

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, October 30, 2013, 3:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT

PRESENT: James Juliano, Chairman, Marie Smith, Karen Pierce, Margot Hall

AGENDA: Staff meeting re. Re-purposing of building and re-allocation of staff.

Motion made by Karen Pierce and seconded Marie Smith to go into Executive Session.
Motion unanimously passed.

Present - Tom Mahoney

The Board and Mr. Mahoney discussed the reallocation of duties with Mr. Mahoney as described in a document "Job Description - Theater Coordinator".

Following review of and discussion regarding the job description, Mr. Mahoney and Chairman Juliano signed the Job Description.

Mr. Mahoney exited the meeting at 3:50 P.M.

The Board was joined by Sheila Torres.

The Board and Ms. Torres discussed the reallocation of duties with Ms. Torres as described in a document "Job Description - Operations Manager".

Following review of and discussion regarding the job description, Ms. Torres and Chairman Juliano signed the Job Description.

Ms. Torres exited the meeting at 4:10 P.M.

Motion made by Karen Pierce and seconded by Marie Smith to go out of executive session. Motion unanimously approved

MOTION made by Karen Pierce and seconded by Marie Smith that the position of THEATER COORDINATOR be created and that the position be filled by Thomas Mahoney. Mr. Mahoney will commence with his new duties on November 2, 2013. Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Marie Smith that the position of OPERATIONS MANAGER be created and that the Sheila Torres fill that position on an Interim basis for a period of 6 months starting on November 2, 2013.

Motion unanimously passed

MOTION made by Marie Smith and seconded by Margot Hall to go into Executive Session at 4:15 P.M. Motion unanimously passed. Karen Pierce left the meet at this time.

PRESENT: Jim Juliano, Marie Smith, Margot Hall.

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The Board was joined by staff members Ed Bazyk, Glenn Hopper, Fikri Dalipi, Chris Clark, Azra Sholtes and Sheila Torres.

Jim Juliano acquainted the staff with the re-allocation of duties of Tom Mahoney as Theater Coordinator and of Sheila Torres as Interim Operations Manager.

Motion made by Marie Smith and seconded by Margot Hall to adjourn this session at 4:40 P.M. Motion unanimously passed.

No votes were taken.

Motion made by Marie Smith and seconded by Margot Hall to adjourn this meeting. Motion unanimously passed.

Respectfully submitted

Margot S. Hall
Vice Chairman