

Edmond Town Hall Board of Managers

Regular Meeting Minutes

Wednesday November 12, 2014 6:30p.m.

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown CT. 06470

PRESENT: James Juliano, Margot Hall, Andrew Clure, Marie Smith, Karen Pierce, Sheila Torres, Tom Mahoney

ABSENT: Mary Fellows

PUBLIC: Patricia McCardle, Enrichment Club

1. Public Participation

a. Patricia McCardle, Enrichment Club

Ms. McCardle addressed the Board regarding the policy to sign the \$25,000 Liability form when holding an event in the Town Hall on stage productions. She questioned whether she should be “assuming the risk”. Ms. Torres clarified that everyone who uses facility signs the form both for their own protection and that of the Board. Additionally, the Manager on staff should be checking the screen for damages or defects both before and after any event [with the group or person renting the facility].

Ms. McCardle stated she will contact her insurance company to verify she should have additional coverage for her Enrichment Club events.

Ms. McCardle thanked the Board of Managers for having such a wonderful space available thus making the program more accessible to kids who may otherwise not have the opportunity to participate because of scheduling conflicts, this gives them a valuable place in the community.

2. Report By Theater Coordinator – Tom Mahoney

Mr. Mahoney addressed the Board regarding the Theatre, indicating it has been out of commission for the past two days because of a faulty part they are waiting to be replaced.

Mr. Clure added (with the theatre being down) it is “horrible customer service” and the Board should consider giving at least 50% off concessions next time as a good faith gesture. Or developing a possible coupon system.

Mr. Mahoney stated he'd hope to have the part by tomorrow, he will contact the vendor for more information to expedite the process. Although, he stated the problem as explained by the vendor doesn't seem to make sense after having multiple successful shows, Mr. Mahoney speculated that the problem may be with the projector itself.

He added the theatre had a very good week with the movie Guardians of the Galaxy bringing in \$8500.00.

Mr. Clure added that they may want to consider bringing back Guardians of the Galaxy given the turn out and it's a good multi-generational movie.

3. Approval of October 14, 2014 Minutes

Ms. Hall stated the Minutes of October 14, 2014 should be clarified as follows;

Regarding the comment sections item #4 was a two part motion.

The first part was regarding a motion approved in open session to add to the agenda a free digital slide for the Booth Library and Hawley School.

The second part was the motion to approve a free digital slide to the Booth Library.

Ms. Hall moved to approve the acceptance of the minutes of October 14, 2014 as corrected.

Ms. Pierce seconded motion. All in favor.

Ms. Pierce added a correction to the minutes of September 9, 2014, clarifying that Mr. Clure requested for Mr. Mahoney to be present at Board of Managers meetings to answer any questions posed by the Board regarding the theatre.

Ms. Hall indicated a possible problem with the meeting minutes needing correction is the needless "chit-chat" across the table. Ms. Hall inferred that the meetings should be precise and to the point.

4. Correspondence

Ms. Torres addressed the Board regarding 2 emails received from Jen Rogers.

Ms. Rogers's emails were in reference to the consideration to having Matinees on the Fridays Newtown schools close early. Ms. Torres stated that she would pose the question to the Board for review.

Mr. Mahoney stated the theatre has tried to do that in the past, it hadn't been successful.

5. Report by Chairman, James Juliano

Mr. Juliano addressed the Board regarding vendors and requests for bids for the budget on asbestos remediation in at \$274,000. Mr. Juliano stated he'd prefer to segment the project out and get separate quotes that make up the entire project (to avoid being over-charged). Mr. Juliano stated he feels optimistic that it can be done for less by going directly to the companies for estimates.

Mr. Juliano then addressed the Board regarding the 1950's window replacement project for which he got additional estimates for.

This project consists of replacing 16, 1950's style windows around the building.

The first quote from DiGiorgi using 16 "Infinity" by Marvin windows for \$15,566.00 (including removal and discard of old windows and installation of new windows).

The second quote from Superior Remodelers using 16 "Integrity" by Marvin windows for \$15,824.00.

Mr. Juliano stated both estimates include windows with E-glass, which now meets State code requirements (for energy efficiency) as the current windows are not energy conscience at all, the windows are Fiberglass composite and can be stained or painted. He also noted with the new windows, there is no longer a need to hire a window washer as these windows fold-in for easy cleaning.

In other discussion regarding windows around the building and a project to consider for the future.

The windows on either side of the stage should all be bricked-in (one already has been).

Ms. Hall added that these windows don't seem to have any purpose, add no value and are contributing to heat loss.

Ms. Torres suggested a possible alternate solution may be to insert some kind of interior type storm window for energy savings.

6. Report by Operations Manager – Sheila Torres

Please find attachment A as additional submitted to the Board for review.

The Board discussed bullet point 3 under Decisions Needed...

In determining if Pickle Ball would be permitted in the gym. The concern posed was if during play the rackets used would be secured to the players hands or wrists so as not to fly out of hand and break a window.

Ms. Torres stated she would do a little more research on the game before the Board is to make a decision.

The Board was in agreement that \$400.00 was a reasonable budget for Holiday décor.

Ms. Torres stated a lighted Holiday wreath would be a worthwhile addition and no special approval would be required to hang it. Ms. Hall suggested looking for or shopping for the wreath before making the purchase as they can get pricy.

