

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, September 26, 2016
Meeting Time: **7:00pm**

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

ROLL CALL:

Members Present: Denny Anderson; Gretchen Bean; Doug DeDe; Gary Bannon, Administrator; Steve Pruyne, Chair; Judy Zalansky

Members Absent: Dennis Ciotti, City Council Liaison; Katie Howard; Cora Quisumbing-King;

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the August 22, 2016 minutes as presented. Motion seconded by Gretchen Bean. Motion passed unanimously.

CITIZENS FORUM:

None

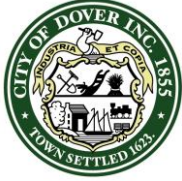
REPORTS:

Staff Report: Gary Bannon:

- Seasonal changes are underway with increased activity in all areas
- Summer work done on heating circulation system, replacing six baseboard valves that were sticking. Drained building in July
- Daycare contractor to cut in valves for daycare area
- Daycare heat work to be completed in two to three weeks as contractor starting this evening
- Emergency light change to led lighting is complete
- CIP Budget: presentation in October for 2018-2022. Items on list, emergency generator and couple years out woodwork upgrade, painting, caulking, etc. in 1904 section of McConnell Center
- Estimate for 1904 section woodwork repairs is \$120,000
- Window bracket installation is underway. Bert installation of L-shape bracket to keep window from tipping. 90% of the front portion of the building is completed. Brackets do not interfere with cleaning.
- Carpets to be cleaned the weekend of October 8th and 16th. Both elevators also.

Tenants Collaborative: Steve Pruyne

- Meeting was held this month
- Leadership transition
- October 1st Apple Harvest Day. Again, on McConnell front lawn will be an arts pavilion, music and food. Steve Papajohn organizing this fundraiser for the Collaborative
- Looking ahead to schedule Leadership Seacoast



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- Halloween will be held in building for preschool and daycare children. Date to be determined
- Gretchen Bean mentioned her senior class will be here in the building on 24th of October from 9:30 to 11:30. Tour of the building and presentations from interested tenants

Financial Report: Gary Bannon

- Unity of the Seacoast handed in official three month notice, ending lease in December for room 317. Have already moved out of room 321
- David Choate from Colliers bringing in client Thursday to view spaces available
- Room 321 has 696 square feet. Room 317 has 676 square feet.
- Room 246 is also available and has 796 square feet.
- \$90,000 in black end of August

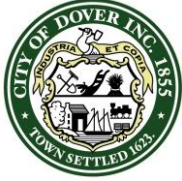
OLD Business

Day Care Projects Status

- Heating system in three rooms to be reconfigured to three zones instead of one for better air/heat circulation
- Contractor working for next three weeks 7pm to 3:30am
- Phase two will be for roof and insulation, estimated cost \$60,000 to \$70,000
- Doug DeDe suggested this is a long term fix. Thinks need talk with City Manager, Mike Joyal about bonding issue as problem deals with children.
- Waiting on estimate from roofing company

Custodial Services Update: Gary Bannon

- Hired two professional custodians
- The two have been working together for three years as a team elsewhere
- Have been working for three weeks now in the building
- Good comments on a daily basis for cleaner looking building
- Catching up on thoroughly cleaning bathrooms, common spaces, windows and dusting
- The two custodians turned in list of requested cleaning equipment and supplies we do not have that works
- We are planning to also get the floors stripped and waxed
- Before Bert Corson retires in January McConnell Center will advertise for a Maintenance Specialist



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Day of Caring Project: Gary Bannon

- Was held Friday September 16th
- Dozen volunteers from Measured Progress with one being a master gardener
- Less plants , 60 instead of 100, due to drought
- Pruning was done
- Volunteers enjoyed lunch at the Portable Pantry
- Looking to have gentleman from Library to help with perennial plantings

Veterans Memorial: Gary Bannon

- Hiring landscape architect to finish design
- Have contractors waiting and willing to build for little cost

NEW BUSINESS:

Senior Center Flooring Work: Gary Bannon

- Activity room wooden floor does not stand up to larger volume of traffic
- Finish is not bonding well on wooden floor
- Plans to redo floor with sheeting then hi traffic low maintenance tile which has 15 to 20 year life expectancy
- Getting estimates
- Monies from Capital Budget
- Gary to handle project

Eventually looking to explore and redo high traffic carpeting areas in the future

ADJOURN: Doug DeDe motion to adjourn. Gretchen Bean seconded motion.
Time adjourned was 7:39pm.