

Edmond Board of Town Hall Managers  
Special Meeting  
Tuesday, July 17, 2014, 6:20 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, Mary Fellows. Also present Operations Manager, Sheila Torres and Glenn Hopper  
The Board of Managers convened at 5:30 P.M.

Motion made by Margot Hall and seconded by Karen Pierce to go into Executive Session. Motion unanimously passed.

Attorney Mark Korotash, scheduled for 6:00 PM regular agenda, joined the meeting.

Motion made by Karen Pierce and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 6:20 P.M.

SPECIAL MEETING convened at 6:20 P.M.

Joseph Collins joined the meeting.

Motion made by Margot Hall and seconded by Karen Pierce to hire Joseph Collins as custodian starting today, July 17, 2014. Motion unanimously passed.

**Approval of Minutes.** Ms. Hall moved to approve the minutes of July 8, 2014 Mr. Clure noted that some items that were discussed were not included in the minutes such as the gas consumption bill. Ms. Hall noted that some of the questions raised at the last meeting are on the agenda tonight. Mr. Juliano noted that some of the items should have been discussed in executive session. Ms. Hall moved to amend the minutes to note that the question of gas consumption should be added to the minutes. Second by Ms. Smith. Amendment approved unanimously. Minutes as amended moved by Ms. Pierce, second by Ms. Hall and unanimously approved.

**DNR billing.** Ms. Pierce and Ms. Torres reviewed the billing of the touch screen and backup battery.

- Annual maintenance includes the back up battery but not the cost of the battery.
- Mr. Clure noted that installation charges are not in the quote.
- Ms. Pierce noted that labor can be charged after the initial contract and that appears to be what happened in this case.
- Mr. Clure asked when did the Board see this bill. He is not questioning the integrity of the vendor. He was questioning the bill process in general. He feels that the Operations Manager should continue to review the bills.
- Ms. Hall noted that the contract says that DNR gets the entire fee up front.

**Approval of Advertising Agreement Document.** Ms. Torres distributed the draft document that had been reviewed by Attorney Koratash. Discussion by the Board and Attorney Koratash followed.

- Attorney Koratash will make the changes agreed on tonight.
- Ms. Hall moved to approve the contractual advertising agreement with the changes made tonight. Second by Mr. Clure and unanimously carried.

**Approval of CIP.**

- Ms. Torres distributed a draft update dated July 17, 2014. She will have a final report for the August meeting.
- Flat roof replacement, second floor windows, boiler replacement and ductless air conditioning units will be included.

**Report on balcony lighting/carpeting project.**

- Ms. Torres noted that this is a work in progress.
- She showed samples of carpet that may be considered.
- Ms. Pierce thought it was discussed that black curtains are going to be installed to protect the screen.
- Some of the floor needs to be replaced.

**EXECUTIVE SESSION.** Upon motion of Ms. Smith, executive session was entered at 7:30 p.m. for discussion regarding personnel matters. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Board of Town Hall Managers

July 17, 2014, continued exec session

Motion made by Karen Pierce and seconded by Margot Hall that the Board of Town Hall Managers convened a continuation of the Executive Session at 7:30 P.M. Motion unanimously passed.

PRESENT: James Juliano, Karen Pierce, Mary Fellows, Margot Hall, Andrew Clure, Marie Smith, Sheila Torres, Operations Manager.

The Operations Manager exited the meeting at 8:00 P.M.

Motion made by James Juliano and seconded by Karen Pierce to go out of executive session and adjourn this meeting at 10:05 P.M. Motion unanimously passed.

Margot S. Hall