



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, November 25, 2013
Meeting Time: **7:00pm**

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Lindsay Conway; Doug DeDe; Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Elizabeth Comeau; Cora Quisumbing-King; Michael Crago, City Council Liaison (ill)

APPROVAL OF MINUTES:

Joe Tenuta made motion to accept the October 28, 2013 minutes as presented. Motion seconded by Lindsay Conway. Motion passed unanimously.

CITIZENS FORUM:

None

Discussion of Real Estate Contract Extension: Gary Bannon

Met with David Choate and he understood there is no need for listing one 500 square foot room and take of every expansion we do. I have done the last few leases with David receiving commission. We will contact if needed in the future.

REPORTS:

Staff Report: Gary Bannon

Gary is in the process of preparing the budget. Cost tracking on budget. Any changes could be with insurances, energy and personnel cost. Contractual cost should be on budget. Budget needs to be submitted by January 9th or 10th. Revenues are locked in by rent projections. Budget has to balance with revenue and expense the same. Gary will scan the budget and e-mail to board members for review and met individually with any questions. Doug DeDe suggested sending breakdown by key elements, payroll, utilities and general class of expenses. Gary stated will forward summary report by headings personnel cost, supplies, etc. Judy Zalansky asked if there would be an overall increase. Gary replied he will review the end of year from FY 13 and make that determination soon.

BeFree Church will be moving into the UNH space within the next two weeks.

Judy Zalansky asked if the stained glass windows are being put off until the spring. Gary replied the outside seal needs to be done in warm weather so will do in spring. Gary has requested pictures from company with a progress report.



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Tenants Collaborative: Lindsay Conway

The Halloween event was held with 60 kids attending. The kiosks are by entrances ready to install. Community Partners will be joining next month.

Financial Report: Gary Bannon

Financials are in the black with anticipation of staying on track and should be \$100,000 in black at end of the fiscal year.

OLD BUSINESS

Kitchen and Dance Studio Status: Gary Bannon

Bids have gone out for both the dance floor and kitchen equipment.

Dance floor has come in and right on budget of \$16,000 with mirrors and everything included. Skovic Construction got the bid. Rest of equipment being ordered and will take approximately 4 weeks for turn around, two weeks to get material and two weeks to install. Should be up and running around first of the year.

For the kitchen equipment there was two separate bids, one for equipment and one for refrigeration. Alternative Sales Corporation from Kingston got both bids. Bid was just over \$33,000 not \$32,000 as thought, due to freight charges. Purchase orders are being cut today. Electrical work is being done at this time and should be opening right after the first of the year.

NEW BUSINESS

Discussion of Cleaning Contractor Performance: Gary Bannon

Judy Zalansky commented there have been some general complaints with the condition of the building in certain areas. Coming into the building today not sure that the metal risers have been cleaned in a long time. Gary stated we had excellent performance from Coheco Falls. Never had to say anything did everything as requested. For the first three years here had a different contractor which was not a good experience. Capital got the new bid as lowest bidder coming in at \$5,000 less per year, with Coheco Falls as the second lowest bidder. Gary met with Capitals lead person. Crew started in July. A detailed information list was given to what had to be done daily, weekly and monthly. There has been lack of consistency. Having the cameras around the building can see what they are doing and can show Capitals upper management. New crew and new supervisor were brought in. Since July 1, they are not consistently meeting standards and with winter coming with a lot of sand in the building not so sure they will be able to keep up. Doug DeDe mentioned that we could end the contract. Gary told that they damaged the Senior Center kitchen floor and wants that replaced before we consider any actions. Hogan Flooring is to replace the floor during Christmas and New Year's when the Senior Center is closed. Gary will look into the options on if we can and how to end the contract. Judy Zalansky asked the time of notice that has to be given. Gary thinks thirty day notice but needs to review with the



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City Attorney. Judy suggested that if it is possible to break the contract then we may want to start the processing of thirty day notification. Gary said if necessary he can get the ball rolling.

Judy Zalansky asked about boiler. Gary Bannon replied running ok, keeping the building warm.

It was agreed upon that there will be no formal meeting in December, but if needed will meet on December 30th.

ADJOURN:

Joe Tenuta made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 7:30pm.