

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, January 14, 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. Also present: Prospective Board member Andrew Clure.

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

Public Participation. None noted.

Approval of Minutes of December 10, 2013. Upon motion of Ms. Pierce, the minutes were unanimously approved as presented.

Filling vacancy of unexpired term thru 12/1/17 (resignation of Tom Long). Ms. Hall moved that Andrew Clure be appointed to fill the vacancy of Tom Long. Second by Ms. Smith and unanimously carried. Ms. Pierce will handle changing the signatures required on the bank documents.

Correspondence. Gordon Williams sent a letter of commendation for Mr. Mahoney as one of his, Gordon's, 26 acts of kindness.

Report from Operations Manager. Ms. Torres previously distributed her report (Attachment A). The promoter who wants to block out open Saturdays should come and talk to the Board. Concession training may be conducted during the blackout week.

Report from Chairman. Mr. Juliano purchased the LED lights for under \$300. Grant for the lights will be applied for. The library wants to rent a room for their board meetings. Lathrop had water pipes installed that were not installed according to code and have to be changed by Lathrop. Boilers are running fine. Two more clock people wanted pictures which Ms. Torres will send to them.

Approval of monthly bills. Ms. Pierce moved to approve theater and building bills totaling \$51,074.81. Bill for \$4,190 for Diamond Ticketing System bill will be held until more information is received. Second by Ms. Hall and unanimously carried.

OLD BUSINESS

- **Interior and Exterior advertising display of banners and posters of ongoing/upcoming events at Edmond Town Hall.** Ms. Hall noted that the Board would like to put up banners for performances. The Board will discuss further whether it wants to be informed of any request before the applicant applies to the Borough Zoning Commission.
- **Movie Theater schedule (possible 6 days per week schedule).** Sheila and Azra will analyze the attendance records. Mr. Clure suggested a Senior Matinee Day.

NEW BUSINESS

- **Approval of Water Treatment System for Kitchen.** Ms. Pierce moved to approve purchase of a water treatment system for the kitchen NTE \$1,500. Second by Ms. Hall and unanimously carried.
- **Wedding Advertisements.** Ms. Smith moved to advertise in the Wedding Guide in The Bee. Second by Ms. Hall and unanimously carried. Further discussion will be held about advertising in Voices or other media.

Theater Costs compared to other theaters Ms. Pierce noted that Ms. Fellows compared. Other theaters charge for utilities for the time that the building is being used. They charge for parking, charge for staff. Advertising fee if advertising is done. We don't use a ticket agent. We need to advertise that we are all inclusive and don't charge for these items.

Ms. Pierce reported that two movies were playing in the same afternoon but only one was advertised on the board outside. Possibly smaller lettering will be used to accommodate two signs.

Ann M. Mazur, Clerk

Addendum to minutes:

NEW BUSINESS:

The Board proceeded to work on finalizing the 2014-2015 Town Budget. The Clerk was excused.

Motion made by Marie Smith and seconded by Margot Hall to approve the 2014-2015 budget. Motion unanimously passed.

The Board did not conduct the Executive Session as noticed on the agenda.

Motion made by Karen Pierce and seconded by Marie Smith to adjourn this meeting at 11:38 P.M. Motion unanimously passed.

Margot S. Hall

Vice Chairman

Manager's Report – January 14, 2014

Summary Report

Good holiday season. Many positive remarks on the ETH decorations. Newtown Prevention Council put 95 tags on tree. Only 16 were left. Social Services purchased remaining gifts.

Both Ed and Sam were out sick since last meeting. Both had more than one incident of sick time. We will need to step up efforts to find a substitute.

Decisions/Approvals Needed Today

- **Need signature for checks so DNR can order equipment and start work.** (See Preliminary Installation Schedule below, which I received from Donnie today.)

Preliminary Digital Installation Schedule

- Screen and other equipment arrives within 2 weeks of payment (approximately), provided we approve and sign checks today.
- Edmond Town Hall Theater declares **"Dark Week"** in preparation for digital conversion. Announce to usual media.
- DNR works from **Monday February 3 – Thursday February 6** to complete the install.
- **Training of staff?** – This has not been discussed. Information to come.
- **February 8 and 9/** Flagpole and Bates Productions
- **Monday, February 10** – Theater back on. Week to work out bugs.

- **Friday, February 14** – Celebration, Should get two movies (children/adults) (school gets out early), School Winter break from 2/14 – 2/18
- **Percentage Increase for 2014 – 2015 Budget** – need to have for 1/16 meeting. Azra has to update spreadsheet.
- **Elevator Maintenance Company** – Decision and signature on contract so I can send back. \$1800 yearly includes pressure test.
- **Kitchen Water Softener** – Decision to purchase. Money to come from Kitchen Restoration Account.
- **Wedding Advertisement in Bee** – Approval needed. Also, do you wish to do additional advertising – *Penny Saver, Voices, or News Times*, etc. Last year we did not have much wedding activity. *The Bee* has limited readership.
- **Decision on Blocking of Open Saturdays for rest of 2014** – Can I book Alex and Gym on those blocked dates? Please let me know so that I can give the dates to Mary Fellows.
- **Decision on 1939 Film Fest** – Proposed by Jenn Rogers. Mary knows the details. I personally think it should coincide with our 85 anniversary in 2015 and that it could take place over a number of days in the Alexandria Room similar to the way that Brookfield has its festival.

Items Pending

- Hiring of substitute theater/bldg. assistant (both Ed and Sam were out sick on two separate instances since the last meeting.

Upcoming Issues to Consider

- **Training of Theater Staff on New Concession System** – Dates, vendor, etc. If we plan to go to the new system upon installation of digital projector, much preparation is needed. We have two weeks left in January. Ideally we could do the installation/training during early February so that the staff is ready to go when we go live with the digital system during Winter Break (which starts February 14).
- **Need to Integrate Communication Channels** – Need professionally designed web page, newsletter template, bulletin announcements and functional web site so that all can work together. Present functionality and graphic identification both need improvement.