

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, November 28, 2016
Meeting Time: **7:00pm**

DRAFT

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

ROLL CALL:

Members Present: Denny Anderson; Doug DeDe; Gary Bannon, Administrator; Marcia Gasses, City Council Liaison; Steve Pruyne, Chair; Joseph Walent; Judy Zalansky

Members Absent: Gretchen Bean; Katie Howard; Cora Quisumbing-King

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the October 24, 2016 minutes as presented. Motion seconded by Judy Zalansky. Motion passed unanimously.

CITIZENS FORUM:

None

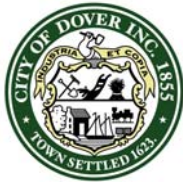
REPORTS:

Staff Report: Gary Bannon:

- Working on seasonal building climate adjustments
- Daycare heating system upgraded and functioning. End room issue; when windy draws heat out. Plastic needs to be applied to windows. Reminded Daycare not to block baseboards for proper functioning of heating system
- CDBG FY18 Future Project – Pull daycare skylights and install roof. Meeting with consultant tomorrow to discuss.
- The parking lot has had enough extra spaces to accommodate daily changes in traffic. The only challenges happen when there is a large function or once we start piling snow in some spaces this winter
- Most City Hall employees parking elsewhere
- No heat in gym couple weeks ago. Valve/actuator replaced
- Veterans Memorial will be positioned on portion of front lawn. Contractor finishing design specs. In Mayor Weston's speech on Veterans Day spoke about Vets Memorial and fundraising efforts. Plan on selling bricks for one of fundraising efforts. City has been receiving funds already and they have been placed in an agency account thru Recreation. CIP monies have also been set aside for project. Plan groundbreaking in spring.

Tenants Collaborative: Steve Pruyne

- Still discussing about dissolving non-profit status as of July 1, 2017
- Tenants to be more of a collaborative group



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- General activities in building are covered by city insurance
- Funds raised for projects or programs to be put in a city agency account

Financial Report: Gary Bannon

- YTD Net is \$180,921
- Budget is ahead of schedule in gaining a positive balance
- Debt payment to be paid end of FY, June 30th

OLD Business

Senior Center Flooring Status: Gary Bannon

- Activity room hardwood floor has been very hard to maintain a quality surface
- Replacing with overlay of a heavy duty tile
- Installation delayed as Cadieux Flooring has not received product
- Rescheduling installation date for some time in December

Budget Schedule: Gary Bannon

- Due end of December for input
- Review in meetings January and February
- Calculation for FY18 rent; up 19 cents per square foot (based on actual cost)

Potential Tenant Status

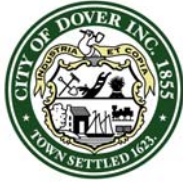
- Vet Support Network looking to rent room 321
- Working on non-profit status
- Potentially contracting with American Legion until non-profit approved
- Waiting on agreement between Vet Support/American Legion and then negotiate rent
- Unity of the Seacoast rent paid up thru end of January. On month to month basis for time being. David Choate to advertise space.

NEW BUSINESS:

Maintenance Personnel Hiring Process: Gary Bannon

- Bert Corson retiring effective January 20, 2017
- Advertised position. Have one outside applicant who is well qualified
- Arranging overlap time for training
- McConnell board members spoke highly of Bert's above and beyond services to the building, tenants and patrons

Doug DeDe mentioned about the directory signage for Portable Pantry. Gary replied with need to move other names around and signs need repainting.



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Steve Pruyne proposed no meeting for December 26, 2016. Doug DeDe seconded. Passed unanimously

Next meeting January 23, 2017

ADJOURN: Doug DeDe motion to adjourn. Marcia Gasses seconded motion. Time adjourned was 7:35pm.