

The Edmond Town Hall Board of Managers held a regular meeting on Tuesday, September 13, 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 6:15 p.m.

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

ALSO PRESENT: Building Administrator Tom Mahoney, Dave Gayda from H&R Design to discuss the energy audit and Dan Holmes to present his planting plan proposal.

Public Participation. None noted.

Energy Audit Report. Mr. Gayda discussed the energy audit that he conducted on the building. He noted that the building is using about half the amount of energy that a similar building could use, one reason being that the building is not fully utilized all the time. He said that the building and the additions were built very well. He noted that the ten year old gas water heater would probably need to be replaced in about five years. He said that motion sensors would pay back very quickly. Mrs. Fellows feels that the motion sensors would be a good addition to the bathrooms and to the dressing rooms in the back of the stage. Mr. Gayda said that when the boiler in the basement needs to be replaced, the Board may want to consider roof units instead. Asbestos would have to be removed if the boiler is repaired. He recommends gas fired heat and air conditioning instead of another boiler. He also recommends Dan-floss valves.

Planting plan proposal from Dan Holmes. Mr. Holmes noted that the Town put out an RFP to hire an energy auditor. He noted that this building was done in the past. Mr. Juliano said that that had not been a complete study with recommendations. Mr. Holmes said that the State of Connecticut is offering free solar panels (up to 9 KW) for non profits and municipal buildings.

Mr. Holmes distributed a proposal for removing some plantings, adding topsoil, cleaning out around some plants, pruning plants and transplanting some plants. He said that simple landscaping is the key because the architecture is very strong. He is not proposing adding any plants at this time. He would not charge for this phase of the plan.

Acceptance of Minutes Upon motion of Mrs. Hall, the minutes of the meeting of August 9, 2011 were unanimously accepted as presented.

Building Administrator's Report. Mr. Mahoney said that we did very well this summer and we took in \$120,000. Mrs. Fellows noted that our links on Facebook were very helpful. Mr. Mahoney presented a tentative work schedule for employees (Attachment A) which the Board agreed to. The Board noted that it is up to Mr. Mahoney's discretion to re-arrange hours for coverage for events. Mr. Mahoney would like to implement Mr. Holmes' proposal right away to spruce up the outside. He said that the floors need some work. He will check with the Board of Ed to see what they use. He noted that some painting is also needed, notably at the entrance door on the ground level side. He said that

the cupola is a disaster. The Board agreed; Mr. Juliano is contacting some contractors. Mr. Mahoney will get a dumpster outside the boiler room. A landscaper will write up a proposal for tree removal.

Chairman's Report. Mr. Juliano noted that the Building Superintendent's Report will be deleted from the agendas as Mr. Kathan is no longer an employee.

Mr. Juliano has three proposals for windows. Windowland's price is now \$8,113.00. Window Solutions price is \$10,869.00. Long Hill Glass Works price is \$13,544.00. Mrs. Smith moved to award the contract to Windowland for the three north side windows. Second by Mrs. Hall and unanimously carried.

Mr. Juliano noted that the Board needs to utilize the energy audit in order to obtain a grant.

Kronenberger will be here this Friday, September 16 at 2:30 p.m. to go over his bid for the plastering. The Board is invited to attend.

Correspondence. None noted.

Bills for Payment. There has always been a problem with CCPA providing invoices for their uniforms and area carpets. Mrs. Fellows will look into obtaining another uniform company. There is a bill from Trans Canada Power Management for supplying electricity and CL&P for delivering electricity. It is not known if Trans Canada replaced Constellation. Mrs. Fellows reported that we dropped Constellation in October; the bill that we received subsequently was not paid by the Board because Fred Hurley said that that bill was an oversight. Mrs. Smith said that last month Constellation Energy was the supplier and the bill was paid. Mrs. Fellows will call Trans Canada and advise that we do not have a contract with them and Andi will be advised not to pay the bill. We will only pay the CL&P bill. Mrs. Hall moved to approve the payment of bills totaling \$26,298.74 pending the availability of funds. This includes the second half of the McKinney bill. Second by Mrs. Fellows and unanimously carried.

Unfinished Business.

CIP for upcoming year. Mr. Juliano distributed the five year plan that was submitted to the Town two weeks ago. The Board reviewed the plan tonight, agreed with the plan and commended Mr. Juliano.

Mrs. Hall moved to accept Dan Holmes' proposal for \$1,750.00 for landscaping as noted in the earlier discussion. Second by Mrs. Smith and unanimously carried.

New Business.

Committee for restructuring personnel. This was discussed earlier in Mr. Mahoney's report.

Report on interviews from Personnel Committee. Eleven resumes were submitted and seven were interviewed. Four of those were interviewed a second time by the Committee and Mr. Mahoney. Further discussion will be held tonight in executive session.

Comments around the Table. None noted.

Executive Session. Upon motion of Mrs. Fellows executive session was entered at 7:41 p.m. to discuss the report from the Personnel Committee. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum to the minutes:

Executive session was exited at 8:15 p.m. Mrs. Hall moved that Jeanne Malota be hired as secretary for Edmond Town Hall for 25 hours a week with a probation period of 3 months commencing with her starting date. Second by Mrs. Smith and unanimously carried.

Adjournment. The meeting adjourned at 8:25 p.m.