



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 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: Bob Carrier, City Council Liaison (Late Arrival); Elizabeth Comeau; Steve Pruyne; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Gretchen Bean; Doug DeDe

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the February 24, 2014 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon

Last week Community Services folks removed snow on end of parking lot. Recent snow melt and rain has caused drainage issues on back side of the building where the daycare is located. Highway staff looked at the problem and will do modification to the drainage in the future.

Waiting on completing stain glass window project until the front lawn dries and warmer weather arrives.

Budget: A budget meeting was held today with the City Manager. Budget looks good going into the Mangers presentation to the City Council on April 9th.

McConnell Center Website: Need to get info to Liz Comeau. Liz stated she would like to complete for the tenants.

Bert Corson came back last week after being out for three weeks with broken ribs (which happened in an incident unrelated to work).

Tenants Collaborative: Steve Pruyne

There was a small group at the February meeting. Dennis Leary from the Cook and Baker attended to update everyone on his progress. No information from IRS. April meeting scheduled next week.



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Financial Report: Gary Bannon

Financials are \$209,000 in the black. If stay on track, will be in black at end of year. Talking with the City Manager about capital monies put back in building for carpeting, painting, ceiling tiles, etc. Keeping on top that item is important so the building is looking sharp and not wearing down. Judy Zalansky asked Gary, excess monies at end go towards debt and not in reserve fund for maintenance, correct? Gary stated unless we budget a line item for transfer to capital reserve it goes back to McConnell Special Revenue Fund. From special revenue account can budget directly for capital spending. City Council is to approve budget in June.

OLD BUSINESS

Kitchen Status: Gary Bannon

Dennis Leary is working towards a soft opening at the end of this month. Working on final touches; shelving, storage area, is bringing in cooking utensils, mixer, etc. Electricians were in last week. Waiting on signage made from Sundance Signs which should be in this week; two outside a-frames and couple inside signs. It has been discussed and planned to do a little work in cafeteria to dress up. Dennis has met with Doug DeDe to go over marketing plan. Dennis has catered a Democratic Dinner Party here at the McConnell Center. He also supplied flyers, info and samples for the Spring Sports Sign-Ups. Operating hours as of now is 11am to 6pm may open a little earlier for break-time crowd. Dennis has hired a couple of workers, a baker and a helper.

NEW BUSINESS

Spring Projects: Gary Bannon

Working on 2 projects: One is Dover Pride Clean-up Day being held on May 10th. The other is Liberty Mutual which is the same week as Dover Pride Day. Work has been lined up for Dover Pride Clean-up, but at this time there is not enough for Liberty Mutual which usually volunteers in June. Need a crew in June for mulching and gardens. (Bob Carrier arrived to meeting) Need replacement shrubs, want good appearance. Judy Zalansky asked any internal plans. Gary said for the cafeteria bringing in short partitions to break up room, painting, replace some tables and some cosmetic work to dress up a little bit. Judy mentioned the building looks better. Studio floor downstairs by gym has nice shine but all scratched up under shine. Looks like ridges from machine work. Gary replied if don't use fine enough grit can show thru. Floor has only been refinished twice in seven years. Gary is to look into.

Tenant Space Status: Gary Bannon

Room 238 is available and Gary is going to encourage North Eastern Ballet to take the space for changing area, store equipment, cleaning supplies, etc. (Have been practicing and changing in hallway) Rooms 340 (was BeFree Church) and 317 (was Becket Family Services) are also



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available. Have had a real estate group come in and discuss spaces which we have to get back to. They are looking for space to teach real estate agents and have meetings. Gary has to send out rent change notices. McConnell building is 98% full right now.

Steve Pruyne: on tenants perspective good idea to have dance studio group take room 238. The group uses door 8 as entry which is close to this room. Dance studio operates 3-6pm during the week and open weekends.

Judy Zulansky: suggested the Dance Theatre to put on performance for the seniors.

Gary Bannon: if you have anything for the next month's agenda let him know.

ADJOURN:

Cora Quisumbing-King made motion to adjourn. Motion seconded by Elizabeth Comeau. Motion passed unanimously. Time adjourned was 7:38pm.