



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, January 22, 2018
Meeting Time: **7:00 pm**

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

ROLL CALL:

Members Present: Gary Bannon, Administrator; Doug DeDe; Steve Pruyne, Chair; Cora Quisumbing-King; Joseph Walent;

Members Absent: Denny Anderson; Michelle Muffett-Lipinski, CITY COUNCIL LIAISON; Judy Zalansky, Vice-Chair

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the November 27, 2017 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

ELECTIONS:

Joe Walent nominated Doug DeDe for Chair and Steve Pruyne for Vice Chair. Cora Quisumbing-King seconded motion. Motion passed unanimously.

Doug DeDe resumed meeting as acting Chair

REPORTS:

Staff Report: Gary Bannon:

- Dealing with weather and parking issues
- Down 1/2 dozen parking spaces due to snow
- Cold spots within the building during cold snap. Daycare no issues.
- Warming Center open during cold snap; building operating hours only
- Attending emergency planning meeting next week to review services and operations

Tenants Collaborative: Steve Pruyne

- No meeting held in January due to snow
- Leadership Seacoast Social Service Day to be held Wednesday January 24th in room 306
- Next meeting February 1st



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Financial Report: Gary Bannon

- November and December reports handed out
- \$289,900 in black
- \$318,050 debt service due in June

OLD Business

Veterans Memorial Update: Gary Bannon

- Clear bricks in place
- First 400 donation bricks received and being stored at Mast Road
- Installation Project in April (donated bricks in pathways) Completion by Memorial Day
- Plan press release once bricks are in place

Generator Fencing: Gary Bannon

- Generator has been inspected, tested and certified
- Registered with the state
- Eight second delay from power out to startup
- Fence Bid awarded to GCAAA Fencing for a black rod iron fence. Installation in Spring
- Some landscape work to be done in spring
- Gary thanked Fire Chief Hagman and Community Services for all the hard work to complete the project

Tenant Status: Gary Bannon

- Building near capacity
- Big Fish Learning moved into room 246 near door 6 since last meeting
- Community Action Program leaving in Spring. Big Fish has asked for occupancy of space as well as room 246.
- Big Fish still under 501-C3 application process. Subletting from Zebra Crossing on a month to month basis
- Reach for The Top growing with more clients from Wentworth Douglas Hospital. Needing more space. Plans of Zebra Crossing moving to room 321 and Reach for the Top to take room 328.
- Cora Quisumbing-King requesting white board in meeting room 309. Steve Pruyne mentioned bring cost to Tenants Collaborative.
- Black chairs in gym to be upholstered.



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NEW BUSINESS:

Budget Process Rent Calculations: Gary Bannon

- Rent FY19; up 39cents per SF. After July 1st \$14.35 per SF. Notices to tenants in February
- Budget information due to finance next week
- Daycare roof to be worked on this spring
- Gutters, drainage and trim on CIP list for FY20
- Budget review with City Manager in February

Meeting Schedules: Gary Bannon

Other Boards have opted for every other month meetings. Would this board like to consider this option also? Joe Walent motioned to table to next month. Cora Quisumbing-King seconded motion. Motion passed unanimously.

ADJOURN:

Cora Quisumbing-King motion to adjourn. Joe Walent seconded motion. Passed unanimously. Time adjourned was 7:41pm

