

Edmond Board of Town Hall Managers  
Special Meeting  
Saturday, March 29, 9:00 A.M  
Mary Hawley Room, Edmond Town Hall  
45 Main St., Newtown, CT

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE EDMOND TOWN HALL BOARD OF MANAGERS.

Present: James Juliano, Margot Hall, Andrew Clure, Mary Fellows (9:30), Marie Smith.  
Absent: Karen Pierce. Also present: Operations Manager Sheila Torres, Don Gamsjager of DNR Laboratories (9:20).

Chairman Juliano called the meeting to order at 9:00 a.m.

**Digital Equipment Support Contract.** New England Theater Service, Inc. proposed to do the installation of the unit and the equipment for \$2,084.00. Ms. Torres said they recommended installing a remote VNC. Ms. Torres will obtain a quote from another company and a decision will be made at the April 8 meeting.

**Floor (and other) lighting of balcony space.** Ms. Torres will obtain a quote. Further discussion at the April 8 meeting.

**Update re. Conversion to digital projection equipment. Update re: Concession and ticketing equipment. Take action, if necessary, regarding any changes/additions of work orders in connection with the theater conversion project - i.e. Second projection equipment for showing of movies other than rented - type/make and location and installation in projection booth**

Mr. Clure reported that 90% of electrical work is done. He said that Mr. Mason's contract expired in February. If we want partitioning done, Mr. Mason charges \$125/hour. Mr. Clure can reach out to other companies. Mr. Mahoney's computer can still be used in the meantime. Cash registers will be installed.

Projection room is completely gutted. Waiting for equipment before we finish the floor. Speakers will be salvaged and were salvaged and sold for \$750.00. Scaffolding has been delivered to install projector and track system and will be erected on the stage. Discussion about moving some events. Wiring is completed.

At this time Mr. Gamsjager joined the meeting. He said we won't be ready to open the doors until Monday, April 7. Scaffolding will not take up all the space on the stage. There is a rehearsal planned for the stage area on Wednesday from 9:00 to 2:30. Mr. Gamsjager would prefer to use the scaffolding on Friday rather than Wednesday. Ms. Torres will see if another space is available for this group for their rehearsal on Friday.

Much discussion followed about planning the training, soft opening and grand opening as well as completing the installation of the equipment and renting two movies.

Mr. Clure would like to delay purchasing the second projector until we can determine how much we would spend for advertising and how much we will use it. Mr. Gamsjager gave Ms. Torres a verbal quote of \$2,500 for this projector. At this time (9:50) Mr. Gamsjager left the meeting.

**Consider and approve, if necessary, any alterations/changes (carpentry) to ticket booth and concession space.** Mr. Clure noted that we have two quotes for carpentry work. Part of panel will be cut and cash drawer will be installed. Ms. Hall move to accept Mike Manka's quote of up to \$840 for customized cash drawer installation. Second by Ms. Smith and unanimously carried.

**Calendar date(s) for completion of above installations and dates for introduction to public.** Ms. Hall moved to table this item and discuss in Executive Session, second by Mr. Clure and unanimously carried.

**Update re. Edmond Town Hall Website.** Mr. Clure and Ms. Torres met with Trish, the current web master. Trish said that the website was set up 6-7 years ago and several ideas were advanced but not followed up on. Mr. Clure said that to move forward we need to become an “ecommerce” site. Mr. Clure said that Haydon Bates is contacting Trish directly to make changes to the website. Mr. Clure feels that one contact from the Board or the office with Trish is needed. Mr. Clure said that the software is seven years old. Edmondtownhall.org is our URL.

- We need to pay someone to maintain and access this information.
- Mr. Clure asked the Board to make a decision as to how much time it will take to have a more effective web site.
- We should not leave it to Trish to decide what to put on the website when she receives requests from others.
- Will we have yearly fees? \$250 fee for domain and hosting; one-time fee to build a new web site. (Trish will give us a quote).
- Present to the Board a yearly cost for a new website and review the four formal proposals that we have to run the website.
- How will things get posted.
- Make a decision at the April 8 meeting.

**EXECUTIVE Session to discuss tenants/renters matters, communication with Board's Attorney and the soft and grand openings.** Ms. Hall moved to enter executive session at 10:20 a.m., second by Ms. Smith and unanimously carried. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers  
Special Meeting  
March 29, 2014  
Executive Session

**Minutes**

PRESENT: James Juliano, Marie Smith, Mary Fellows, Andy Clure, Margot Hall and Sheila Torres.

The Board discussed tenant matters. Ms. Torres was instructed to submit an invoice for payment of agreed-upon-donation to a tenant.

The Board and Ms. Torres continued to discuss, and Ms. Torres will keep the Board advised, regarding the progress of the ongoing planning for re-opening of the theater upon completion of installation of digital projection equipment and training of the staff.

Details of opening activities are to be co-ordinated by and with Ms. Torres.

Motion made by Marie Smith and seconded by Andy Clure to go out of Executive Session. Motion unanimously passed.

Motion made by Andy Clure and seconded by Margot Hall to renew the service contract with Silvermine Technology for 6 (six) months commencing on April 1, 2014. Motion unanimously passed.

Motion made by Mary Fellows and seconded by Marie Smith to adjourn this meeting. Motion unanimously passed at 11:30 A.M.

Margot S. Hall  
Vice Chairman