



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, April 28, 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); Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Joe Tenuta, Rec Advisory Board, Liz Comeau

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the March 24, 2014 minutes as presented. Motion seconded by Gretchen Bean. Motion passed unanimously.

CITIZENS FORUM:

None

Guest: A student from Great Bay College studying Public Administration is here to observe

REPORTS:

Staff Report: Gary Bannon

Dover Pride Clean Up Day is May 10th. 15 to 20 Volunteers will be working on gardens in front of McConnell building. Gary is working with Facilities and Grounds getting the bark mulch for the gardens. It is too early for plants. There will be a small project in June for planting. Gretchen Bean asked if this follows Patty's plan. Gary replied; yes except had to change out two trees donated by class of 62/63 for shrubs that did not survive. There will be plaques for both trees.

Senior Center will start working on planters in patio area and doorways.

Weather has been hit/miss with building control, has been back/forth with heat/air.

Bob Carrier arrived

Dance Studio is doing well and has seen growth in programs and all are happy per Edra. Hours of operation are Monday thru Friday 3/3:30 to 6pm and Saturdays. Edra is working on new programs like pre-school, etc. for morning hours. Door 8 is the primary entrance for dance studio. Gary Bannon is working on new signage for boards outside.



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City has gone out to bid for alarm, hood, smoke detectors, sprinklers and fire inspections. We are trying to coordinate for all inspections to be performed at once within two to three days.

Gary is working on quote with Burns Security to add on panic alarm system for offices in the building, also if there is a power outage a call out can be added. The City will supply repeaters and tenants can purchase senders if they want. Gary to find out at the next Tenants Collaborative meeting how many tenants want to purchase senders.

Tenants Collaborative: Steve Pruyne

The Collaborative met earlier in the month. Another member from the Tenants Collaborative is needed for the McConnell Board. A Red Cross blood drive sponsored by the Tenants Collaborative will be taking place Thursday May 1st in the McConnell Gym.

Financial Report: Gary Bannon

March year to date financials are \$243,208 in the black. Revenues are \$593,146 and expenses are \$349,938. If we stay on track with regular expenses, will be in black at end of fiscal year.

OLD BUSINESS

Kitchen Status: Gary Bannon

The Cook and Baker had a soft opening the Wednesday before, free to building tenants and staff. The next day the refrigerator kicked off overnight, GFI tripped and lost a significant amount of food. Dennis closed down Thursday and Friday to take care of the situation. Gary is negotiating with Dennis on how to compensate for the \$300 in loss food rather than submitting a claim. There are new national codes that require all kitchen outlets be GFI protected. It was suggested to move GFI to panel instead of at the outlet as refrigeration is more sensitive. The refrigerator was tested and is operating at a better level than required so the problem is not within the unit. All refrigeration units have been changed over to GFI in panels. Another option we have if the GFI in the panels don't fix the problem is that we can ask to pass a local ordinance which would exempt us from that requirement. A town in NH has done that. Judy Zalansky said we are covering the GFI need because moved GFI to panel. Gary is also looking at the kitchen getting too warm. A vendor came in to look at adding more ventilation. The Cook and Baker open with business as usual on Monday.

Doug DeDe: when visits the dining area in the morning the tables are in different configurations. He suggested that we have a plan as how tables are arranged. Gary and Dennis are ordering new dining room tables to dress up and make moveable small wall for a more café feel. Gary will ask Bert Corson to check dining area in the mornings and spread table out.



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Doug DeDe is providing help to Dennis, like new tri-fold menus to advertise the soups as not on first menu.

Dennis has A-Frame signs to place outside; one by door two which is going to be left out and bolted down and one by the roadside which will be taken in and out.

Dennis has been working with the Chamber, but not ready for rollout yet.

NEW BUSINESS

Tenant Space Marketing: Gary Bannon

BeFree tenant in room 340, formally UNH, will be available next month. Becket Family Services, room 317, are paying rent thru July. Green Path is here until October, room 321. Room 321 has a reception area and two small offices and room 317 is one big room with a moveable partition. Gary has spoken with a real estate group who has been interested in space, but the group has not gotten back with an answer. The group has been promoting our building at no charge. Gary was wondering if the board should bring David Choate from Collier back on board; tabled to next month.

Steve Pruyne will ask tenants if they know of any non-profits looking for space.

Gretchen Bean: David Choate should only get commission on tenants he brings in.

Gary; the dance studio is interested in room 238. Negotiating rent to add in room.

Budget Process: Gary Bannon

Gary had presentation at the City Council meeting last Wednesday. Bob Carrier: feedback thumbs up, lots of kudos from councilors. 3.3 million Recreation budget. The first week in June the City Council will vote on budget.

Doug DeDe asked about the cleaning contract. Gary: doing better job, little issues the last three months. Judy Zalansky also said doing better. Cleaning company is scheduled to refinish floors and shampoo carpets. Would like to see if do thorough job, and then evaluate. Contract is up July first, had a three year contract which is up for renewal annually. Doug mentioned Anthony, the city attorney, should review the contract to define the language as to what nonperformance can be defined as.

Judy Zalansky asked if any answers on floor grooves in dance studio on first floor. Gary: due from buffing and sanding. Also steps and chairs without rubber makes digs in floor.

Judy Zalansky: need to go over summer schedule. Gretchen Bean mentioned may not be around in July.



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Next meeting will take place Tuesday May 27th as Monday the 26th is Memorial Day. Cora Quisumbing-King will not be around in May.

ADJOURN:

Cora Quisumbing-King made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 7:58pm.