

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, August 13, 2013, 7:00 P.M
Mary Hawley Room, Edmond Town Hall
45 Main St., Newtown, CT

Present: James Juliano, Margot Hall, Karen Pierce, Marie Smith, Tom Long, Mary Fellows (7:20). 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 July 9, 2013 meeting. Upon motion of Ms. Hall, the minutes were unanimously approved as presented.

Correspondence. None noted.

Report by Building Administrator. Mr. Mahoney reported that a chunk of the molding on the dormers in front came off this afternoon. He nailed the dormer back into place. Mr. Juliano is waiting for a price to paint the dormer and the sills. Newtown Christian Fellowship left two weeks ago for a place in Bethel. The Clock Group returned all the parts that they had. Mr. Mahoney had to purchase a new lawn mower. He told the staff not to use the new mower in the lower parking lot where there are a lot of rocks and to use the week whacker. Windows will be cleaned on August 22. On August 15 there will be a welcome for the new therapy dogs at 4:00 p.m. Connections Church would like to do a free movie night; Mr. Mahoney approved if they get approval from their ministry. Our summer matinee schedule is the worst that Mr. Mahoney has ever seen; attendance is not great. Ms. Smith said there was a complaint about cleaning with Pine Sol because it has such a strong odor. Ms. Torres purchased a cleaner with a more pleasant odor. Ms. Pierce asked if a specific area has been designated for storage of items to consolidate storage space and inventory and to manage costs. Mr. Mahoney said there are two designated areas. Ms. Hall suggested that Mr. Mahoney and Ms. Torres determine storage areas.

Report by Chairman. Mr. Juliano reported that the fire escape is being worked on. The grant to replace windows may be received; but it is only \$15,000 and must be matched by the Board of Managers. Ms. Smith noted that we are really going to have to contribute \$30,000 as the total cost would be \$45,000. This may be put off until next year. The leak in the stairwell is fixed. All the doors will be weather-stripped; the north side door has been fixed and now closes properly. A clock will be restored and put on the building. The steps will be repaired to keep water from penetrating between the step and the riser to prevent water from freezing in the winter which causes the steps to loosen and heave. The fire escape foundation is fixed. The light on the outside of the south side must be taken apart in order to be repaired. The Board would like to have the fire escape tested as well as repaired; Mr. Long would have voted against the repair of the fire escape if he had known that the testing would not be done. Mr. Juliano said that an engineer must do the testing. Mr. Mahoney will contact an engineer.

Ms. Hall applauds Ms. Fellows for the wonderful job that was done in the dressing rooms upstairs.

Discussion and Approval of monthly bills. Painting of the Alexandria Room was more expensive than anticipated. Ms. Fellows felt that she had to make a judgment call over the July 4

weekend because more paint was needed than was planned so she authorized the expenditure. Ms. Hall moved to approve payment of bills totaling \$70,272.13. Second by Ms. Pierce and unanimously carried.

OLD BUSINESS

Reports on progress of various renovations, installations and/or replacement of equipment was discussed previously.

Storage of banquet chairs. Ms. Fellows suggested that the green chairs should be kept downstairs and the white chairs should be in the Alexandria Room.

WI-FI access. Ms. Torres would like to know if this should be opened to the public. Mr. Long noted that the original intent was to review whether to open it to the public next year. Ms. Hall reported that Mr. Gamsjager wants to know if it will be open or password based. The Board feels that it should be restricted.

Set up and use of new QuickBooks program. Ms. Torres asked if someone can come and set it up and she would like permission to print checks. Mr. Long questioned if the cost of printing the checks would be worth the amount of checks that we print per month. Ms. Fellows suggested a template.

Report re Dept. of Economic and Community Development “Historic Restoration Fund Grant.” Ms. Hall distributed the summary prepared by Ms. Pierce and herself and the “State Historic Preservation Office Historic Restoration Fund Grant Program Guidelines” (Attachments A & B to original minutes). The Board discussed the guidelines. Ms. Hall and Ms. Pierce noted that prices cannot be obtained for items before the grant is approved or that item will not be funded. This would mean that if Mr. Juliano has obtained quotes for the windows that project cannot be part of the grant. An architect would have to provide cost estimates. The State has a list of approved architects. The Board will come up with a project in the next month or two and then contact an architect.

Daily/hourly rental documents. Ms. Hall asked for comments on the paperwork that she distributed to the Board. Questions presented were: is alcohol being served and/or sold, is there a licensed bartender, is food being offered and/or sold. Ms. Fellows will prepare a draft for Ms. Torres concerning these comments. Ms. Pierce noted that there are events focused on Newtown being presented by out of town parties and the Edmond Town Hall is too expensive for these events. Ms. Fellows noted that some groups feel that we do not have enough equipment for their events. Mr. Mahoney will look at the ticket sales for past Fridays and Saturdays and ask other theaters what they charge.

NEW BUSINESS

Approval of repairs to restroom equipment. Mr. Juliano would like to install new toilets in two restrooms at a cost of about \$800.00. Mrs. Pierce moved to purchase two new toilets and new flush valves at a cost of \$800.00. Second by Ms. Smith and unanimously carried. Ms. Fellows will get new hardware for the restroom doors and new granite slabs for the counters.

Tom Long on: Fairfield County Community Foundation. This a group that provides grants to nonprofit organizations. Mr. Long recommends getting to know them and giving them a tour of the building to begin the process of obtaining grants. It must be determined if we are a nonprofit,

a 501.C.3 or other type of nonprofit organization. The Board agreed with Mr. Long's request that he arrange a tour of the building for the Foundation.

Web page. Ms. Torres noted that it is not up to date. Ms. Dardine did not contact Ms. Torres as she said that she would. Ms. Pierce will contact Ms. Dardine and ask her to contact Ms. Torres.

Comments from members. Mary Hawley's birthday is August 22. Ms. Torres will have a press release in The Bee. She will get gladiolas from Caraluzzi's. Ms. Fellows will purchase cookies for the Mary Hawley Room.

EXECUTIVE SESSION.

Discuss tenants and personnel matters. Upon motion of Ms. Hall, executive session was entered at 8:35 p.m. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

ADDENDUM TO MINUTES:

Edmond Town Hall Board of Managers
Minutes
Executive Session
August 13, 2013

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

The Board discussed personnel matters

Motion made by Karen Pierce and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 9:30 P.M.

The Board did not take any action with regard to the topic discussed.

Motion made by Karen Pierce and seconded by Karen Pierce to adjourn this meeting

Motion unanimously passed.

Respectfully submitted,

Margot S. Hall

Vice Chairman