

Edmond Board of Town Hall Managers  
 Regular Meeting  
 Tuesday, April 8, 7:00 P.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, Karen Pierce, Marie Smith. Also present: Operations Manager Sheila Torres, Jennifer Rodgers of the Cultural Arts Commission, Don Gamsjager of DNR Laboratories (7:30).

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

**Approval of Minutes – March 11, 2014, March 24, 2014 and March 29, 2014.** Upon motion of Ms. Pierce and second by Ms. Smith, the minutes of March 11 and March 24 were unanimously approved as presented. The March 29 minutes will be amended to note that Mr. Clure said we were going forward with removing both projectors. Upon motion of Ms. Hall and second by Ms. Pierce, the minutes of March 29 were unanimously approved as amended.

**Correspondence.** None noted.

**Report by Chairman.**

- \$59K quote for AC in Alexandria Room; Mr. Juliano will obtain two other quotes.
- Boiler repair will cost \$2,500 for tube replacement
- Coastal Clock and Chime quoted approx. \$18,000 for clock repair including the chimes. Since this quote was based on pictures, he will visit here and give a better estimate.
- Bids for new boilers coming in.

**Public Participation. Update re 1939 Film Festival.** Ms. Rodgers distributed and discussed a tentative schedule (Attachment A).

- Dedicating one Sunday a month beginning May 4 or May 25 if everything cannot be worked out for beginning on May 4.
- Costs need to be determined (who will pay for what).
- What is the movie rental price? Should we consider purchasing the films? Who will cover these costs? What will the employee costs be? Rental costs?
- Will the employees cover the projection costs?
- Advertising needs to be done.
- Meet with Mr. Mahoney to firm up plans.
- Board is being asked to run movies, sell tickets.
- Can we show movies, sell tickets and borrow films from others?
- What will we charge for ticket prices?
- Would the Library be a sponsor so that the films could be shown for free?
- Who will be sponsors and what will be offered to them?

- The subcommittee (Ms. Pierce and Mr. Clure) will work with Ms. Rodgers and report back to the Board.

**Report by Operations Manager.** Ms. Torres asked that the Board consider:

- Resource allocation.
- Send off for Sam.
- Touch screen for projection room upstairs.
- Vacuum cleaner needed.
- Laptop because Mr. Mahoney does not have a computer.
- Installation of the two TV's.
- TV's were donated through Samsung to the Sandy Hook Arcade. Mr. Clure would like it to be noted that the TV's were donated to the Arcade and he feels that the use of the TV's should be addressed with Scott Sicari. Mr. Jamsjager said that one of the TV's was donated by DNR; he will check on the other TV.
- ? research of cost for installation.
- Ms. Torres reported that First Selectman Llodra told her that the TV may be used to benefit the community of Newtown.
- Discussion of the use of the TV's and installation will be in Executive Session.

**Approval of monthly bills.** Ms. Hall moved to recommend approval of theater and building bills totaling \$43,378.91, second by Ms. Pierce and unanimously carried.

#### **OLD BUSINESS**

- **Update on progress of Digital Movie conversion.** Completed.
- **Update on progress of ticket/concession terminal.** Completed. Training April 21 for the staff.
- **Update re. Modification to box office and concession space** is almost completed. Wiring is done, painting needs to be done.
- **Update re. Balcony lighting and seats.** Ongoing.
- **Plans and calendar dates for re-opening of movie theater.** April 24.
- **Web site.** This will be discussed under Executive Session.
- **Newtown Concert Event - with the band POCO.** Mrs. Fellows contacted USA today and is waiting to hear back from the paper.
- **Update on advertising/rates.** Mr. Clure is working on the rates.

Mr. Gamsjager presented a punch list for the theater update project.

- Seam in screen is getting bigger. He contacted manufacturing. Sales rep will be here tonight to look at this. This should be addressed by April 24. Spec sheet said there would be a seam in the center that would not be noticeable.
- Tracking system delivery in two weeks. Before the grand opening.
- Glass in the booth will be installed by the end of the week.
- Physical mount in the booth this week.
- He recommends a touch screen in the booth at a cost of \$400.
- Training advertising system software tested today. Will meet with Mr. Clure and Ms. Torres to set up the software.
- Training on overall system done with Mr. Mahoney and Mr. Gamsjager.
- Microphone for the booth is too old and a new one needs to be bought for \$200.

- Control for the projector for lap top connection on the stage was set up today.
- Audio monitor in the booth.
- Recommends spare set of lamps for \$720.
- Service contract with NCR unlimited 24/7 remote support. DNR will do that for this month. Will load this Thursday's movie with Mr. Mahoney.\$180/month for NCR.
- Quarterly service \$450 per year.
- Annual maintenance \$1,500. Includes software updates.
- \$1,500 to have a firewall installed.
- He has printers that do photos. He will print Edmond photos for \$20 for the cost of the frame only.

