



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, October 25, 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; Gretchen Bean; Doug DeDe; Jan Nedelka; Patti Rawding-Anderson; Judy Zalansky; Gary Bannon, Administrator: Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Marvin Brown made motion to accept the September 27, 2010 minutes. Motion seconded by Joe Tenuta. Motion passed - unanimous

CITIZENS FORUM:

There were no citizens present for Citizens Forum. Per Otis Perry: we started meeting a few minutes early so if any citizens show they may speak.

COMMITTEE REPORTS:

Budget/Lease Committee Report: Gary Bannon

Otis Perry stated we will wait until Nick Skaltsis arrives for this report.

STAFF REPORT:

Administrator Report: Gary Bannon

- a) Operations are running smoothly.
- b) Working on energy improvements.
- c) Recreation has lots of activities coming up.
- d) Budget preparation to start next month.

Otis Perry asked about the green meeting room sign. Gary Bannon stated all city buildings have green sign posted about using resources for recycling. Lights now shut off on motion sensors to save energy.

Budget/Lease Report: Nick Skaltsis

No meeting has been called.

TENANT COLLABORATIVE REPORT: Patti Rawding-Anderson

Strategic Planning Event to be held November 3rd from 8:30 am to 12:00 pm. Mr. Erikson was hired as a Facilitator. The purpose is to regroup, get a better sense as to where going and identify goals. Gary Bannon is planning to attend. Anyone who wants may attend.



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Gretchen Bean from UNH Social Outreach has offered to fill the second tenant seat on the McConnell Board.

FACILITY PROJECTS: Gary Bannon

Energy Management: Lights and rooms have motion sensors in place. Timing and motion sensitivity adjustments are being made were needed. Project is planed to be done the end of October. Major savings have shown already for the Ice Arena.

Heating System:

Filters: In place and functioning fine.

Boilers: Working with heating company and running cycles to see how often on and off.

Second boiler still has a leak. Both boilers have been rebuilt three times by company. There is a ten year warranty. A third party consultant has been here along with the company. Everything is covered, parts and labor.

Parking: Gary Bannon attended parking meeting last Friday morning. Had questions how the additional downtown metered parking is going to affect our parking lot. What areas will impact us and the closet is Washington Street and Central Ave intersection. McConnell parking lot already fills up daily. The new round of meters will start functioning the second week of January and this lot not considered for Metered Parking at this time per Otis Perry.

Doug DeDe suggested stickers for members of tenants of the McConnell Building with a new color each year. Patti Rawding-Anderson stated this may not work for her clients because of various reasons. They function like a doctor's office.

Nick Skaltsis suggested talking to the City Manager Mike Joyal and Police Chief Anthony Colarusso about policing of activities in the parking lot between 7:30 and 9:30 am. Otis Perry needs to research to see if there is an ordinance for policing. There is winter permit parking aloud but out by 6am.

OLD BUSINESS:

Media Center: Gary Bannon

McConnell Board would like to tour area. Furniture is last piece to complete the center. Nick Skaltsis heard project is under budget.



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Bid Process for Real Estate Marketing Services – Gary Bannon

Marketing Services was sent out to bid for back of building space to 50 realtors. Nobody attended the pre bid meeting. Bids were resent without mandatory requirements and have had 4 attend the last couple of days and one more tomorrow.

Seacoast Hospice notified last week that they can no longer continue their lease. The City Attorney, Alan Krans, is to look over the lease and pursue. This space is also available.

Otis Perry stated do we want to set up a committee to review applications? Nick Skaltsis suggested there be three on the committee. The following volunteered: Patti Rawding-Anderson, Doug DeDe and Otis Perry. A meeting is planned to be held either this Friday or early next week at 7:30 am. Schedules need to be checked. Gary Bannon to make copies of the applications received for committee members to pick up here before the meeting.

New Business:

None

Doug DeDe mentioned how nice the building is looking. Gary Bannon stated it is the combined effort of the cleaning company, Cocheco Falls Janitorial and Bert Corson.

Patti Rawding-Anderson wanted to know if there was something more formal to take place for Gretchen Bean place on the board. She needs to be appointed by the City Council per Otis Perry. Gary Bannon stated the Gretchen needs to fill out an appointment application which can be found on line or in the tax office at City Hall.

Adjourn:

A motion to adjourn was made by Marvin Brown. Motion seconded by Doug DeDe. Motion passed unanimously.

Time adjourned was 7:52 pm