

Edmond Board of Town Hall Managers  
Regular Meeting  
Tuesday, June 10, 2014, 6:30 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, Karen Pierce, Marie Smith. Absent: Mary Fellows. Also present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney, Intern Doug Pierce, Don Gamsjager of DNR Laboratories.

Chairman Juliano called the meeting to order at 6:30 p.m.

**Public Participation.** None noted.

**Approval of Minutes of April 8, 2014, May 13, 2014, June 2, 2014.** April 8 minutes will be amended to note that Ms. Torres did not speak to First Selectman Llodra about a t.v. Scott Sicari talked to Ms. Llodra. Upon motion of Ms. Pierce, the minutes of April 8, 2014, May 13, 2014 and June 2, 2014 were unanimously approved as amended.

**Correspondence.**

- Email from Hayden Bates.
- Letter from Chase concerning credit card.

**Report by Chairman.** Mr. Juliano noted that

- Two companies looked at the clock. Rust spots were noted. Mr. Juliano does not feel there are moisture problems. He is waiting for a quote from the second company.

**Report from Theater Coordinator.** Mr. Mahoney reported

- The new screen is in and needs to be installed. It will need to be protected as it will be moved around quite a bit. Doug noted that the screen can be moved so that there is walking space behind it.
- There is a hole in the screen that occurred over the weekend.
- Ms. Pierce feels that anyone using the screen needs to be held accountable for any damage.
- Mr. Gamsjager will be asked for his opinion about care and protection of the screen.

- Mr. Clure suggested adding the cost of replacing the screen into the rental contract if there is damage.

At this time Mr. Gamsjager joined the meeting. He reported that

- Screen will be put up on Monday.
- Black curtain should be put in front to protect the screen.
- It would cost of \$5-6,000 to replace the screen. The Board noted that this may be added to the rental contracts.
- iPad is up and running.
- Glass in booth needs to be mounted.
- More training will be planned.

Mr. Mahoney would like to consider speakers behind the screen. Mr. Gamsjager said that we need to consider surround at some time.

**Report by Operations Manager.** Ms. Torres noted

- Training is needed for part time college students.
- More communications information is needed. Ms. Pierce prepared a form to be distributed.
- Ms. Torres needs a list of substitute employees.
- Celebration for Sam on Thursday July 3 at 1:30 p.m. Invitation will be sent to the Municipal Center.
- Credit card from Chase with a limit will be followed up on.
- Balcony lighting needs carpeting. Mr. Gamsjager suggested battery powered lanterns. Ms. Torres will pursue this option.
- Ms. Torres recommends professional cleaning of the theater rugs and seats. She will obtain prices.
- Cameras (24) are all working. Ms. Torres needs a bigger monitor screen.
- Landscaping. Trees were trimmed. Front beds need to have plantings. She suggests stone instead of mulch from the foundation to the plantings to prevent so much mud on the building when it rains. The rest of the area would remain mulched. Dan Holmes will be asked to give a quote.
- Waiting for procedures to maintain the new windows.
- Parking lot pot holes may be repaired.
- Ms. Torres thanks the Board for their proposal which she accepts.
- Ms. Torres thanks the Board for hiring Doug and appreciates his fine work. The Board thanks Doug and Ms. Torres.

**Report from Intern.** Doug reported that

- He created an inventory for the concession stand, movie sales and ticket amounts.
- Creating “how to’s” for these functions, including projector and dvd.

**Approval of monthly bills.** Ms. Pierce moved to approve bills totaling \$62,020.11. Second by Ms. Hall and unanimously carried.

## **OLD BUSINESS**

**Update re advertising rates.** Mr. Clure composed a chart comparing Edmond Town Hall to

- Bank Street which charges \$225/month for 3 months
- Ridgefield which charges \$325/month for 3 months
- Bethel which charges \$159/month for 3 months
- 2<sup>nd</sup> page of his chart is for review by the Board.
- Membership in the League of Historic American Theaters should be looked into.

**Status re advertising contract.** Ms. Hall noted

- Purchaser supplies artwork.
- She requests that the Board review the draft contract so that it can be referred to Attorney Korotash.

**Review and action on 2014-2015 support contract for theater installations.**

- Request for Clarifications should have a time limit.
- Mr. Gamsjager reported that DNR does not have a contract any longer but will continue support.

**Comments on “Hourly Rental Documents” in preparation for posting on a website.** No discussion.

**Develop guidelines of responsibility re. Operation of website.** Ms. Pierce noted

- Beta test was reviewed by Ms. Torres and her comments will be incorporated.

## **NEW BUSINESS**

**Discussion re CIP.**

- Finance Director requested information about the CIP for the next five

years.

- Mr. Juliano and Ms. Hall will check with Mr. Tait for clarification.

**Comments from members.** None noted.

**EXECUTIVE SESSION.** Upon motion by Ms. Hall , executive session was entered at 8:20 p.m. for discussion and action regarding staffing, renter/tenant matters. Ms. Torres was invited to attend for part of the executive session.

At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

Executive Session

June 10, 2014

**Minutes**

PRESENT: James Juliano, Karen Pierce, Marie Smith, Andy Clure, Margot Hall

Sheila Torres, Interim Operation Manager

ABSENT: Mary Fellows

Motion made Karen Pierce and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 10:09 P.M.

Motion made by James Juliano and seconded by Marie Smith to ratify the hiring of Sheila Torres as Operations Manager. The position is salaried and commences on June 14, 2014. Motion unanimously passed.

Motion made by Karen Pierce and seconded by Andy Clure to award the Annual Service Contract, as clarified, for the entire digital system in the theatre to dnr Laboratories commencing June 11, 2014 through June 10, 2015. Motion unanimously passed.

The Board approved a request from the "Chipman" basketball group to use the gym without charge during the Summer months. The group is to execute appropriate rental forms holding the Bd of Town Hall Managers harmless.

The Board will ask the Operations Manager to advertise for custodial candidates to fill the upcoming vacancy.

Motion made by Marie Smith and seconded by Karen Pierce to adjourn this meeting.  
Motion unanimously passed at 10:25 P.M.

Margot S. Hall, Vice Chairman