## NEW BUSINESS

- **Discuss and authorize limited assistance with new budget document.** Ms. Hall said that Alan Clavette's staff supported this effort. Azra will need software. The cost must be determined.
- **Re change of ETH monthly meeting time from 7:00 PM to 6:30 PM.** Ms. Hall moved to reschedule the calendar beginning May 13 to 6:30 p.m. Second by Ms. Pierce and unanimously carried.
- **Discussion/action re installation of 'TV' monitors in lobby.** Mr. Clure will work with Ms. Torres for the installation of one of the TV's.
- **Review of renovation/repair projects for next fiscal year (Int. Operations Mgr).** Mr. Juliano reviewed the list and noted that most of the projects have been done. He noted the price of the two items that have not yet been completed.
- **Men's room tile and public bathroom.** Ms. Torres will add these to the list and obtain prices.
- **Grants.** Mr. Clure noted that the State Historical Preservation is offering training sessions for grants. Ms. Hall and Ms. Pierce attended such a session and will share their information with Mr. Clure.
- Ms. Pierce asked about having a video camera in theater. Mr. Juliano noted that one should be placed in the lower parking lot. Ms. Torres suggested a monitor in the booth. This will be added to the list.

**Comments from members.** Mr. Clure would like to pursue costs of licensing and showing big sporting events such as the basketball games here. Ms. Hall commended the Board for their work in the project. Ms. Fellows noted that the sound in the theater is a little flat.

**EXECUTIVE SESSION.** Ms. Hall moved to enter executive session at 8:10 for discussion and action regarding staffing, renter/tenant matters, web site, TV use and installation and rental rates and packets. Second by Mr. Clure and unanimously carried.

At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

Regular Meeting

April 8, 2014

Executive Session

**Minutes**

PRESENT: James Juliano, Marie Smith, Karen Pierce, Mary Fellows, Andy Clure

Margot Hall

The Board discussed:

1- Plans for Grand Re-Opening on 4/24/14 of Theater after completion to digital projection equipment installation. Budget for the event planning was set at \$2,100.00 (total).

2- Request by a party to be able to continue using the Alexander Room & Kitchen will be looked into by the Board. The Board will provide the Int. Operations Manager with a reply to the request before the next regular meeting.

3- ETH web site.

Motion made by Karen Pierce and seconded by Margot Hall to go out of Executive Session. Motion unanimously passed at 9:21 P.M..

This meeting adjourned at 9:21 P.M.

Margot S. Hall

"A"

Proposed groupings of movies so far:

**April 29** \*\*Same day as CIRCUS by Mouthpeace Arts Collaborative at ETH

- The Little Princess (93m) family, comedy, drama, musical
- Rules of the Game (Fr.) (110m) comedy, drama
- Ninotchka (110m) comedy, romance
- The Wizard of Oz (102m) family, adventure, fantasy, musical

**May 25**

- Of Mice and Men (103m) drama
- Wuthering Heights (104m) drama, romance
- Goodbye, Mr. Chips (114m) drama, romance

**June 29**

- Destry Rides Again (94m) comedy, western
- Drums Along the Mohawk (104m) drama, romance, war, western
- Stagecoach (96m) adventure, western

**July 27**

- \*Gone With the Wind (special event) (338m/4h) drama, romance, war

**August 31**

- The Three Musketeers (73m) action, adventure, comedy, musical
- Beau Geste (112m) action, adventure, drama, war
- Gunga Din (117m) Adventure, war

**Sept 21**

- Flying Deuces (69m) Comedy
- The Adventures of Sherlock Holmes (85m) Crime, mystery, thriller
- Mr. Smith Goes to Washington (129m) drama

**October 19**

- The Return of Dr. X (62m) horror, mystery, Sci-Fi, thriller
- Foreign Correspondant (Hitchcock) (120m) Mystery, romance, thriller
- The Hunchback of Notre Dame (117m) drama, romance
- Son of Frankenstein (99m) horror, drama, Sci-Fi

**November 30**

- Intermezzo (70m) drama, romance
- Love Affair (88m) comedy, drama, romance
- The Women (133m) comedy, drama
- Dark Victory (104m) drama, romance

**December 29**

- The Adventures of Huckleberry Finn (Mickey Rooney) (92m) family, adventure, drama
- At the Circus (Marx Brothers) (87 m) comedy, musical
- You Can't Cheat an Honest Man (W.C. Fields) (79m) comedy
- Babes in Arms (musical) (94m) comedy, musical

Other films from 1939 for possible mid-week matinees:

- Another Thin Man (103m) Comedy, mystery, drama
- Buck Rogers (237m) family, adventure, fantasy, Sci-Fi
- The Cat and the Canary (Bob Hope) (72m) comedy, horror, mystery, thriller
- Charlie Chan at Treasure Island. (74m) Comedy, crime, horror, mystery, thriller
- Dodge City (Erol Flynn, Olivia de Haviland) (104m) western
- ~Each Dawn I Die (Cagney) (92m) crime drama, film noir, thriller