



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, October 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: Bob Carrier, City Council Liaison; Liz Comeau; Doug DeDe, Vice-Chair; Steve Pruyne; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Gretchen Bean

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the September 22, 2014 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Into Fall programming and Fall schedule
- Portable Pantry is building business traffic and signage has been completed
- Seasonal adjustments with heating system due to hot and cold temps. Day Care heat system had control issues; inside circulator pump will need to be added.

Tenants Collaborative: Steve Pruyne

- Gary Bannon; On Apple Harvest Day Arts Pavilion Group was on front lawn of McConnell Center. Couple vendors dropped due to rainy weather, still had around 18 participate
- Judy Zalansky; Halloween for preschool age kids here at McConnell Center, Friday the 31st 9:30 to 11am
- Doug DeDe; Halloween downtown with businesses saw about 1600 Trick or Treaters and was only expecting around 600
- Next meeting next week, November 5th

Financial Report: Gary Bannon

- Net is \$124,000 in the black. On track. Key item to stay in the black is tenant space leases



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OLD BUSINESS

Stained Glass Window Installation: Gary Bannon

- All commented windows look beautiful
- Gary Bannon; Windows glowing, clear and bright. Nor Easter last week blew a lot of rain at the windows and not a drip or leak of water was detected. Old leak was in a joint in the back of the window sill. Should have been flashed in the past but wasn't. Repaired with three layers of sealant before reaching the seam.
- Doug DeDe; Are the windows covered by our city property and casualty insurance? If not and need a rider would like to see added. Windows are very special and should be covered.
- Gary Bannon; will take a walk after meeting to view windows

Portable Pantry Assignment Status: Gary Bannon

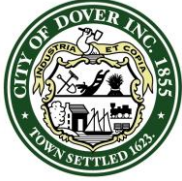
- Last Council meeting final paperwork for transfer was presented
- Cook and Baker lease to Portable Pantry all signed off.
- Inside signs up along with door 7 and door 2 signs. Still waiting for sign to put by Locust Street entrance

Easter Seals Sublease: Gary Bannon

- Sublease to Reach for the Top Therapy Services has been approved
- Lease was going to end in November and this allows carrying on until Reach for Top 501 C3 is approved.
- Then transition lease to them
- Patti Rawding-Anderson already operating in the building
- 302A and 309 have been vacated and have been listed with Collier

Cleaning Company: Judy Zalansky

- This has been an ongoing discussion, one year or more, about not doing what was anticipated/contracted for and need to find a solution
- Gary Bannon; We are going out to bid for new contract which will be published end of this week
- Doug DeDe; Previous company was not interested and can't handle as operational on less basis. To get them back in should offer multi-year contract and add in 1½% increase each year. Judy; have three year contracts now. Doug; Consider 5 year contract. Need to keep regular employees doing their work and not picking up cleaning company slack
- If not satisfied with bids we should investigate with the powers to be in the city and suggest maybe hiring two to three part time workers, create no benefits and train internally.
- January end of probation period



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- Doug DeDe; Patrons and tenants have great respect for Bert Corson. Having experienced with the Senior Center, Krista Trefethen is a really great asset for this city.

NEW BUSINESS

Fall Schedules and Parking: Gary Bannon

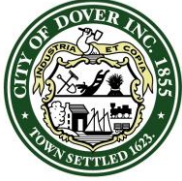
- Parking gets tighter this time of season
- Constant monitoring of lot
- Building on Silver Street almost ready for occupancy with overflow parking here and then a need for enforcing 8am exit of space
- Bob Carrier; Bill Simons talking to people who leased spots. Many other places being advertised for parking:
 - Over 400 spaces at the Train Station (some lease spaces going here)
 - TD Bank
 - Third Street
 - Janetos Market (some spaces)
 - First Street (fence taken down to allow parking)

Flooring Replacement Project: Gary Bannon

- Budgeted this year for replacement of certain areas
- Primary replacement by cafeteria, stretch from food service windows to daycare area
- Looking at replacement product other than carpet
- Bob Carrier; process occurring for public works building using some carpet tiles and plank rubber tile for main runways. Another one out is floating interlocking vinyl tile which Hogan Flooring has. Ask Ann Legere about as she processed the bid. Gary mentioned may be able to piggy back for lower pricing

Panic Alarms: Gary Bannon

- Offices in the building that serve the public and need way to notify police if a problem arises
- Bid with Burns Security; will tie into building system wireless buttons, wireless router and pick up on each floor need to have signal.
- We have a price and are moving forward
- Tenants can purchase wireless button senders for \$225 each
- Buttons communicate with Dispatch which Burns sets up
- Room 305 should have button suggested Bob Carrier



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Cafeteria Decoration Options: Gary Bannon

- Been talking with Sue and Dennis about options
- Several lower moveable petitions
- Potted plants
- Tables at least a dozen
- Joe Tenuta; suggested kids to paint mural or paint walls. Gary; already have rotating arts display
- Liz Comeau; fabric with lights for ambiance

Judy Zalanasky asked how David Choate was moving along. Gary Bannon; Photos have been taken and redoing brochure. Was suggested night photos of building should be added.

Liz Comeau asked about website. Gary Bannon; City IT folks said Tenants Collaborative needs to purchase rights for domain name then link to city web. Logo is the McConnell Building which was done by artist.

Next meeting November 24th

Gary Bannon; Advisory Committees are looking at annual meeting schedules with what will be most efficient with people's schedule so as a quorum will be present.

ADJOURN:

Doug DeDe made motion to adjourn. Motion seconded by Liz Comeau. Motion passed unanimously. Time adjourned was 7:50pm.