



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: Tuesday, May 27, 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; Doug DeDe; Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Bob Carrier, City Council Liaison; Liz Comeau; Cora Quisumbing-King

APPROVAL OF MINUTES:

Gretchen Bean made motion to accept the April 28, 2014 minutes as presented. Motion seconded by Doug DeDe. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon

Tenants: Received notice that Easter Seals is cutting back programs in general and that will impact the program here. There will be a new agency coming in to take over the program here with a seamless transition. New group is in progress of processing 501C3 paperwork. After six month notice (ends November) Easter Seals will sublet with new group month to month until 501C3 is completed and accepted. Patti Rawding-Anderson is involved with new group. Information has been forwarded on to the City Manager and City Attorney for review.

Building: Have been doing spring scheduled maintenance to pumps and infrastructure and working outside in gardens/grounds. Jim Veschuereen has adopted spot corner of St Thomas Street and Senior Center has adopted spot of planters and buckets. Faucet by outside tables is in process of being fixed.

Cook and Baker: helping with rolling out of whole operation. Café has been well received. Dennis Leary was away last week. Outside sandwich signage boards by Locust Street and one by door two with two more signs inside.



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Tenants Collaborative: Steve Pruyne

It was a brief meeting. Judy Zalansky, no quorum for voting. Attendance is not great. There will be a meeting in June with election of officers before two months off. Astrid will be taking over as president. Still couple positions to fill.

Blood drive smaller than has been; UNH interns were helpful.

Gretchen Bean asked if on Apple Harvest Day – Arts still here at McConnell. Judy Zalansky answered yes and Steve Papajohn is working on this year's event.

Financial Report: Gary Bannon

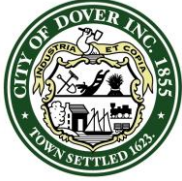
Right now financials \$267,000 in the black. Have debt payment in June of \$200,000. Should break even or in black but not sure how much. Judy Zalansky stated this is the fourth year with a positive number.

OLD BUSINESS

Tenant Space Marketing: Gary Bannon

There are several spaces available: Becket room 317 open now, Greenpath open in the fall and room 340 which was UNH/Be Free Church space open at the end of this month. Do we want to go out to Colliers (was Grub & Ellis) for marketing? Gary said he has not had a lot of contacts asking for space. Contract will need to be re-written so don't receive commission on rental contracts that Gary works on. We have been getting free publicity from interested Real Estate Group tenant. Judy Zalansky; should revise contract and go with Collier. Gretchen Bean asked if NH for Non-Profit would post. Steve Pruyne will check into and have information for June meeting. Judy said should investigate first with NH for Non-Profit before going to Collier.

Judy asked about Status of Contract Cleaning Co. Gary Bannon and Ann Legere met early last week with representative from Capital Contractors and went over contract and items responsible to do and asked the company to look internally for improvement. There is a 30 day notice window of what we intend to do. Judy asked Gary if seen any improvement, to a small extent. Regularity and detail is still an issue. Doug DeDe, any reason not to go back to Cocheco Falls? Gary: depends on if they are available. They were next bidder. Issue is being worked on. Judy stated the tenants generally satisfied with how clean building is but doesn't see the well traffic areas that seem to be the problem. Gary will meet with Ann tomorrow about options.



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NEW BUSINESS

Summer Meeting Schedule: Gary Bannon

Gretchen Bean out in July, Joe Tenuta may be out in August, Doug DeDe out in August, Judy Zalansky here for summer, Cora Quimsumbing-King here for couple months. Liz Comeau has family issues but is still working on website. Judy said that we need to find out if we will continue with meetings for the summer. Let Gary know in advance if not going to attend meeting.

Cafeteria Furnishing Changes: Gary Bannon

We want to update from what furniture currently have. Be more practical; change the atmosphere and furniture needs to be durable, stackable and changeable. Make look more Café style. Bert Corson has been moving tables in mornings when available. Judy stated with tables being moved around will be more of an issue when dinners are served. Interested in buying few multiuse tables and monies have been set aside in the budget for the purchase. Doug DeDe; let organizations know need to put table/chairs back as found. Judy Zalansky; can ask but can't demand. Add as a footnote in letters. Joe Tenuta suggested having middle school or high school kids paint murals on walls, maybe city scenes. Gary mentioned do wall hangings instead of murals so can easily change. Gary stated it is the Art Commissions responsibility to solicit and plan for public art. The City Attorney is reviewing conditions of liability of the art. We need to be held harmless.

Doug DeDe asked about stained glass windows. Gary Bannon stated will be installed right after Fourth of July.

Doug DeDe, can we get delivery trucks for the library to use loading parking space instead of travel lane, due to heavy traffic in the parking lot. Gary will speak with Cathy the librarian.

Judy Zalansky, repaint stop signs on pavement in parking lot. Doug DeDe, need stop sign on building or stake in the ground when going out. Gary, all city painting and striping will start soon.

ADJOURN:

Joe Tenuta made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 7:44pm.