can exit any doors in the building. This is the first stage of 14 cameras for installations. DALC is looking to add a camera for the long hallway in their area. Cameras that have been installed are visible. Patti Rawding-Anderson stated that the tenants want to know where the cameras are going to be located. Gary commented that they are currently evident by the locations of the blue electrical boxes on the ceilings.

DCC Lease Negotiations Status

Otis Perry suggested move to end of agenda and go into executive session.

NEW BUSINESS:

Media Center Agreement

Otis Perry introduced Mike Gillis who is the new Media Coordinator. Gary Bannon has copy of the agreement. Mike Gillis commented the agreement states the City is to move forward for the Cable Access Center at the McConnell Center in rooms 302, 305 and 306. It will be the hub of operation for channel 22 and a 2nd educational channel down the road. The area will consist of a meeting room for school board to meet, a second meeting space, control room, edit bay and office which will link up to city hall. The agreement is between City of Dover and SAU for that space. There will be a JBC to over see construction and fit out. It has been suggested to convert the Cable Advisory Committee into the Joint Board Committee with two more people still needed. Both rooms will be capable for broadcasting. Mike Gillis's office will be here at the McConnell Center and will be coordinating the space. Space will also be available to students for resource to learn video and TV production. Charging for the space is unknown at this time. The City is trying to get more boards in front of camera. There is no public access channel at this time, only 1 governmental (which is coverage of operational government) and 1 educational channel (school board meetings, events, lectures and music programs). The City ordinance from November 2003 is quite restrictive per Doug DeDe. Down the road would like to build a TV Production Studio at High School with students possibly attending after school and maybe earn a credit for the class. Marvin Brown asked what the exact address was for the McConnell Center because there were three different ones in the contract. It was stated depends on where you are in the building makes a difference for Fire & Rescue. The main address and mailing address is 61 Locust Street which is to reflect in the contract. Monies for the Cable Access Center as follows: City of Dover \$375,000 which \$250,000 cash comes from Cable Franchise Fees and other from Fund Balance. School Board to get state building aid to go towards in the amount of \$120,000 for building space, which comes in equal installments over five years. The agreement is for ten years with review after 9 years. SAU is not running the operation only using rooms.



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There was a motion by Gary Gilmore to recommend to School Board and City Council and seconded by Joe Tenuta. Mike Gillis in hopes that program will kick off by fall. In the process of building RFP now. Vote-Unanimous

Casa Fit Out Schedule

Gary Bannon reported Casa is paying rent right now and wants to be in space by April. Project will be underway shortly.

Doug DeDe made motion to go into executive session to discuss Dover Children's Center Lease.

Back in Session

Marvin Brown made motion to adjourn. Doug DeDe seconded the motion. All in favor stand up.