



**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, June 24, 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: Doug DeDe; Lindsay Conway; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Michael Crago, City Council Liaison; Joe Tenuta, Rec Advisory Board

**APPROVAL OF MINUTES:**

Cora Quisumbing-King made motion to accept the May 20, 2013 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

**CITIZENS FORUM:**

None

**NONPUBLIC DISCUSSION OF LEASES:**

Judy Zalansky: Food Service Situation – Most vocal group to have food vendor was tenants but there was minimal support and we need to do a better job as a whole.

Doug DeDe: View

- Vendor didn't reach out to many occupants of the building or City Hall.
- They should offer associates a discount for food purchase as a small incentive of patronizing.
- Not much in a way of advertising
- Have lease not easy to walk away from

Judy Zalansky motion to nonpublic session, moved by Doug DeDe and seconded by Cora Quisumbing-King; passed unanimously.

Out of nonpublic session: Judy Zalansky stated two motions to follow-up on.

First is approval for the perspective tenant, Community Partners, to occupy the space of current tenant. Doug DeDe; motion needs to be adjusted to say Community Partners is considering a regular lease arrangement with the McConnell Center. So moved by Cora Quisumbing-King and seconded by Lindsay Conway; passed unanimously.

Second is motion to accept the concept of working towards accepting Northeastern Ballet Theater as a prospective tenant. Gary Bannon will iron out particulars of lease agreement. So moved by Cora Quisumbing-King and seconded by Doug DeDe; passed unanimously.



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Steve Pruyne stated the Tenants Collaborative have not weighed in on this yet. Doug DeDe: The Rec Director/Head of McConnell Center will be discussing their initial offer. Judy Zalansky: How do you handle it as the Tenants Collaborative will not be meeting until September? Gary: Can handle one of two ways; get information out for review or call a special meeting to go over the information and take a vote. As soon as the July 15<sup>th</sup> issues have passed a public notice can be put out for tenants to discuss both issues. A meeting will be set up late July early August. Both have to go to City Council at some point. Doug DeDe suggested having Northeastern Ballet come to the McConnell meeting and Tenant's meeting to discuss.

### REPORTS:

#### Staff Report

##### Administrator: Gary Bannon

1. There is interest from non-profits to be here. Had two other groups do a walk-thru looking at other spaces we are not using.
2. Into Summer Mode with a change of traffic flow.
3. Security Cameras: Entering the next phase with another 16 cameras. Three from the school department and adding 13 more new ones which will max out the D-Bar. There is money in the McConnell capital budget to cover the \$29,000 project which will completely take care of the building inside and out. Cameras have been very useful. Last week caught a purse snatcher and a guy that went into the Senior Center and Dover Day Care area.
4. Panic Alarm: Working on a budget for options for several tenants particularly the School Department, Broadcast Media Center and meeting space. Will be an additional cost of \$13,000 which can be done in phases. Judy Zalansky asked why School Department can't absorb some of this cost. Gary Bannon: it will be for panic alarm. Once in the new fiscal year will put project through. Already have quotes from Burns Security.
5. 2<sup>nd</sup> Floor Ceiling: Work is going on to repair the ceiling.
6. Food Service: Gary Bannon looking for feed-back on couple of options. Bon Ami had resources for the fit-out which we have now paid for but not enough other resources to help carry operating shortfall. Had other issues that ate up resources. Green Bean came in expecting a loss but didn't lose money and they had a reputation and great outreach service. Have had a couple others look at the kitchen space and they may want to come back. Interest has been shown by Polly Pockets from Durham with a Middle Eastern Menu. The board has agreed to give them a call as they have a good reputation. Judy Zalansky suggested the school service program again with maybe two to three times a week if not all week. Doug DeDe: lost Career Tech Director, which he (the director) didn't feel they could do it when approached same time as Bon Ami. Gary to contact Polly Pockets.



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### **Tenants Collaborative: Judy Zalansky**

Had last meeting for the summer with a breakfast, going over the minutes and then reports. Judy asked Gary Bannon if the Kiosks were up yet. Gary has to meet with Steve Papajohn and Astrid Wielens to pin down a location for them. Wentworth Douglas Hospital is funding purchasing of the Kiosks and the tenants are filling with brochures. Judy stated had annual vote of officers.

- President: Deanna Strand
- Vice President: Astrid Wielens
- Treasurer: Same
- Secretary: Ron

Gary Bannon talked about the emergency shelter and adopt a spot. Steve Pruyne announced will have another United Way Day of Caring in the Fall before Apple Harvest Day.

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

May report revenue summary has encumbered the debt service. Have \$45,000 left to bring in to meet budget. Monthly revenue averages \$69,000. Expense side has \$45,000 left. Monthly expense averages \$22,000. McConnell will be under budget on expenses and over budget on revenue for FY13.

### **OLD BUSINESS:**

#### **Classes if 1962 and 1963 Proposal to Donate Trees: Gary Bannon**

Gary received commitment to move forward for class of 62 and tentative approval from 63 for two matching Bloodgood Maple trees on front lawn front garden replacing bushes. The nursery is searching for two matching trees. There will be a plaque in front of each tree stating who it was donated by. Doug DeDe suggested that a letter of recognition could be submitted to the City Council for a proclamation or some other method to thank them.

Steve Pruyne: asked about benches that he has seen on the grounds. Gary told these were donated by Timberland when here doing project.

Doug DeDe: any possibility of getting those asked for stop signs talked about? Gary Bannon: have not had a chance to talk to folks. Lines have been painted in the parking lot. Doug stated there should be a stop sign at exit onto Locust Street.

### **NEW BUSINESS:**

None

Next meeting will be Monday July 22<sup>nd</sup>.



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### **ADJOURN:**

Cora Quisumbing-King made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 7:37pm.