

The Edmond Town Hall Board of Managers held a regular meeting on Tuesday, February 14, 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, Mary Hawley Society member Jane Sharpe, Martin Blanko speaking on behalf of the Flagpole Radio Cafe .

Public Participation. Martin Blanko is a past member of the Cultural Arts Commission. He noted that the Cultural Arts Commission began the Flagpole Radio Café in 2008. He said that sometimes the signage advertising the show is outside before the show and sometimes not. He said that the theater is often at various stages of cleanliness before the show. The stairwells backstage sometimes do not have lights working. On December 3 there was a stench in the downstairs dressing room, which is where they keep their guest artists. The Alexandria Room sometimes has events at the same time which results in sound coming down to the theater. During the last show, there was a big party in the gym with a large salsa band with distracting sound in the theater. He said that the Cultural Arts Commission is considering broadcasting to a larger media. The Board thanked Mr. Blanko for attending and raising his points and the Board will remind the staff of his concerns. Mr. Juliano noted that there are traps in the areas of the dressing rooms that often fill up with sewer gas in such an old building. He said that the faucets should be turned off to fill the traps which would eliminate the stench. Mr. Blanko noted that Cultural Arts would like to book shows again for next year. He suggested that the Town Hall might plan a fund raiser when the Flagpole Radio Café has a big name star.

Report from Mary Hawley Society. Jane Sharpe reported that said that an organization will give an estimate for a sound system screen and projectors next week. The society is looking at creating a major event for a fund raiser for the Edmond Town Hall. Mrs. Sharpe will be sure that the Town Hall Board of Managers receive the minutes from the Mary Hawley Society's meetings.

Acceptance of Minutes Upon motion of Mrs. Pierce, the minutes of January 10, 2012, the special meeting of February 4, 2012 , the subcommittee on Job Description & Assignments minutes of Jan 18, Jan 24 and Feb. 7, 2012, and the subcommittee on Rental Fees - minutes of Jan. 19, 2012 were unanimously accepted as presented.

Correspondence. Windowland sent a program listing their savings.

Building Administrator's Report. Mr. Mahoney reported that Fishman gave him three names to contact for the roof work. F. J. Davies will call him back tomorrow. J. P. Maguire submitted a quote. One company did not call back, so one more quote will be sought. Hayden Bates booked March 19 for his concert. Friends of Music concert went well. Flagpole concert was February 4. Chris has been out ill for a few days. Lutheran Church will do a Passion Play here on March 4. Junior Women's Club wants to do a

Bubble Mania show in the theater on March 25. This will be discussed under “New Business.” “Puss and Boots” is the show for the mid winter break. An electrician will be contacted by Mr. Mahoney about repairing the door that is supposed to close during a fire.

Action on payment of bills. Mrs. Pierce moved to pay bills totaling \$ upon availability of funds. Second by Mrs. Hall and unanimously carried. Mr. Juliano will check the Otis elevator contract to see what parts are covered and if any of the parts that we purchased should have been covered.

Chairman’s Report. Harvard Steam Boiler recommends a bolt on each boiler next heating season. Fixtures for the bathrooms are in. Toilets, grab bars and pull chains also will be installed. One sconce will be sand blasted and will be ready for approval next week before the others are done. A former first selectman told Mr. Juliano that he signed an agreement with Newtown Savings Bank to pay the Board of Managers \$10,000 a year for shared parking which Mr. Juliano and Mr. Mahoney are not aware of. Mr. Juliano will look into this. Backboards in the gym will be installed. The front door hinges have been repaired.

Old Business.

Discussion and action on rental fees. After much discussion, the Board revised “ETH Lease Charges 2012” dated 2/4/2012 (Attachment B to original minutes). The Board will revisit the fee schedule in six months. Mrs. Pierce moved to approve the revised schedule effective May 1, 2012. Second by Mrs. Smith and unanimously carried.

Review china sample(s) for Alexandria Room renters. Mrs. Fellows moved to purchase the antique white dishes, flatware and water glasses for \$3,000 out of the Kitchen Fund. Second by Mrs. Hall and unanimously carried. Mrs. Hall opposes taking the funds out of the Kitchen Fund.

Quote for proposed carpeting in Theater. Tabled until next month. Mrs. Fellows distributed information for consideration at the next meeting.

Progress report on staff space, Gym, Theater, Alexandria Room dressing rooms and restrooms improvements. This was tabled until next month.

New Business

Mrs. Fellows moved to charge the Junior Women’s Club \$2 per seat sold for the two Bubble Mania shows to be held on March 25. Second by Mrs. Pierce and unanimously carried.

Comments from members. None noted.

Executive Session. Upon motion of Mrs. Pierce, executive session was entered at 9:35

p.m. for discussion of personnel matters and tenants/renters matters. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Addendum to the minutes:

Motion was made by Marie Smith and seconded by Karen Pierce to go into Executive Session. Motion unanimously passed - 9:35 P.M.

Member Marie Smith excused herself and left the meeting.

Motion made by Tom Long and seconded by Mary Fellows to go out of Executive Session. Motion unanimously passed - 10:55 P.M.

Motion made by Mary Fellows and seconded by Karen Pierce to refund \$150.00 of the rental fee for the party renting the Gym on Sat. Feb. 4, 2012. Motion discussed and unanimously passed.

Motion made by Tom Long and seconded by Karen Pierce to bill the Newtowner's event in the Alexandria Room on Feb. 11, 2012 - for the additional hours from 12 midnight to 2:30 A.M. Motion discussed and unanimously passed.

Motion made by Karen Pierce and seconded by Margot Hall to send a certified letter to a tenant regarding that tenant's status of a lease which expired, and the tenant's lack of responsibility vis-a-vis the lease and continued tenancy. Motion unanimously passed.

This meeting adjourned at 11:00 P.M.

Respectfully submitted,

Margot Hall

Edmond Town Hall

Day rentals-

Alexandria room:

Weddings- 2 days, one set-up (after 2 pm) and one event / clean-up day
(Private 2nd floor event, balcony buy-out at: \$ 150.00) **\$ 900.00**

Special Events- Room, kitchen, china* full day 9-11pm*** **\$ 450.00**
Room, kitchen no china **\$ 375.00**
Room only** **\$ 265.00**

Funeral Room only** **\$ 190.00** (4 hrs)
Room and kitchen **\$ 290.00** (4 hrs)

Non-profit Room only** full day 9-11pm*** **\$ 190.00**
Room, kitchen **\$ 300.00**
Room, kitchen and china* **\$ 375.00**

Meetings Room only **\$ 45.00** p/hr
Room and kitchen **\$ 65.00** p/hr

Recitals Room only (am or pm) **\$ 190.00** (4 hrs)
Rehearsals Room only (am or pm) **\$ 90.00** (4 hrs)

General meeting rooms:

Social groups, lessons and meetings

\$ 20.00 per hr.

Parties 2 hour min

\$30.00 per hour

Gym:

Sports and general use **\$30.00** per hr.

Parties 4 hours (Includes set/clean-up) **\$120.00**

Evening events (5 hours max. btw 5:00-11:00 pm) **\$300.00**

Group shows (all day) 7am (load-in) 7pm (out) **\$600.00**

\$ 200.00 security deposit per event

*China package includes, 5 pc China place setting, Silver or stainless flatware, wine and water glasses (linen ordered for additional fee)

** Includes prep room and pantry for set-up and sink clean-up.

*** After 11 pm, additional hours billed @ 45.00 per hour

Revised: 2/14/12