



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 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; Michelle Champagne; Doug DeDe, Chair; Cora Quisumbing-King; Steve Pruyne, Vice-Chair; Joseph Walent

Members Absent: Marcia Gasses, City Council Liaison

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the July 23, 2018 minutes as presented. Motion seconded by Denny Anderson. Motion passed unanimously

CITIZENS FORUM: None

REPORTS:

Staff Report: Gary Bannon:

- Transition from Fall to early Winter; snowplowing, clearing and ice melt. Adjusting temperatures for the building. Siemens Control System software was updated city wide. More user friendly.
- Generator: 7am on Tuesdays programmed to start up for half hour run for maintenance purposes. One day we lost power and the engine started but generator did not. Caterpillar came to check. Trouble indicator for coolant level showed low. Pin hole leak in valve connection. Heater hose connected to block loosened up. Also they gave a tutorial on the trouble shooting process with Gary Bannon and Marcel Lepage.
- Seasonal programs in full swing which impact parking and traffic in building. Added parking spaces in front of Library has helped. Seeing more open spaces outback.

Steve Pruyne inquired time frame of City Hall to be back open for City Council and Planning Board meetings. Gary Bannon said that the plan is to transition by next week. Festival of Trees to be held November 30th in auditorium. Once City Hall is back up and running after the renovations there will be less meetings held here at the McConnell.

Gary Bannon reported his office manager Laura Rowe retired end of September. Karen Lavertu is the new office manager as of October 1st doing billing invoices, payroll and building leases.

Tenants Collaborative: Steve Pruyne

- Did not attend last meeting
- Used room 346 for Casa training. About 20 people attended.
- Gary Bannon; held in house Trick or Treating which was not well attended due to the Dover Children's Center moving out. There are not enough kids in the building to sustain that event.



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Financial Report: Gary Bannon

- To date we are in the black \$223,687. This time last year \$201,000. On target for being in black at end of fiscal year.
- Daycare no longer in the building which will impact the next six months.
- Heating costs will go up faster due to early arrival of winter.
- Cora Quisumbing-King asked about restaurant article in the paper. Gary responded; Sue Jackson-Rafter from Portable Pantry retired. Two sisters including one of the employees bought the business changing the legal name to Cardamoms, dba, The Portable Pantry. Just changed to a five-year lease. Catering service very strong.

OLD Business

Veterans Memorial Updates: Gary Bannon

- Added extended second path St Thomas street side
- Added 160 name bricks
- There was a problem with the last brick order with 19 duplicate bricks. Company replaced right away. Ground frozen can't place in walkway until spring.
- Space to add two benches on second path
- Working on center kiosk naming other veteran memorials and location in the city. Final design and pricing over the winter.
- Dover High School Class of 1965 group and rotary members helped sort bricks for placement by landscaping company

Roofing Project Wrap Up: Gary Bannon

- Over old daycare space the extension roof installed 1981; skylights removed and roofing was replaced by CDBG funds with a rubber roof and gutters, extra work and trim replacement. Wrapped up last week.

Gutter and Trim Work Evaluation Results: Gary Bannon

- Remnants of old roof work on the 1904 section was in gutters which washed in downspouts plugging them
- Viking Roofing Co hired for assessment of gutters/roof and did minor repairs and cleared the downspouts
- CIP monies next year to repair roof, update wood trim strip and paint. Gutter metal liner.
- Appraised for future work to be done after July 1st if the CIP is approved.



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NEW BUSINESS:

Dover Children's Center Report: Gary Bannon

- Closed operation here. Consolidated to Back River Road
- Was subsidized for first 5 years. After losing subsidy ability to pay rent wasn't there and they ran a deficit.
- The \$28,000 debt was still on the books from the first 5 year period and DCC agreed to pay it after the McConnell Center Building debt portion of the rent was paid off. They would continue to pay that portion of the rent bill until the past debt was paid.
- Since then they typically they were a couple months behind in their payments but had kept up paying regularly until last spring.
- The monthly payments slowed then stopped by March and the annual debt began to climb. The DCC Director was notified and said that they would get caught up and it was a bookkeeping oversight. By June they were not making payments and were given written notification to present a plan by July to get payments taken care of. We were informed by August that after an audit they discovered a financial shortfall due to a staff persons mishandling of their funds. By the end of August, the Board of Directors decided to close the McConnell Center location by September 30th.
- The \$32,000 in back rent owed to McConnell Center repayment terms are being negotiated for payment soon and an agreement will be made that in the future when Back River Rd building is liquidated the \$28,000 back debt will be paid.

Discussion on rental of space to other daycare services. 10% of McConnell space can be rented to for profit businesses. Café being part of the 10% space for profit Gary Bannon to reach out to David Choate to look for another daycare for the space either nonprofit or for profit.

ADJOURN:

Cora Quisumbing-King motion to adjourn. Joe Walent seconded motion. Passed unanimously. Time adjourned was 7:45pm