



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 27, 2020
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; Cora Quisumbing-King Deborah Davis; Doug DeDe, Chair; Joshua Manley, (City Council Liaison)

Members Absent: Michelle Champagne (Resigned); *Steve Pruyne, Vice-Chair; Joseph Walent (*=excused)

APPROVAL OF MINUTES:

Cora Quisumbing-King made motion to accept the November 25, 2019 minutes as presented. Motion seconded by Denny Anderson. Motion passed unanimously

CITIZENS FORUM:

None

ELECTION OF OFFICERS:

Move to accept existing officers Doug Dede Chairperson, Steve Pruyne Vice-Chair, by Denny Anderson. Move seconded by Cora Quisumbing-King. Move passed unanimously

REPORTS:

Staff Report: Gary Bannon:

- Leases approved by City Council last Wednesday for Zebra Crossing to move to 302A space and IDN to 321
- Parking Lot activity – only 5 or so spaces taken up by snow. Wednesday is worse day for parking due to overlapping of programs between here and the Library
- McConnell Center used as warming center during open business hours. Back up for overnight accommodations if needed
- Maintenance: the cooling tower, that runs the air conditioning system for building, had a valve issue and was changed. Couple of bearings are vibrating also. Siemens has looked at and needs a bigger in-depth evaluation. Met with Siemens today and have approval by Purchasing Agent to allow first diagnostic level of repair.
- Have had calls for political events and steered to City Hall

Tenants Collaborative: Steve Pruyne

- skipped as Steve was absent



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Financial Report: Gary Bannon

- Year to date \$215,000 in black.
- Debt service ends 2026

OLD Business

Tenant Space Change Approvals/New Requests: Gary Bannon

- Still getting new request for space
- Rental rates: working with Finance Director and City Manager. City manager wants actual budget to reflect in rental rate. This would be too big of a jump for the tenants. Did an average of last year's actual and current year's budget resulting in a twenty-one cent per square foot change.

NEW BUSINESS:

Parking Availability: Gary Bannon

- St Thomas Street Parking: all spaces designated for District Court clients between the hours of eight and five are deeded to the court. The District Court is clamping down on misuse of spaces.
- Bill Simons has been looking into the issue. He has suggested that tenants go to the next Traffic Committee meeting to voice concerns. In addition, to ask for spaces on opposite side of building to be one hour parking or two hour metered parking.
- There are tenants in the building that require close parking due to children with disabilities

Trim and Woodwork Project: Gary Bannon

- CIP approval for this year; McConnell Center rehab exterior on 4th floor section to include woodwork around window, trim soffit, gutters, painting and caulking
- Replace sections and repair
- City has hired a project manager, Stephanie Cartabona to work on CIP projects and we will have her help with this work
- Funds will be available July 1st
- Out to bid this Spring so ready to begin work July 1st
- Boiler system replacement and rubber roofing four to five years out

Budget Schedule: Gary Bannon

- Submitted revenue and expenses.
- Door closed last Friday. No more additions can be made
- February meet by department
- End of February receive changes
- Mid-March to Council



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Gary Bannon reported Cardamons and Daycare are both doing very well

Denny Anderson would like to recognize Gary Bannon extended tenure for thirty years with the City as of January 2, 2020. Longest service person is Cathy Beaudoin with over forty years.

Next meeting March 23, 2020

ADJOURN:

Cora Quisumbing-King motion to adjourn. Denny Anderson seconded motion. Passed unanimously. Time adjourned was 7:33pm