



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, October 24, 2016
Meeting Time: **7:00pm**

DRAFT

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

ROLL CALL:

Members Present: Doug DeDe; Cora Quisumbing-King; Gary Bannon, Administrator; Steve Pruyne, Chair; Judy Zalansky
Gretchen Bean – Late Arrival

Members Absent: Denny Anderson; Dennis Ciotti, City Council Liaison; Katie Howard

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the September 26, 2016 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

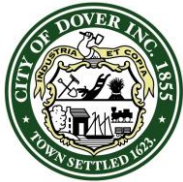
REPORTS:

Staff Report: Gary Bannon:

- Working on basic maintenance issues and getting ready for winter
- Had carpets cleaned in hallways, stairs and entryways of the building
- Working on scheduling floor stripping and waxing
- Tenants can have carpets/floors done for a fee over and above their monthly rental fee
- Had request for campaign events: Governor Hassan here in café and Senator Ayotte in small meeting room next week or so. Donald Trump folks inquired but could not fill request as do not have space for 1000 or over.
- Flooding/Rain Issues:
 1. Street flooding out here but stopped before getting into building.
 2. Small area by bathroom in café area stained ceiling tile
 3. Little backup of drain in back of building
- Heat has been turned on.

Tenants Collaborative: Steve Pruyne

- Collaborative is trying to regroup with new election for the chairperson
- Always had non-profit status. November meeting will discuss if still need it
- Money can be held in a City Agency Account
- Focus of Collaborative should be networking as a main activity
- Leadership Academy will be back in January
- Trick/Treat in building being held on Friday, October 28th



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Financial Report: Gary Bannon

- Net after 1st quarter \$141,000 in black
- Expense; water use is up. Tracking with a new meter for a month to follow trends. Meter tracks hour to hour, day to day and overnight flow. Could possibly be air conditioning tower demand

Doug DeDe; why is Unity of the Seacoast leaving? Gary Bannon; due to dwindling numbers down to core group and leaders have gone. Unity has given three month notice. Not sure if group is moving on or folding.

OLD Business

Day Care Projects Status

- Heating system upgrade follow-up:
- CDBG paid for the cost of the improvements
- Project about complete. Working thru Thursday
Ductwork changed and with baseboard expansion the heat source is redistributed evenly
- Electronic baffles put in air system
- No protection yet for window heat loss
- Will insulate for winter with plastic on windows, etc.
- Looking towards next year's CDBG funding for insulation, drop ceiling and roof

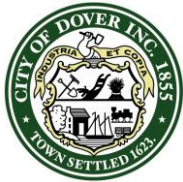
Senior Center Flooring Status: Gary Bannon

- Change out of activity room flooring
- Cadieux Flooring coming in November 19th & 20th to install underlayment and install the tile

NEW BUSINESS:

Budget Schedule: Gary Bannon

- Received the schedule last week
- Start input end of November
- Completed by second week in December
- Has been moved up one month to May instead of June for total budget approval
- Monies still being included in Capital Improvements line item
- Capital items this year include the change out of modules in system controls and flooring work



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Potential Tenant: Gary Bannon

Realtor David Choate has gentleman from NH Veterans Support Network Organization looking at room 321. He acts as a facilitator for the group and may start under another umbrella group and then transition to its own nonprofit. We also let David know room 317 is available to lease.

Veterans Memorial: Gary Bannon

- City Council workshop scheduled
- Passed along design concept
- Needs to have more engineering work done

Cafeteria is doing excellent and needs to hire more staff. Signs on the directory for them is needed. Busy with lots of takeout and catering service along with in house lunch crowd. Employees are here at night doing baking. Menu is available for advance Holiday ordering.

Strategic Planning Process: Gary Bannon

- City staff is working on strategic planning with each city department
- Requires citizen input
- Looking to tap into several groups of different categories
- Need to show process for five year plan
- Plan should tie in with budget, CIP, etc.
- Meant to be a working document
- Plan to be carried out internally by planning department

Next meeting November 28th

ADJOURN: Cora Quisumbing-King motion to adjourn. Judy Zalansky seconded motion. Time adjourned was 7:47pm.