



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: Tuesday, May 28, 2019
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; Cora Quisumbing-King; Steve Pruyne, Vice-Chair; Joseph Walent

Guest: David Choate, Abby

Members Absent: *Michelle Champagne; *Deborah Davis; Marcia Gasses, City Council Liaison (*=excused)

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the March 25, 2019 minutes as presented. Motion seconded by Joseph Walent. Motion passed unanimously

CITIZENS FORUM: None

REPORTS:

Staff Report: Gary Bannon:

- Introduced David Choate & Abby from Colliers. Recruited new tenant for Daycare space. Once occupied will be back to 100% capacity
- Blood drive here tomorrow in Gym
- City Council Appointments Committee overseeing boards and committees' attendance of members. If four or more non-excused absences happen then the member can be asked to step down.
- Building; working on seasonal maintenance
- Annual Maintenance; Marcel to start this summer stripping and waxing floors in general common areas. Rec Department gym floor to be fully sanded down and redone as opposed to the scuffing and reapplying poly as usual. Work to start August 5th for three weeks. Carpet cleaning in general common areas as well.
- Dover Pride cleanup day was held May 11th with the largest turn out ever had. About 40 people came by to do weeding, pruning and mulching all of the beds.
- United Way Day of Caring to be held middle of June for planting
- Doug DeDe; Senior Center handicap ramp rails need to be serviced, rust meets concrete

Tenants Collaborative: Steve Pruyne

- Last night met
- Fire Department came and showed how to utilize AEDs. Possibility of classes for staff couple times a year.
- Tenants have one more meeting in June then off for July and August



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Financial Report: Gary Bannon

- Net end of April; in black \$532,000. \$123,000 better than last year.
- On track to pay debt service of \$362,000 end of June

Guest: John and Erin Kniphfer arrived

OLD Business

New Tenant Contract Review: Gary Bannon

- David Choate introduced John and Erin Kniphfer owners of Kids Culture Child Care. Two operations in Somersworth and looking to expand in Dover area. Operational here by next school year
- Erin gave talk about what Kids Culture is all about
 - 4/5 years at 108 Somersworth near works.
 - 62 students currently
 - Collaboratively what can do with others here in the building
 - Interested to build, increase to two other locations Barrington and Rochester
 - Space downstairs to hold 66 children
 - Have passion to help children and families
 - Centers Mission – come along side parents and to partner with them and help them in any way we can in order to raise their children to be great little kids in society.
 - Curriculum – teach children to play
 - State certified and follow state guidelines
 - Staff all trained in CPR and First Aid certified
 - Already have director and teachers. Five staff members already. Will be thirteen total. Training staff needs minimum of 18 credits of Early Childhood Education in order to lead a classroom. Director needs Bachelors in Early Childhood Education, Management and Psychology
 - Age group six weeks to twelve years' old
 - Ratio of staff to children; two staff per room. Infants 2 to 8, Twelve Months to 2 years 2 to 10, Three Years 2 to 12 and Pre-school 2/16
 - No afterschool programs
 - Provide breakfast, lunch and snacks
 - Partnering with Portable Pantry; bring in hot meals three times a week and cold two days a week. CAD FP approved. \$ per child. Meals are family style with kids.
 - Planned opening September 2019
 - Will be painting and upgrading area ourselves



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- Gary handed out contract draft. Some changes hi-lighted; date, timing of operation and description of rent terms. Cost out of pocket for renovations with tradeoff for rent until functional.
- Contract to Council June 25th
- Need tentative agreement from the board so can start planning for renovations.

Approval of Contract by McConnell Board

Joe Walent motion to enable Kids Culture to begin renovation without any rent being collected prior to anticipated council approval. Seconded by Cora Quisumbing-King. Passed unanimously

- Gary Bannon to move Kids contract to council agenda
- Reach for The Top to collaborate with Kids Culture utilizing playground equipment

Budget Adoption Update: Gary Bannon

- Budget adopted without change
- Looking at investing capital in building. \$20,000 general improvements
- CIP Project in works for soffits and woodwork around trim on the 1904 and 1928 wings. Full restoration of woodwork, painting, gutters and ceiling. Two years out.
- Equipment in building twelve years old. Heating system and pumps starting to need parts.
- Café hood vent work and cleaning scheduled to be done

NEW BUSINESS:

Veterans Park Update: Gary Bannon

- Brick installation for the spring
- New flags installed
- Dover Pride Cleanup contributed
- Somersworth doing Vet Park. Contacted Gary for concept and information
- Map for bricks laid; intern this summer working on
- Kiosk – still waiting on. Part of Wayfinding renegotiation.

Spring Projects: Gary Bannon

Reported under Staff Report and Veterans Park

Annual Maintenance Plans: Gary Bannon

Reported under Staff Report



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Roofing Repairs: Gary Bannon

- Shingles falling off roof
- Drone to see where falling off
- Started coming off last year
- No leaking
- Negotiating with contractor about warranty
- Fix within next two weeks
- If any cost looking at who is responsible

ADJOURN:

Cora Quisumbing-King motion to adjourn. Joe Walent seconded motion. Passed unanimously.
Time adjourned was 7:49pm