

## Keene Public Library Building and Grounds Committee

### Meeting Minutes for meeting held 1:00 PM August 7, 2013

Present: Jennifer Bone, Yvonne DeMay, Paul Henkel, Medard Kopczynski, Nancy Vincent

**Minutes of prior Meeting-** Minutes from our June meeting were reviewed and approved.

**Master Plan** - (none)

#### **Large projects**

CIP projects for energy efficient Library windows and Annex Mansard repair have been scheduled for FY 2016.

The road and utility improvements on Summer Street have begun. Winter Street will begin in the second half of September.

Utilities are being reviewed by Public Works in order to determine costs of bring them onto library property. Med suggested we find out if present connections for water and sewer might be from West Street.

**Budget Planning** - (none)

**Maintenance-** Replacing the condenser (including the compressor) with a more energy efficient model has been scheduled for August. The new one will have fewer moving parts and it is anticipated it should have longer life.

**Parking** – A graphic depicting parking options has been promised by Monday August 12 from the planning department. Library staff will use it for a lobby display and on the web.

**Landscaping** - Moving of the golden mop cypress near the bike rack will be done by Jerry McDougle. Jerry will also remove sod along a 3 ft strip on the West Street side of the library. If we can get the new garden rototilled or otherwise complete its preparation, Nancy Vincent will ask Rotary if they can transfer plants from alongside the Annex parking lot.

**Old Business** - (none)

**New Business** - A draft of the annual report of the Buildings and Grounds Committee was reviewed and amended.

Minutes submitted by Paul Henkel, Chair

## **Buildings and Grounds**

### **Annex Kitchen Interview Notes and Summary**

**April - May 2013**

A subcommittee was established to review facility requirements for an improved kitchen adjacent to Heberton Hall. Members were Paul Ledell, Judy Noonan and Paul Henkel.

#### **Interviews April 23<sup>rd</sup> and 25<sup>th</sup> and May 17<sup>th</sup> , 2013**

Paul Henkel arranged for interviews with local food service professionals to come and survey the Heberton Hall kitchen and discuss ideas for what would be necessary to make the kitchen serviceable for the following possible future uses:

1. Catering
2. Unattended vending of coffee, snacks, soup and sandwiches in a cart-like or kiosk setup
3. Attended café' serving coffee, snacks, salad and sandwiches

Some considerations regarding kitchen renovations would include:

Cabinets	Refrigerator	Microwave
Oven	Lighting	Electrical Outlets
Dishwasher	Stove	Flooring
Sinks and Drains	Exhaust Fan and Fire Suppression	

**Tuesday, April 23, 2013**

**3:00 PM**

**Erika Kaczmarek and Dave**, Paul Henkel, Paul Ledell, Judy Noonan and Nancy Vincent

Erika runs the YMCA food bar and provides catering (718) 398-8619 ErikaKaczer@gmail.com

Erika strongly recommended that we work closely with the City Inspector to find out what is needed in a certified catering kitchen. Expensive mistakes would thus be avoided. Keep it simple, with a stove and refrigerator for serving soups and baked items. Dave recommended we gut the kitchen, and keep our approach low-keyed for a year or two, until we saw how it would go. Small tables and chairs would be useful for the setting. Three sinks are a must.

**Thursday, April 25<sup>th</sup>, 2013**

**2:00 PM**

**Marsha Dubois, Kristin's Kitchen**, Paul Henkel, Paul Ledell, Judy Noonan and Nancy Vincent

352-5700 cateringbykristin@yahoo.com

Marsha sees a need in the community for a central place for catered meetings. However, a liquor license and available parking must be considered.

To keep things simple, a convection oven 36" x 40" inches would be useful, as well as an electric cooktop. A 4 burner stove/oven would work; 6 burner would be ideal. A microwave would be handy for sauces, and a large size, freezer on top, refrigerator is a necessity. Marsha recommended 12" tile flooring, which is easy to keep clean, and a 3 bay sink plus mop sink are required. Fluorescent lighting works well, and the horseshoe island idea has plenty of counter space. She also recommended holding off on buying tableware, as dishware and utensils can be rented by the client. Marsha recommends going with the larger plan, catering, or café.

**Thursday, April 25<sup>th</sup>, 2013**

**3:00 PM**

**Linda Stavely, Caterer**, Paul Henkel, Paul Ledell, Judy Noonan and Nancy Vincent

357-3873 (H) LLStaveley44@gmail.com

Linda presented a handout list of considerations for re-configuring the Heberton Hall kitchen(see the following page). The list was very helpful. She strongly recommends working with the Fire department and the Health Department in discovering what the City codes require before we actually start the renovation. Linda also feels there is a need for a fairly priced, centrally located community meeting hall with catering services available. One way to save expense in outfitting the remodeled kitchen is to buy used equipment, such as might be available from the old Middle School or the old YMCA, or through auctions of used commercial equipment, but buy a new, large refrigerator. Do we want a holding oven, rather than a cooking oven? A triple sink, plus mop sink and handwashing sink are now required.

