

The Edmond Town Hal Board of Managers held a regular meeting on Tuesday, December 11, 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, Tom Long, Karen Pierce, Marie Smith and Building Administrator Tom Mahoney.

Absent: Margot Hall

Executive Session Minutes: Executive Session was called to order at 7:05. Attorney Korotash reviewed documents guiding long term and short term use of Town Hall spaces, including leases, room rentals and insurance coverage. Attorney Korotash will send amended documents to the Board for review. *Motion made to leave executive session was made by Jim Juliano and seconded by Mary Fellows. At 7:30 p.m. Unanimously approved.*

Public Participation: Tom Mahoney spoke on behalf of Kate Kutcher of Stray Kats Productions regarding cultural arts events held at Edmond Town Hall where alcoholic beverages are served or sold. A request had been made for the insurance and permits to be taken out by Town Hall rather than Stray Kats Productions. The Board shared that an established policy exists placing sole responsibility for acquiring insurance and liquor permits on the person(s) holding the function. That policy will continue to be followed.

Also noted was that Flag Pole Café will be produced by Stray Katz Productions, which is a entity separate from the town's Cultural Arts Committee.

Acceptance of the Minutes: *Tom Long moved that we postpone the approval of the minutes until the next meeting. Karen Pierce seconded. Unanimously Approved.*

Correspondence: There was no correspondence at this time.

Building Administrator's Report: Jim Juliano

- Fire Marshall held mandatory inspection of theater as per state regulations.
- Dan Holmes has begun approved landscaping. He is holding some planting until spring.
- Bids for replacing roof tiles on the front and sides of Town Hall have come in with a bid of \$11,500. The bid was not broken down into specifics, so the Board requested Mr. Mahoney guide those bidding to follow guidelines for submission that would reflect CIP standards.

- Holiday Tour went nicely.
- Christmas Week Movie: **Hotel Transylvania**

Chairman's Report:

- \$1,200 paid for replacement of Condensate pump for the boiler. The part had been ordered over the summer in anticipation of boiler use this winter. Replaced part will be cleaned/repared and set aside as back up.
- Work on the cupola is on hold until the spring, as per the contractor's request due to temperature and weather conditions.

Discussion and Approval of Monthly Bills: Marie Smith

- Noted payroll and Town of Newtown Numbers. Clarify payment of payroll due date for printing of pay checks
- Bills presented to Board for payment:
 - Building: \$9,685.34
 - Theater: \$6,842.49
 - Total: \$16,527.83
- *Mary Fellows moved that the Board approve the Bills. Tom Long seconded the motion. Unanimously approved.*

Old Business: Mary Fellows discussed renovation of theaters audio-visual system, as well as power systems for the theater.

- Current system is over twenty-five years old
- Modernizing systems would greatly benefit audiences attending performances as well as those hosting events.
- Estimated cost for Blue Ray and accompanying sound system : \$40,000
- Mary Hawley Society will assist with fundraising projects.

New Business:

- Reflecting on modifications made to the Profit/Loss statements due to the nature of billing and payroll, Tom Long moved that *the Profit/Loss Statement that is presented to the Board on a monthly basis be presented on a six week delay to ensure accurate reflection of the full month's expenditures and profits*. Mary Fellows seconded the motion. *The motion was passed unanimously.*
- Tom Long requested a special meeting to review findings and proposals of the Budget Sub Committee. The Special Meeting will take place on Friday, December 28th at 10:00 a.m. in the Mary Hawley Room.
- Board revisited the seven day movie schedule and the feasibility of returning to the past practice of one "down/dark day". Tom will collect data to reflect attendance for the shows through March for the Board to review to guide further discussion.
- Karen Pierce asked for Board approval *to request Attorney Korotash give an estimate of the amount of time it would take him to research the possibility of Edmond Town Hall achieving 501 C3 statues*. Tom Long seconded. *Motion passed unanimously.*

Karen Pierce moved to **adjourn at 8:50 p.m.** *Motion was seconded and approved unanimously.*