

Edmond Board of Town Hall Managers  
Regular Meeting  
Tuesday, June 11, 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, Tom Long (7:08). Also present: Building Administrator Tom Mahoney, bookkeeper Azra Stoltes (left at 7:05), Trish Dardine, Don Gamsjager, Barbara Gaines and Martin Blanco from Flagpole Radio Café, and Joseph Tortora. Chairman Juliano called the meeting to order at 7:00 p.m.

**Public Participation.** Joseph Tortora came to discuss possible night employment for himself. He asked that this discussion be held in the public portion of the meeting. He has wanted to be an employee for some time and has asked if he has done anything to offend the board. Ms. Fellows thought that Mr. Tortora only wanted to be a volunteer, not an employee. He thought he would be asked to work when an employee was on vacation but another employee who had previously done this work was hired. Mr. Juliano explained that the Board is not involved in selecting employees to fill in for vacations. Mr. Tortora was asked to submit a resume.

#### OLD BUSINESS

**ETH Web Site** - Trish Dardine distributed “EdmondTownHall.org website overview” dated June 11, 2013. (Attachment A to original minutes).

**Flagpole Radio Cafe.** Mr. Blanco noted that the fourth season has been completed. The group is looking forward to presenting new shows. They are separate from the Newtown Cultural Arts Commission. Pictures of the facility as seen by outsiders were distributed, including dressing rooms which she feels are unacceptable for guest artists. There is inadequate lighting in the dressing rooms, one dressing room is a conference room. There was a banana peel in the aisle ten minutes before a show opening. There has been popcorn, cans, etc. before most shows. Ms. Fellows feels that the staff is not doing an adequate job of keeping the building clean. Ms. Hall appreciates the work that Ms. Pierce and Ms. Fellows did to set up the dressing rooms but said that this matter must be discussed by the Board. The group would like to be able to hang a banner before each show. They would like to present shows on February 8, March 22 and May 17, 2014.

**ETH Theater upgrades** - Don Gamsjager asked the Board if the price approved for the upgrades includes replacing the strip lights on the stage; they are a hazard that should not be used. He researched the equipment and came up with a LED list. He is trying to connect with the CL&P representative; Mr. Juliano said that CL&P has a project number to replace all the lights in the building with LED. Mr. Juliano said it must be determined if CL&P is planning to do this project at no cost to the Edmond Town Hall. The minutes will be reviewed to confirm what was approved for payment. Mr. Juliano will contact CL&P. According to Mr. Gamsjager, Mr. Cicciari has not had an official offer for the Blu Ray. Security cameras and wi fi have not yet been completed. Mr. Gamsjager feels that the wi fi should be completed as soon as possible. He bundles the cameras and wi fi together.

**Approval of Minutes of May 14, 2013.** Ms. Hall noted that the bills included the payout as an expense to Hayden Bates. This was really an in and out amount, not an expense. This check should not have been written out of the regular checkbook. The amount of the bills approved should have been \$68,873.33 with adjustments to be made to the accounts involved. Upon motion of Ms. Hall, the minutes were unanimously approved as amended.

**Correspondence.** None noted.

**Report by Building Administrator.** Mr. Mahoney said that the Lathrop recital went well. Lions Club comedy event “Stand Up for Newtown” was held June 7. There is a leak in the ceiling in the new elevator in the stairwell. Mr. Juliano will have someone look at it. The pipe in the boiler room is still leaking. Lightning struck the old electrical panel and was replaced at \$2,755.00. Ingersoll \$644 for the May; \$541 in concessions. Friday morning at 9:30 a.m. there will be a governor’s press conference. There will be a vigil after that. We are getting bookings for December for the anniversary of the tragedy. The activities will be held outside but the staff will be prepared to move them inside if there is inclement weather. On December 14 Newtown Kindness wants to rent the theater and gym all day; they would like a break on the price. Mr. Mahoney will ask him if he would rent on December 15 to leave the 14<sup>th</sup> open in case the families want to do something on that date. Profit and loss is down much from last year. We are not getting any birthday parties so far this year. Movies were down December into January.

**Report by Chairman.** Mr. Juliano presented a list of projects that need to be done totaling approximately \$223,350.00 (Attachment B to original minutes). Fire escape is a priority, supporting foundation, meeting room floor and granite front steps. A list will be prepared for presentation to the Town requesting funds.

**Discussion and Approval of monthly bills.** Ms. Pierce moved to approve payment of theater and building bills totaling \$47,062.71. Second by Mr. Long and unanimously carried.

### **Old Business**

- Phones: Representative will be at ETH office to work with Sheila Torres and Tom Mahoney to resolve several problems with newly installed lines. Suggestion made that AT&T be present as well.
- Basketball Back Boards for Gym: Motion made by Margot Hall to replace existing back boards to be replaced at a price not to exceed \$1,000. Funds to be taken from Special Projects account 1220. Motion seconded by Marie Smith, and passed unanimously.
- Security cameras: Motion made by Margot Hall and seconded by Tom Long to Move forward with installation of security cameras and WIFI wiring at a cost of \$11,000. Funding to be taken from Special Projects Account 1220. Motion passed unanimously.
- Cupola Painting and Gilding: Motion made by Tom Long and seconded by Karen Pierce to reassign previously approved contract for painting and gilding of cupola to Valley

Restoration for \$29,050. Funds to be taken from Special Projects Account 1220. Motion passed unanimously.

- Replacement of stage lighting: \$10,000 of cost will be taken form Theater Restoration account 1240.
- Fire Escape: Fire escape and foundation need to be completely replaced. Motion made by Tom Long and seconded by Marie Smith to approve \$25,000 for replacement of fire escape and an additional \$3,000 for replace foundation. Motion passed unanimously with discussion that we approach the Town for financial assistance.
- Balance of Special Projects account will be \$25,000. Other repairs listed and prioritized and sent to bid according to Municipal guidelines.
- Daily Rentals: Updated to include Theater Rental fees. 2012 rates will remain in place through June 30, 2014.

#### **New Business**

- Air Conditioning for Old Court Room: Motion made by Karen Pierce and seconded by Mary Fellows to purchase a window unit air conditioner for the Old Court Room at a price not to exceed \$400. Motion passed unanimously with a suggestion that the unit have a timer.
- Ticketing System tabled

#### **Comments Around the table**

- Mary Fellows: We have storage facilities on site for cleaning materials. Staff should store and secure all cleaning tools and solvents in those areas. We should not be storing materials used by ETH or renters in spaces not designated for storage.
- Marie Smith suggested we have a brief meeting to review storage with our staff.
- 10:28 Margot Hall moved to go into executive session. Tom Long seconded motion. Motion passed unanimously. 10:48 Motion to leave executive session and end BOM meeting made by Karen Pierce, seconded by Mary Fellows- passed unanimously.
- Resolution of return of deposit for an event held February 2012, with any remaining balance deducted from deposit. An amount of \$137.50 will be returned to the client.

Submitted by Karen C. Pierce, member BOM, June 13, 2013

Ann M. Mazur, Clerk

