

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, November 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: Denny Anderson; Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, Administrator

Late Arrival: Gretchen Bean; Bob Carrier, City Council Liaison;

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

Judy Zalansky welcomed Denny Anderson

APPROVAL OF MINUTES:

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

Gretchen Bean and Bob Carrier arrived at meeting

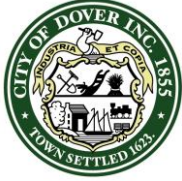
CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Welcomed Denny Anderson
- Parking Lot Lights: Lights have been put up. Quality of light is good. Not much light on corner of building by door #1. That will be fixed with LED lighting changes in that area of the building.
- Building: In between seasons. Trying to get heating system in Dover Adult Learning Center to run more consistent by moving location of thermostats. Dover Children Center CDBG heating work moving ahead. Temps stable right now due to warm weather.
- Budget Submittal: Revenues were due last week. Expenses due mid-December. Will have FY17 rent calculation for next month's meeting. Couple spaces still available.
- Doug DeDe: McConnell parking in question with city garage opening Wednesday. Gary says depends on police departments use here and then moving to the garage. Referring people to the parking garage will help as well. Parking lot full sometimes due to trainings and events happening in the building.



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Tenants Collaborative: Steve Pruyne

- No meeting last month
- Happy that the parking lot lights are on now
- Work on website: was mentioned to tap into High School Technology students to help
- Trick or Treat: mostly children from this building, with a few outsiders
- Santa's Castle (by Youth to Youth) starts December 12th, 13th and 19th

Financial Report: Gary Bannon

- This year in black \$167,267.20. Same time last year \$167,890 in black. Debt payment due in June. On track at this time. Keeping eye on energy cost.

OLD BUSINESS:

Veterans Memorial Process: Gary Bannon

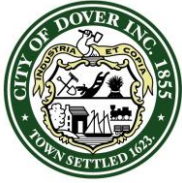
- Waiting for draft of couple plans from architect
- Funding, where it will be coming from is still a question to be answered
- Same time building memorial plan we are planning to upgrade McConnell front entrance signage and lighting

LED Lighting Project: Gary Bannon

- Arena and Indoor Pool completed
- McConnell Center next. Contract has been signed
- Work will start with hallways and common areas next calendar year. Then other spaces and gym will be last.
- Late winter for completion
- Will be able to have dimming control levels of light in the Media Center rooms and the gym
- There is projected to be \$27,000 in savings a year and will go to pay the debt to Eversource at first then we will keep the savings once that is accomplished.
- Light bulbs to be changed every 10 years
- Parking lot also had LED lighting

Window Fix Process: Gary Bannon

- Judy Zalansky; approached City Attorney about attending meeting but could not
- No longer under warranty
- Company responsibility limited. Need injury and a claim on the injury
- Approached company for fix.
- No recalls
- Representative came. Proposal, put blocks in frame so don't tip
- Rep never came back



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- Cost to fix windows unknown
- Bob Carrier; top window fine. On bottom one drill on side and put pin still being able to put up and down. Block will limit use of window. Gary to look into.
- Judy Zalansky; ongoing issued until resolved

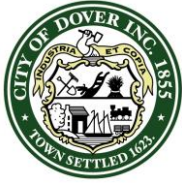
NEW BUSINESS:

Political Event Update: Gary Bannon

- Hillary Clinton tentatively scheduled Thursday December 3 at 2pm in the gym.
- As of today no confirmation
- Campaign has completed walk thru with Fire Department and reviewed capacity numbers
- Campaign has been issued a preliminary invoice on cost for event (over \$2,000) which is to be paid up front
- Tenants have been contacted
- Agreement on parking SUV's to be determined
- Secret Service secured area; Senior Center and the backside of the building
- Access for public will be door #6 on St Thomas Street side
- Parking; advertising parking garage
- Media trucks need to be located on southeast skyline for satellite trucks which is in front of the building
- Capacity of gym; empty 590. With staging, media and seating event (needing aisles) around 300 to 350.
- The set up crew will plan on arriving 6am on December 3rd
- Marco Rubio maxed out cafeteria with 130 to 135 people

CIP Budget Discussion: Gary Bannon

- Work needs to be done on the exterior finish on the building
- Front end; a lot of ornamental woodwork deteriorating
- Not sure if need repointing of brick
- Put in for \$100,000
- Four or Five years out
- Not registered as historic building due to windows not being made of wood.
- Roof; shingled roof section done. Newest rubber roof done twenty years ago
- Can't bond under \$250,000
- For bonding purposes maybe piggyback Library work and City Hall clock tower work



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Custodial Services Discussion: Gary Bannon

- Mistakenly mail being thrown away in trash for months
- School Department made point of not receiving results on background checks sent into state.
- Custodial worker could not distinguish container was outgoing mail
- This is the third company out of four we have had issues with since the McConnell Center opened.
- It may be time to hire own custodial staff. Two workers 25 to 29 hours per week. Three hours per night could cover the building.
- Gary looking at cost switch being applied to FY17 budget
- Timeline; switch over July 1st. Company contract would have ended June 30th.
- Thirty day notice need to be given to cleaning company

Next meeting January 25th

ADJOURN: Gretchen Bean motion to adjourn. Doug DeDe seconded. Passed unanimously. Time adjourned was 7:50pm.