



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, July 22, 2013
Meeting Time: **7:00pm**

DRAFT

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 7:00 pm

ROLL CALL:

Members Present: Doug DeDe; Steve Pruyne; Cora Quisumbing-King; Joe Tenuta, Rec Advisory Board; Judy Zalansky, Chair; Gary Bannon, Administrator
Members Absent: Lindsay Conway; Michael Crago, City Council Liaison

APPROVAL OF MINUTES:

Doug DeDe made motion to accept the June 24, 2013 minutes as presented. Motion seconded by Cora Quisumbing-King. Motion passed unanimously.

CITIZENS FORUM:

None

Gary Bannon Introduced Dennis Leary who is looking for establishment in Dover
Dennis explained his outlook.

- He is a chef – entrepreneur
- Previously worked as chef full time at the Riverhouse in Portsmouth and part-time at Christopher's in Dover
- Concept: quality take out establishment
- Core Value: supply families with affordable quality meals to take home to eat. This will allow more quality family time by not having to go to the store, cook and clean up
- Graduated from French Culinary Institute 1989/1990
- CIA Degree 1993-1995 – Hyde Park, NY
- Wants to give back to community and families in need
- Open Monday thru Friday providing hot meals for lunch and dinner closing by 7pm
- Has part of business plan together. Started to set up LLC and should have Federal ID number end of this week. Has been working with a lawyer's office, accountant, insurance company and a computer company who would also be able to handle the marketing aspect
- Name: Cocheco Kitchen (Cocheco means shimmering fast moving water) thought would be appropriate for the fast moving kitchen concept
- Will have complete hot meals, steam table, complete dinner meals and frozen meals available. All made from scratch.



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- Offer delivery service program 3 to 5 times per week with reasonable pricing
- Offer cooking classes and program with the Senior Center

Judy Zalansky asked for any questions:

- Hours of Operation – 10/11am until 7pm Monday thru Friday leaving weekend hours available for cooking classes or catering
- Traffic off Street – yes, there will be full service at the window with fresh food including sandwiches, soups, salads and desserts
- Envision average take out price - \$10 to \$12 individual plate for dinner, less for family of 4 etc., and \$6 to \$8 for lunch
- Menu availability – couple of weeks
- Staff – None at the beginning but have individuals interested working with me when time arises. Also looking to expand the catering aspect
- How long in restaurant business – since 1987
- Equipment – need a walk in freezer/cooler. New units cost around \$14,000 used less around \$6,000 to \$7,000. Add smoker and mixers
- Finance – have capital (cash, securities and cash in stock market)

Doug DeDe suggested representation on Channel 22. Gary Bannon will look into with Mike Gillis.

REPORTS:

Staff Report

Administrator: Gary Bannon

1. Lease Information:

- New Hampshire Association for the Blind voted last week to close this office
- Met with Community Partners today. They have approved language of lease; lease has gone to City Attorney office for reviewing and will go next to city council agenda for August 14th. Community Partners is done with UNH space end of July but will try to stay space and then move downstairs after August 14th.
- Still working on Dance Theater arts group proposal. E-mails have been sent out but have not heard back from Edra. Jane Hamor from the Arts Commission is working on this with me
- Finalizing details on Senior Center lease for room 236

2. Glass Windows: work has been scheduled for week of August 4th

3. Building Controls: now have computer access and can shut off roof top units when there is really hot temperatures outside. Can run the building more efficiently.



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4. New Cleaning Company: Capital Contractors (reputable – does cleaning of state offices and banks) There has been an initial learning curve now little more in depth. Have any issues they are right on it. Cost savings is \$5,000/year

Tenants Collaborative: Steve Pruyne

There was no meeting in July so nothing new to report. The next meeting will be held in September.

Financial Report: Gary Bannon

Books are being closed. No report yet due to FY turnover.

OLD BUSINESS:

Classes if 1962 and 1963 Proposal to Donation of Trees: Gary Bannon

Judy Zalansky mentioned the trees look wonderful outside. Gary stated dug out clay making much bigger hole and adding nice loam. Have gotten a price on plaque and granite post is going up. Class of 62 is paying for. Doug DeDe mentioned the gardens also look nice.

NEW BUSINESS:

Donation of Plant Material for Gardens: Gary Bannon

Gary mentioned the McConnell Center was beneficiary of plants/garden from Tuttle Square.

Tuttle Square is going to be torn down and a new four story apartment building is being put up.

Kitchen Vendor Discussion:

1. Gary has tried to contact previous interested parties Poly Pockets and Doug's Hoagies but neither place has gotten back. The main guy that was interested from Poly Pockets is now working in Massachusetts.
2. It was suggested to purchase new refrigeration equipment instead of used using capital money left over from FY13 project which has been rolled into FY14
3. New vendor to start paying rent from day one
4. References: Gary is working on and will talk with Dan Barafaldi
5. Suggested supplying meals for the Children's Center
6. Like idea of cooking lessons
7. Hours much better than previous food vendors
8. This type of service is not available in Dover

Judy Zalansky asked what the process is. Gary will have Dennis Leary provide some references, get equipment prices and have City Council ok. Contract should be no problem. Gary hopes to have completed by Fall. Once have all the numbers will need a vote for the contract which will take place at our August meeting and then to the council in September.



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ADJOURN:

Joe Tenuta made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 8:09pm.