



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, August 22, 2016
Meeting Time: **7:00pm**

CALL TO ORDER: Doug DeDe called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Denny Anderson; Gretchen Bean; Doug DeDe; Cora Quisumbing-King; Gary Bannon, Administrator

Members Absent: Dennis Ciotti, City Council Liaison; Katie Howard; Steve Pruyne, Chair; Judy Zalansky

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the June 27, 2016 minutes as presented. Motion seconded by Denny Anderson. Motion passed unanimously.

CITIZENS FORUM:

Moved to Staff Reports

REPORTS:

Staff Report: Gary Bannon:

Summer Review:

- less classes and activities during the day but evenings are still busy
- lots of meetings and trainings
- no parking issues
- internal maintenance: baseboards and valve replacements
- heat pump work
- gear up for Fall with work being done outside; parking lot and lawn
- Pokémon Go activity; lots of people partaking. Had to post no parking and no smoking signs
- Sidewalk redone along Locust St.
- Veterans Memorial: still working on. No architect plans yet
- Cara Quisumbing-King sent Gary pictures of Saugus Veterans Memorial
- Day of Caring Project scheduled in September

Tenants Collaborative: Steve Pruyne

No meeting was held



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Financial Report: Gary Bannon

- Ended year \$10,454 in black
- Principle and interest payment a little higher due to refinancing since chart was done
- Two spaces empty: room 321 (was Unity) and room 246 by door 6
- Re upping contract with David Choate
- Rent based on actual cost

OLD BUSINESS:

Day Care Project Status

- Insulation heating upgrade
- CDBG funded project
- Out to bid
- Funded last year
- Three companies to meeting. One no bid, one pulled out and one left with higher bid than the funds that were available
- Scale project back: cut back insulation, drop ceiling and lighting moving them into 2nd phase
- Company on City Council agenda this week to approve project for heating system work to be done
- Work to be performed between now and winter, mostly in the evenings

Custodial Services Status: Gary Bannon

- Closed previous contract June 30th
- May posted custodial up to 30 hour positions (regular part time no benefits)
- Two positions offered to the top candidates out of the eight who applied
- Start work after July 4th
- Both candidates were not able to meet the requirements and were no longer working for us by the end of July
- Reposted job positions
- Several more applications; one with lots of cleaning experience, made an offer accepted and paperwork going thru. Another gentleman was offered second position but declined. Could not commit to hours.
- We have another applicant that looks promising
- Bert to work with chosen applicants
- 8pm as early to start work ending after midnight
- Bathrooms are biggest issue
- Hallways, common spaces and lobbies are schedule for carpet cleanings from an carpet cleaning vendor



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Generator Status: Gary Bannon

- Project is still being looked at for funding by Homeland Security and the City
- Homeland Security has initially approved McConnell Center for the partial funding for the generator at \$100,000
- \$320,000 project; unit being \$200,000 and \$100,000 for installation, etc.
- Fire Department leading the project
- Emergency Systems funding for \$200,000 (CIP Bond)
- Waiting for approval thru Federal Government in Washington
- Timeline: next spring start project
- Installation will be on lawn facing court house by transformer

Windows: Gary Bannon

- Granite State Glass was to design pieces to hold windows in.
- Price is more expensive than getting and installing our own.
- Bert Corson has found 60 L Shape brackets and is installing.
- Has more on order from hardware store to complete project.
- Windows can still be tipped in to clean without removing bracket.

NEW BUSINESS:

Day of Caring Project: Gary Bannon

- Scheduled September 16th
- Work in the gardens to be done
- A volunteer has been around weeding gardens and watering

Gretchen Bean mentioned her term is up in December and will not be renewing

ADJOURN: Cora Quisumbing-King motion to adjourn. Denny Anderson seconded motion. Time adjourned was 7:30pm.