



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, February 26, 2018
Meeting Time: **7:00pm**

CALL TO ORDER: Doug DeDe called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Denny Anderson, Gary Bannon, Administrator; Doug DeDe, Chair; Marcia Gasses, City Council Liaison; Steve Pruyne, Vice-Chair; Cora Quisumbing-King; Joseph Walent (arrived during approval of minutes) Judy Zalansky

Members Absent:

APPROVAL OF MINUTES:

Cora noted miss-spelling of her name under Tenant Status. Take n out.

Cora Quisumbing-King made motion to accept the February 26, 2018 minutes with correction. Motion seconded by Denny Anderson. Motion passed unanimously.

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Budget; first round meeting with City Manager week and a half ago
- Big push for revenue increases and keeping cost down
- McConnell building at capacity
- City Manager wants to review rent formula for future potential tenants
- Little over ten years into debt service. Nine more to go
- After paying debt service in June sometimes balance ten/twenty thousand up or down
- Utilities; come up with percentage acceptable with tenants to add on
- Budget to council mid to late March
- Building; Marcel keeping up with day to day activities
- Parking Lot snow clearing; have been pushed up on priority list. Same schedule as downtown

Tenants Collaborative: Steve Pruyne

- Meeting held in February
- Will meet this week for March
- Thankful for quick turnaround with installation of white board in room 309
- Blood Drive May 2nd
- Vacant tenant seat and vacant community seat



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Financial Report: Gary Bannon

- \$289,000 in black
- Need around \$300,000 or over in black by end of June for debt service. Right now on track for that goal.

OLD Business

Veterans Memorial Update: Gary Bannon

- Met with contractor, Rye Beach Landscaping for installation of donation bricks in April
- First 400 donation bricks are stored at Mast Road
- Just ordered another 170 bricks for delivery early April
- Disturbed lawn area to be replaced with sod
- Landscaping needed front lawn beyond Vet Park and St Thomas side gardens. Re-grass with small beds
- Will review to consider additional small park being put in across the street due to Robbins demolition
- Work being scheduled for diming light package and spot lights on pole

Tenant Status: Gary Bannon

- Building at full capacity
- Reach for The Top is growing, partnering with Wentworth Douglas Hospital, and looking for additional space.
- Moved Zebra Crossing to room 321 and room 328 being renovated for Reach for The Top. March is first month of new lease agreements.
- When Community Action moves Big Fish Learning interested in space
- David Choate still on board for referrals

NEW BUSINESS:

Meeting Schedules: Gary Bannon

- Discussion was tabled from last month for every other month schedule
- Judy Zalansky; years ago established to meet at least quarterly
- July and December usually off
- Every other month better than quarterly
- Meet odd months, six meetings to be scheduled with special meetings called for lease approvals, etc
- Motion by Cora Quisumbing-King to table to March meeting for vote. Motion seconded by Judy Zalansky. Motion passes unanimously.



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Parking Changes: Gary Bannon

- Robbins parking lot for city parking spaces goes away Thursday March 1st
- Redirecting parking to other spaces along streets like Atkinson, Locust, etc.
- Maps handed out for options of parking
- Library Director, Myself and Parking Manager had meeting to discuss redirecting parking for city/staff vehicles when meetings and special activities are scheduled at the McConnell Center and Library

Doug DeDe and board thanked Judy Zalansky for contribution and hard work done as she is moving out of state.

ADJOURN:

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