



**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, September 22, 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:** Liz Comeau; Doug DeDe, Vice-Chair; Steve Pruyne; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

**Late Arrivals:** Bob Carrier, City Council Liaison

**Members Absent:** Gretchen Bean; Cora Quisumbing-King

### **APPROVAL OF MINUTES:**

Joe Tenuta made motion to accept the August 25, 2014 minutes as presented. Motion seconded by Liz Comeau. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **REPORTS:**

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

- Seasonal Adjustments: end of summer and under way with fall activities, schedules and traffic. Dover Adult Learning started classes last week with parking a little tighter in lot but keeping an eye on. Having temperature control in building works well. Have not kicked heating on yet and at this time don't plan to do so soon.
- Projects: carpet cleaning was done end of August early September. Looking to replace walkway carpet in cafeteria area with a low maintenance wood like flooring. In the process of getting estimates. Doug DeDe; some entry stairwells have seen seam separation which should be addressed. One capital item this year is McConnell Flooring.
- Gardens: United Way Day of Caring Project was held on September 11<sup>th</sup>. Cost of materials was \$500. Volunteer labor by a dozen employees from Northway Bank out of Portsmouth working on the front lawn gardens weeding, mulching and planting mums. Provided snack and lunch at Portable Pantry from budget for volunteers.
- Two New Trees: memorial tree for Jarrett Hudson on corner by door two and monies from the Silver Street Tuttle Square Project for a pear tree on the corner of St Thomas/Locust Street planted here due to no room at Tuttle Square.
- Today: there is an International Latin American Group Seminar here with Mike Gillis on governmental media transparency and communications.
- Quiet so far on the campaign front.



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### **Tenants Collaborative: Steve Pruyne**

- Looking for new tenant representatives to join group
- People happy with restaurant
- Will continue with the Apple Harvest Day Arts on McConnell front lawn
- New President is Astrid Wielens from Zebra Crossings
- Tenants in favor of Trick or Treat being held in building for preschool kids during the day.
- Liz Comeau; website for tenants? Need domain name and approval on logo to move forward with website for tenants. Gary Bannon; website needed for links and communication.

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

- Budget is \$19,000 in the red
- \$10,000 due to revenue anticipated but written off as uncollectable from Seacoast Hospice
- \$13,000 over in electricity
- Several tenants moved out
- Last couple of years was in the black \$50,000 to \$70,000. Always collecting rent in arrears
- Due to rising costs we are playing catchup but should be in good shape this fiscal year

The Youth to Youth and Teen Center will be staying here when the Police move to new building on Orchard Street.

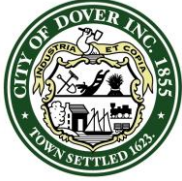
Liz Comeau; fundraising other than rentals, idea of doing a calendar with tenant photos and information. Judy Zalansky; discuss for next year.

Bob Carrier arrived at meeting.

### **OLD BUSINESS**

#### **Tenant Space Marketing: Gary Bannon**

- Contract approved and signed with Collier, David Choate
- David Choate working on new flyers/brochures for doorways
- Tracking down status of Community Partners for rental of room 340, old UNH space
- Space available:
  - Room 302A 345sf (formerly Easter Seals)
  - Room 309 275sf
  - Room 317 696sf (formerly Becket)
  - Room 321 696sf (formerly Greenpath)
  - Room 340 700sf (formerly UNH)



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- Room 346 (old band room) approached thru Northeastern Ballet parent who is a professional pianist. Not full time teaching but has some students. Will loan grand piano to have room for recital hall. Can charge \$250 per recital held. Will also rent room for lessons. We need to add chairs to room and do painting touchup. She will also promote space.

### **Easter Seals Lease Status: Gary Bannon**

- Finalizing transition from Easter Seals to Reach for the Top
- Reach for the Top contract going to City Council for finalization
- Reach for the Top is subletting from Easter Seals right now until 501© 3 is approved

### **Stained Glass Window Installation: Gary Bannon**

- Lift arrived today
- The glass and lead joints had over 200 cracks that were repaired
- Putting frames in window space then placing glass in frames
- Leaks were happening due to no flashing. Has been repaired with flashing installation and caulking
- Time frame is one week to complete installation

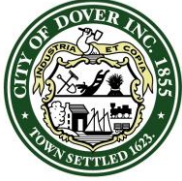
### **Cook and Baker/Portable Pantry Assignment Status: Gary Bannon**

- They agreed to stay with The Portable Pantry name
- Contract going to City Council for final approval
- Still operating under Dennis' lease
- Hours: Monday & Friday 8am to 3pm - Tuesday, Wednesday, Thursday 8am to 6pm
- Take out dinners available Tuesday, Wednesday and Thursday
- Signup available for e-mail addresses for notification of specials
- Baker comes in overnight

## **NEW BUSINESS**

### **Fall Schedules and Parking: Gary Bannon**

- Keeping an eye on parking status on a day to day basis
- Bob Carrier; Orchard Street Lot is under construction with 60 to 70 parking spaces displaced. Leased parking spaces at Orchard Street moved to other locations. New marketing plan scheduled in the next few months for downtown with all kinds of promotions especially around the holidays. Parking garage will go up fast (ten months) but site work for police station will be longer. Orchard Street is being re-aligned. Late February early March will start construction. Orchard Street Lot will have total snow removal to allow for all spaces to be used.



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- Doug DeDe; concerned with rental building on Silver Street. There are 16 parking spaces for tenants with overflow parking here in McConnell lot. Require time to vacate lot? Gary Bannon; out by 8am. Snow season may be challenging.

Gary Bannon mentioned Saturday September 27<sup>th</sup> here at the McConnell Center will be a support system opportunity from Welfare, Community Action and Employment Services for employees from Kelly's Row and Blue Latitudes for services needed.

### **ADJOURN:**

Doug DeDe made motion to adjourn. Motion seconded by Joe Tenuta. Motion passed unanimously. Time adjourned was 7:48pm.