

The Edmond Town Hall Board of Managers held a regular meeting Tuesday, June 14, 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, Margot Hall.  
**ABSENT:** Karen Pierce.

**ALSO PRESENT:** Building Administrator Tom Mahoney and Dan Holmes of Holmes Fine Gardens.

**Public Participation.** Mr. Holmes presented a proposed landscaping plan for the front of the building. He feels that the barberry hedge should be removed. He would like to see native plants that do not require much maintenance and his proposal would include Mountain Laurel, winterberry holly, summer sweet and lady fern. He feels that a combination of these plants and simple boxwood could be appropriate. He suggested that a temporary drip system or a timer system should be installed for at least the first year. Mrs. Motyka is of the opinion that these plants would not be appropriate for this building and that she has found that mountain laurel is difficult to maintain. Mr. Holmes is willing to volunteer his time to prepare a plan for the building. Mrs. Motyka asked if there could be a plan that could be done a little at a time that would be complete in two years. Mr. Holmes agreed that such a plan could begin with structural plants with mulch, and gradually the plantings could be increased. He suggested considering a fund raiser for the landscaping. Mrs. Hall noted that plantings could be planted in memory of people. Mr. Holmes will prepare a quote for removal of some plants and relocation of others as a beginning of this project. Mrs. Motyka and Mrs. Fellows will be on a subcommittee to assist Mr. Holmes.

**Acceptance of Minutes** Upon motion of Mrs. Smith, the minutes of the regular meeting of May 10, 2011 and the special meeting of May 23, 2011 were unanimously accepted as presented.

**Building Administrator's Report.** Mr. Mahoney reported that Mr. Kathan is ill and asked Mr. Mahoney to note the following: the Lathrop recital went well; however, Mr. Mahoney is changing the air conditioner thermostat because the present unit does not work properly. Also Mr. Kathan asked if there will be a floor covering for the Lower Meeting Room. Mr. Juliano said that this is in the works. Also Mr. Kathan brought two air conditioners from his home for Mr. Cruson and Mrs. Becker. Mrs. Hall reported that there had been units for each office; Mr. Mahoney said that some of those units were removed. Mrs. Hall said that Public Works always stored the units for the winter.

Mr. Mahoney reported that the Lathrop recital went well. He met with the chef who is interested in doing cooking and having classes. He advised her to get approval from the Health District. The gym floor was not finished properly; the groove is wide in some places and narrower in others. The company has not been paid. June 22 is the last day of the Enrichment Program. Mr. Cruson wants a sign in front for Town Historian. Mrs.

Fellows is concerned about the weight if anything else is added to the sign. She suggested putting out a sandwich board sign out for the two days per week that he is here. Mr. Mahoney will ask Mr. Cruson to approach the Borough about a sign request. Mr. Mahoney said that the Parent Connection would like window and door screens. He said that the screen door is part of the building and should be repaired. Mr. Mahoney will have the door repaired and will purchase three window units. There is a Low Anthem concert Friday night and 250 tickets have been sold; \$5,000 is going to the person booking the concert and the Town Hall will receive the remainder. The United Way art department will make a poster for the lobby for the program. Mr. Mahoney suggested hiring someone to dress up as a character and hand out programs. Mr. Mahoney presented information concerning Site Seeing, a digital cinema company from California who will give a free site survey to determine the cost. The projector would cost about \$75,000 for our theater. Electrical upgrades and screens may be needed among other things. The company said that we could use a digital HD projector for the opera. Mr. Mahoney does not feel that such an expense is justified if it is to be used only on an occasional basis. He feels we should go to the digital HD cinema system, not the HD system. Mr. Mahoney said that we still have work to do in the theater, such as painting and plastering, before we proceed with this next step. The Board and Mr. Mahoney are not in favor of changing the price of the shows even when the system is upgraded.

**Chairman's Report.** Mr. Juliano is getting prices for the theater work. A plumber is coming in to look at the handicap bathroom. The black material behind the theater must be replaced. The theater will be repainted in two historic colors. The Mary Hawley Room has been air conditioned. We are waiting for the tubes for the boilers.

**Report from Mary Hawley Society.** Mrs. Motyka said that Mrs. Parrella donated \$50,000. The Society has about \$63,000 for the theater renovations.

**Correspondence.** None noted.

**Bills for Payment.** Mrs. Motyka moved to approve the payment of bills totaling \$13,212.25 pending the availability of funds. Second by Mrs. Hall and unanimously carried.

**Unfinished Business.**

- The retirement party for Marcy will be on June 28 at 4:30 p.m. in the Mary Hawley Room.
- Follow up on temp office help. Mrs. Hall, Mrs. Smith and Mrs. Becker met with Andrea Wilson who would be hired for \$22.50 per hour (a percentage going to Premier Services, the temp agency). She will begin tomorrow. The hours would be 9:00 to 2:30 with a half hour lunch, for a total of 25 hours. Mrs. Hall moved to contract with Premier Services for temporary help at the above rate and time frame of four months. Second by Mrs. Motyka who noted that she explained to First Selectman Llodra that we hired a temp without going through the Finance Director because our goal is to be independent in five years and the office

manager will coordinate our financial records with the Town's system. Motion unanimously carried.

- Mrs. Hall reported that Ginger Hanrahan has her insurance and she will sign her lease. The carpet will be removed. She will be in Friday with her documentation. She will pay the first and last month's rent. The rent will be for six months.
- Mrs. Fellows said that the Fire Marshal is all set with the dressing rooms.
- Mrs. Fellows showed the Board silverware, dishes and glasses for the Alexandria Room for their approval. Mrs. Motyka asked for more color choices for the dishes which Mrs. Fellows will have sent to her.
- Mr. Juliano said that \$28,000 was the low bid for the plaster work.
- Mrs. Hall noted that Sabrina Productions has owed the Board \$3,000.00 for a year. Mr. Mahoney will meet with her.
- Mrs. Fellows will revise "Edmond Town Hall Event Ideas." Mrs. Motyka moved to extend to September 2012 the 25% discount. Second by Mrs. Smith and unanimously carried.

**New Business.** None noted.

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

**Executive Session.** Upon motion of Mrs. Motyka, executive session was entered at 8:45 p.m. to discuss a personnel matter. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum to the minutes of 6-14-11

At 9:20, Motion by Sandra Motyka that the Board exit executive session; seconded by Margot Hall. Vote: Unanimous.

Motion by Margot Hall, seconded by Marie Smith, members of the personnel subcommittee, to implement two pay increases:

- That the hourly rate for Glenn Hopper be increased by \$1.00 (one dollar) per hour for the 20 hours per week that he works for the building; and
- that the hourly rate for Chris Clark be increased by 75 cents per hour for the 25 hours per week that he works for the building;
- that the increases become effective with the first pay period in July, 2011. Vote: Unanimous

The meeting adjourned at 9:30

Respectfully submitted,

Sandra R. Motyka