



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, June 27, 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

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

APPROVAL OF MINUTES:

Judy Zalansky made motion to accept the May 23, 2016 minutes as presented. Motion seconded by Doug DeDe. Motion passed unanimously.

CITIZENS FORUM:

Moved to Staff Reports

REPORTS:

Staff Report: Gary Bannon:

Summer Schedule: less classes and activities during the day but evenings are still busy. Event held last week; Democratic Gubernatorial Candidates forum which was well attended. Due to dry weather held off on gardening restoration.

Leases: three renewals approved by City Council

- Unity of the Seacoast: only room 317 on lease. Room 321 now available for lease, 696 square feet (2 inner rooms and community space)
- Workforce Housing Coalition: extended to three year lease instead of one
- Dover Adult Learning: revised to roll room 220 into remaining fifteen years of lease
- Lease rates increased as of July 1st up 39 cents per square foot. Bills have been sent.
- Collier has had inquiries for available leased space but no commitments

LED Lights: emergency lighting conversion in process there are 240 in building to change over

Tenants Collaborative: Steve Pruyne

- Met in June off July and August
- Held election of officers with two newer tenants taking leadership roles
- Meetings held 1st Monday of every month at 8:30am except July and August.



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Financial Report: Gary Bannon

- \$370,095 in Black
- \$285,000 Debt Service to Pay in June
- Will end the FY16 in the black

OLD BUSINESS:

Veterans Memorial Progress: Gary Bannon

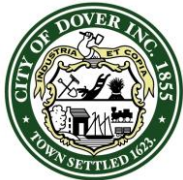
- Waiting for final plan and drawing.
- Computer file corrupted and trying to recreate and have to us this week
- If contracted out would cost \$65,000
- Need design to show to achieve donated monies
- Subcommittee to the City Council (City Mayor, City Manager and Councilor O'Connor) approved workable design
- Joint presentation to veteran groups
- Once have completed design will go to City Council for adoption
- Judy Zalansky asked if Portsmouth Naval Shipyard may be able to help build or donate
- Promote through Foster's, etc.
- Design: semicircular shape with one entrance off Locust and exit St Thomas St, granite benches, five pedestals; one for each military branch, stone black pedestal with Dover Veterans Memorial, couple raised bed gardens, 3D elevation, privacy to enjoy space and also inlayed bricks

Day Care Projects Status: Gary Bannon

- Previous work has been done due to roof leak. Completed and tested fine.
- Heating system upgrade out to bid. Held pre bid meeting. One company eagerly waiting on bids and ready to go with the project
- CIP due in couple of weeks. Adding to project list replacing daycare roof, pulling skylights and fill in

Custodial Services Status: Gary Bannon

- Two positions offered to the top candidates out of the eight who applied
- Start work after July 4th
- Work time staggered; one start early, little overlap with second person working later
- Bert Corson will be lead person and connection for the workers
- Workers to come in during daytime hours to learn duties, walk thru spaces that need cleaning and where supplies are kept.
- Bert Corson buying equipment and getting supplies ready for the transition



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NEW BUSINESS:

Generator Possibility: Gary Bannon

- Grant achieved through Fire Department tentatively
- \$300,000 to purchase and installation. \$100,000 from Homeland Security, CIP funds reprogrammed and safety & security monies elsewhere
- Walk through with Homeland Security
- Process under way for next approval thru Homeland Security with Washington
- This Fall may see infrastructure start going into ground on side of building near green transformer facing the court house
- Diesel System
- Install fence around generator for security. Placement also under two security cameras

Next meeting August 22nd

ADJOURN: Cora Quisumbing-King motion to adjourn. Doug DeDe seconded motion. Time adjourned was 7:31pm.