



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, June 22, 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; Bob Carrier, City Council Liaison; Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Wayne Boucher, Recreation Advisory Board Liaison; Liz Comeau; Katie Howard;

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the May 26, 2015 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Summer Schedule: Dover Adult Learning Center and Teen Center slower traffic for the summer but will pick up end of August beginning of September. Rest of tenant's traffic stays consistent thru the year.
- Operation Schedule: Temperature changes working well with software and Bert Corson overseeing. Siemens is here on a regular basis. Last few weeks doing seasonal filter changing on heat pumps and roof top units. Changed bearing that let go on hot water heater.
- Cafeteria: more painting to be done and Hogan Flooring will work on carpet replacement with tile on July 11th & 12th.

Tenants Collaborative: Steve Pruyne

- Elections held at last meeting. President, Astrid Wielans ; Vice President, Katie Howard and Treasurer, Sherry Papalaskas
- Reviewed Blood Drive
- A change with Foster's sold to Seacoast Media Group no more set column. Send in articles and they will be published
- Doug DeDe suggested having articles published in local couple papers that are dropped off here at the McConnell Center



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Financial Report: Gary Bannon

- No printed report this month
- Cash flow in black beyond debt and payment service by about \$30,000
- Occupational percent of building: 99% Room 246 available by door 6
- FY16 rental rate takes effect July 1st An increase of \$0.40 per square foot

OLD BUSINESS:

LED Lighting Conversion: Gary Bannon

- Arena conversion almost completed
- Should see better quality of light in larger rooms with higher ceilings
- Lights individually controlled with a relay. Set of 6 different lighting styles. Can turn down as low as 5%.
- After three years paid off will start to see savings
- ID Pool; public hearing this Wednesday and then to next City Council meeting for vote. Work scheduled for end of August
- McConnell Center in line for funding with Municipal Smart Start thru Eversource

Doug DeDe asked about Johnson Control Contract. Gary Bannon; three year electricity saving guarantee has ended. Saved around \$60,000 at Arena, \$10,000 at McConnell and equipment issues at ID Pool with dehumidifier controls need changing.

Day Care Improvements Process: Gary Bannon

- Funding thru CDBG of \$50,000.
- Rick Jones, CDBG coordinator, retired last month. Shorthanded in planning office at this time
- Need to compile bid package
- Day Care Center is contracting with head start program. By doing so they need to install a permanent divider in big room.

Window Sash Repair Follow Up: Gary Bannon

- Been meeting with City Attorney over details and conditions
- City Attorney recommendation; owners back on window company for repairs
- Request to window company for fix and have not heard back
- Warranty on windows expired

Summer Meeting Schedule: Gary Bannon

- Judy Zalansky suggested no meeting in July
- Gretchen Bean motion for no meeting in July. Doug DeDe seconded. Passed unanimously.



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- August will be next meeting

NEW BUSINESS:

Landscaping Work Report: Gary Bannon

- Looks great, especially with both sides done, McConnell and Library
- Lindt Chocolate Group did work
- Grounds maintained nicely
- Replaced two trees; changing variety to Lilac Tree. Guaranteed for three years.

Front Lawn/Building: Gary Bannon

- Police Station to be tied into network thru conduit under front lawn. Work to be done in July by Bill Belanger's crew who should put lawn back into place
- Wi Fi has been added to rooms 323 and Senior Center. Already available in cafeteria
- Working with City Council group for location for Veterans Memorial
 1. Met with city mayor, city manager and councilor O'Connor
 2. Decided on area in center garden on Locust St End extending back into lawn with plaza, center piece monument, plantings and lighting.
 3. Will be centered on McConnell Building and City Hall
 4. Twenty five feet off street and will be rounded like half circle
 5. Group of veterans to come up with recommendations and funding
 6. Project in works to be done. Maybe take a year for completion

Cleaning Company: Judy Zalansky

- Have heard complaints building not as clean as one would hope; showers, baskets not emptied, etc
- Gary Bannon; Weekend cleanings only take place December thru April
- Gary; company is responsive when approached with issues.
- Main areas look great. Showers have permanent stain on base. Bob Carrier to look at and make suggestions
- Company here for three hours of cleaning a night sometimes starting early due to traveling from Massachusetts
- Carpet cleaning scheduled for next month

ADJOURN: Doug DeDe motion to adjourn. Cora Quisumbing-King seconded. Passed unanimously. Time adjourned was 7:46pm.