

The Edmond Town Hall Board of Managers held a regular meeting Tuesday, May 10, 2011 in the Mary Hawley Room of the Edmond Town Hall, 45 Main Street, Newtown, CT. Chairman James Juliano called the meeting to order at 6:00 p.m.

**PRESENT:** James Juliano, Sandra Motyka, Marie Smith, Mary Fellows (6:28), Karen Pierce. **ABSENT:** Margot Hall.

**ALSO PRESENT:** Building Administrator Tom Mahoney, Building Superintendent Clark Kathan, Ellen Parrella of the Newtown Friends of Music.

**Public Participation.** Ms. Parrella would like to bring Met opera live and HDTV to the Edmond Town Hall by the fall of 2012 as a legacy for her late husband. She feels that the theater would need to be renovated for this to occur. Also she feels that a rest room is needed on this floor and suggested that the broom closet be fitted in order to be a bathroom. She will donate funds to the Mary Hawley Society and will spearhead the fundraising. Mr. Mahoney noted that a special projector is needed for HDTV and would cost about \$90,000. Mrs. Motyka said that the project would probably cost at least \$150,000 based on research by Don Studley. She said that this would be a catalyst for the change that must happen here. Mr. Juliano is having someone come in to give an estimate to make a handicap restroom on this floor. He has obtained prices to fix the ornate cornice plaster and he will obtain prices for painting in the theater. He said that the Mary Hawley Society has asked him to prepare a bid packet for the renovations by June 6. At this time Ms. Fellows joined the meeting. She works with live theater and she explained what is needed to accommodate live theater and HDTV, including outfitting the space and the projectors needed. Mrs. Motyka noted that the Mary Hawley Society is 100% behind Ms. Parella's project.

**Acceptance of Minutes** Upon motion of Mrs. Smith, the minutes of the regular meeting of April 12, 2011 will be amended to note that the floor was done in the lower meeting except for vinyl tile which has not been installed yet and that the invoice for the snow removal was paid by March 27 so that there was a deduction of \$1,000 for a total of \$4,000. The minutes of the regular meeting of April 12, 2011 the special meeting of May 2, 2011 were unanimously accepted.

**Building Administrator's Report.** Mr. Mahoney noted that someone wants to conduct a cooking class for three hours per week. The Board agreed that she will be charged \$25 per hour if she concurs with this rate. Lathrop is rehearsing for their recital. Dan Holmes will report back with a planting plan for the front of the building. Chamber of Commerce received permission from the Borough Board of Burgesses for a large sign on the side of the building. Mr. Mahoney asked the status of Ginger Hanrahan's request for renting art space. Mr. Juliano said that she asked that the floor be brought down to what the original floor was and a leak has to be repaired. He is waiting for a signature from her on the contract. Mrs. Motyka will not vote to allow this until that they are a viable entity and have liability insurance. Mr. Juliano advised them that that need liability insurance. Mrs. Fellows will advise Ms. Hanrahan what is needed to come a D.B.A. Mr. Juliano said that the doorway in the vault will be closed off. Mr. Mahoney said that the Slushy Machine

has been installed and is doing very well. There is no mess in the theater from this. Sam was in a bad auto accident. He has returned to work with his doctor's approval.

**Building Superintendent's Report.** Mr. Kathan has returned full time. He thanked the board for their get well gift. He fixed the walls to the vault and painted them. He will put in a ramp so that the door cannot be closed. The room will be completed within a week except for the carpet. Boiler #2 has leaks from four tubes. He will obtain a price for the repair.

**Chairman's Report.** Mr. Juliano is obtaining prices for the Mary Hawley Society for theater renovations. He is getting a price for a door that will accommodate wheel chairs for the new bathroom for this floor. He will have someone look at the bathroom downstairs also. Mr. Mahoney is looking at the old bids for the cornice work. Mrs. Smith and Mrs. Hall will conduct performance reviews in June.

**Report from Mary Hawley Society.** Mrs. Motyka reported that June 6 will be the next meeting date. She said that the Society is very excited by Ms. Parrella's proposal. They also plan to sell flowers for a fund raiser.

**Correspondence.** Mrs. Pierce noted that there is correspondence between her and Mrs. Llodra re the \$5,000 savings to the budget reportedly because the Board of Managers is turning over their accounting to the Finance Department. It was presented to the Legislative Council as a budget cut by Mrs. Llodra. The Board had not yet agreed to this policy and this was clarified in the email to Mrs. Pierce from Mrs. Llodra.

**Bills for Payment.** Mrs. Motyka moved to approve the payment of bills totaling \$16,099.95 pending the availability of funds. Second by Mrs. Pierce and unanimously carried.

### **Unfinished Business.**

**Follow up on Bob Tait taking over accounting from our office.** Mrs. Motyka moved that we thank the Town for the wonderful opportunity to take this on but we will keep the responsibility of the accounting and bookkeeping within the realm of the Board of Managers. We will reformat our reports with Bob Tait guidance to match those of the Town's. Second by Mrs. Pierce and unanimously carried.

**Web site update.** Mrs. Pierce will meet with Trish and Mrs. Fellows will assist. Mrs. Motyka will prepare a press release.

**Revisit lobby & bathroom renovation.** Tabled.

**Revisit dishes for Alexandria Room.** Tabled.

**Spring cleaning initiative.** The Board would like to coordinate with the staff a cleanup to coincide with the Town's Household Hazardous Waste Day which is May 21. Mrs.

Fellows will ask Public Works to provide the Town Hall with bins to bring the waste to the Transfer Station. The Disposal of Records needs State of Connecticut approval and Mrs. Becker completes the necessary forms with the assistance of Mrs. Smith and Mrs. Pierce.

**Office Manager's Position.** At the May 2 special meeting the Board discussed hours of work and responsibilities. The Personnel Subcommittee of Mrs. Smith and Mrs. Hall are reviewing the resumes that have been submitted for the position and advising those applicants that they will be contacted by the Board. For the present time, a temporary worker will be hired from an agency until it is determined how many hours and what type of person is needed for the position on a permanent basis.

**New Business.**

**Movie trailer & PR for United Way Book Initiative.** Mrs. Pierce moved that we designate Mrs. Motyka to be the Board's liaison with United Way and ask them to contact Mr. Mahoney concerning their free book program. Second by Mrs. Smith and unanimously carried.

**Comments around the Table.** None noted.

**Possible Executive Session.** Mrs. Motyka moved to enter executive session at 8:25 p.m. to discuss a personnel matter. Second by Mrs. Fellows and unanimously carried. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum:

At 8:25, Ms. Motyka moved that the Board enter executive session; seconded by Ms. Smith. Vote: Unanimous.

At 8:58, Ms. Motyka moved to exit Executive session; seconded by Ms. Fellows. Vote: Unanimous. No action was taken.

**A special meeting was scheduled for Monday, May 23, 2011 at 6:30 p.m.** (note time is 1/2 hour later than usual)

Meeting adjourned at 9:00.

Respectfully submitted,

Sandra R. Motyka