

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, April 9, 2013, 7:00 P.M
Mary Hawley Room, Edmond Town Hall
45 Main St., Newtown, CT

Present: James Juliano, Margot Hall, Marie Smith, Karen Pierce, Tom Long, Mary Fellows (7:08). Also present: Building Administrator Tom Mahoney. Chairman Juliano called the meeting to order at 7:00 p.m.

Public Participation. None noted.

Approval of Minutes of February 12, 2013 and March 12, 2013. Upon motion of Mrs. Hall the minutes were unanimously approved as presented.

Correspondence. Mr. Juliano reported that the Labor Department said that we are responsible for the unemployment compensation for Peter Celona for \$33 per week up to \$858. The Labor Department said this is because he works part time as needed. Perhaps his status could be changed to independent contractor so that he would be responsible for payroll taxes.

Report from Building Administrator. Mr. Mahoney said that someone pulled the fire alarm on the side of the building on March 23. He reset it and said that an alarm will be in the theater instead of outside. Fire Marshal said the convection oven needs a hood though he signed off on it without a hood when it was installed. We have to apply for a modification even though we no longer need a hood. Sixty Minutes filmed at the Edmond Town Hall which was paid for by "Sandy Hook Promise". Saturday night is a free movie night with "Identify Thief." Therapy Dog International Chapter 268 or TDI wishes to use the gym for free for two hours a month starting May 19 for twelve weeks rather than paying \$720. Mr. Mahoney will find out if they charge and how much. They are going to train /check out dogs for service as comfort dogs Mr. Long reported that we lost \$1,200 last month due to free use of the building. Mrs. Fellows receives about six calls a month looking for free use of the building. She noted that Stray Cats received a discounted rate but were charging the parents and the building lost money. Mrs. Fellows suggested using the Sandy Hook Fire Department for some of these events. Mrs. Hall said that we need to keep a record of how much we are losing by donating space. Brookfield Cultural Arts Commission film festival went very well here. Renee MacManus wants to use the kitchen to cook on Thursday or Friday mornings; they will be charged \$25 per hour. We have a Healing Hearts Concert this Friday. Cultural Arts Commission wants to use the building for free for the week of Sept 19 for a Town wide event; they will be charged because they made money the last time that they were not charged to use the building.

Mr. Mahoney's report was unanimously accepted with the exception of Mr. Long who opposed.

Report from Chairman. Mr. Juliano reported that Don from DNR should be finished with the first phase of the DVD sound system. Tile setter should be done this week. Sound evacuation system for the theater is being started today. Telephone and computer system material is on site but Soundview has not started yet.

Discussion and Approval of monthly bills. The Kent Hardware Floors invoice will not be paid because they did not finish the dance studio floor. Mrs. Pierce moved to approve building bills totaling \$41,756.18 and theater bills totaling \$8,064.16. Second by Mrs. Hall and unanimously carried.

OLD BUSINESS

Discussion and action re online fund raising (Kickstarter). Mrs. Fellows reported that she will not have time to devote to this until May. She presented a copy of the draft script. Mr. Long said that we need a plan in place between now and December 31. He received one quote of \$3,000 to \$5,000 for the services and \$1,500 to \$2,000 from a local company. Mrs. Fellows feels that the end of this year is a good target date for this. Mrs. Pierce will contact a friend who offered her services. Mrs. Hall suggested trying to motivate organizations in Town to help us such as Rotary did. Mary Hawley Society will be asked to participate. Kickstarter will be tabled.

Report re continuation of 7-day p/wk movie schedule. Mr. Mahoney is working on this.

Discussion re repair/replacement of basketball hoop(s). Mr. Juliano reported that he and Glenn decided that two sheets of plywood will be purchased and made into a backboard. Mrs. Fellows will purchase two new hoops. Mrs. Hall proposed installing the cameras that Mr. Juliano suggested.

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 online figures are not current. The rate schedule and the renter's package will be discussed next month.

Discussion/action re clean up and refurbishing of vacant staff lounge (behind stage of Alex. Rm). Mrs. Fellows reported that the two rooms need to be painted. She said that the contractor said that he could not find the room; Mrs. Fellows will meet him here this weekend.

Discuss ETH Managers banking procedures. Mrs. Torres would like to look at the account online to see which checks cleared. This procedure will be instituted; Mrs. Hall and Mrs. Pierce will take care of the paperwork this weekend.

NEW BUSINESS

Security camera system. Mr. Juliano reported on a system from Costco for \$500 with twelve cameras which he would purchase and would supervise its installation by Glenn. Mrs. Hall moved to purchase this system. Second by Mrs. Smith and unanimously carried.

Mrs. Torres will be out next week. Mr. Mahoney will come in early.

Comments from members. Mrs. Pierce and Mrs. Fellows will do an annual inventory.

EXECUTIVE SESSION TO DISCUSS TENANTS AND PERSONNEL MATTERS.

Upon motion of Mrs. Hall executive session was entered at 8:25 p.m. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

**Edmond Town Hall Board of Managers
Minutes - Executive Session**

April 9, 2013

The Board convened an Executive Session at 8:25 P.M.

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

Also present: Glen Hopper

Mr. Hopper and the Board discussed a personnel matter.

Mr. Hopper left the meeting and the Board discussed personnel and tenant matters.

**Motion made by Marie Smith and seconded by Karen Pierce to go out of Executive Session. Motion
unanimously approved at 9:27 P.M.**

The discussion during Executive Session did not call for action by the Board.

**Motion made by Tom Long and seconded by Mary Fellows to adjourn this meeting at
9:30 P.M. Motion unanimously passed.**

Respectfully submitted,

**Margot S. Hall
Vice Chairman**