



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, March 25, 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; Michelle Champagne Deborah Davis; Doug DeDe, Chair; Steve Pruyne, Vice-Chair

Members Absent: Marcia Gasses, City Council Liaison; Cora Quisumbing-King; Joseph Walent

APPROVAL OF MINUTES:

Denny Anderson made motion to accept the January 28, 2019 minutes as presented. Motion seconded by Michele Champagne. Motion passed unanimously

CITIZENS FORUM: None

Deborah Davis arrived

REPORTS:

Staff Report: Gary Bannon:

- Spring seasonal adjustments with heating system
- Building maintenance ready for Spring
- Winter cleanup operations generally pretty smooth. Community Services and the contractor for plowing are working on better morning cleanup timing from snow storms.
- Parking Officers monitor parking lot for 3hr parking by chalking tires
- Doug DeDe would like to review plans for political parking when the time comes
- Political event held Saturday in Café for Tulsi Gabbard from Hawaii. Plenty of parking. Around 100 attendees.
- Steve Pruyne mentioned Marcel Lepage doing great job with individualized issues. CASA had a heating issue and he was very attentive and always checks back.

Tenants Collaborative: Steve Pruyne

- Met last month
- Fire Department came and talked about general safety issues and response time for emergencies. They will be back next month for a short AED training. Dover Adult Learning has already held an AED training class.
- Gary Bannon handed out floor plan of building designating where AEDs are located.



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Financial Report: Gary Bannon

- End of February year to date \$472,000 in black. More in black than last year
- Expenses tracking lower. Biggest difference electric about \$60,000 less
- On track to pay debt service of \$300,000 end of June
- \$80,000 less in expenses than last year at this time

OLD Business

Vacant Suite Marketing: Gary Bannon

- Day Care Center: three different day cares took a look
- Can host a for profit; state ruling 10% of building rental space available for profit
- Maintenance work done in space. Plumbing – improved one drain line and added new floor tile. Needs painting which is to be done by new tenant
- Gary to contact David Choate for follow-up of interested parties

Budget Status: Gary Bannon

- City Manager presented the budget to the City Council Wednesday March 27th
- April 17th Rec budget meeting along with Police, Fire and Welfare
- Not raising rent for FY20. Cost of operations did not increase
- Potential new tenant; rent based on actual budget. 60 cents per square foot increase above current tenants

Committee Operating Rules Review: Gary Bannon

- Gary handed everyone a copy of operating rules
- City Council and City Attorney reviewing how business is done. Comparing as to what if in the Code book and City Ordinances.
- Changes; membership (2nd paragraph) was 7 members with 3 being alternates and 2 being tenants. Now it is 7 members plus 2 alternates and 2 being tenants. Terms of members to be staggered. City Council Representative is an ex-officio member
- Steve Pruyne motion to accept operation rules as presented. Motion seconded by Deb Davis. Motion passed unanimously.

NEW BUSINESS:

Tenant Signage/Building Signage: Gary Bannon

- Portable Pantry changed ownership
- Business name Cardamoms (dba Portable Pantry)
- Would like to get name out there more
- In contract for a sign out front. Would like to add third bar (8x45) to current sign



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- Currently put sandwich boards by doors 2 and 7 daily
- McConnell Board need to approved and then Gary to get new sign ordinance approval
- Deb Davis motion to approve adding bar to current sign on front lawn. Motion seconded by Denny Anderson. Motion passed unanimously.

Spring Projects: Gary Bannon

- Dover Pride Cleanup Day May 4th: gardening and lawn cleanup
- Veterans Park: Spring brick installation planned around Dover Pride Cleanup or shortly after
- Information Kiosk: Planning Department finalizing contract with vendor. Once put in can finish landscaping, add shrubbery and lighting

Steve Pruyne looking into United Way as he hasn't heard from them.

Doug DeDe inquired about 400th Anniversary. Gary Bannon stated not on committee but he knows they are doing fundraising. Kevin McEneaney is the chair and Cathy Beaudoin is the staff contact.

ADJOURN:

Denny Anderson motion to adjourn. Steve Pruyne seconded motion. Passed unanimously.
Time adjourned was 7:42pm