



**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, March 23, 2015  
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

### **APPROVAL OF MINUTES:**

Steve Pruyne made motion to accept the February 23, 2015 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **REPORTS:**

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

- New Tenant: Unity of Seacoast has moved in and opened as of March 1<sup>st</sup>. Mainly conducts business evenings and weekends
- Space Available: Room 309 which has 297 square feet of space and room 246 by door six which has 796 square feet of space. At this time building is at 98% of capacity
- Transitioning to Spring with programs in the building
- Parking: better with removal of snow leaving more spaces available. Avoiding scheduling of outside groups in the mornings Monday thru Thursday due to parking restriction. Once Dover Adult Learning classes end, scheduling will open up for anytime.
- Doug DeDe: will Teen Center remain here once new police station opens? Gary Bannon; the Teen Center, Youth to Youth and Diversion Program will remain here at McConnell Center. All computer system servers have been relocated to second floor of City Hall to allow easier access for the IT staff to manage their operation.
- Dover Net: Doug DeDe suggested investing in a couple of relays, one for the Senior Center and other places in the building. Gary Bannon stated Cafeteria already has relay and net was mostly installed for outside reception between McConnell Center and Library. Would be addition cost for relays but we can look into it.
- LED Lighting Project: proposal on City Council agenda for Arena. Eversource (formerly PSNH) has a Smart Start program which will facilitate the funding for upgrade to LED lighting. There would be an immediate savings. The cost is approximately \$130,000 to totally revamp inside and out the Arena. Recovery would be 40 months. Savings of \$2700 a month toward pay down. Savings of \$27,000 to \$30,000 per year after the pay down. The Arena project is a test case for the city. McConnell Center and Indoor Pool



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are on the list for change to LED lighting. Arena project planned to be completed by end of spring. Work is being done by local Dover businesses; Affinity Lighting and Martineau Electric. Lighting quality better at lower price. Judy Zalansky; how long before project implemented here at McConnell Center? Gary; will have to put project in cue, as other communities are just finding out about the project. Also looking at street lights, not just lighting but lights themselves. Bulbs will last around 10 years. No ballast involved. Cost to maintain will be less.

### **Tenants Collaborative: Steve Pruyn**

- Trying to recruit new tenants to attend meetings
- Blood Drive, Wednesday May 13<sup>th</sup> between 1 and 7 pm in the gym. Signs will be up week or so before drive is held.

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

- Annual notice for rent changes will be included with next month's tenant bill
- FY16 rent will be \$13.46 per square foot. An increase of 40 cents per square foot from last year's rent of \$13.06.
- Year to date net is \$298,000. \$90,000 ahead of this time last year.
- Steve Pruyn; facility is running efficiently

### **OLD BUSINESS:**

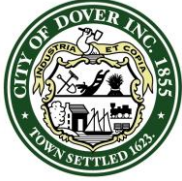
#### **Budget Status: Gary Bannon**

- Wednesday, City Manager presents tax cap budget to the City Council with an overview presentation
- Every Wednesday thereafter will be budget related with either public hearings or budget workshops and then adoption in May
- Requirement for budget approval is June 15<sup>th</sup>
- Recreation presentation (which includes McConnell budget) is April 29<sup>th</sup>

### **NEW BUSINESS:**

#### **Day Care Improvements: Gary Bannon**

- Heating; the space is not setup in a way for efficiency.
- Three out of four rooms have 22 foot high ceilings; walls are just cinderblocks with no insulation and register about 30 degrees; concrete flooring; baseboards not adequately sized and are located on the north side of the building with no sun
- Area needs to be a minimum of 65 degrees to open and operate
- Three years ago two new heat pumps were installed but still not enough



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- Have been directed to go thru CDBG process which serves low to moderate income folks and day care is eligible as a client.
- Day Care already had a request in the works so added in a building renovation piece for \$50,000 to \$60,000. Should cover one and half rooms work; drop ceilings, insulate, new baseboards, sprinklers and duct work. Start with worst of rooms and apply for phase two next year.
- Skylights leak. Looking to remove in the future.

### Facility Upgrades and Repairs: Gary Bannon

- Drainage: Outside issue with drainage on St Thomas side of building from Day Care playground down to the drains in front of door 7; due to pitch and frost heaves lifting the concrete and redirecting water to the door.
  1. First day put sandbags down
  2. Second day Community Services came, jackhammered out the concrete, put temporary patchwork with asphalt and lowered elevation
  3. Plan is in the spring to pull out the patchwork, redo with concrete pitching it away and increasing size of drainage structure.
- Cafeteria: working with Sue from Portable Pantry on a plan for new furniture and making area more café feel.
  1. New tables, couches, dividers
  2. Recessed lights during the day
  3. More outlets
  4. Change out some carpeting to regular flooringDoug DeDe suggested designating a specific area for computer users.
- Heating System: Working towards replacing the internal controls modules as they are obsolete and hard to get parts. This is a city wide issue as they are in all buildings.

### Spring Projects: Gary Bannon

- Outside lawn and garden damage assessment
- Dover Pride clean-up day May 9<sup>th</sup>. Spruce up gardens with mulch and shrubs.
- United Day of Caring after Memorial Day. Planting plants and sprucing up. Need approximately 10-12 workers.
- Signage: update with new tenants. Replace fading signs outside.
- Mayor Weston, John O'Connell and Tony McManus are working on locating an area for a Veterans Memorial type of Garden. Looking at possibly the existing garden on St Thomas Street corner.

**ADJOURN:** Doug DeDe made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 7:43pm.