



**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 24, 2014  
Meeting Time: **7:00pm**

DRAFT

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

### **ROLL CALL:**

**Members Present:** Gretchen Bean; Bob Carrier, City Council Liaison (Late Arrival); Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

**Members Absent:** Elizabeth Comeau; Doug DeDe; Joe Tenuta, Rec Advisory Board;

Judy Zalansky welcomed Gretchen Bean to the board.

### **APPROVAL OF MINUTES:**

Cora Quisumbing-King made motion to accept the January 27, 2014 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **REPORTS:**

#### **Staff Report: Gary Bannon**

Snow has been removed from far end of the parking lot with more snow needing to be moved. Judy Zalansky mentioned interior of the building looks cleaner; Gary stated have been working with cleaning company on needs. Bert Corson will be out for a couple of weeks for medical reasons.

There are many meetings taking place throughout the building weekly. Dover Police had their awards banquet at the McConnell Center. Strafford County Democratic Party is having annual dinner this weekend. Gary has been receiving calls on political event rentals. Judy Zalansky stated Doug DeDe wants to arrange meeting with Mike Joyal before any major candidate comes. Doug suggested receiving rental payment up front. Gary Bannon stated an estimate is given to the renter and then itemized invoice.

Tenant Status – Room Availability: BeFree Church is moving to One Washington, leaving around April. Another church will be renting café space leaving office space available. Gary mentioned had potential tenant lined up for the office space. Becket Family Services is moving out in March. Room 238 is also available but would like to rent to dance studio. The dance studio tenant, Northeastern Ballet Theater, is very happy and has increased numbers since being here. Dance company production of Sleeping Beauty coming up. Dance company pro bono service is 50 hours per year. Gretchen Bean mentioned rotating a 6 week schedule with 1 hour



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per week with senior center, the kids and teen center etc., can be packaged in a way to make sense.

### **Tenants Collaborative:**

No meeting held due to snowstorm and was not rescheduled. Regular meeting scheduled next week. Steve Pruyne mentioned kiosk is up by door seven; which is courtesy of UNH.

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

Financials are in the black and doing fine. Revenues are \$462,407 and expenses \$285,193, over \$100,000 in the black at this time of year means that we are in good shape.

Budget: in final process of submitting the budget. City Manager is to receive from Finance shortly. There is 90 cents per square foot rent increase across the board for McConnell Tenants. This is the time in four years that rent is going up, has been going down for the last few years. The increase puts us back up to \$13.06 per square foot. The general cost of the building has been higher. Notices will go out next week or so to the tenants notifying of rate increase.

Gary handed out McConnell Board contact list for updates.

### **OLD BUSINESS**

#### **Kitchen Status: Gary Bannon**

Dennis Leary has been away for couple of weeks as father is ill but is now back. Equipment has been delivered and installed. Plumbers and electricians had to wait until Dennis returned to do their work. Electricians are working this week and plumbers scheduled next week. Building inspectors have been in and the health inspector has given approval.

Bob Carrier arrived to meeting.

Judy Zalansky mentioned that Doug DeDe talked with Dennis about having strong marketing plan. Gary said the Dennis has been talking with him and does have a plan and needs to get it out. Dennis has been doing more face to face connections, planning open house. Gary mentioned would be good if Chamber holds after hours with the café. Quality commercial external signs are being made along with internal signs. Inspections of café/kitchen taking place this week, soft opening with catering event this weekend, scheduling open house tasting event for tenants and then ribbon cutting opening. Computer Company is working on website. Dennis is also working with packing company. All behind the scenes taking place at this time. Once all equipment is in place Dennis needs to set up kitchen with pans, dishes and utensils. Gary has been referring people to Dennis every day. Bob Carrier mentioned would have good exposure with Spring Sports Signups being held in the café. Gary replied that is soft opening week. It



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was mentioned having catering menu for meeting groups here. Dennis should speak with these groups and supply samples for tasting.

### **NEW BUSINESS**

#### **Emergency Shelter Update: Gary Bannon**

The fire department has written a grant to put in a generator. It is a federal grant and we are on the list, not approved yet but should know in March. This is a significant expense due to the size of generator, 400,000kw. Location of generator will be near dumpsters by cooling tower. Generator runs on diesel fuel which is more efficient than natural gas. Center is still utilized as a shelter even without generator as long as have power. Dennis Leary will be counted on for having food available. McConnell Center will not be responsible for food cost. Who pays tab would depend on the situation. As of now the McConnell building has no backup for loss of power.

Gary mentioned waiting for spring to allow us to move ahead on some projects. Stained Glass window project in holding pattern until winter weather clears. Planning work for Dover Pride cleanup day and other groups to clean and spruce up grounds and flower beds. Patio furniture sitting outside the center was donated by Liberty Mutual.

Judy Zalansky asked about update on website by Liz Comeau. Gary said Liz has been in touch with the tenants for information and he needs to write up history of the building and pertinent information.

### **ADJOURN:**

Cora Quisumbing-King made motion to adjourn. Motion seconded by Gretchen Bean. Motion passed unanimously. Time adjourned was 7:45pm.