Ms. Torres also stated, the Governors Horse Guard would be Sponsoring the Christmas Tree this year.

Regarding repairs the Board discussed 6 basement windows as well as the "Registrars" windows in desperate need of attention. Mr. Juliano stated he would get some additional estimates on these.

Further discussion on bullet point# 5 under Decisions Needed, "Clarification Theatre needs..."

Ms. Torres stated at times she has felt the need to be present during events or performances for the simple reason that someone should be present.

Ms. Peirce stated the Board had decided that groups are to bring their own staff and equipment so that equipment that belongs to the Town Hall doesn't "walk".

Another concern is people accessing the Projector Booth who are not "staff".

It was clear between members that the Projection Booth should not be available to the public.

In other discussion, Ms. Torres addressed the Board to consider a floor sink or slop sink in the Janitors closet so as to avoid maintenance workers from having to lift very heavy buckets of water to discard or fill up, also to avoid further water being discarded in the parking lot (thus causing a problem with ice forming and eventually water with chemicals running into the watershed).

7. Approval of Bills – Marie Smith

Please find Attachment B (Spreadsheet of Edmond Town Hall Monthly expenditures)

The Board discussed the bills as shown on the spreadsheet and agreed that the expenses should be monitored with new window project and lighting issues also having been addressed, there should be an evident savings [relating to energy consumption].

Ms. Hall also suggested that the line item named "Sheila Torres" should be renamed "Reimbursement to Operations Manager" or something similar to maintain transparency. The Board was in agreement.

Ms. Smith stated the bills for the building the past month totaled, \$40,295.44.

The bills for the Theatre for the past month totaled, \$8657.53. The grand final total for the month was \$48,971.54.

Ms. Pierce moved to approve the monthly bills as submitted. Ms. Hall seconded motion. All were in favor.

8. Old Business

a. Digital Event Broadcasting

Mr. Clure addressed the Board regarding the Digital Event broadcasting discussion item on the agenda.

Mr. Clure stated the Charter representative was unable to attend the meeting and it has been a challenge in getting any one to attend for additional information.

The item will stay on the agenda for future discussion.

b. Approval of 2015 Meeting Schedule (Please find Attachment C)

The Board reviewed and discussed the proposed 2015 meeting schedule with an amendment to the April 14, 2015 meeting.

Per the agreement of the Board, This regular meeting of the Board of Managers will be held April 22, 2015.

Ms. Hall moved to approve the Meeting schedule as discussed with amendment to April 14, 2014 to April 22, 2015 and to file with the Town Clerks Office. Ms. Pierce seconded motion. All were in favor.

c. Review of 2015/2016 proposed budget

Ms. Torres addressed and discussed with the Board the proposed Budget for 2015/2016. She stated the budget is still in the draft phase, the items listed in red (on the copies for Board members to review) in the left column are thinking points/ and/or need more clarification or discussion. No final documents have been issued yet regarding the 2015/2016 budget.

d. Google "Virtual Tour of ETH"

Per Board discussion, this item will remain on the agenda for further discussion/action.

Ms. Torres stated the Board is currently not in a position to act on this item per website issues.

- e. Charter change to section 2-80 Board of Managers of the Edmond Town Hall

Please find Attachment D (copy of Section 2-80)

The Board discussed this item, stating that they have always elected a Vice-Chair position to act as Chair in the event of such absence. Mr. Juliano suggested that the Board not elect a “secretary” as that’d be the next highest position. Mr. Juliano went on to state that any change in wording must be brought before the Charter Commission .

Ms. Pierce moved to approve the wording in the Town of Newtown Charter to include election of Vice-Chair position for use in absence of Chair. Ms. Smith seconded motion. All in favor.

9. New Business

- a. Replacement of 1950’s Windows

Please find attachment E (estimates from prospective contractors for window project)

The Board finalized discussion on the window project, Mr. Juliano stated he would recommend Marvin windows.

Ms. Pierce moved to accept the DiGiorgi Window proposal in the amount of \$15,566.00. Ms. Smith seconded motion. All in favor.

- b. Renovating , if needed, the “Ambulance Room”

Mr. Juliano stated the Board could handle and thus save money by handling the painting [and small renovations] in house. Ms. Torres added the window needs replacing considering future use of an Air Conditioner, a temporary solution may be feasible.

Ms. Hall stated the Board should come up with more ideas for the “wish list” in terms of what the room needs to be complete.

10. Comments from members

Ms. Torres addressed the Board regarding adopting a new accounting system (Cash vs. Accrual).

She advised the Board that the more “preferred or acceptable form” of accounting would be the Accrual form, however the Board has always used the Cash form. She went on to explain by going to an Accrual Based system the budgets will come out more even, more exact and will give a statistically better picture.

Ms. Pierce added that the Board should get an estimate from the bookkeeper on how much time will need to go into this and the Board may need to consider increasing her hours.

The Board seemed to be in agreement on going to the Accrual based accounting system.

In other discussion, Karen moved to approve the \$400.00 Holiday décor budget. Ms. Hall seconded. All were in favor.

The Board went into executive session at 8:30p.m.

Respectfully Submitted,

Cayenne Spremullo, Clerk