

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, January 25, 2016
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Denny Anderson; Dennis Ciotti, City Council Liaison; Doug DeDe; Steve Pruyne; Judy Zalansky, Chair; Gary Bannon, Administrator

Members Absent: Gretchen Bean; Wayne Boucher, Recreation Advisory Board Liaison; Katie Howard; Cora Quisumbing-King;

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the November 23, 2015 minutes as presented. Motion seconded by Denny Anderson. Motion passed unanimously.

CITIZENS FORUM:

None

ELECTION OF OFFICERS:

- Chair: Judy Zalansky nominated Steve Pruyne Seconded by Doug DeDe
- Vice Chair: Denny Anderson nominated Judy Zalansky Seconded by Doug DeDe
- No other nominations
- Vote: Unanimous

REPORTS:

Staff Report: Gary Bannon:

- Status of Custodial Company: Change from contractual to staff. Two positions at 29 hours per week. Have to add positions to FY17 budget. Advertise to hire in May after budget adoption. Employees can start July 1, 2016, new fiscal year in effect. Bottom floor of building needs more custodial care due to high traffic volume per Judy Zalansky.
- John Deere Tractor: Working well with storm cleanups. Also helps with Library areas that big vehicles can not clear.
- Power Outage: 4th floor front of building. ERV unit in attic had short circuit which popped breaker plus breaker in main panel on bottom floor. Need new switch for ERV, to be in this week. Going to change breaker in the sub panel to handle load. Scheduling overnight maintenance to check all panels in the building.
- Siemens: Doing more work in Dover Adult Learning Center area. Heating better after switching thermostats around and baseboard controls.



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- Children's Center: Grant has been approved to upgrade insulation and heating system. Quotes on work need to be done, then out to bid. Local contractor working initial quote came in, wants to simplify by changing windows, drop ceiling and ductwork, hopefully taking care of heating situation and not needing more extensive work. Due to state code space cannot go below 65 degrees.

Tenants Collaborative: Steve Pruyne

- January meeting; discussed Leadership Seacoast consisting of 25 people/businesses. Meets six times a year focusing on different groups. Next Wednesday will be holding meeting here at McConnell Center in room 306 and then speed dating in gym.
- February meeting next week

Financial Report: Gary Bannon

- End of December net in black \$166,679. Debt payment of \$285,000 due in June. On track at this time.
- City Council approved contract for Indonesian Center
- One space left for contract rental

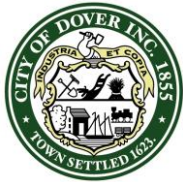
OLD BUSINESS:

Veterans Memorial Progress: Gary Bannon

- Reviewed scope of project for new member Dennis Ciotti
- Location to be front area of McConnell lawn using combination of granite, bricks, plants and trees
- This is a veterans memorial not a war memorial
- Brick plazas in different areas
- Architect in middle of redoing plaza concept
- Bricks can be purchased in honor of a specific veteran
- Meet with different vet groups to review any ideas or concepts to add and change
- Determine cost, what ways to build and resources for funding
- Impacts entrance area
- Add lighting near drive entrance coming in and signage. LED contractor working up concept

LED Lighting Project: Gary Bannon

- Third and Fourth floor mostly done. Media Center; still working on due to more changes
- Hallways now have LED lights
- Third way thru first floor. Work on second floor gym after. Need lift brought in.
- Office spaces on/off switch only no dimmers
- Once completed will evaluate to fine tune



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- Time Frame: Two weeks in, plan on month

NEW BUSINESS:

Political Event Update: Gary Bannon

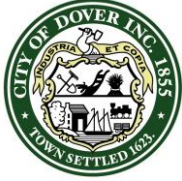
- John Kaisch event last Friday in cafeteria
- Bernie Sanders couple weeks ago
- Hillary Clinton here about a month and a half ago in gym
- Also had Marco Rubio in cafeteria.
- Was contacted this past weekend for Rubio to come back again for event in the gym. Referred them to City Hall due to a midweek event.
- Trying to limit use of gym for big events at this time of year. Ok if any wants to use cafeteria which holds up to 150 people
- Contacted by Trump campaign. Told we don't have the capacity as our maximum is less than 500 people and they needed a space for 1,000 or more

Budget Status: Gary Bannon

- Handed out current budget and proposed revenue/expense budgets which have not been discussed with City Manager yet.
- Went over how to read the budget
- Total detailed rent: \$718,028 (reflected for FY17 request) Last FY(15) \$656,730 \$19,000 increase over last years budgeted income
- Expense side: FY15 actual salaried employees \$18,997 FY17 asking for \$19,704. Under regular hourly employees, shows added 2 part time workers. Actual reads \$31,161 FY17 asking for \$76,477 increase of \$44,000. On page 4 under maintenance charges buildings, account shows reduced by \$46,000. Left couple thousand for contractual cleaning for shampooing carpets, etc.
- Bottom Line Budget FY17: Revenue \$844,000 Expenses \$810,228 Projected in Black \$34,000
- Meeting with City Manager within next couple of weeks
- Rent 40 cent square foot increase (FY17 \$13.77sf) includes heat and electricity

Fire Department is working again on submitting generator grant for sheltering. Better chance of getting due to applying for matching grant instead of 100% grant.

Portable Pantry: They are doing fine. Has excellent catering business. There was some money left in building capital account for fit out budget so purchased commercial 2 minute dishwasher as they are converting to using plates and silverware in the cafeteria instead of disposable



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materials. That conversion has cut down dramatically on waste going to the dumpster. A composting bin has also been added for more efficiency.

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