

The Edmond Town Hall Board of Managers held a special meeting on Monday, November 7, 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 7:10 p.m.

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

ALSO PRESENT: Building Administrator Tom Mahoney.

Public Participation. None noted.

Acceptance of Minutes Upon motion of Mrs. Smith, the minutes of the meeting of October 11, 2011 were unanimously accepted as presented.

Building Administrator's Report. Mr. Mahoney has three bids for the snow removal. TruCare had a flat rate of \$375.00 which includes the salt. American Contracting's flat rate would be \$310 without salt. CT had rates for various amounts of snow. Mr. Juliano will obtain another quote. Mr. Mahoney reported that the generator broke down during the storm, was serviced and repaired. Mr. Juliano said that we should have a yearly contract for servicing. There were extra matinees last week during the power outage that did well with about 500 people for the two days. The Board thanked Mr. Mahoney for showing the extra movies.

Mrs. Smith said that Sabrina Encore Productions owes us \$3,000 from last year and suggested a follow up. Mr. Mahoney will send her a letter of notice, certified mail return receipt.

Chairman's Report. Mr. Juliano noted that Hartford Boiler is coming tomorrow for total treatment of the boiler, and they will come every two months to test the water and put the proper chemicals in the boiler. Painting on the steeple should start this week. Safety valves will be reviewed by Hartford Boiler to see if they need to be replaced. Mr. Juliano will obtain prices from various contractors if they need to be replaced. The windows in the gym have been replaced. Mr. Juliano will look into energy efficient lights and will present prices to the Board when he obtains them.

Mary Hawley Society. Mrs. Motyka said that the Society will continue to meet to discuss upgrades for the building.

Correspondence. A craft fair was held here over the weekend with no permits. Ms. Malota will contact the person to remind him that he needs a sign permit for next year.

Bills for Payment. There was discussion about the Constellation and TransCanada bills. Mrs. Smith will call the Finance Director to have the old Constellation bill removed from the aging status on the books because the Town has since received a credit of which some should go to the Edmond Town Hall. Mrs. Fellows reported that shades and bulbs have been received for the kitchen, and there was a credit for the shades. Mrs. Motyka moved

to approve the payment of bills totaling \$24,110.36 pending the availability of funds.
Second by Mrs. Pierce and unanimously carried.

Unfinished Business.

Mud rugs and uniforms. Mrs. Fellows reported that the rugs will now match and should be received in another week. A new sample of the chambray uniform will be in with a logo. The staff will decide if they want the pants.

Review rates for the Alexandria Room and consider continuing the discount. Mrs. Motyka said that having a discount may encourage repeat business if people like the building. She suggested keeping the room rental rates as reasonable as they are now. Ms. Malota said there is confusion about the different rates for the Alexandria Room. The Board noted that the rates are based on a percentage. Mrs. Pierce moved that the rate will be \$260 for the Alexandria Room. Second by Mrs. Motyka and unanimously carried.

New Business.

Move time clock down to main office. Mrs. Pierce said that a centrally located clock will help to remind employees who may forget to punch in. Mr. Mahoney said it would have to be on the table in the lobby.

Place mail slot with lock box on Jeanne's door for drop off of deposits and paperwork for rental space. There was one downstairs when the office was there. The Board agreed to have a mail slot on Jeanne's door. Mrs. Fellows will look into this.

Pre/post punch list of rental spaces. Mrs. Pierce said that before the event and right after the event the Alexandria Room and kitchen need to be reviewed before the deposit is released. Ms. Malota suggested keeping this checklist with the information about who the renter was. She also noted that someone has to show the renters the items that are in the room and what they are responsible for. Mrs. Fellows noted that the doors need to be marked "In" and "Out." She said we also need carts to clear the room of dishes, etc. Mrs. Smith moved to authorize spending up to \$400 for the trays and rolling cart. Second by Mrs. Hall and unanimously carried. Mrs. Malota suggested door stoppers for the Alexandria Room. Mrs. Fellows is waiting for samples of the dishes to be sent to us for review.

Schedule of meeting dates for 2012. Mrs. Hall suggested that a time for the meetings should be established when the new Board is seated. The Board agreed and unanimously approved the meeting schedule.

Comments around the Table. Mrs. Motyka thanks the Board for her experiences for the last twenty six years on the Board.

Executive Session. Upon motion of Mrs. Motyka, executive session was entered at 8:30 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 to the minutes of 11-7-11

At 9:07 Ms. Motyka moved to exit Executive Session; seconded by Ms. Hall.

No action was taken

Meeting adjourned at 9:10

Respectfully submitted,

Sandra R. Motyka