



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 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; Deborah Davis; Doug DeDe, Chair; Cora Quisumbing-King; Steve Pruyne, Vice-Chair; Joseph Walent

Members Absent: Michelle Champagne; Marcia Gasses, City Council Liaison

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the November 26, 2018 minutes as presented. Motion seconded by Joseph Walent. Motion passed with one abstained

CITIZENS FORUM: None

Election of Officers:

Cora Quisumbing-King made motion to keep the same officers as now. Seconded by Denny Anderson. Vote for Doug DeDe as Chair passed unanimously. Vote for Steve Pruyne as Vice-Chair passed unanimously.

REPORTS:

Staff Report: Gary Bannon:

- Welcomed Deborah Davis to McConnell Board
- Working on budget. Meeting with City Manager tomorrow. Budget presented to Council in March
- Winter operations are going on normally with few storms so far
- Preparing for summer projects in and out of the building; gym maintenance, gym floor refinished entirely which will be three-week process, etc.
- Veterans Park spring work; installation of bricks and kiosk
- Overnight shelter opened on County Farm Road during cold snap. McConnell Center was available during operational hours.

Tenants Collaborative: Steve Pruyne

- Explained mission of Collaborative for Deborah Davis
- Leadership Seacoast here for one day. Gave tours of the building to approximately 40 people.



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Financial Report: Gary Bannon

- Joseph Walent made motion to accept the November 2018 Financial Report as presented. Motion seconded by Denny Anderson. Motion passed unanimously
- December 2018 Report; discussed year over year total on several accounts. Natural gas and electricity amount encumbered based on last year actuals. What don't spend will roll over into budget.
- Couple options to filling vacant daycare spot; one is a Day Care and one is a Child Activity Agency.
- To date we are in the black \$306,295. \$16,391 better than this time last year. \$399,000 due for June Debt Service. On target for being in black at end of fiscal year.
- Dover Children's Center now out of building. Has paid this year's monies. Monies owed back to 2010 has been encumbered on current Day Care property as a lein.
- Current empty daycare space is 3666 square feet. 7% rental able square footage of the building.
- Joseph Walent made motion to accept the December 2018 Financial Report as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously

OLD Business

Vacant Suite Marketing Process: Gary Bannon

- Met with David Choate from Colliers
- There was an interested visitor to the building during the Leadership Seacoast event. Need to follow up with them.
- Work being performed in daycare space on plumbing in slab and internal hallway flooring. Cosmetic work needed.

NEW BUSINESS:

Budget Status and Rent Calculations: Gary Bannon

- Rent calculated on previous years' actuals
- Fiscal year 2020 calculation same as 2019. No rent increase. Stays at \$7.45/sf
- New tenants rent will be calculated using current years operating budget

Winter and Spring Activities: Gary Bannon

- Will be getting request for meetings and campaign events
- Blood Drive this Saturday in Cafeteria
- Hosting political meetings. Doug DeDe mentioned need set of rules. Gary stated plan already set. Other option for space is City Hall Auditorium
- Dover Pride Cleanup first Saturday in May
- Brick installation in Veterans Park
- Wood trim work and soffit will be in the planning for next year.



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City Council revising ordinance of establishment of McConnell Advisory Committee. Cleanup of language consistent with setup. Expanded membership to include two alternates.

ADJOURN:

Joseph Walent motion to adjourn. Cora Quisumbing-King seconded motion. Passed unanimously. Time adjourned was 7:46pm