

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, March 28, 2016
Meeting Time: **7:00pm**

DRAFT

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

ROLL CALL:

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

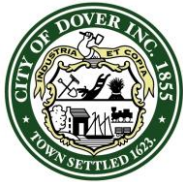
Guest: Bill Simons, Parking Manager

Members Absent: Gretchen Bean; Dennis Ciotti, City Council Liaison; Katie Howard

Gary Bannon handed out copies of proposed letter about parking from Doug DeDe. Bill Simons present at meeting as name appears in letter.

McConnell Parking Discussion:

- Bill Simons; certain times of year and weeks over capacity
- Robbins parking lot available until closes in August/September for building construction
- Special events require extra parking
- Doug DeDe; suggesting to use parking garage for event parking
- Complaints are heard by Bill, Gary Bannon and Krista Trefethen when no spaces are available
- Need to coordinate scheduling internally between the Library and McConnell
- Gary Bannon; building is at capacity with enough turnover for available parking spaces
- Parking issues arise when special events are held at the McConnell Center, Library and funerals held at the Greek Church
- Parking Garage is at 2/3 capacity with 210 permit holders and 100 meter holders
- Doug DeDe; would like the City Manager to be asked to consider requiring event holders to park at the parking garage.
- Bill Simons; not many apartment tenants around area parking in McConnell until 8am
- Bill Simons; 7th of March attending TRC meeting to discuss details of Robbins Block and will pass known information along to McConnell Board
- Triangle parking lot not lost until 2020 (where police cars parked)
- Twenty McConnell employees can park in available spaces at Robbins lot across from the bank for now which will improve things here. Once this lot closes move employees to triangle lot with approval of City Manager.
- Gary Bannon will try and solve internally with a plan to work out parking flow. No access to Library room reservations and event schedules. Will see if Mike Gillis from IT can tie in rentals
- Steve Pruyne; at Tenants Collaborative meeting will bring up parking at Robbins lot for employees



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APPROVAL OF MINUTES:

Doug DeDe made motion to accept the February 22, 2016 minutes as presented. Motion seconded by Cora Quisumbing-King. Judy Zalansky mentioned to change chair to Steve. Motion passed unanimously with exception.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Custodial Contract: working staffing details to budget
- Facility: cooling tower large fan being removed tomorrow for rebuild as needs new bearings. Bert Corson working on other maintenance projects. Painting needs to be done in common spaces.

Tenants Collaborative: Steve Pruyne

- Blood Drive May 11th 1-6pm
- Working on website; mcconnellcenter.com. Astrid from Zebra Crossing and committee of several tenants working with Mike Gillis. Steve Papajohn will manage site.

Financial Report: Gary Bannon

- \$236,069 in Black
- On track to cover debt payment in June for \$285,000
- Lighting improvements being done in parking lot from Community Services

OLD BUSINESS:

Veterans Memorial Progress: Gary Bannon

- Architect in final design and cost pricing
- Several interested donors; DHS Class of 1965 will be hosting golf tournament in May and a contractor interested in donating services

LED Lighting Project Wrapup: Gary Bannon

- Last of regular project done
- Emergency lights tested last week for foot candle adequacy
- Martineau Electric will be changing out 140 emergency lights in building to LED light fixtures with inside 9v battery
- Adding LED light in back alley between door eight and Children's Center to light walkway



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Budget Status: Gary Bannon

- City Council received from City Manager last Wednesday
- Regular meetings with budget workshops until May
- McConnell Center revenue up 2.77% and expenses down .81%
- Personnel Cost; health insurance up across the board
- Presentation April 20th

NEW BUSINESS:

Spring Projects: Gary Bannon

- Landscape upgrades and additions depends on veterans memorial
- Dover Pride Cleanup Day to be held May 7th
- Signage; updating internal and external. Quotes from Rochester Company. Adding street address to front sign
- United Way Day of Caring in June
- Service of Liberty in May

Day Care Projects: Gary Bannon

- CDBG Grant improvements reconfiguring. Received quote today.
- Submitted quote to planning department
- Work scheduled for Spring and Summer with hopes of completion before winter
- Renovations internally for Head Start Program
- Need quote on removing six skylights. Scheduled in next year's capital budget
- Also in next year's capital budget is to upgrade Siemen's heating system controls module

ADJOURN: Doug DeDe motion to adjourn. Cora Quisumbing-King seconded. Passed unanimously Time adjourned was 8:00pm.