



**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, April 27, 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:** Wayne Boucher; Bob Carrier, City Council Liaison; Doug DeDe; Katie Howard; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

**Members Absent:** Gretchen Bean; Liz Comeau

### **APPROVAL OF MINUTES:**

Wayne Boucher made motion to accept the March 23, 2015 minutes as presented. Motion seconded by Katie Howard. Motion passed unanimously.

### **CITIZENS FORUM:**

None

### **REPORTS:**

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

- Transitioning over to Spring operations. Preparing the cooling system so can switch over as soon as cooler weather breaks
- Double Hung Windows: One and a half months ago had incident happen with a DALC teacher opening a window, turning around and window sash tipped in and grazed her on head and upper back. The sash track opened up wide enough for the pins to come out. All windows in the building have been checked and there are a few with the same problem. A representative from the installation company has come and viewed all windows. Pin length seems to be too short and there is no option for pin length. To take care of the problem the representative suggested putting in a barrier. There is no warranty or coverage for this as there is no manufacturing defect. It may be caused by the way the windows were installed. There would be a cost for the company to install the barriers or we can do ourselves. Doug DeDe suggested Gary to speak with the City Attorney about the situation. All incident paperwork has been forwarded to city hall for processing. Gary to follow through with City Attorney. All tenants have been informed of the incident and warned not to open any windows at this time.
- Tutoring Space: There has been a demand for tutoring space in the building. Looking at utilizing room 309, which has 270 square feet of space, rather than hallways, larger meeting rooms and café which are currently being used. Judy Zalansky asked about the use of the band room. Gary says already being used for music lessons and does not have a



**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, April 27, 2015  
Meeting Time: **7:00pm**

table and chairs needed for students. It has a grand piano for lessons and recitals. We have one scheduled in June.

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

- Katie Howard from Dover Children's Center is newest tenant rep
- Blood Drive, Wednesday May 13<sup>th</sup> (having been holding for three to four years now)  
Food being donated by Moe's and Portable Pantry
- Gary Bannon mentioned Dover Pride Cleanup Day is being held May 9<sup>th</sup> with the cleaning of the gardens and putting down mulch.

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

- As of March have net surplus of \$317,588.
- After paying debt services in June should be in black at end of fiscal year due to near capacity and cost levels in check

### **OLD BUSINESS:**

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

- Had presentation on Wednesday evening.
- Rolled over capital investments and other items with minor adjustments.
- Slight increase in the expense budget from last year.

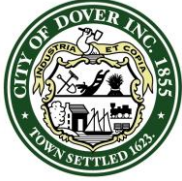
#### **Day Care Improvements Funding: Gary Bannon**

- \$60,000 of CDBG monies has been approved for heat renovation of space
- Gary to coordinate with the Planning Department for bidding and timing of the project
- Will try and work around daycare schedule by fixing one room at a time
- Katie Howard says they will be flexible as to what is needed

### **NEW BUSINESS:**

#### **Cafeteria Improvements: Gary Bannon**

- Upgrades are being done
- Have been able to purchase 20 sets of a table and four chairs from New Beginnings for \$75 each set. Also four cushion chairs and coffee table for \$25 each
- One end of café and the posts have been painted with a brick red color. We will finish the painting other end and along the hallway.



**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, April 27, 2015  
Meeting Time: **7:00pm**

- Carpeting will be replaced with a heavy 20 mil vinyl tile which looks like ceramic from the lobby by daycare all the way down to Portable Pantry. The tile is easy to maintain and no waxing required.
- Martineau Electric is coming in to rewire the switching, ending up with four switches overall. Also adding more outlets.
- Working with Arts Commission for selection of prints or paintings for nine blank panels on walls that are usually vacant.
- Have been working with Sue from Portable Pantry with all the remodeling changes
- Some of the old tables and 125 black chairs have been stored
- One of the table was placed by CAP for use of displaying bread instead of cardboard box and another one placed by 306 instead of painted table
- Once room 237 is freed from City Hall box/file storage, tables and chairs will be stored in this room.

### **Meeting Room Use Coordination: Gary Bannon**

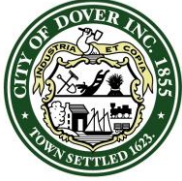
- Krista Trefethen , Assistant Recreation Director, handles scheduling of Senior Center meeting rooms, room 323 and cafeteria
- Mike Gillis coordinates media rooms and now 309
- All room scheduling can be viewed thru outlook and on our end thru rec trac for billing purposes
- Still serve outside groups such as condo associations, quilting club, etc

### **Other: Gary Bannon**

- Working on request for wi fi setup in room 323
- Dover Adult Learning Center has invested in refinishing the hard wood floor in room 220. New furniture has wheels so not to scar flooring.
- Reach for the Top is now officially a 501 C3 Non-Profit. Lease was approved at last month's council meeting. Easter Seals in no longer involved.
- Renewing the following leases; Casa, Zebra Crossing and Community Action
- McConnell Center is due for annual floor refinishing and carpet cleaning which will take place the weekend of May 2<sup>nd</sup>

Judy Zalansky made a motion that Gary Bannon follow up with the City Attorney on any legal issues. Motion seconded by Doug DeDe. Motion passed unanimously

Bob Carrier; a lot of money and time went into the original purchasing of McConnell windows for ease in window washing. If add strip for the fix it would eliminate why the windows were purchased in the first place. An extended pin should be able to be re-mastered by the company.



**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, April 27, 2015  
Meeting Time: **7:00pm**

Next meeting scheduled for Tuesday, May 26<sup>th</sup>

**ADJOURN:** Doug DeDe made motion to adjourn. Motion seconded by Katie Howard. Motion passed unanimously. Time adjourned was 7:40pm.