

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, December 10, 2013, 7:00 P.M
Mary Hawley Room, Edmond Town Hall
45 Main St., Newtown, CT

Present: James Juliano, Margot Hall, Mary Fellows, Karen Pierce, Marie Smith, Tom Long (7:13). Also present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney, Paul Schuyler, ???.

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

Election of Officers. Ms. Hall nominated Mr. Juliano for Chairman, second by Ms. Pierce. There were no other nominations. Motion unanimously approved. Ms. Pierce nominated Ms. Hall for Vice-Chairman, second by Ms. Smith. There were no other nominations. Motion unanimously approved.

Public Participation. Andy Clure would like to be involved in advertising for the building.

Paul Schuyler of Diamond Ticketing Systems discussed Ticketing and Concession Soft & Hardware. He used to own Bethel Cinema and now is in ticketing operations. He recommends that the Board of Managers consider the ticketing system that Bank Street uses. He feels that there are a lot of items in the concession stand that the building does not need. He demonstrated a touch screen system with three ticket categories.

Approval of Minutes of November 12, 2013 and November 15, 2013. Upon motion of Ms. Pierce, the minutes were unanimously accepted as presented.

Correspondence. None noted.

Report from Operations Manager. Ms. Torres discussed her report (Attachment A). Mr. Juliano will contact someone who he feels may be willing to be a substitute. A second person may be needed also. This will be discussed further under New Business. The elevator inspector passed away and a new company must be hired. Ms. Torres will contact companies. Smart TV will be reconfigured.

Report from Chairman. Mr. Juliano would like to replace the lights in the building with LED's for a net cost of \$2.00 per light (the lights would be 2 watts vs. the present 25 watts) for about 32 lights. Mr. Juliano would like the clock to be replaced with one that does not need maintenance by Coastal Clock and Time Company. It would look the same from the outside as the present clock. He will also contact the company that wants to repair the present mechanisms.

Discussion and Approval of monthly bills. Ms. Pierce moved to authorize payment of theater and building bills totaling \$35,392.64 . Second by Ms. Hall and unanimously carried.

OLD BUSINESS

Energy Audit was conducted by a consultant recommended by the Public Works Director.

Interior and Exterior advertising - display of banners and posters of ongoing/upcoming events at Edmond Town Hall. Mrs. Fellows feels that the Board of Managers should be able to determine what is displayed. She feels that the building should be grandfathered in. Ms. Hall suggested reviewing the Borough sign regulations.

Movie Theater Schedule. Discussion followed about the days that movies should be shown. A new ticketing system would provide data on how many attend each movie; if this system is not used, a report would need to be generated. Attendance for January through March will be tracked. The gym is used every evening so that the building cannot be closed for an entire day and evening.

Review of quotes for service of Air conditioning system and generator. Mr. Juliano said that the air conditioning would be serviced in the spring and the generator once a year. He feels that the Alexandria Room unit should have separate air conditioning and heating in the future. Ms. Hall moved to authorize expenditure of \$797 for servicing the generator and \$3,340 for servicing the air conditioners. Second by Ms. Pierce and unanimously approved.

NEW BUSINESS

Upon motion of Ms. Hall the items of hiring two substitute employees and replacing the lights on the first floor of the building were added to the agenda.

Ms. Pierce moved to authorize hiring one substitute employee with the cautionary note that the hours are to be monitored so that the positions are part-time (less than 30 hours). Second by Ms. Hall and unanimously carried. Mr. Juliano will approach the person who expressed interest.

Ms. Hall moved replacing the LED lights in the entire building at a cost of \$2,000 of which \$1,000 is to be reimbursed. Second by Ms. Pierce and unanimously carried.

Mr. Long is resigning effective January 1, 2014. The Board expressed their appreciation for the work that he has done.

EXECUTIVE SESSION. Upon motion of Ms. Hall, executive session was entered at 8:45 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

December 10, 2013

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

The Board discussed staff, tenant and rental matters.

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

MOTION made by Marie Smith and seconded by Tom Long to recognize ETH employees with a holiday bonus and authorize a withdrawal of \$600.00. Motion unanimously passed.

MOTION made by Tom Long and seconded by Mary Fellows to accept the quote at \$4,269.00 from DIAMOND Ticketing System for hardware and software for Box Office and Concession needs. Funds to come out of Special Projects account.

Motion unanimously passed.

Marie Smith left the meeting at 10:20 P.M.

MOTION made by Karen Pierce and seconded by Margot Hall to submit billings to Flagpole Radio Café for bookings of the theater and other space to support the performances as follows:

November space rental \$2,675.00 **less 15%**

December space rental \$2,675.00

A vote on the motion was in the affirmative by Karen Pierce, Margot Hall, Jim Juliano, Tom Long. Mary Fellows voting "No". Motion passed.

MOTION made by Karen Pierce and seconded by Tom Long to adjourn the meeting. Motion unanimously passed at 10:25 P.M.

Respectfully submitted,

Margot S. Hall

Vice Chairman

Manager's Report – December 10, 2013

Issues/New Business

STAFFING

- **Illness/Vacation** of staff (Ed and Glenn were both out sick on the heels of Sam, I did a lot of substituting and so did Tom.)
- **Schedule Revisions** – Would like to have additional help on heavy weekends. Have asked Chris to help on a couple of occasions. But, have nobody else to ask and Chris is limited as to the number of hours he can do. Glenn already works Friday nights and Sundays. Sam is already here too long.
- **Consider creating a catchall substitute position** – We do not have any coverage. Theater/Events Assistant, person can help with theater and event needs, e.g. night person, set-up help, some cleaning of theater.
- Expand responsibilities for concession staff to include a bathroom check
- Expand responsibilities of Night Person to include some tidying up and some check-up on concession staff.
- **Boiler**
 - Last month's issues have been addressed. Written procedures are in place. Part of the issue was related to the electrical design, both boilers are run from one set of circuits, but that was not documented anywhere. The other part was related to failure to follow through on procedures by the staff. We are now back on a steady course. I will be doing the daily maintenance when Glenn is on vacation.
 - We received our boiler inspection certificate from the state. We're good until our next inspection in 2015. As required, the certificate has been posted near boiler, on electrical panel.
- **Fire Alarm** – issue has been addressed. An updated system has been installed in the Lower Level south side that can communicate with the alarm panel. This will help keep the false alarms at bay. Cost was \$1300, seven units were replaced.
- **Fire escape** – work has been completed.
- **Elevator Inspector** – will need to get a new company. The current company no longer in business due to death of owner.

- **Budget** – Will a member of the Board be working with Azra this year like last year or should she work with the accountant?

Upcoming/Ongoing

Online Room Reservation System - Have been transferring data to this system. Very time consuming but worth the effort. My hope is that by next month I will no longer need to use the paper calendar.

Smart TV – Decisions on Smart TV. Propose that we configure both brass bulletin boards in a way that allows one to be all about movies and the other for print announcements. This would involve removing some of the brass muntins which could be used to create a brass frame around the TV and make it fit in better.

Gym Ceiling Tiles – This continues to be an issue. Some tiles are falling due to old adhesive. There are 9 holes at the moment. Potential for injury. It would be good to remove all times and re-glue them.

Holiday Tree – Have received many compliments. Many people using it as backdrop to their pictures. Education Connection would like to do it next year.

Rug/Seat Shampooing Needed – Contacted the vendor who came last year. Has not come yet. Will let you know pricing when he comes.

Tables – Have not yet ordered. Need to get a critical piece of info from Town of Newtown (our state certificate number).