



**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, October 7, 2013  
Meeting Time: **10:00am**

DRAFT

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

**Judy Zalansky:**

Purpose of this meeting today is to discuss and finalize expenditures related to food service provider.

**ROLL CALL:**

Members Present: Lindsay Conway; Elizabeth Crouteau; Doug DeDe; Cora Quisumbing-King; Judy Zalansky, Chair; Gary Bannon, (Staff to the Committee)

Members Absent: Mike Crago, City Council Liaison; Steve Pruyne; Joe Tenuta, (Rec Advisory Board Liaison)

**OLD BUSINESS:**

**Discussion Food Service Provider Agreement:**

Gary Bannon: We left off last meeting with questions related to the business plan, menus, footprint of kitchen and equipment. Doug DeDe met with Dennis Leary after last meeting. The main issue was the cost to finish fit out and how would work on city side and Dennis' future plan to roll out.

Judy Zalansky: At the Tenants Collaborative meeting last week the tenants in all are positive, supportive and looking forward for food service coming in. Tenants understand there will be a cost involved and explained that the monies hopefully to use will be from fit out project. They are very much in favor of going forward.

Doug DeDe: From meeting with Dennis Leary

- Left him with the understanding that he would complete a menu with prices and what his opening round would be like.
- He did have a prepared sketch of everything that was in the kitchen and he satisfied me that all equipment in kitchen was everything needed for his basic menu.
- Only real issue is marketing plan. He offered to bring marketing specialist to my meeting with him. I told him he didn't need marketing guy at first, put the money into things needed to get restaurant going, join Chamber, have business open house so people could taste samples and ribbon cutting. The Chamber has a quarterly newsletter (The Advantage) which he would be able to publish message about restaurant on one side and on other side print menu for the month.



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Gary Bannon: Menu with prices was sent out with marketing plan last week to all McConnell Board members for review. Doug didn't think he received. Judy Zalansky stated the menu was discussed at the Tenants Collaborative meeting.

Doug DeDe: should start by getting refrigeration as soon as possible. Want to make sure we have access to kitchen for emergency situations like happened last week.

Gary Bannon: It can be put in the contract that we would have access to the kitchen during emergency situations.

Judy Zalansky: Can we revue the total dollar amount?

Gary Bannon: \$32,170, half for refrigeration and other half for other cooking appliances.

Doug DeDe: When we okay the contract, will then go to legal services and then to City Council for agenda next week. Is Mike Crago up to speed?

Gary Bannon: Mike Crago is up to speed until this meeting. I will meet with him to update so he will be able to present to council.

Doug DeDe: I would suggest having Lindsay Conway and Steve Pruyne with you due to tenant support.

Gary Bannon: All equipment will be new where the City is purchasing.

Doug DeDe: Motion to move forward with contract for food service here at the McConnell Center with Dennis Leary; seconded by Lindsay Conway; passed unanimously.

Doug DeDe: Amendment to the motion; authorize up to \$32,170 for new equipment; seconded by Lindsay Conway; passed unanimously.

Gary Bannon: Dennis will be soliciting for suggestions and ready to dive in with both feet.

Doug DeDe: Found Dennis very willing to listen and understand what we are looking at. I will commit everything in writing that we discussed so if later on we want to have meetings with him we can refer back to list.

### **Adjourn:**

Judy Zalansky made motion to adjourn. Motion seconded by Doug DeDe. Motion passed unanimously. Time adjourned was 10:15am.