

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: Tuesday, May 26, 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; Wayne Boucher, Recreation Advisory Board Liaison; Doug DeDe; Steve Pruyne; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Bob Carrier, City Council Liaison; Liz Comeau; Katie Howard; Cora Quisumbing-King;

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the April 27, 2015 minutes as presented. Motion seconded by Steve Pruyne. Motion passed unanimously.

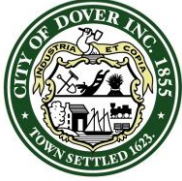
CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Budget: adoption went thru as submitted for the McConnell Center. Includes capital which is rolled over year after year to cover investments in the building. Rent notices went out a couple of months ago for change of rate as of July 1st an increase of \$0.40 per square foot.
- Building Temperature: trying to maintain comfort level throughout the building. Had a few minor adjustments. Siemen's doing annual cycle of changing filters and checking settings.
- Tenant Space: Couple of interested parties looking at room 246 near door 6. One group looked at for art space but room was not big enough for needs.
- Hosting: able to host small conferences and meetings during the day. Banker's Round Table was hosted in the café. Held a reception a couple of weeks ago for an officer on the USS Norfolk who was re-enlisting. Ceremony took place on City Hall front steps and back here for reception catered by Portable Pantry with snacks and cake.
- Front Lawn Area: had Dover Pride Cleanup Day with freshening of the gardens. Looking to replace two trees, one dead and one dying. Will contact nursery for recommendations for replacements. There is a proposal out there to place a veteran's memorial on the corner of Locust Street and St Thomas Street. This seems to be a good spot as there is a large enough area and a split American elm tree that needs replacing. Doug DeDe suggested replacing with Silver Leaf Maple as color's up nicely. Funding unknown at this time for project. Doug DeDe mentioned the city's 400th anniversary is in 2023. Some City Councilors and the Mayor are interested in moving this project forward. Another area mentioned for monument was by the flag pole area.



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: Tuesday, May 26, 2015
Meeting Time: 7:00pm

- Judy Zalansky: there has been a lot of Massachusetts vehicle in the parking lot in the morning. People are seen leaving with portfolios like architects would have. Gary Bannon; could be Joint Building Committee meeting in room 306 with architects for Dover school, police garage or old Robbins building.
- Doug DeDe: any established plans, set of rules, in place for political visits? Judy Zalansky; we reviewed a couple of meetings ago and information was in the minutes.
- Doug DeDe: where does the energy study stand? Gary Bannon; Johnson Controls plans for the payback at McConnell was 7 years max. Have seen payback savings in the financial numbers and getting close to end of time line. Now doing LED light change out at the Arena. Once done the Indoor Pool is scheduled next, then possible the McConnell Center. Will be having a walk thru with techs, room by room, gathering information such as light levels and controls to form an analysis.

Tenants Collaborative: Steve Pruyne

- Small meeting with small group
- Blood Drive; happy with what received as supply of blood has been low. Steve Pruyne worked a couple of hours taking with patrons about offerings in the building.
- Few agencies in the building have new staff changes; Workforce Housing and HPOP
- Sherry attends meetings when Patti is not available from Reach for the Top
- Unity of the Seacoast has not been able to attend due to work obligations

Financial Report: Gary Bannon

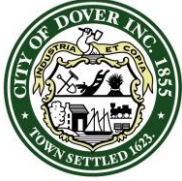
- As of April have net surplus of \$288,789.
- After paying debt services of \$270,000 in June should be in black at end of fiscal year.

OLD BUSINESS:

Day Care Improvements Process: Gary Bannon

- CDBG has approved allocation of \$60,000. \$10,000 for daycare equipment and \$50,000 towards building energy improvements.
- Rick Jones, CDBG coordinator, retired last month. Chris Parker filling in for the meantime
- Planning has approved. City Council has approved. Final public hearing for letters of input still has to be scheduled
- No work has started. Trying to schedule work to be done in summer/fall as daycare can be outside at this time.

Window Sash Repair Follow Up: Gary Bannon



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

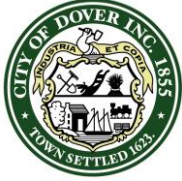
Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 323
Meeting Date: Tuesday, May 26, 2015
Meeting Time: **7:00pm**

- In the hands of the City Attorney
- Allowed the installing company to make proposal to come up with resolution for fix
- There was no recall from manufacturer saying there were any defects
- A safety block has been recommended for each window to prevent from tipping in
- City Attorney has all this information plus warranty information
- Do not open windows at this time. Steve Pruyne; saw that windows in staircases have been opened that are marked with blue tape. Maybe lock to prevent opening. Gary mentioned to let him know if see open again.

Cafeteria Improvement Status: Gary Bannon

- Two thirds of the way completed thru process
- More painting to do
- Replacing carpeting in hall area with heavy duty vinyl which looks like ceramic with a nice pattern to it. Installation will be the weekend of July 11th & 12th
- Ordering waste collection/recycling station with three sections for recycling, waste and composting. Will piggyback on the contract that Portable Pantry has with Mr. Fox Compost. Placement of the station will be where trash cans are now. Outside compost bin is located in fenced area behind the air handler. Collection is every Monday. The kitchen staff will be responsible for emptying the station every day.
- Electrical controls in the cafeteria have been changed for all lighting. The lights now on separate switches and fluorescents broke into sections. There are four ways of operating.
- Doug DeDe; asked if any problems or adjustments to breaker system in kitchen. Gary Bannon; Martineau took care of by moving GFI into panel instead of on wall as suggested by manufacturer of equipment.
- Outlets have been added along the back wall
- Now has more of a Café feel. Also looking at placing some type of plants for even more of a Café look.
- Steve Pruyne; finding people are spending more time in café area rather than leaving.
- Doug DeDe; has done a map of location for next printing of menus as Sue from Portable Pantry has requested, showing McConnell Center at 61 Locust Street as address and placing Library, City Hall, and door 7 & door 2 as entries.

JPPO: Gary Bannon



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: Tuesday, May 26, 2015
Meeting Time: **7:00pm**

When renewed lease with JPPO had review by state accessibility people. Present handicap parking spaces are not adequate, as they are required to be certain width. All handicap space to be redone and adding an additional space near door one. Loading zone will be moved to the last space by door two.

Doug DeDe; asked if there is anything that can be done about delivery trucks for the Library blocking driveway. Gary Bannon was told that's the way it works as trucks arrive before they are open. Doug suggested they use the loading zone or parking spaces by circle area.

NEW BUSINESS:

Summer Schedule: Gary Bannon

- Judy Zalansky; scheduled meeting dates are 22nd of June, 27th of July and 24th of August depending on vacation schedules and availability. Not a lot of issues coming up.
- Gretchen Bean won't be at July's meeting. Wayne Boucher won't be here next month.
- Re look at June 22nd meeting and decide

Doug DeDe; what work was being done above Senior Center kitchen. Gary Bannon; Bert was working on exhaust fan bearings that were banging around the tub. The roof has a number of vents that are not working but were left in place instead of holes. Checking to see which ones are running and mark. When roof needs to be redone then will remove non-working units.

ADJOURN: Doug DeDe made motion to adjourn. Motion seconded by Gretchen Bean seconded. Motion passed unanimously. Time adjourned was 7:38pm.