



CITY OF DOVER

McCONNELL CENTER ADVISORY BOARD - MINUTES

Meeting Type: Special Meeting
Meeting Location: McConnell Center, 61 Locust Street, Dover, NH 03820
Room 323
Meeting Date: Monday, September 9, 2013
Meeting Time: **10:00am**

DRAFT

CALL TO ORDER: Judy Zalansky (Chair) called the meeting to order at 10:00 am

ROLL CALL:

Members Present: Lindsay Conway; Michael Crago, (City Council Liaison); Cora Quisumbing-King; Judy Zalansky, Chair; Doug DeDe, Gary Bannon, (Staff to the Committee)
Members Absent: Steve Pryne; Joe Tenuta, (Rec Advisory Board Liaison)

OLD BUSINESS:

Discussion Tenant Lease Details:

Judy Zalansky; this meeting is a follow up from last meeting (August 26th) to discuss two leases, one with Northeastern Ballet Theater and one with The Cook & Baker LLC. Gary Bannon; discussed lease terms and both tenants want to be in very quickly and start paying full rent from beginning but there is a fit out cost for each tenant. Needed more detail so met with both groups. Also met with City Manager and he felt comfortable if the McConnell Board was ok with everything. Mike Crago stated having some discussions with his colleagues on the City Council about the McConnell Center progress. Noting that the last fit out was half the costs projected and now will have to utilize some of the savings in the interest of getting 100% leased.

Dance Group: Gary Bannon

Range of cost, hire somebody to do all the work plus supply the materials will be \$20,236. Floor material costing \$11,700, mirrors \$1600/\$1700, floor installation \$3900 and bars \$2000. Close to \$6000 just for installation.

Doug DeDe asked what the compensation for the City of Dover is. Gary said programs and Doug asked about any monetary compensation. Mike Crago commented full rent as opposed to partial rent. Gary stated getting \$13,000 a year by full rent being paid plus we own the equipment. They will be locked into a five year lease minimum. By two and a half years we will have covered full cost.

Mike Crago asked with the pro bono dance programs that they talked about with you, as Director of Recreation Services, do you see as a valuable asset for resource to the City and something people would appreciate and utilize such that I can say to the City Council there is a tradeoff, may not trade off with dollars and cents but with services. Gary replied this offers whole new range of programs we do not offer. Changes our menu of options significantly, it offers art portion of what we can do. Recreation can offer and do the programs or we can market what they do and receive a percentage. The art commission is already on board and wants to partner



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with this group to broaden arts anchor in the community. There is a smaller room off this space which could become an arts room.

Doug DeDe with an option to generate some additional revenue for compensation of fit out
First year pay full rent at \$1122 per month roughly around \$13,000 a year
Second year over and above rent would like \$100 per month
Third year over and above rent would like \$150 per month

Judy Zalansky; discussed at last meeting that we would expect them to provide free services for people that couldn't afford the programming. All fine details need to be worked out in the future. I am concerned asking for additional revenues they are paying for that equipment and we want that equipment on a permanent basis.

Doug DeDe stated the original concept of this McConnell Center is you got space raw and any improvements made to the space will belong to the building which was written in the contracts.

Judy Zalansky; the money that is allocated specifically by the City for fit out space generated from the gravel fund is for this service.

Mike Crago; monies was for minimum curb appeal for basic foundation fit out for potential lessee to come in. What asking for now falls under category that the lessee would be expected to pick up and pay for them? I am willing to fight for, if programs are embraced.

Judy Zalansky stated not sure how many agents can front set up cost. With many conflicting opinions may have to go back to full board for approval. We do have a full quorum today.

Cora Quisumbing-King; what is major concern? With respect to other tenants this is a different animal. Lindsey Conway; the tenants are very excited about both businesses coming into the building. Gary Bannon believes there are no other tenants to contest. Doug DeDe; ok I will support as tenants have no problem with fit out.

Gary Bannon thinking about Easter Seals and Autism program who don't have inside space and uses the hallways of the building. This space would be an asset to the building and other programs.

Doug DeDe made a motion to accept. Cora Quisumbing-King seconded motion. Motion passed unanimously.



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Food Service Vendor: The Cook & Baker LLC

Gary Bannon; Dennis Leary has received three quotes on all equipment he is looking for. The big issues are the walk-in freezer/refrigerator, ice maker and two small refrigerators. Total bottom line is @ \$32,000. The initial cost was 80% refrigeration, only one oven and needed another one, steam kettles and storage bins. The total cost is about half and half, 50% for refrigeration and 50% other cooking equipment. Anything else Dennis will buy with his own money. He is open to negotiation on this to whatever we can cover and he will make up the difference. This would make a fully equipped commercial kitchen.

Mike Crago; with all kind of functions in the city there is opportunity for us to talk about him providing pro bono like the high school does. Gary replied he has already offered for emergency services to provide food at less cost or free for those with less means.

Doug DeDe; other than general description of what can do, has he submitted a business plan? Judy Zalansky stated at the July 22 meeting he had part of business plan together. We should get an update. Gary said he would get that and provide it to the committee for review.

Doug DeDe; in terms of this enterprise, we have been burned twice. Unless we have confidence in overall business plan the rest of this discussion is moot, so don't think we can vote on today. We have to wait until he has full business plan to discuss.

Cora Quisumbing-King; what equipment really must have? Gary Bannon stated refrigeration. Judy Zalansky said cost way back was \$14,000 for new one. Cora; if we don't need all maybe he should pay for some. Mike Crago; at last meeting talked about all new as opposed used. Gary stated if we buy has to be new but he could purchase used to save money. Mike; even if he buys used he still would have to leave it here. Gary; would still have to work in the contract. Judy stated no matter who comes in refrigeration is a must.

Cora Quisumbing-King; if he can afford the rest I would support the \$32,000. Not sure who can make sure pro bono will happen with the entity.

Mike Crago; is having a café in the McConnell Center doomed?

Doug DeDe; unless he has a business plan that can sustain him then we should not be talking about it. There is an alternative; we can put in food vending machines down there. I am ok to put refrigerator in the kitchen for future planning.

Judy Zalansky; would like to table to ask Dennis to come back to present business plan.
Doug DeDe made motion to table, seconded by Cora Quisumbing-King, passed unanimously.



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Judy Zalansky; what would happen if a disaster crisis happened in the city with people living in the building, how would you feed them? Gary stated the city is working on getting a generator for the building making us a full emergency shelter. The kitchen will need the right equipment to be able to support the emergency use system. Judy; is approval from the feds contingent upon us having everything in the building? Gary replied no. Mike Crago asked, have we ever thought about a grant with FEMA? Gary replied the Fire Department is working on.

Adjourn:

Doug DeDe made motion to adjourn. Motion seconded by Cora Quisumbing-King. Motion passed unanimously. Time adjourned was 7:38pm.