



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, February 23, 2015
Meeting Time: **7:00pm**

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Gretchen Bean; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Bob Carrier, City Council Liaison; Liz Comeau; Doug DeDe, Vice-Chair

APPROVAL OF MINUTES:

Gretchen Bean made motion to accept the November 24, 2014 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

ELECTION OF OFFICERS:

- Chair: Judy Zalansky volunteered
- Vice Chair: Cora Quisumbing-King nominated Steve Pruyne. Nomination seconded by Gretchen Bean. Passed unanimously
- Chair Vote: Gretchen Bean nominated Judy Zalansky. Nomination seconded by Cora Quisumbing King. Passed unanimously

Judy Zalansky suggested updating term ends on contact list. No term limits for tenants.

REPORTS:

Staff Report: Gary Bannon:

- Weather: Lots of snow. Challenging. Two days shut down this month. Parking lot biggest issue. Community Services removed bulk of snow to River Street as the Maglaras Park snow dump was at limit. Monitoring snow load on the building. Work release workers have been helping clear outside of building. Judy Zalansky stated Bert has been doing good work on sidewalks.
- Budget: Gary had first round meeting with City Manager couple weeks ago. Rental rate adjusted on actual cost.

Tenants Collaborative: Steve Pruyne

- Talked with Ashlee Iber Amenti from Workforce Housing Coalition a new tenant in the building. Judy Zalansky suggested having Ashlee as a guest at McConnell meeting. Tenants are happy with food and service at Portable Pantry

Financial Report: Gary Bannon



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- Year to date net is \$267,000 in the black. Will increase every month until June when debt service is paid down \$270,000.
- Snow removal is charged to city budget.
- One half of heating budget left. Heat has to run seven days a week in the Daycare Center due to building design. Not well insulated. Daycare requires temperature to be 65* in order to stay open. There is a Community Development Block Grant with monies available based on clientele and eligibility. Request was submitted last week to Planning Board and City Council for renovation upgrade to heating system, drop ceilings and baseboards. Hope to complete project before next winter.

OLD BUSINESS:

Custodial Services: Gary Bannon

- Cleaning quality good most of the time
- Trash is sometimes missed due to new staff but once told ok
- Security; locking up is biggest issue
- Very attentive
- Supervisor works along with workers some of the time
- Judy Zalansky mentioned having tough time keeping up with stairs and entryway

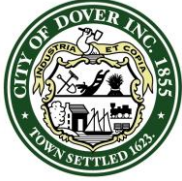
Panic Alarm Installation: Gary Bannon

- Burns Security has installed repeaters in the building
- Original plan was to have tenants purchase buttons and tie into system
- City Attorney; not city practice to have private entity having direct access to our dispatch. As a result all non-city tenants will not be able to purchase buttons.
- There will be ten buttons in the building
- There is motion alarm system in areas of the building that goes to an outside service which the non-city tenants may be able to piggyback off

NEW BUSINESS

New Tenant Status: Gary Bannon

- Unity of Seacoast lease approved at last City Council meeting
- Renting rooms 317 and 321
- In this weekend painting
- Want to move in by 1st of March
- Most programs held on evenings and weekends
- Have two part time pastors



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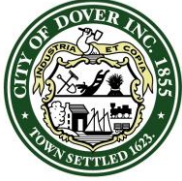
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- Space available for rent; rooms 246 and 309. Rental rate 13.06 per square foot but going up to \$13.46 July 1st.
- HPOP (room 322) grant runs out in September. Future rental unknown at this time.

Campaign Event Discussion: Judy Zalansky

- Questions and concerns have been raised about the plan for campaign events so that we can manage the event well and we need to review what is in place.
- Judy discussed procedures with Gary Bannon as follows:
 1. Gary is notified that a candidate wants to come
 2. Candidate's representatives come and tour the facility and submit a plan requesting how much space they need so Gary can determine the base fee that is going to be charged. Other fees are added as changes are made to the space and time requests.
 3. Events are usually held later in day and evenings
 4. Candidate submits a final plan with more details of timelines and expected attendance. Depending on the impacts inside and outside of the building a certain level of reviews are undertaken of the proposal. Various members of the City Administration including City Manager, Police Chief and Fire Chief will be involved as necessary. This process is followed to communicate what is planned and so that everyone is on board with what is anticipated to occur and can make recommendations for changes.
 5. Tenants will be notified as far in advance of the event date as possible. Sometimes could be less than a week notice.
 6. If it is a Vice Presidential or Presidential candidate the Secret Service is involved and the police department appoints an officer to work with the Secret Service.
 7. If candidate requires Secret Service there may be dogs sweeping the building and attendees and tenants will need to go thru metal detectors on way in and certain entrance doors will not be used
 8. Request for payment in advance or deposit down prior to the event are required and any charges for damages and final payments are required within a week of the event.
 9. Campaign is to help coordinate the media set up and positioning with City approval.
- Judy stated there is strict protocol involved



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- Tenants Collaborative is satisfied that the tenants are ok with the temporary situations and they realize this an educational opportunity
- Gary Bannon; Proud that the McConnell Center is a center piece in the City for these types of events and a reason candidates can come to Dover and the Seacoast. Already getting calls; a small event is scheduled March 12th in the cafeteria.

Gretchen Bean asked about emergency plan. Gary Bannon replied McConnell Building is an emergency shelter designated except when we lose power as we do not have a generator. Gary is the director of the emergency shelter as he has had training with the Red Cross and will work close with the Fire Department as they are the ones to call if shelter is needed. Gary is still trying to find funding to purchase a generator. Fire Department will submit grant again this year as we were not chosen last year. The McConnell Center is also used as a warming or cooling shelter when needed.

Next meeting Monday March 23rd

ADJOURN:

Judy Zalansky made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 7:42pm.