

Edmond Board of Town Hall Managers  
Regular Meeting  
Tuesday, March 12, 2013, 7:00 P.M  
Mary Hawley Room, Edmond Town Hall  
45 Main St., Newtown, CT

**Present:** James Juliano, Margot Hall, Marie Smith, Tom Long. **Absent:** Mary Fellows, Karen Pierce. Also Present: Building Administrator Tom Mahoney.

**Public Participation.** None noted.

**Approval of Minutes of February 12, 2013 and February 18, 2013.** Upon motion of Mrs. Hall, the minutes the meeting of February 12, 2013 will be tabled. Mr. Long moved to approve the minutes of the meeting of February 18, 2013 as presented. Second by Mrs. Hall and unanimously carried.

**Correspondence.** Mrs. Hall noted that a certificate of deposit is coming due at Newtown Savings Bank on March 29. The Board will determine if we need the money now or if it should be rolled over.

**Report from Building Administrator.** The movie during the break this week took in \$6,000 in concessions. There are no licenses for the theater or the crew because the State Fire Marshal's office has lost computer records and is visiting each theater in the state. The Fire Marshal noted that our theater will not need to worry about this matter. Artists Company shot a PSA at Edmond Town Hall for Sandy Hook Promise last week. Mr. Mahoney will try to acquire a copy of the footage for the website. Six hundred people showed up last Saturday when Ingersoll Motors paid for the tickets and we will get a check for \$1,220. A line item was to be set up in the budget for this. Treehouse Comedy wants to do a benefit here for the theater in May with several big name comedians. They would like to serve alcohol. The Board will look into how this can be approved. Mr. Mahoney noted that this benefit is not definite yet.

**Report from Chairman.** Mr Juliano met with a company who will give a quote on the tiles that fell off the wall upstairs. He met with Ct. Trust For Historic Preservation regarding the energy grant to refurbish the windows of the Edmond Town Hall. The Trust reviewed the proposal Mr J Mr Juliano met with a company who will give a quote on the tiles that fell off the wall upstairs. He met with Ct. Trust For Historic Preservation regarding the energy grant to refurbish the windows of the Edmond Town Hall. The Trust reviewed the proposal from Bi-Glass of Connecticut to refurbish the windows. Mr. Juliano is confident Bi-Glass will do a good job because they did the refurbishing of the windows at the Meeting House and Municipal Center. There was a leak in the water pipe that feeds the boiler. Mr. Juliano shut off a valve. He said a method called "bagging" would be performed to remove the asbestos. A company from Mass. will do the "bagging" and then McKenney Mechanical will fix the leak in the pipe.

**Discussion and Approval of monthly bills.** Mrs. Hall moved to authorize payment of building bills totaling \$48,753.67 and theater bills totaling \$9,385.04, for a grand total of \$58,138.71. Second by Mr. Long and unanimously carried.

## **OLD BUSINESS**

**Action on upgrade/purchase of computer and telephone equipment for ETH office.** Mr. Long reported that he and Ms. Torres are looking at new phones with voicemail for each staff member, in the office, a new ticket area phone and a phone in the break room. There were two offers: Network Support Company quote was \$13,689 for computers and phone work for \$3,728 (34 buttons) and Silver Mine was \$9,858 for computers and \$5,850 (24 buttons) for phones. Both recommend purchasing an extra computer instead of a server. Silver Mine put forth a service agreement for six months for \$1,440. Mr. Long and Ms. Torres are comfortable with Silver Mine at \$15,708 or \$17,145 with the service agreement. Network Support total is \$17,417. Both companies recommend using Charter. Mrs. Hall moved to hire

Silver Mine for the purchase of new computers, new phone system and six months of technical support \$17,145. Second by Mr. Long and unanimously carried.

**Discussion and action re online fund raising (Kickstarter).** Mr. Long said that Mrs. Fellows will have an update on the Charter production by the April meeting.

**Report re renovation of theater.** Mrs. Fellows was not present.

**Report re Sound and Power updates for theater.** DNR Laboratories has been working on wiring and will have Family Electric do work next week. DNR will do an upgrade on the stage for CL&P.

**Report re continuation of 7-day p/wk movie schedule.** Mr. Mahoney will prepare a report.

**Discussion re repair/replacement of basketball hoop(s).** Mrs. Hall reported that someone expressed concern to Ms. Torres about the broken basketball hoops. Glen repaired them but they need more work. They are \$300 each. The gym will be checked after people leave to see who is breaking the hoops which are relatively new. Mr. Juliano noted that there are spring loaded hoops that give when pressure is put on them. Mr. Juliano will check to see what can be done.

## **NEW BUSINESS**

**Discussion re noisy air vents (air conditioner) in theater - and possible remedy.** Mr. Juliano said that in 2011 Mr. Kathan did not want the automatic system on the air conditioner and he installed a thermostat that could be controlled by hand which can cause vibration during seasonal temperature changes. McKinney Mechanical recently suggested a programmable thermostat. Mr. Juliano has not noted the noise problem. Right now the steam radiators are being used instead of the automatic system which is an unnecessary expense. Mr. Juliano will research further and will put the system on just heat to see if that resolves the noise issue.

**Discussion/action re updating of hourly/daily fee schedule for 2013/14 fiscal year.**

**Discussion/action re updating or revising of hourly/daily rental documents.** The current schedule will expire at the end of May. To be on the agenda for the April meeting of the Board

**Discussion/action re clean up and refurbishing of vacant staff lounge (behind stage of Alex. Rm).**

Ms. Torres would like the former break room refurbished for use by brides. Mr. Juliano will discuss this with Ms. Fellows. Mr. Mahoney said that Stray Kats is using this room as a dressing room.

**Discuss ETH Managers banking procedures.** Ms. Torres has suggestions on how to improve our banking. The Board is working on this goal. Mr. Juliano and Mrs. Fellows did sign paperwork at the bank to allow Ms. Torres to have access to account information on line, but this did not go through; Mr. Juliano will check with the bank.

Mrs. Smith reported that Ms. Torres said that Therapy Dogs as well as other groups are asking to use the building for free as non-profit groups. Mr. Juliano said that the use of the building by non-profits is getting out of hand. Mr. Juliano advised her that any group requesting free use should come to the Board of Managers. Mr. Mahoney advised three groups this week that they will have to pay. Mrs. Hall said that this should be considered in reviewing the fee schedules.

**Comments from members.** None noted.

## **EXECUTIVE SESSION**

Mrs. Hall moved to enter executive session at 8:26 p.m. to discuss tenants and personnel matters. Second by Mrs. Smith and unanimously carried. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

**Minutes - Executive Session**

March 12, 2013

PRESENT: James Juliano, Marie Smith, Tom Long, Margot Hall

ABSENT: Mary Fellows, Karen Pierce

The Board discussed personnel matters

Motion made by Tom Long and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 9:05 P.M.

Motion made by Tom Long and seconded by Margot Hall that the Board of Town Hall Managers advertise for candidates to fill a part time position of Accountant/Bookkeeper. Motion discussed. Advertising shall be done in newspaper and on the internet.

Motion unanimously passed.

Motion made by Tom Long and seconded by Marie Smith to adjourn this meeting. Motion passed at 9:08 P.M.

Respectfully submitted,

Margot S. Hall

Vice Chairman