Organize the cabinets with charts posted as to contents. Look at other catering facilities, such as churches, schools, Alyson's, the Marriott – what are their policies? Do we want to have space for potential cooking classes for kids and adults, and perhaps tie in with some Library programs? Look for donations of outdoor table and chair setups from local companies such as Home depot, Agway. Linda concluded by suggesting the committee make a series of field trips to local chefs, such as Luca and Nicola, to see how their kitchens are set up, and to ask for advice.

Linda provided the written list of considerations in reconfiguring the kitchen on the following page.

## Considerations in reconfiguring kitchen for Heberton Hall

1. Fire department requirements for exhaust, exits, extinguishers etc.
2. City of Keene Health Department requirements of sinks, dishwashers, hand sinks, mop sinks, garbage removal etc.
3. Determine maximum number of guests to be served in the facility.
4. Establish and communicate parking sites for events to clients.
5. Create policies which ensure and protect the library from damage or loss of property in Heberton Hall. Establish clear rental rates for private and non for profits using the facility.
6. Create and organize a posted organizational chart which presents the locations of all equipment located in the kitchen area. Using a number, letter or color system will ensure that the kitchen remains organized.
7. Establish policies for recycling with containers clearly identified in all sites of Heberton Hall.
8. Communicate with buyers of the Middle School and YMCA if there is an interest in donating or selling at fair rates equipment which might be incorporated into the design of the updated kitchen.
9. Discuss with caterers in the area what they would see as a design which would make this site desirable for their use for their clients.
10. Research the policies of other locations in the area which have rental availability for events.

Respectfully submitted,

Linda L. Stavely, llstavely44@gmail.com

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Keene, NH 03431

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**Friday, May 17<sup>th</sup>, 2013**

2:30 – 3:00 PM

Matt DeGrosky and Charlie Pini

Visit to ***Neighbor Made***

56 Dunbar Street

Keene

Paul Ledell and Judy Noonan visited Neighbor Made, as suggested by Jane Pitts.

Neighbor Made is a large commercial kitchen with several independent sections that are rented out to several small entrepreneurs who manufacture and package food products.

Both Matt and Charlie recommended staying away from an actual 'cooking' kitchen, which would be very expensive to outfit and require a kitchen manager. Catering can be done with minimal investment in equipment, notably for warming and cooling food. An example for warming would be an Alto Sham warming oven. The other appliance needed would be a large refrigerator. Their advice was to work closely with the Health Inspector and Fire Inspector before carrying out any plans. If we were to go for a catering kitchen, it would not be necessary to furnish any utensils – the catering firm would have them, or rent them.

They discussed a possible **hybrid** arrangement of both attended and unattended cafe-type food service, contracted out. Perhaps a caterer for certain hours, who would stock vending machines for other times. One benefit of using outside vendors is that *they* must meet the compliance regulations. Keurig makes a commercial type of vending machine, which would serve coffee or tea.

Charlie volunteered the name of a vending contractor, Fitz-Voght, who supplies food to the County Jail. Charlie also provided the following list of vendors in our area whom we may contact.

[www.cafeservices.com/](http://www.cafeservices.com/)

[www.fitzvogt.com/](http://www.fitzvogt.com/)

[www.sodexhousa.com](http://www.sodexhousa.com)

[www.allseasonsservices.com](http://www.allseasonsservices.com)

[www.abvendingco.com/](http://www.abvendingco.com/)

[www.kblinc.com](http://www.kblinc.com)

[www.tremblayvending.com/](http://www.tremblayvending.com/)

Summary of suggestions made by the caterers.

For a good functional catering kitchen we would need the following major items:

- 1) New flooring
- 2) New or used stainless tables located in a rectangular pattern to replace the existing "U" shaped counter. Alternatively we might be able to cover the existing counter with laminate.
- 3) New commercial refrigerator
- 4) New or used commercial size convection oven
- 5) Replacement dishwasher
- 6) In addition, new restaurants are required to have five (yes five!) sinks, three for dishwashing plus a handwashing sink and a mop sink. We do not know if this requirement would apply to a kitchen limited to catering use.
- 7) Reworking of the existing wastewater traps may be required, or in any case it may be advisable to avoid unsanitary water backing up into the sink..

For unattended vended coffee and non-perishable snacks, one approach is to use a cart. The advantage is it may be used in a variety of flexible spaces in the entire library complex. Location of a permanent or commonly used coffee shop area should probably take into consideration supervision lines of sight and cleanability of the floor.

For an attended café which includes stovetop cooking, we anticipate we would indeed need the sinks and traps listed in 6) and 7) above as well as

- 8) Four burner stove top capability and an expensive fire suppression system
- 9) Venting to above roof height.

Note that this summary does not include a recommendation regarding what capabilities we should provide. It should also be noted the above list is made prior to any review with food or fire licensing authorities, and in any case it is not intended to be all inclusive.