

The Edmond Town Hall Board of Managers held a special meeting Monday, May 23, 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 6:30 p.m.

**PRESENT:** James Juliano, Sandra Motyka, Marie Smith, Mary Fellows, Karen Pierce, Margot Hall.

### **Unfinished Business.**

**Revisit lobby & bathroom renovation.** Mr. Juliano received some quotes for the bathroom renovations. He will prioritize the items that are needed and work on the prices. He recommended cutting the door first, also the plaster and the painting. Mr. Mahoney was asked to contact a company to do the cornice. Ms. Parrella would like the sconces for the lobby to be brass. Mr. Juliano will contact someone to cap off the long heating grills. The black curtain in the back of the stage needs replacing; Mr. Mahoney told Mr. Juliano that this would cost about \$2,000.00. Mr. Juliano will obtain bids for the electrical work for the stage. Mrs. Pierces feels that it is to benefit to the Edmond Town Hall to have multiple craftsmen and artisans familiar with this building. Mrs. Motyka moved that all bids for all future projects go directly to the Chairman, who will bring them to the Board of Managers for consideration and action. Second by Mrs. Hall and unanimously carried.

Mrs. Motyka noted that the Mary Hawley Society will have to accept the donation by Ms. Parrella in writing and the mechanics of how to pay the invoices will be worked out by the Society.

Mrs. Hall recommended "Plastering by Nicholas" who did an excellent job for the Hall's. Mr. Juliano said that his bid will be solicited.

An overhaul will be considered for the downstairs bathroom in the future.

**Revisit dishes for Alexandria Room.** This will be tabled as Mrs. Fellows was not present.

**Follow up on art group rental.** Mrs. Hall advised that Mrs. Hanrahan does not yet have insurance. Mrs. Hall suggested that she speak to Bob Tait, the Finance Director, and she agreed to contact him.

Mr. Juliano said that Borough Warden Gaston advised him that the Borough could not sign a contract under law, but will donate that money to the Edmond Town Hall. The Borough will be asked to put this in writing. Mr. Juliano will bring the air conditioning unit from downstairs to the Borough office for occasional use.

**HDTV proposal.** Mr. Juliano said that Mr. Mahoney said that installing a Blue Ray system to replace the present system would cost about \$200,000. Mrs. Fellows feels that it would cost \$50,000 to \$90,000 for a theater this size. The Board will contact

professionals in this area to obtain prices and advice. Mrs. Pierce had suggested that we may be able to purchase a service. Mrs. Pierce will email to the Board a website about a professional that she received from Mrs. Fellows.

Mr. Juliano reported that **the energy audit has been completed.** The results will be presented at the next meeting on June 14.

**Follow up on Bob Tait taking over accounting and bookkeeping from our office.** The Board decided at the last meeting to keep its finances in house and to send a letter to Mr. Tait stressing that we want our reports to be in sync with his reports and that we want to work with him. He will be asked to provide the Board with a format to use.

Possible Executive Session to discuss personnel matters. Mrs. Motyka moved to enter executive session at 8:00 p.m. to discuss a personnel matter. Second by Mrs. Hall and unanimously carried. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum to the minutes of 5-23-11

At 8:40, Karen Pierce moved that the Board exit executive session; seconded by Marie Smith. Vote: Unanimous.

Motion by Margot Hall That the Board hire temporary office help to take Marcy's place and to schedule interviews for the position for a person with the following qualifications: Computer literacy in Microsoft Office and Excel; bookkeeping and accounting experience; interpersonal and phone skills; calendar and scheduling skills; and the ability to update digital media.

seconded by Marie Smith. Vote: Unanimous.

The Personnel Subcommittee of Mrs. Smith and Mrs. Hall will conduct the interviews.

The meeting adjourned at 8:55

Respectfully submitted,

Sandra R. Motyka