

The Edmond Town Hall Board of Managers held a regular meeting on Tuesday, October 11, 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, Mary Fellows, Margot Hall, Karen Pierce, Marie Smith.

ALSO PRESENT: Building Administrator Tom Mahoney, First Selectman E. Patricia Llodra, Finance Director Robert Tait, three members of the public.

Public Participation. Kristen Curiacki and Terry Glassen would like to establish Newtown Children's Museum, Inc. They would like to use the Alexandria Room rent free either February 29 or March 1, 2012 for a meeting; if future events are held here, they would pay for them. They were advised that the Board will discuss this and get back to them.

Chuck Stofko's company, Harlem River Hounds, Inc. is a bedbug scent detection business. Their dog has to train all the time and as part of his training he would search the Edmond Town Hall for bedbugs. This would be pro bono. The Board will discuss this and will get back to Mr. Stofko.

Mr. Tait distributed the Capital Improvement Plan (CIP) and noted that \$800,000 was included for the Board of Managers. Items that were requested that are under \$40,000 should be in the Board of Manager's budget. Mr. Juliano reported that the energy audit concluded that the building is 90% efficient and uses half the energy of the same size buildings in other New England areas. The Edmond Town Hall's revenues and the Trust Fund are in separate accounts from the General Fund. The Edmond Town Hall has a fund balance of \$274,000 that is available for capital expenditures. First Selectman Llodra noted that the Board of Managers should have a plan to expend these funds as the Board of Finance and Legislative Council will ask this since the CIP is taxpayer's money. Mr. Juliano noted that windows are needed for the building as well as the upgrade of the theater system. Mrs. Fellows questioned the cost of using Constellation Energy and said that they charged a congestion usage fee; First Selectman Llodra said that the price that we have is a per unit price and that the price will go up only if the usage goes up. Mrs. Smith said that we now get two bills when we used to get one. First Selectman Llodra said that whoever was taking care of the bills did not understand that there were two separate bills all. Mrs. Motyka noted that we began getting fees and penalties with Constellation. Mr. Juliano said that our usage has dropped significantly but our cost has not.

Mr. Tait said that the Board of Managers can use the reports that Finance generates to prepare and track a budget. First Selectman Llodra noted that more questions are being asked about the Edmond Town Hall budget because the Town Hall offices are no longer here and the Town is supporting the building at about the same cost as when Town offices were here. First Selectman Llodra noted that she and Mr. Tait want to assist the Board of Managers in integrating its records with the Town's. First Selectman Llodra suggested that the cupola project be considered; Mr. Juliano has received bids for the cupola and will ask the Board tonight to accept the low bid.

First Selectman Llodra said that a Historic Restoration Grant should be applied for and that October 28 is the deadline. She noted that the Board of Finance had requested that a member of the Edmond Town Hall Board of Managers attend their meeting tonight and discuss the CIP with them; that meeting has been cancelled and the next meeting will be on October 27. Mrs. Pierce

asked what information the Board of Finance would like to have; First Selectman Llodra said they will look at assets, revenues and expenditures. Mr. Juliano noted that it is a goal of the Board of Managers to not require Town funds.

Introduction of new secretary. Jean Malota noted that Clark's former office is now her office and the middle section is the reception area. Mrs. Hall encouraged Ms. Malota to come to Mr. Mahoney and the Board with any questions or issues. Ms. Malota said as there was a problem with not being able to determine who damaged a room after an event, she suggested that a report be completed after each event to determine the condition of the room at that time. She also discussed the importance of being sure that renters have all information in place, such as insurance and security deposit.

Acceptance of Minutes Upon motion of Mrs. Hall, the minutes of the meeting of September 13, 2011 were unanimously accepted as presented.

Building Administrator's Report. Mr. Mahoney noted that a thank you note was received from Rocking Roosters for the work that was done in the gym. A Patriot Riders show in Bridgeport was poorly attended; a show of theirs that will take place in Massachusetts will be reviewed.

Chairman's Report. Mr. Juliano presented Mr. Mahoney with a plaque from the Mary Hawley Society will be placed in the butler's pantry as Mrs. Motyka noted would be the Society's preference.

Mr. Juliano said that Hartford Steamboiler said that the boiler was never inspected but that the boiler at Hook and Ladder was inspected in the past instead. The inspector looked at the boiler now and questioned having an eighty year old safety valve which Mr. Juliano said would be replaced. Windows will be installed beginning on October 19. The contractors who bid on painting the cupola were: Day Hill \$29,000; Valley Restoration \$19,560 and for gold gild an additional \$16,859; Mark Svanda \$14,621; White Hills Painting \$12,800. Mrs. Smith moved to authorize White Hills Painting to paint the cupola at a cost of \$12,800. Second by Mrs. Fellows and unanimously carried.

Mr. Juliano contacted numerous painters for the theater. White Hills Painting is the low bid at \$24,000. Kronenberger will do the plaster work for \$25,000. This will use the funds of \$50,000 donated by Mrs. Parrella. Mr. Juliano has a bid of \$6,000 for the toilet fix which we can use Mary Hawley Society funds for. Hayden's \$4,000 donation can be used for the plastering. Mr. Juliano would like the electric grid situation taken care of; we have 400 amp capacity and are only using 200 amps.

Correspondence. None noted.

Bills for Payment. Mrs. Motyka moved to approve the payment of bills totaling \$21,637.33 pending the availability of funds. Second by Mrs. Hall and unanimously carried.

Unfinished Business.

Mud rugs and uniforms. Mrs. Fellows presented samples of both items from Universe. The company we have been using for rugs has been unsatisfactory. Cost for the uniforms would be an average of \$61 per week as opposed to \$49 now. Also included would be new mop heads every

other week. The staff will be asked if they support the pants. The shirts will be chambray with khaki pants. Mrs. Motyka moved to accept the proposal as presented by Mrs. Fellows with the proviso of with or without the pants depending on the support of the staff. Second by Mrs. Pierce and unanimously carried.

CIP update was discussed earlier.

Annual Report – Mr. Juliano will redistribute to the staff.

Mr. Juliano noted that Sam will be on vacation for three weeks and that he has hired a substitute for \$17 per hour. The Board wants to be sure that he is hired following appropriate procedures. He will sign an agreement.

New Business.

Alcohol at events – Mrs. Pierce reported that someone from Make a Wish wanted to do a fund raiser involving alcohol. Make a Wish will not sign off on liquor permits. The sponsor must have a short term liquor license from the State. The person asked if the Town Hall Board of Managers or Mr. Mahoney would sign off on this. All declined. Mrs. Pierce feels that we should have a copy of the liquor permit on file when alcohol is integral to the fund raiser.

Update on office was discussed earlier.

Comments around the Table. None noted.

Executive Session. Upon motion of Mrs. Motyka, executive session was entered at 8:56 p.m. to discuss personnel responsibilities. Mr. Mahoney was invited to attend. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum:

At 10:10 Ms. Hall moved to exit Executive Session; seconded by Ms. Smith.

Motion by Ms. Smith, seconded by Ms. Hall. To hire Marcy Becker, at the rate of \$21 per hour, as needed, for a period not to exceed 30 hours, to consult in the operation of the office with our new employee.

Vote: Unanimous.
Meeting adjourned at 10:15

Respectfully submitted,

Sandra R. Motyka