



**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 27, 2017  
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; Gary Bannon, Administrator; Doug DeDe; Marcia Gasses, City Council Liaison; Steve Pruyne, Chair; Cora Quisumbing-King; Joseph Walent;

**Members Absent:** Judy Zalansky, Vice-Chair

### APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the September 25, 2017 minutes as presented. Motion seconded by Doug DeDe. Motion passed unanimously.

### CITIZENS FORUM:

None

### REPORTS:

#### Staff Report: Gary Bannon:

- Fall Cleaning: floors stripped and waxed by Marcel and carpets cleaned by local company
- Heating: maintenance on boilers and pumps
- Outside: Marcel preparing for winter. Cleanup of leaves, patio furniture stacked, etc
- Seasonal: schedule changes, lots of meetings and special events taking place; such as upcoming Seacoast Leadership Academy and NH Indonesian Community Support

#### Tenants Collaborative: Steve Pruyne

- Meeting was held in October
- Switched to noon meeting
- 16 of 18 agencies represented
- Important to meet monthly to share agencies ongoing activities and information
- Website now available
- Gary Bannon let it be known that one more tenant rep for McConnell Advisory Board is needed. Couple thinking about. Should know next month
- Next meeting December 7 at noon. Bringing bag lunch

#### Financial Report: Gary Bannon

- Handed out financial reports
- \$201,533 in black
- Electric still high; checking into kilowatt usage



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- Tracking water usage with hourly flow rate chart

### OLD Business

#### Veterans Memorial: Gary Bannon

- Seen lots of people walking thru
- Today call for first brick order delivery. Will hold at Mast Road until Spring. Ordering second load of bricks in Spring. Will have company come to install all bricks once receive second order.
- Plans show a third brick walkway toward St Thomas Street if needed
- Couple of benches ordered and placed in park. Donated by Class of 1965 and Somersworth Legion Post. Two more benches have been donated by Dover Legion Post 8 and Dover Rotary Club.
- Designing and looking to install an informational Kiosk with city map, list of vets and location of various memorials in city.

#### Generator Status: Gary Bannon

- Functional and online
- Ran for four hours under load for warranty purposes today
- Retaining wall up today or next day. Footings poured today
- Eventually install fence on top of wall
- City generator operator to check running status every month
- Contract with Caterpillar for any work needed
- McConnell Center now full emergency shelter

#### Tenant Status: Gary Bannon

- Big Fish Learning subletting from Zebra Crossing, room 246. Waiting to add Community Action space in spring.
- Room 321 open for rental occupancy
- Couple request for rental space. One group looking at room 309
- Building is 98% occupied

### NEW BUSINESS:

#### Meeting Space Needs an Adjustments: Gary Bannon

- Want to keep room 323 available for meetings. One benefit for tenants
- Resource for outside group meetings
- Other space available for meetings; cafeteria, 346, 309 and media center



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### **Budget Process: Gary Bannon**

- Due end of December
- Looking to keep expense lines level
- Rental rate to go up July 1<sup>st</sup>
- More information in January

Next meeting January 22, 2018

### **ADJOURN:**

Doug DeDe motion to adjourn. Marcia Gasses seconded motion. Passed unanimously. Time adjourned was 7:38pm