



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, March 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: Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Guest Present: Alan Krans, City of Dover Attorney

Members Absent: Doug DeDe; Michael Crago, City Council Liaison; Cora Quisumbing-King

APPROVAL OF MINUTES:

Joe Tenuta made motion to accept the February 25, 2013 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

CITIZENS FORUM:

None

Gary Bannon welcomed City Attorney Alan Krans

Alan Krans as General Legal Counsel for the City of Dover thanked the McConnell Committee for their services and is here to talk about the Right to Know Law. The state has a statutory provision with an obligation to have an open and transparent government. State statute #91A has been around many years and is designed to have people know how government works. There are two parts to the statute:

1. If there are government records people are entitled to inspect records with maximum of five days' notice
2. Conduct business in open session

Alan talked about being in a glass house where everyone can see all that is done. He also stated as a McConnell Advisory Committee you post notices, tape meetings and post on web, minutes are posted on web and you have available a Citizens Forum which is all open and transparent.

City of Dover has five core values:

1. Customer Focus Service
2. Integrity
3. Innovation
4. Accountability
5. Stewardship

Accountability ties nicely into the right to know law; makes everyone accountable. All invoices the city pays can be viewed on the web.



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Alan stated majority of what the McConnell Board does is in open session. If anyone asks what we talked about, just mention the word Glass House which sums it all up. When a right to know request comes in we cannot ask why required. Joe Tenuta asked the time limit for the request. Alan's response: small request will be seen in minute or two, medium request 50 to 100 pages would be days and large request 5,000 pages would be five to 10 days or months with a request of extension. The right to know is to inspect the documents within city premises. If want to take home it is 50 cents a page. There is no limit on how many requests you can ask for. The city does require that the request be in writing.

REPORTS:

Staff Report

Administrator: Gary Bannon

Budget:

I received the city manager's reduction list today. For the McConnell budget he reduced the capital monies for the boiler, taking most of it out. Judy Zalansky stated the committee supports a new boiler not repairs to current one.

System Controls:

We are getting closer to have software in place to be able to control heat/air in this building. Signed purchase order today. Gary Bannon and Bert Corson will access to the program.

Spring Issues:

Scheduling clean up around the building and with snow melting our parking places are back. Easter Seals project (with CDBG monies) is near completion acquiring old CAP space and waiting area space that was shared with Welfare. Welfare now has a waiting area within their space.

Gary will be meeting with David Choate on Friday taking pictures of vacant space and talk about marketing the spaces.

Tenants Collaborative: Steve Pruyne

Judy Zalansky missed last meeting. New members are attending on a regular basis. The Collaborative is working on the spring cleanup project. Steve told Gretchen Bean that a tenant representative is needed for the McConnell Advisory Board. Judy Zalansky is planning to attend next week's meeting.

Gary Bannon added there is a blood drive coming up in May and Dover Pride Cleanup in April. Class of 1963 would like to donate a tree this spring.



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Financial Report:

None

OLD BUSINESS:

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

Flooring people are in; painting is almost done, waiting on doors and finish work to be done. So far very pleased with quality of work being completed by Nick Gray Builders. By next month's meeting should be able to tour rooms.

Food Service Contract Status: Gary Bannon

Judy Zalansky stated Bon Ami is getting menus and e-mails out. Gary went to City Council after last meeting and Bon Ami has been paid for equipment. This is now a closed issue and the McConnell Center now owns the equipment.

NEW BUSINESS:

Shelter Discussion: Gary Bannon

The city has an emergency plan with designated shelter space being the schools and Dover Baptist Church. The city would like a site that is under City jurisdiction. The Fire Department is looking to delegate oversight of sheltering to the Recreation Department. The McConnell Center would be open for shelter. Funding is trying to be found thru Homeland Security or other Federal sources to set up a generator at the McConnell Building. Gary is looking at room 237 to utilize storage for cots and other tenant storage space. Red Cross cannot ask for Shelter to open, request has to come from Fire Chief of the city. Recreation is now a transportation, shelter and cooling center. The Shelter probably would not be pet friendly.

ADJOURN:

Steve Pruyne made motion to adjourn. Motion seconded by Joe Tenuta. Motion passed unanimously. Time adjourned was 8:52pm.