

The Edmond Town Hall Board of Managers held a regular meeting on Tuesday, January 10, 2012 in the Mary Hawley Room of the Edmond Town Hall, 45 Main Street, Newtown. CT. Chairman James Juliano called the meeting to order at 7:00 p.m.

PRESENT: James Juliano, Mary Fellows, Margot Hall, Tom Long, Karen Pierce, Marie Smith.

ALSO PRESENT: Building Administrator Tom Mahoney.

Public Participation. None noted.

Acceptance of Minutes The minutes will be amended to note that Jean Malota was in attendance. Upon motion of Mrs. Pierce, the minutes of the meeting of December 13, 2011 were unanimously accepted as amended.

Correspondence. Mr. Juliano reported that a bid was received from Barrett for the roof and snow guards for \$15,210.00. Other bids will be solicited. It will be determined if the \$25,000 insurance deductible applies to all the town buildings or to each one. An estimate from Ace was received to repair the boards in the Alexandria Room for \$2,100.

Building Administrator's Report. Mr. Mahoney reported that the total for the films was \$9,674 rather than \$7,190 as he had reported. Christmas week went very well with "Dolphin's Tale." Ginger Hanrahan will renew her lease for the artists' club for another six months. There will another concert on March 18. An ad will be taken out in the Bargain Section of The Bee as Jean recommends.

Chairman's Report. Mr. Juliano noted that the gym floor is being used so often that scheduling repairing the floor is a problem. Mr. Mahoney said that Mr. Kathan used to do this after Lathrop's recitals. This will be done in the summer. Mr. Juliano received a sanding price of \$6,000; he is waiting for a price for striping. He looked at the leak over probate and he is waiting for a price for the repair of the drain. Treatment of the boilers has been completed, including the installation of the water softeners. Testing will be done once a month. Painting and plastering is continuing. The bathroom has been tiled and will be painted; Glen will do the counter, then we will move on to the other bathroom.

Bills for Payment. Mrs. Hall moved to approve the payment of bills totaling \$27,402.85 pending the availability of funds. Second by Mrs. Pierce and unanimously carried.

Mr. Juliano reported that the Mary Hawley Society is meeting next week to review the bills for that account.

Old Business

Formation of sub-committee re. Restructuring, Job Descriptions and Job Assignments. Mrs. Pierce noted that the job descriptions should be updated because the occupants and the uses of the building have changed. The subcommittee will be

comprised of Mrs. Pierce (as Chair) and Mrs. Hall.

Assignment of space - staff and tenants. Mrs. Fellows noted that the Parent Connection will be leaving and the art group would like to move to that space, also the Chamber of Commerce would like to move to a more visible location than their present one. Mrs. Smith noted that the VNA would like more space. It was decided that the Edmond Town Hall documents will be stored downstairs in the vault. This will be discussed at a future meeting.

Formation of sub-committee re review of rental fees. The members will be Mrs. Smith and Mrs. Fellows.

New Business

Improvements/Upgrades to: Gym, Theater, Outside of building, Alexandria Room (dressing room and back stage restrooms). Mrs. Fellows distributed a status report which she discussed. Received were quotes for window shades of \$866, \$374 and \$354. Also a quote of \$183 for backboards was received. The two restrooms in the gym need some work. Exterior of the building needs a new garbage can and a cigarette snuff; Mr. Mahoney said that we have a snuff. The mailbox that was received for Jean's door was not satisfactory and a different one will be ordered. An exterior mailbox with cubbies for the tenants and office staff will be discussed with the tenants. The Post Office would sort the mail. Stage upgrades were discussed including a new orchestra curtain and new carpet runners. Mrs. Fellows proposes a new lounge for the staff which the Board agreed to.

The report is tabled for discussion at a special meeting on Thursday, January 19 at 7:00 p.m.

Mrs. Pierce moved to accept the bid from Ace of \$2,100 to repair the floor boards in the Alexandria Room. Second by Mr. Long and unanimously carried.

Comments around the Table. Mrs. Smith felt that the News-Times report was not as good as the report that was in the Patch.

Mrs. Pierce noted that she will propose a spread sheet of costs, including a proposal for consolidation of costs. She would like to talk to the bank about consolidating projects into a loan.

Mrs. Fellows noted that there has been positive feedback about the new Edmond Town Hall.

Mr. Long proposed revisions to the form that is completed for use of the building. He noted that the Board should be able to change the rate schedule. He asked if Fire Marshal, Health and insurance check offs are required or this should be noted on the form if it is required. The form will be revised.

Executive Session. Upon motion of Mrs. Hall, executive session was entered at 8:50 p.m. to discuss personnel matters. Mr. Mahoney was invited to attend. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum to the minutes:

Motion made by Karen Pierce and seconded by Tom Long to go out of Executive Session. Motion unanimously passed at 9:46 P.M.

Motion made by Mary Fellows and seconded by Karen Pierce that Jeanne Melota become a permanent employee of the Board of Managers. Mrs. Melota will continue at the same salary rate and job description as currently in place.
Motion unanimously passed.

Motion made by Marie Smith and seconded by Tom Long that the Board of Managers authorize the placement of Add re. the Alexandria Room in the upcoming Newtown Bee Bridal supplement - 1/2 page at \$335.00. Motion unanimously passed.

Motion made by Margot Hall and seconded by Mary Fellows to adjourn this meeting.
Motion unamously passed at 9:57 P.M.

Respectfully submitted,
Margot S. Hall