



**CITY OF DOVER**

## McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820  
Room 323  
Meeting Date: Monday, February 25, 2013  
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; Cora Quisumbing-King; Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator  
Members Absent: Doug DeDe; Melissa Fischetto

**APPROVAL OF MINUTES:**

Joe Tenuta made motion to accept the February 4, 2013 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

**CITIZENS FORUM:**

None

Judy Zalansky stated that City Attorney Alan Krans will be attending next month's meeting to discuss Right to Know Law.

**REPORTS:**

**Staff Report**

**Administrator: Gary Bannon**

Building Issues:

- 1) Roof Leak between Senior Center & Dover Adult Learning: water coming through a light fixture. May be from old louvers on side of the building, waiting for Community Service bucket truck to check. Also looking at piping but doesn't leak all the time.
- 2) Door 3: The return cylinder on one of the doors sprung a leak. Trying to find a replacement as the company doesn't make cylinder anymore.
- 3) JPPO Offices: Trying to solve an issue with a musty smell when the heating system comes on. Thought might be loose toilet but had remounted/sealed and the smell was not that. Someone will be in tomorrow to flush heat pump drain, trap may be dry. Last option is to have a smoke test done. This has been ongoing for last two weeks.
- 4) Boiler Issue: Two gas boilers were installed in 2006 with eight sections per boiler. After second year there were leaks and cracks in 3 sections of one boiler and two in the other one. Some parts still under warranty but not labor. Last season was fine and up to one month ago, one started leaking again in a new section. Cost to replace section with parts is \$7,000. These are not hi-end boilers only hi efficiency. It would be \$38,000 for boiler replacement. \$40,000 from CIP is being rolled from window



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replacement to boiler replacement in budget. Next year the other boiler will be replaced as the building can run on one boiler if need be. Warranty will start over when new boiler is installed.

- 5) Stain Glass Windows: Delayed until 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> weekend in March due to snowstorms again.

### **Tenants Collaborative: Steve Pruyn**

There will be a meeting next Wednesday. Tenants are excited about renovations and glad to see Green Path and HPOP attending the meetings. The best news is rent is going down a little bit. Blood Drive will be coming in the spring. Cora Quisumbing-King asked about other tenant rep Melissa Fischetto who has not attended meetings. Judy Zalansky will attend the next meeting and try to recruit another tenant representative.

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

On track: with year to date revenues at \$501,201 and expenses at \$261,148. The 2006 Bond is seven years in with payments going down every year about \$20,000.

### **OLD BUSINESS:**

#### **Status of Renovation Project in Rooms 236 to 239: Gary Bannon**

The bid came in at \$96,400. Work in progress now on rooms; drywall, mudding, done with duct work for HVAC system, piping being installed and electrical work roughed in. The six to eight week project is on schedule. Nick Gray from Eliot, ME is the contractor. Grub and Ellis will be able to show space end of March. Looking for table and chairs for fit out rooms. One plan is for the senior center to have meals prepared by Bon Ami utilizing room 236.

#### **Budget: Gary Bannon**

The budget was turned in January 2<sup>nd</sup> and had meeting last week with the City Manager, Mike Joyal. The McConnell Center portion is straight forward. Took \$20,000 in capital out and shifted around. Operating budget is also straight forward. The energy costs are creeping up again. Rent has been kept down the last couple of years due to cost savings. Rent notices are going out with 14c per square foot less for FY14.

### **NEW BUSINESS:**

#### **Food Service Contract: Gary Bannon**

The amendment to the Bon Ami Lease was handed out. Bon Ami committed over \$9,000 investment into space; equipment was \$7133.88 and two bills totaling \$2741.03 for DF Richard and Dennis Munson Plumbing and Heating. They would like reimbursement up front and will pay half rent starting July 1<sup>st</sup> for FY14 and paying full rent in FY15. This is seven month acceleration and the McConnell Center owns all capital investment. All \$9874.91 will be taken



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out of the \$200,000 capital monies available. The amendment will go before City Council this Wednesday.

### **New Tenant Options: Gary Bannon**

There are two groups looking at rooms 238 & 239; a charter school from Kennebunk/Wells area for Monday thru Friday and an Indonesian Church interested Friday night thru Sunday. The church had been renting this room (323) but moved out for free rent space in another building but wants to come back. The Senior Center could be expanding with room 236 leaving room 237 and UNH space open for lease if all of these options come together.

It was suggested that after all spaces have been filled a new directory should be published and the center hold an open house.

The McConnell Board is happy with the Custodial and Maintenance work done by Bert Corson and the janitorial services provided by Coheco Falls Janitorial.

Parking still seems to be an issue here at the McConnell/Library parking lot. Gary stated lost 24 spaces due to snowstorms and when not lost, spaces are fully committed.

### **ADJOURN:**

Joe Tenuta made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 9:01pm.