

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, February 22, 2016
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; Gretchen Bean; Katie Howard; Steve Pruyne, Chair; Judy Zalansky; Gary Bannon, Administrator

Members Absent: Dennis Ciotti, City Council Liaison; Doug DeDe; Cora Quisumbing-King;

APPROVAL OF MINUTES:

Gretchen Bean made motion to accept the January 25, 2016 minutes as presented. Motion seconded by Katie Howard. Motion passed unanimously.

CITIZENS FORUM:

None

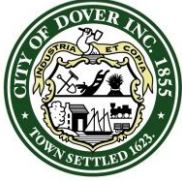
REPORTS:

Staff Report: Gary Bannon:

- The McConnell Center has five rooftop Air Handling Units. There was an issue with ERV1 located in the attic which feeds front of building. Disconnect switch shorted out, setting off breaker in sub panel on fourth floor and another breaker in the main panel in basement which controls the power on the whole fourth floor. Martineau Electric opened the ERV control panel and saw charring. Siemens came, looked at unit and suggested a special testing company come to investigate. The testing company determined 50 amp breaker in sub panel should be changed out as well as the disconnect switch in the unit. Filed report about issue and is covered by insurance. Breaker and switch has been changed out, tested and working fine. Once completed will submit claim to insurance company. Damage costs were around a couple thousand dollars.
- Capital Maintenance Items: looking at more work to be done in café area. With new LED lighting can see a lot better and sites where fresh paint is needed.
- Day Care: heating levels dropped last week. Heaters run 24/7. Siemens came in to confirm all up and running as should be. Bert to hang more plastic. Grant project; trying to get a contractor in for quote. Katie Howard said only had to close center once this winter as opposed to several times last year.

Tenants Collaborative: Steve Pruyne

- Judy Zalansky mentioned talked about change in cleaning company to hiring of part time employees instead.
- Sherry attends meetings for Reach for the Top Therapy
- Moving forward on website (mcconnellcenter.com) which is up and running. Question in the works as to who is hosting. Will be changed over to city server per Gary Bannon.
- Blood Drive penciled in for May 11th.



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Financial Report: Gary Bannon

- \$207,000 in Black
- Little lower than last year at this time due to purchase of \$20,000 for tractor and part of principle pay in December.
- \$40,000 net less than last year
- Financially in good shape
- As doing LED light conversion, added light outside by door # 3 by walkway area, upgraded lights on other side and some more out front. Cost coming out of McConnell building budget for the additional lights.
- Steve Pruyne; tenants are happy with parking lot lights as well as on side of building.
- Budget should come out as planned

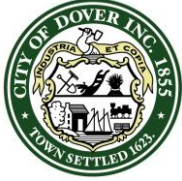
OLD BUSINESS:

Veterans Memorial Progress: Gary Bannon

- Memorial is 50ft semi-circle with granite and gardens. Bricks to be inlaid to honor veterans, living or past.
- Dennis Ciotti has submitted a recommendation to consider option of location to area behind the Robbins renovation in triangle area which may be more visible and attractive. New owner interested in donating property. Gary Bannon to bring recommendation to committee working on project.
- Robbins Project; test boring has been done in parking lot last week. Plans to widen road to two regular lanes and one turning lane at Chestnut and Washington. Locust Street to stay straight by Weeks' Back Street Kitchen. Building will be higher, not quite as long and set back to allow parking in front of building. Lower level to be retail with upper level residential.

LED Lighting Project: Gary Bannon

- Gym at 100% output for now. Very bright. Testing temporary dimmer, best at 50%.
- Cleaner sharper lighting
- Adding lights in different areas
- Lights 22 feet in air
- Upgrading emergency lighting
- Katie Howard; work was done in daycare area today
- Stair tower lights still to do
- Completion maybe next week with Eversource here on Friday to confirm what they were funding is complete.
- Martineau Electric to install extra switches to turn off more lights as an option going forward.



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- Katie Howard; Dimmer possible for other spaces. Gary to check costs. Alternative could change bulbs to lower wattage which would be a cheaper route.
- Judy Zalansky; gym brightness dimmers controlled in central location?
- Gary; control located in Krista's office
- Motion sensors; control each ½ of the gym. Lobbies all the same
- Savings projection, \$27,000 a year
- Outside lighting; back walkway add a light on a timer
- Recreation led the charge with changing to LED lighting (Arena, Pool and McConnell buildings). Library scheduled next. Then City Hall, Public Works and Street Lights
- Eversource paying for infrastructure
- Lights maintenance free

NEW BUSINESS:

Budget Status: Gary Bannon

- Met with City Manager last Thursday on whole budget
- Small rent increase based on last year's cost
- City Manager will finalize in March and present to City Council March 23rd.
- Department presentation to City Council March and April
- Added \$30,000 for Capital Investments
- Heating control system becoming obsolete. Can't talk between units as technology is 20 years old. \$20,000 to change unit out in this building.
- Indonesian Group in process of moving in
- Room 246 available for rental

No further political events scheduled at this time

Next meeting; March 28th

ADJOURN: Katie Howard motion to adjourn. Gretchen Bean seconded. Passed unanimously
Time adjourned was 7:43pm.