

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, November 24, 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; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator
Bob Carrier, City Council Liaison - late arrival

Members Absent: Gretchen Bean

APPROVAL OF MINUTES:

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

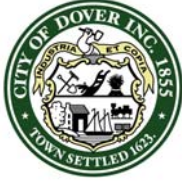
CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Budget Development Process: revenues due this week and expenses by December 19th. Used last year's actual to make changes for expenses and used last year's actual budget and determined that we need to assess a 40 cent per square foot increase; \$13.06 to \$13.46 approximate per square foot
- Building Operations: getting ready for winter with set up for snow removal, sidewalks plowed and parking lot plowed
- Cancellation Policy: has not changed. Building stays open as much as possible. Each tenant decides on their time of closing.
- Doug DeDe; asked about overnight parking violators. If car stays in lot after 8am can we call towing company? Gary says he notifies the police who handles the situation and calls towing company when necessary.
- Judy Zalansky; was testing of fire alarms successful? Gary; have new company, Norris, which has been more thorough in finding issues. Like strobe not working on one of the floors. All problems have been fixed and alarms are in working mode. Doug DeDe asked about Burns Security and Gary responded Norris is responsible for annual test and maintenance problems and Burns Security does cameras.
- Bob Carrier asked if boiler sections were still an ongoing problem. Gary; boilers were repaired last year with no problems so far.
- Joe Tenuta; PA system in the building? Safety point of view do you run fire drill? Gary; only PA have is in the gym tied into fire system. Children Center does its own drill for



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State regulations. As far as whole building have not done planned drill but have had several that were not planned.

Tenants Collaborative: Steve Pruyne

- Talked about potential tenants
- Website; model of what to use, mission statements and information sent to Liz Comeau. Have domain name which Liz is hosting for free. Liz trying to get template updated at no charge. Judy Zalansky; if have to pay for update let Collaborative know the cost and they can pay for.
- Judy Zalansky; Apple Harvest Day somewhat disappointing mainly to do with weather. Couple vendors from last year moved to Central Ave instead of here.

Financial Report: Gary Bannon

- Year to date thru October net is \$167,890 in the black. On track. Will pay debt service in June.

OLD BUSINESS

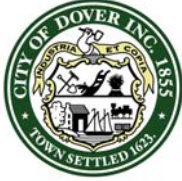
Custodial Services Bid Process: Gary Bannon

- Mandatory pre-bid meeting couple weeks ago
- Three firms responded. Only these three can bid
- Bids due early next week
- To council agenda in December
- Reference checks will be done on companies and recommendation to the council
- Doug DeDe; able to hire part-time staff here reporting to Bert or you? Gary; need to classify how many hours without benefits and how much staffing needed for seven days a week but can be done if needed. Cost could be about the same as having a cleaning company depending on the bids. However past bids have been less expensive than hiring our own staff if they would be full time with benefits.
- Steve Pruyne; tenants have utilized cleaning company in past for their space, still and option? Gary; in blanket RFP.
- Transition is January 1st

NEW BUSINESS

Tenant Lease Workforce Housing Coalition: Gary Bannon

- Copies of lease handed out for Housing Coalition for the Greater Seacoast Area
- Works with developers for diversity of housing
- Looking at room 302A which was the former Easter Seals and Ageless Dreamer Space
- Director is Ashlee Iber who has worked here before with Youth to Youth program and is familiar with the building and what we are about.



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- Contract based on existing rental rate
- The tenants have voted to approve the lease
- McConnell Board needs to approve next and then goes to City Council in January
- Doug DeDe made a motion to approve lease. Cora Quisumbing-King seconded. Motion passed unanimously.
- Lease is for eighteen months and then two year renewal

Panic Alarm System Installation: Gary Bannon

- Several tenants and meeting spaces concerned no secret way to contact police if problems
- Need to install nine repeaters for signal to reach police. Moving forward with installing.
- Tenants may be able to tie into it but we are checking on that possibility.
- Main issue from legal for tenants buy in is what if something doesn't work? This would add extra liability for the city.
- Option would be for Burns Security to supply coverage to tenants to relieve city liability

New Tenant Options: Gary Bannon

- Unity of Seacoast, a Spiritual Community Group, looking to lease room 317 for meeting space, room 321 for office space and room 323 as needed with rental by the hour.
- Concern; may outgrow meeting space. Then can use to cafeteria.
- No contract yet. Group voting on November 30th
- Scheduled for evenings for space
- Same rates as everybody else.
- Liz Comeau; highly recommends them
- Judy Zalansky; moves to accept Unity of Seacoast proposed lease contingent upon their vote and also terms of lease being consistent with others. Seconded by Liz Comeau. Passed unanimously.
- Community Partners wants to move from room 246 to room 340 which was the old UNH space. This would be an even swap.
- Leaves two spaces left to lease, rooms 246 and 309
- Have two others knocking on door, one being another church group, which would be a backup if Unity does not take space

No meeting December 22nd unless needed

ADJOURN:

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