



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 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; Joseph Walent

Members Absent: Marcia Gasses, City Council Liaison; Cora Quisumbing-King* (*=excused)

APPROVAL OF MINUTES:

Denny Anderson made motion to accept the September 09, 2019 minutes as presented. Motion seconded by Deborah Davis. Motion passed unanimously

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Winter change to heating. Up and running smoothly.
- Domestic hot water mixing valve replaced last year. Having trouble with fluctuating temperatures. Dennis Munson handled changing internal mechanism which picked up some type of coating affecting its function.
- Daycare Project – Play area changed fence on perimeter from picket to privacy
- Room 323 - Reach for the Top is not going to lease. Reorganizing current space. We will be doing some electrical work as part of the plan.
- Working with plowing contractor to clear parking area before cars arrive
- Newly appointed city council liaison should be attending meeting in January. Marcia Gasses did not run again for council.

Tenants Collaborative: Steve Pruyne

- Met this month – Highlight was discussing Halloween seeing little kids from the daycare Trick and Treating around the building
- Room 323 glad to have available to tenants for larger meeting space. Gary Bannon mentioned benefit for revenue also.

Financial Report: Gary Bannon

- Year to date \$164,000 in black. In good shape
- Old daycare still owes \$28,000
- Update – Air conditioning for gym; CIP six-year plan. Siemens to do formal survey.



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 25, 2019
Meeting Time: **7:00pm**

- Woodwork and Trim also in CIP works this year
- Gutters will cost \$20,000 to update
- Roof coming to life span in five to six years. Looking to pay cash for repair rather than bond the work.

OLD Business

Tenant Space Adjustments: Gary Bannon

- IDN (Integrated Delivery Network) currently in room 302a (340 square feet) is looking for larger space. Zebra Crossing currently in room 321 (600 square feet) would like smaller space. Would like to switch spaces.
- Gary Bannon handed out both leases. Leases already gone to City Attorney for review.
- Operation maintenance in section two – since beginning rent based on fixed rent for debt, capital reserve and utilities operation cost from previous year. City Manager wants new and renewal leases based on current year adopted operating budget. Addressing with finance to have current tenants to be grandfathered or some kind of step process.

Deborah Davis made motion to approve the two leases for IDN and Zebra Crossing. Motion seconded by Denny Anderson. Motion passed unanimously

NEW BUSINESS:

Meeting Space Availability: Gary Bannon

- Room 323 which holds 40, Cafeteria holds 120, Gym which holds 400 and City Hall holds 400 to 450
- Approached by political campaign and steered off to City Hall as looking for lots of space
- Have request for weekly rentals, like church groups, looking for space

Winter Programs and Schedule Changes: Gary Bannon

- Youth to Youth Santa's Castle
- Basketball Programs happening three nights during week and all day Saturday
- Ballet Studio – Nutcracker preparation seven days a week
- Plus, every day programs with all tenants

Budget Schedule: Gary Bannon

- Due to Finance Department December 16th
- Feedback after first of the year
- Meet with City Manager late January
- City wide finalization in February
- To Council in Mar



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 25, 2019
Meeting Time: **7:00pm**

- Adoption early May

ADJOURN:

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