



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 236
Meeting Date: Tuesday, June 30, 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; Deborah Davis; Doug DeDe, Chair; Joshua Manley (City Council Liaison); Cora Quisumbing-King

Virtual: Steve Pruyne, Vice-Chair

Members Absent: *Joseph Walent
(*=excused)

APPROVAL OF MINUTES:

Denny Anderson made motion to accept the January 27, 2020 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously

CITIZENS FORUM:

None

REPORTS:

Staff Report: Gary Bannon:

- Things are going well through general process of reopening
- March, April and May minimally open. Skeleton crew in building
- Reach for the Top stayed open through the three months. Welfare also stayed open servicing by appointment only and working remotely.
- Recreation was closed. Office staff worked remotely from home periodically stopping in the office as necessary.
- Waiting for Governor Guidance. Working closely with City Manager and Fire Chief Haas. Last month and a half there was release of what can re-open and when with guidance documents out and revisions on documents
- Rec Department opened up last week the fitness center and gym. Northeastern Ballet Theater and Reach for the Top have been open. Teen Center still closed
- Building open 8am to 4pm. Gym til 9pm. Doors 2, 3 and 7 open
- Rec areas being sprayed with disinfectant after usage. Hand sanitizer units at all entrances and throughout the building.
- Maintenance work was being done while closed. Painting, deep cleaning, floor refinishing, etc
- Mask; State does not mandate. Building policy strongly recommend mask to be worn in common space by staff, tenants and clintial of tenants.
- Not running fitness classes at this time
- Pools opening Ice Arena can open



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- July 27th next meeting then every other month

Tenants Collaborative: Steve Pruyne Virtually

- Monthly Zoom Meetings
- Each tenant trying to figure out on own how and when to open up
- When help came from City pushed to tenant programs for eligible non-profit assistance, payroll protection, etc. so if they wanted they could apply

Financial Report: Gary Bannon

- End of May Report \$390,500 in black
- End of June debt payment \$358,000 due
- Tenants were able to pay rent for the most part. Cash flow for us fine. Some tenants received Federal assistance that came through the CARES Act funds and PPP
- Marcel made custom desk shields for tenants here and other city buildings. Requirement for every service center.
- Daycare never closed. Reduced down to 50% occupancy
- Covid related expenses submitted to grant fund for reimbursement by Ann Legere, City Deputy Finance Director
- New fiscal year starts tomorrow

OLD Business

Trim and Woodwork Project: Gary Bannon

- Capital improvement for this year. Trim on 1904 wing windows and gutter maintenance
- No start date yet
- Early stages of contracting
- City Facility Project Manager, Stephanie Cartabona helping to get going
- Plan to start in Fall with finishing in Spring if needed
- Doug DeDe suggested contracted workers to park personal vehicles at parking garage and not McConnell parking lot.

NEW BUSINESS:

Covid-19 Impacts: Gary Bannon

- Roll out gradually with more activities. In holding pattern for month.
- September next move with DALC classes starting
- There will be lower activity across the board other than tenant business related
- Opening to outside groups in question for now. Not enough room for distancing
- Had blood drive early May in cafeteria
- Rec memberships extended for three months. Sr Center will be longer. All travel programs for Sr Center cancelled for rest of calendar year.



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Food Service Provider Contract: Gary Bannon

- Cardamoms not restarting operation as heavily lean on catering portion of business and that is not happening at this time.
- Within two days had someone interested in moving in.
- Fat Dog Kitchen looking to expand while maintaining store front on Third Street
- Wants to build out to catering and bigger activity space here
- Contract not to council yet. Being reviewed by their attorney. Maybe to council 4th Wednesday in July
- Looking to have same hours as prior tenant with maybe adding Saturday brunch.
- Asking for endorsement in form of a motion:
 - Support movement of Fat Dog to former Cardamom facility. Motion by Cora Quisumbing-King. Seconded by Deb Davis. Passed unanimously

Change to DALC Contract: Gary Bannon

- Need to cut back on expenses due to funding cuts
- Room 220 giving back
- If don't rent space will put back as meeting room
- Working on amendment to contract to reduce space. To council next month

Upcoming Meetings: Gary Bannon

Back to normal schedule 4th week of the month here at McConnell July 27th

Denny Anderson asked Gary to explain gym usage hours

- Operation 7am – 9pm Mon-Fri and 9am – 4pm Sat Entrance door three
- Fitness: cardio and bike rooms limited to four people at a time. Weight and Cyber rooms limited to seven people at a time. Wipe equipment before and after use. Staff disinfects with sprayer also.

ADJOURN:

Cora Quisumbing-King motion to adjourn. Deb Davis seconded motion. Passed unanimously.
Time adjourned was 7:42pm