



**CITY OF DOVER**

## McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Room 305  
Meeting Date: Monday, August 27, 2012  
Meeting Time: **7:00pm**

DRAFT

**CALL TO ORDER:** Judy Zalansky (Chair) called the meeting to order at 7.00 pm

**ROLL CALL:**

Members Present: Michael Crago, City Council Liaison; Doug DeDe; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator  
Steve Pruyne arrived during start of Staff Reports  
Members Absent: Patti Rawding-Anderson

**APPROVAL OF MINUTES:**

Doug DeDe made motion to accept the July 23, 2012 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

**CITIZENS FORUM:**

None

**REPORTS:**

**Staff Report**

**Administrator: Gary Bannon**

For the summer months we have had a lot of traffic and activity with programs and new tenants here at the McConnell Center. A lot of work is taking place this week with renovations and maintenance to the Gym and Senior Center and should be back in full swing next week.

Gary and Steve Pruyne are working on having United Way Day of Caring on September 11, 2012 for landscape work. Steve has not heard any information yet. Cocheco Falls Janitorial is in the process of seasonal maintenance and carpet cleaning.

**Tenants Collaborative: Steve Pruyne**

Haven't met all summer but will have the next meeting Wednesday after Labor Day.

Gary Bannon announced that on Apple Harvest Day, October 6<sup>th</sup>, the McConnell Center will be the host of Arts Pavilion on the front lawn and inside of the building. This is being coordinated with the Chamber and the Tenants Collaborative will receive a percentage of the booth fees.

Chamber is not charging as much for booth fee here as on Central Ave. Judy Zalansky talked, in general terms and haven't gotten down to specific yet, about having Food Service open that day and getting them to donate a percentage of intake to the Collaborative. Steve Pruyne suggested that tenants have a table to display information of services that they offer.



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### **Financial Report: Gary Bannon**

For the first month's report of FY13 nothing is out of the norm. Annual insurance's are paid out in the first month. Maintenance fees (account 4431) are for a new contract so monies are encumbered in a purchase order to be paid monthly. \$23,900 is available to spend if needed and Gary stated usually use all. Generally there is \$10,000 to \$11,000 spent on HVAC maintenance.

### **OLD BUSINESS:**

#### **Food Service Status: Gary Bannon**

Bon Ami is coming and is in the process of buying equipment from different vendors and plan to move in after Labor Day with one big move. They have been asking about electric service and may have to add outlets and move some current outlets. Joe Tenuta asked what name they will have and Gary replied Bon Ami Café or something to that nature. Joe also asked who the owners were and it was stated that Richard and Bonnie Clarke are the business owners.

Judy Zalansky, back to a building question, how is the bat situation? Gary Bannon stated August and February are the two active months for the bats here and at the library. Mike Crago is concerned with public health issue as bats are very rabid. Gary handles with care and removes from the building.

### **NEW BUSINESS:**

#### **Prospective Tenant Status: Gary Bannon**

Gary stated that David Choate is doing a good job always referring potential tenants. Child Voice is still shopping around for space needs. There are two others looking at unfinished vacant space, but waiting to see what is going to be done. McConnell Center name is out there.

UNH Social Work office gave its two years notice for leaving or sooner if tenant is found for their space.

Dover Adult Learning is hosting Business after Hours with the Chamber tomorrow night and David Choate will be attending.

Old band room (room 346) Child Voice is interested in along with UNH space. Gary has estimate from contractor to make room flat which would be less expensive if done with the other fit out work. Doug DeDe asked if the Dover High School Vocational School students could come in and do the work, Gary stated that a current tenant may be interested in it or it can be used for storage.



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### **Fit Out Resolution for Rooms 236 to 239 Status: Gary Bannon**

Gary handed out copies of resolution. Judy Zalansky stated money from Gravel sales may be available. Initial proposal request for funding was for a bond with payment back which was looked at as an option. The City Manager came back with a couple other ideas and one was the Gravel Pit money. This won't affect the Recreation allocation of \$125,000 as over \$400,000 was received last year leaving enough for renovations.

Mike Crago stated last Wednesday the Council moved and approved the resolution to go to Public Hearing which will be on September 12<sup>th</sup>. Judy Zalansky submitted a correction to the resolution (to change perspective tenants to prospective tenants). Mike Crago said that having hard estimate from Gary for partial fit out along with recommendations from Advisory Board and David Choate will help to receive super majority. Mike told Judy at Public Hearing you can speak. Council can speak when resolution has been put on the floor according to Doug DeDe. Gary Bannon will attend to answer any questions. Doug DeDe suggested David Choate to also attend.

Gary Bannon is waiting on a quote from Martini Northern. Gary had hand out on summary of estimates had done so far, going back two years.

Top number is for one room with complete fit out \$73,000

Three rooms keeping separate to complete \$132,000

Three rooms taking out walls and putting movable partitions \$142,000

Four rooms as one big space taking out walls, putting removable partitions and 3 HVACs \$181,000

Four rooms keeping separate with basic fit out and two HVACs \$122,000 (current today)

Basic fit out consist of finishing walls, no closets, but includes lighting, flooring – two rooms with carpet and two with vinyl tile, painting, drop ceilings, doors and sprinkler system attach to grid.

It was agreed to add room 346 to the package

This is still all estimates and will have to go out to bid

Judy Zalansky asked what the status of HUB was. Gary Bannon said contract was closed out and will be receiving on lump sum of \$9,800 for owed rent. Room 323 for meeting space has been painted and will be ready after Labor Day. HPOP has moved in. GreenPath is lining up contractors and hopes to be in by end of September.



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### **ADJOURN:**

Doug DeDe made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 7:50pm.