



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, June 23, 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; Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Gretchen Bean; Liz Comeau; Joe Tenuta, Rec Advisory Board

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the May 27, 2014 minutes as presented. Motion seconded by Doug DeDe. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

Building: With the summer schedule general traffic and parking is quieter for McConnell but Library picks up with summer series. All systems are running smoothly.

Cleaning Contract Status: Gary and Ann Legere meet with representative from Capital Contractors to go over issues and concerns. Reviewed options, which are limited; there is no second choice option as Cocheco Falls (2nd lowest bid) does not have the capacity to pick up at this time. McConnell Center is staying with Capital Contractors with no increase in contract pricing for second year of service. There have been no issues since meeting. Judy; if had two full time custodians would that be more expensive, Gary; yes with benefits. Bob Carrier; could we piggyback UNICO, Gary; interested in the past but bid was higher. UNICO person is in the building cleaning School offices and Dover Adult Learning Center.

Tenants Collaborative: Steve Pruyne

Judy Zalansky; last meeting was beginning of the month. Meeting was primarily election of officers and review of finances. We are looking for new members for this committee and Tenants Collaborative. There are new tenants in the building that have not joined yet. Steve Pruyne mentioned saw new faces this meeting. There was a discussion of the Collaborative to join the Chamber; was tabled to September. Cora Quisumbing-King; how often does the Collaborative meet, Judy Zalansky; once a month except July and August with one agency every month giving synopsis of organization and what the organization does.



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Doug DeDe made request to vary from agenda and would like to talk about the Cook and Baker which is not on the agenda. Cora Quisumbing-King made motion to talk about Cook and Baker as new business now; seconded by Judy Zalansky; vote unanimous.

Doug stated that they are advertising open 11am to 7pm on the website which hasn't been updated since May 8th. Dennis' biggest pitch was offering meals to go. The only offering has been salads, hot/cold sandwiches, soups, homemade ice tea/lemonade and Swampscott beverages made locally. No mention of meals to go. If advertising hours of 11 to 7, should be here. He did ask for this and the McConnell Center invested in the facility to have ability to do this cooking and at this point doesn't even offer a meal for takeout. Doug told Dennis that he needs to let me know if needs and wants any help. I have a hunch if he can get this going can be successful. The committee went with this on the idea that there would be meals to go.

Judy Zalansky; discussion at the Tenants Collaborative that people are happy with quality of the food and anxious to plan a meal a week to take home but hasn't been offered yet.

Doug DeDe; Cost \$200 for e-mail blast to all chamber members. I know John Burns from Liberty Mutual tech section who would pass out flyers. Got flyers but nothing has happened yet to get e-mail blast going.

Judy Zalansky; no business makes money out of the box, Doug DeDe; he knew that.

Gary Bannon; Dennis is working on picking date for ribbon cutting/photo op and e-mail blast at this time. Dover Adult Learning has set up with Dennis for baked goods at graduation.

Judy Zalansky; ask Dennis to attend next meeting. Waiting for e-mail to come for dinner menu

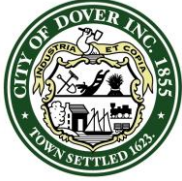
Doug DeDe; what about senior center lunches, how many attended last week? Gary Bannon; nine people last two weeks, Judy Zalansky; cost \$6 and have to commit by Monday.

Gary Bannon; some catering has been happening also.

Financial Report: Gary Bannon

Right now financials \$209,000 in the black. \$72,000 has already been paid toward annual debt. Net should still be in the black \$10,000 or more. Submitted budget went thru without changes.

OLD BUSINESS



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Tenant Space Marketing Discussion: Gary Bannon

Discussion was put on hold last month. I am checking with advertising thru NH Committee for Non-Profits. Have not seen any increase in request for renting. Looking at doing tighter agreement with Collier and get the word out again. Steve Pruyne; have tried to connect with United Way, waiting for call back. Easter Seals letting go of rooms on front side of building which will be available in the Fall. Greenpath is in process of moving out, Becket wrapping up and BeFree out. Doug DeDe; how do we compare with open commercial market, Gary Bannon; in the middle, \$13.06 per square foot as of July 1st with offerings that others don't have. Dance Studio did acquire extra room, here every day with three/four up to ten dancers depending on programming.

Judy Zalansky made motion to advise Gary Bannon to investigate a contract with Colliers Real Estate. Doug DeDe seconded. Gary will check with Ann Legere to see if any solicitation needed. Vote unanimous.

NEW BUSINESS

McConnell Video Production: Gary Bannon

Doug DeDe approached Mike Gillis on preparing video footage with promotion on building and what we do thru narratives/interviews. Cora Quisumbing-King suggested interview as a group. Doug also met with Mike Joyal and he is on board as long it is an infomercial and not blatant commercial. Mike Gillis will connect with all tenants of the building. Gary Bannon; there will be a preview of the video before release on Channel 22. Production will take a little while.

Captain Joseph McConnell Display: Gary Bannon

Display is overdue. There was a ceremony little while ago celebrating his birthday. A gentleman donated a series of posters, story and items for display. Would like to get donations for a custom made display case, not the typical ones you can purchase. Doug DeDe; mentioned there is a display about him at the Woodman Museum and a story available at the Library. Bob Carrier; said that if he can get the specifications he will try to take care of what is needed. Judy Zalansky asked if Thom Hindle at the Woodman Institute would allow us to borrow some items for display, Doug DeDe to check into.

Signage: Gary Bannon

Gary; working on outside signage with updates for tenant changes. Sign by Locust Street, main sign, is being updated and redone adding 61Locust. There will be a temporary banner until completed. Work is planned on being completed over the summer.

ADJOURN:

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