

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, April 25, 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: Cathy Beaudion, Library Director

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

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the March 28, 2016 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously with exception.

CITIZENS FORUM:

Moved to Staff Reports

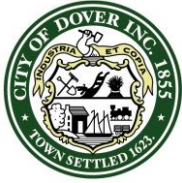
REPORTS:

Staff Report: Gary Bannon:

Gary welcomed and introduced Cathy Beaudion

McConnell Center/Library Parking Lot Discussion

- Gary & Cathy conversed about parking issue
- The lot won't need to have overnight parking as of April 1st as the City's on street parking ban is lifted.
- Dover Adult Learning Center will have changes for the spring/summer reducing demand. Off this week due to school vacation.
- Cathy Beaudion: Library programs - impact during the week during the day
 1. "The parking problem is driven by success"
 2. Library programs 34% higher than last year
 3. Story time every morning 10-10:30, 11 on Friday, 10-12 cars
 4. January thru April 15th is Tax Help three day a week. AARP volunteers come and they have about 4/5 cars plus client cars
 5. Programs at night
 6. Movies every Saturday and Sunday
 7. School vacation week have the following scheduled
 - Fairy Tale Houses
 - Fancy Nancy Tea Party
 - Wednesday – Star Wars program
 - Thursday – Drum Group
 8. Weeks like this ramp up the day



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

- Library meeting rooms used by outside groups. The groups usually don't have handle on parking needs. Don't know how many people show for program.
- Cathy and Doug DeDe spoke and suggested big outside groups like Homeland Security should be directed to park in the parking garage.
- There are no specific spaces assigned for the Library
- All spaces are 3 hour parking
- There are four to five 30 minute spaces out front. Cathy suggested whole circle on McConnell and Library side convert to 30 minute spaces which won't eat into green space a lot, just the length of a parking space.
- The events scheduled at Library could be put back in the shared Outlook calendar
- Evenings, weekends and afternoon after 3pm no problems. Mid-morning is the issue.
- Cathy; put up signage – If Going to City Hall, Library or McConnell Center Park Here. If Attending Special Meeting/Event Park at Parking Garage
- City Hall has old police parking lot with free one hour parking
- Design of Circle; speak with engineering staff for estimate. Could be put into parking fund. May need sidewalk installed on the Library side similar to the McConnell side design.
- Gary; working on lighting at entrance. Maybe do as all one project
- Gary; help ourselves with a little more internal coordination.
- Ability to say no. Suggest another venue that might work better for some events.

Cathy has requested change in her budget for the following: To have a Library card the policy was you had to be a Dover resident. Submitted change; be a Dover resident, be working in Dover or going to school in Dover. If passes will take effect July 1st. Need pay stub or ID for proof.

Gentleman from Senior Employment Program is volunteering 17 hours a week for ground work. Looking to share worker with the McConnell Center as the Library doesn't require that many hours. Will start in May and is paid by the Federal Senior Employment Program.

Maintenance Issues: Cooling tower noisy. Fan motor bearings gone. Siemens checked out. Had to have rigging company come to lower and move out. Motor due back tomorrow. Motor is ten years old, just wear and tear.

Fire Drill: third floor smell of something burning and tracked to computer lab which had haze of smoke. Made call to dispatch, pulled the alarm and cleared the building. Smoke came from a heat pump above the drop ceiling. Fan motor in unit shorted self out but did not shut off right away. Melted wire above and eventually shut off. One fuse popped, but still ran on the other



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

two fuses for a while. Filed claim with insurer, which will be covered. Everyone left the building safely and quickly. Tenants meeting following week and discussed where to gather; front lawn, parking lot or across the street. If bad weather, go city hall or library.

Tenants Collaborative: Steve Pruyne

- Steve Pruyne not at meeting
- Gary Bannon; talked about fire drill and website work. Astrid working on website with Judy Currie and Mike Gillis.
- Blood Drive scheduled for May 11

Financial Report: Gary Bannon

- \$267,018 in Black
- Targeting around \$285,000 in black by end of June
- Gained about \$20,000 a month net positive

OLD BUSINESS:

Veterans Memorial Progress: Gary Bannon

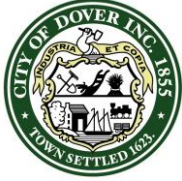
- Estimate cost between \$60,000 and \$75,000 with max being \$80,000
- Waiting for final plan and drawing
- Gary Tuttle has planned golf tournament in Farmington for fund raising from class of 1965
- Money can be saved on the project if we use City staff to do some of the work
- There is a landscape contractor willing to do a lot of the labor for free as well
-

Budget Status: Gary Bannon

- Presentation was on the 20th
- Asked about cuts in maintenance by \$46,000
- Look at Personnel which is up by \$48,000
- Bottom line has to balance

Day Care Projects: Gary Bannon

- Roof leaks from 5 to 6 skylights. Some seams opened up and leaked down the walls.
- Stains left where water came in.
- State Inspector says need to clean up
- Hired testing company to inspect
- All three ceilings were tested for mold up behind the sheetrock
- Serve Pro hired to remove the drywall and treat the areas
- Drywall company will be hired to repair ceilings



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

- Gary; would like to eventually remove the skylights. Take the metal roof off, fill the holes and redo the roof. (next year project to schedule with CDBG or be a Capital item) Need to get price
- Heating issue project; Gary met with planning department who controls the CDBG grants.
- Two quotes from two contractors
- Taking specs from both quotes, breaking into heating related work and construction related work.
- Heating distribution and control, breaking into three zones. Redoing duct work in rooms.
- Breaking work into two parts, heating controls/distribution right and then drop ceilings/lights.
- Both done in next several months

NEW BUSINESS:

Spring Project: Gary Bannon

- Dover Pride May 7th
- Weed, mulch and shape beds
- Too early to plant
- Serve with Liberty Day Mid May
- United Way haven't heard back. Steve Pruyne to contact. Would like 10-12 people for planting.
- We will start working on the original landscape plan again with the Senior volunteer gardener
- Money available for plants.
- Need volunteer for upkeep

Next meeting May 23rd

ADJOURN: Cora Quisumbing-King motion to adjourn. Judy Zalansky seconded. Passed unanimously Time adjourned was 7:57pm.