

Edmond Board of Town Hall Managers  
Regular Meeting  
Tuesday, May 14, 2013, 7:00 P.M  
Mary Hawley Room, Edmond Town Hall  
45 Main St., Newtown, CT

**Present:** James Juliano, Margot Hall, Karen Pierce, Mary Fellows, Marie Smith (8:30). Absent: Tom Long. Also present: Building Administrator Tom Mahoney, Attorney Mark Korotash, Trish Gardine, Hayden Bates, Don Gamsjager, and Scott Cicciari. Chairman Juliano called the meeting to order at 7:00 p.m.

**Public Participation.** Trish Dardine is the current webmaster. She asked what the plans are for the website. She said that someone else owns edmondtownhall.com. We own edmondtownhall.org and maryhawley and edmondtownhalltheater. She said that the website has a lot of traffic and should be updated and could be a fund raising site. Mr. Juliano noted that we now have staff to assist Ms. Dardine. Ms. Dardine will report back with a plan.

**Approval of Minutes of April 9, 2013 and special meeting of April 30, 2013.** Upon motion of Mrs. Hall the minutes of both meetings were unanimously approved as presented.

**Correspondence.** Ms. Pierce received an email from a previous renter who asked about fees in the future and she advised him to come in and talk to the Board.

**Report from Building Administrator.** Mr. Mahoney reported that Sam will be on vacation for a month and Mr. Mahoney will have staff coverage as last year. The Fire Marshal approved the certificate of modification.

## **OLD BUSINESS**

**Hourly/daily rental agreements.** Attorney Mark Korotash reviewed the proposed agreement documents. He asked if alcohol will be served and/or sold. It will be served if the renter has a license and a certificate of insurance. He noted that the form has no reference to serving alcohol and must be updated. Ms. Hall noted that it is an issue when someone reneges on an agreement to rent space with insufficient time for the Board to rent the room to someone else. Attorney Korotash noted that the form says “nonrefundable deposit upon booking.” He feels that this could be refunded if the Board can rent the room. The Board wants to make insurance mandatory. There needs to be a cancellation policy.

Hayden Bates said that we should consider facilitating the selling of alcohol at functions, perhaps only in the lobby.

Attorney Korotash asked if the Fire Marshal and Health Department approve functions as this is noted on the forms. The renters are informed that, in order to complete their booking of space, they will need to contact the FM and/or HD

Attorney Korotash noted that there is no deadline on the forms for renters to complete the forms. Mr. Juliano would like a clause that money is not refundable if there is a mechanical failure. Gym use – there should be a short form for people who drop in to rent the room. Attorney Korotash said there should be a certificate of indemnification for all renters. Having police on duty is not required by the Board.

Attorney Korotash will prepare drafts of the documents.

Don Gamsjager of dnr Laboratories said that the power for the stage has been updated. First phase of the sound system has been installed as well as the intercom system and integration of projectors has been done. Lighting was updated. House lights are on one control now. There are microphone inputs in the front. Mr. Gamsjager met with the frequent renters and took them through a walk through. He wrote up a tech package for professional events which he gave to Ms. Torres and he would like the Board to review the package. The wish list from renters that he considers appropriate includes: Wireless mic, one or two wired mics, connector for ipods, a mixer for small events and a ramp. Onstage lighting – he met with Efficient Lighting re upgrading the lighting. There is a design to change out the lights which would save 70% of current energy costs for the room. The upgrading is urgent because he said this is an immediate safety concern: the foot lights are turned on with the carpet in front and this may cause a fire. The Board will see what has been allocated for this. Security cameras - Mr. Gamsjager will sell the Board hardware for a \$3,000 high end system for \$500. It will cost about another \$11,000 to complete the project including wi-fi in three areas in the building. Hayden Bates commented that the first use of the newly installed electrical and sound system during the Phosphorescent performance were incredible.

Scott Cicciari asked if the cameras could be done with a phased approach. Mr. Gamsjager said that it could be broken up into a lower level and upper level. Mr. Cicciari has opened the Sandy Hook Arcade with neighbors. He will assist with fund raising for the digital cinema and will advise the Board at the June 11 meeting if anyone has stepped up and offered a package.

Mr. Gamsjager made a presentation on what is digital cinema. Mr. Bates said that 35 mm will become a thing of the past soon. He said that the Edmond Town Hall theater is really far behind in the process.

Mr. Bates is trying to book an event for October for a well-known performer of a solo acoustic show.

**Building Administrator's Report (continued).** The lady with the therapy dogs is only charging the cost of the trainer and the room rental; she is not making money on this. She would like to use the room for two hours a week on Sunday afternoons for twelve weeks. The rental rate is \$60 for the two hours. Ms. Fellows moved not to charge her. Second by Ms. Hall and unanimously carried except for Mr. Juliano. Windows can be cleaned for \$695. Ms. Smith moved to hire All Clean for \$695. Second by Ms. Hall and unanimously carried. Mr. Mahoney called Allied Restoration because more slate came off the roof. Mr. Juliano will call another company for a second quote. Mr. Mahoney asked about the cupola painting; Mr. Juliano has someone to paint in June. Mr. Mahoney said that one of the sills in the Alexandria Room is rotting. Mr. Juliano put in

for a grant to take care of all the windows except the 1950's addition. Newtown Savings Bank has a group who wants to play basketball at 6:00 a.m. The Board agreed to this and will give them a key. The fire enunciator is working in the theater now. Lathrop Dance recital is May 31 through June 2. Ms. Hall said that the church meeting in the bowling alley said that the floor has dips and cracks in it; Mr. Juliano said this is on his list.

**Report from Chairman.** Mr. Juliano noted that he is working on projects that will cost at least \$120,000 and he feels they have priority over the sound system. The cupola is the top priority. He will provide the Board with a list and the estimated costs.

**Discussion and Approval of monthly bills.** Ms. Hall moved to approve building and theater bills totaling \$73,344.11. Many of these bills were already paid. Second by Ms. Fellows and unanimously carried.

**Approval of phase 2 of planting project in front of building.** Dan Holmes is to confirm this.

**Hourly/daily fee schedule for 2013/14.** The current schedule is good through June. Ms. Hall asked the Board to review the schedule for the June 11 meeting.

## **NEW BUSINESS**

**Reports re: new computer/telephone installation/functioning.** Mr. Long was not present to discuss this.

**Financial software purchase/implementation.** Mr. Long was not present to discuss this.

**Comments from members.** None noted.

## **EXECUTIVE SESSION TO DISCUSS TENANTS AND PERSONNEL MATTERS.**

Upon motion of Ms. Hall executive session was entered at 9:40 p.m. At this time the clerk left the meeting.

*Ann M. Mazur*

Clerk

Edmond Town Hall Board of Managers

Minutes - Executive Session

May 14, 2013

The Board convened an Executive Session at 9:40 P.M.

PRESENT: James Juliano, Mary Fellows, Marie Smith, Margot Hall

The Board members reviewed resumes of finalists for the position of bookkeeper/accountant for Edmond Town Hall.

MOTION made by Mary Fellows and seconded by Marie Smith to go out of Executive Session at 10:30 P.M. Motion unanimously passed.

MOTION made by Mary Fellows and seconded by Marie Smith to offer the position of bookkeeper/accountant to Azra Sholtes. The position is for 15 hrs/week. Employment to start on May 20, 2013 - probationary period 90 days.

Motion unanimously passed.

MOTION made by Margot Hall and seconded by Mary Fellows to adjourn this meeting.

Motion unanimously passed at 10:37 P.M.

Respectfully submitted,

Margot S. Hall

Vice Chairman