

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, November 12, 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. **Absent:** Mary Fellows, Tom Long. Also present: Theater Coordinator Tom Mahoney, First Selectman Patricia Llodra, Finance Director Robert Tait, Office Manager Sheila Torres, Kevin Spencer and Adam Carlson, Newtown Kindness, Robert Kaiser, Cultural Arts Commission, Adam Watt from Connections Church and Attorney Mark Koratash.

Chairman Juliano called the meeting to order at 7:00 p.m.

Public Participation

Selectman Pat Llodra and Finance Director Bob Tait re CIP and Financial Accounting issues from the 2012-13 audit.

Ms Llodra said that she understood that the ETH Board of Managers was reluctant to participate in the energy savings initiative. Mr. Juliano noted that the Board was not told that they were part of this program. He noted that Fred Hurley was going to do an energy audit. Mr. Juliano said that the Board paid \$10,000 to have an energy audit completed. The Energy Initiative that the Town is engaged in is paid for by UNESCO . Mr. Juliano gave Sustainable Energy Commission figures for energy savings. Ms. Llodra said that items in the CIP are related to energy savings that will not be supported unless the Board participates in the energy initiative. Mr. Juliano noted that we have a grant for the windows and that we have insulated the doors and replaced the shafts on the motors in the kitchen. Ms. Llodra said that this program will pay for these items. Ms. Llodra noted that this is a separate approach. AMERESCO would need the energy costs for the building and would pay for the capital improvement costs. Ms. Llodra said that capital improvements for municipal buildings that are energy related cannot be carried in the CIP. Mr. Juliano noted that dome lights were placed in the theater. Mr Juliano noted that LED lights were installed in the dome in the theater and that the theater lighting is now reduced to one 15 amp breaker from four 20 amp breakers.

Mr. Tait discussed the fact that items in the CIP can be paid for by the energy savings initiative. He said that the large town buildings would be paying for some of the Edmond Town Hall's projects. Ms. Llodra and Mr. Tait noted that the Edmond Town Hall was always included in the town buildings for this project.

Ms. Pierce noted that an audit has to be done first to see what projects will be covered by AMERESCO. Ms. Llodra noted that if the CIP includes anything related to energy and if the Board does not participate in this project these projects would not be covered.

The Board of Managers will have a discussion with AMERECO through Public Works Director Fred Hurley.

Mr. Tait said that the Board could use the Town accounting system. The Board would still process their own invoices and would process the payroll. The same accounts would be used that the Board uses now. He noted that Assistant Financial Director Donna Tomasko reconciled the accounts for the auditors. He noted that the accounting system was not reconciled to the checking account and some items were not recorded. Finance would record the transactions in

a timely manner. The Board could print their own reports. Finance could set up a flexible budget. Mr. Tait said that a budget is needed.

Ms. Llodra noted that the absence of checks and balances is a real issue to the auditors. She asked the Board to review and prioritize their CIP projects.

Attorney Mark Koratash noted that the Town wants the Board to participate in the audit. He feels that the Finance Director is offering to monitor the Edmond Town Hall accounts more easily than the Board without loss of autonomy by the Board. .

Kevin Spencer and Aaron Carlson, Newtown Kindness - re use of space. The event will be planned for 500 people for February 22. The gym on Friday and theater and gym on Saturday. The Board will discuss this and report back to Newtown Kindness.

Robert Kaiser, Cultural Arts Commission - re special rental rate. A December 22 holiday family gathering is planned. Would the Board be interested in co-sponsoring the event by donating the Alexandria Room. Beer and wine and food would be brought by participants and there would be a band. No money would be taken, this would be a free event for the Healing Newtown project. The Board will discuss and get back to the Cultural Arts Commission.

Adam Watt would like to establish a food preparation service in this.

Approval of Minutes of October 8, 2013 and Special Meeting of October 30, 2013. Upon motion of Ms. Pierce, the minutes were unanimously accepted as presented.

Correspondence. This will be discussed in Executive Session.

Report from Operations Manager. Ms. Torres discussed her report (Attachment A to original minutes). She will obtain quotes to shampoo the theater seats.

Report from Theater Coordinator. Mr. Mahoney noted that on October 24 there was a separate showing of "The Conjuring" and Lorraine Warren spoke after that; \$800 in concessions was taken in.

Report from Chairman. Mr. Juliano will discuss his report later in the agenda.

Discussion and Approval of monthly bills. Ms. Pierce moved to authorize payment of theater and building bills totaling \$74,821.71 . Second by Ms. Hall and unanimously carried.

OLD BUSINESS

Box Office/Concession Ticketing system. Mrs. Fellows was not present to discuss this.

Interior and Exterior advertising - display of banners and posters of ongoing/upcoming events at Edmond Town Hall. Mrs. Fellows was not present to discuss this.

NEW BUSINESS

Approval of Clock repair quote. Connecticut Timekeepers quote is \$6,500.00. A maintenance would have to be discussed. Ms. Hall moved to approve this expenditure of \$6,500.00, second by Mrs. Smith and unanimously carried.

Review of quotes for service of Air conditioning system and generator. Ms. Torres is expecting a quote tomorrow morning. Mr. Juliano will discuss with McKinney Mechanical their quote for the air conditioning system.

Ms. Pierce moved to approve the expenditure of \$1,000.00 to update fire alarm system. Second by Ms. Hall and unanimously carried.

Ms. Pierce moved to approve the expenditure of \$40 per month for one year for the electronic calendar with the 10% discount for the year. Second by Ms. Hall and unanimously carried.

Approval of Christmas Tree Program was discussed under Ms. Torres report.

Approval of Board of Manager's meeting schedule for 2014. The November meeting will be on the 12th. Upon motion of Ms. Hall, the meeting schedule was approved as presented.

EXECUTIVE SESSION. Upon motion of Ms. Hall, executive session was entered at 9:04 p.m. to discuss staffing matters, renter/tenant matters and rental rates and rental packets

At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

Minutes
Executive Session
November 12, 2013

PRESENT: James Juliano, Marie Smith Karen Pierce, Margot Hall, Attorney Mark Korotash

The Board discussed staffing matters, tenant and rental matters.

The Board also discussed rental rates for the coming year.

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

MOTION made by Marie Smith and seconded by Karen Pierce that, with the exception of the Theater rates, the Board approve of the schedule as presented. And, that the Theater rates be further examined and discussed at the next meeting. Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Jim Juliano to approve a request by the planners for the CHARLOTTE BACON ACT OF KINDNESS AWARDS Committee to have the use of the Gym on Friday along with the Theater, Gym and Alexandria Room on Saturday, February 22, 2014.

And, that a next meeting of the Board, rental fee for the above will be considered and acted on.

Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Marie Smith to approve a request by Adam Watt, CONNECTION CHURCH, to use the Alexander Room and kitchen "one Tuesday per month" from 4:00 P.M. until 8:00 P.M. The Board will re-examine this arrangement after the third month's use of this facility by Mr. Watt.

Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Marie Smith that the Board reduce the rate for rental of the Alexandria Room by the Cultural Arts Commission for an event for the Healing Newtown (Dec. 22, 2013) to \$100.00. The Cultural Arts Commission is requested to present all necessary permitting for serving alcohol and food during the event. And, the Board of Town Hall Managers respectfully declines an invitation to be a co-sponsor of the event. Motion unanimously passed.

Motion made to adjourn this meeting at 10:40 P.M. Motion unanimously passed.

Margot S. Hall

Vice Chairman