

Edmond Board of Town Hall Managers
Regular Meeting
August 12, 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, Marie Smith, Mary Fellows (6:45). Absent: Andrew Clure, Karen Pierce. Also present Theater Coordinator Tom Mahoney, Operations Manager Sheila Torres.

A moment of silence was held to recognize Edgar Beers, Past Chairman of the Edmond Town Hall Board of Managers. Mr. Juliano noted that he participated in the Democratic Town Committee as well as the Board of Managers.

Ms. Hall noted that Mr. Beers was Chairman of the Edmond Town Hall Board of Managers from 1997 - 2005; and, Mr. Beers made a personal donation of monies to preserve and protect the one of a kind photos which record the construction of the building. They are displayed in the vestibule of the Theater. He was also the dairy manager of the Newtown A&P.

Public Participation. None noted.

Minutes of July 17, 2014 and July 21, 2014. The minutes of July 17 will include the final Advertising Agreement Contract and Information Sheet (Attachments A & B). Upon motion of Ms. Hall, the minutes were unanimously approved as presented.

Correspondence. Mr. Juliano noted that a thank you was received from former employee Ed Bazyk.

Report by Theater Coordinator. Mr. Mahoney noted

- This week was exceptionally fine due to the fact that Ingersoll paid for all shows this weekend. About \$7,000 in concession, \$5,000 in tickets.
- "Maleficent" will remain for matinees next week along with two other films including a Tom Cruise sci-fi movie.

Report by Chairman. Mr. Juliano noted

- Three quotes to insulate Alexandria Room attic were received:
- Danbury Insulation Company \$5,800.
- Thermal Barrier \$8,910 with option of \$10,100 which would include theater side of the building.
- Western Pest Control quote of \$6,978 for Alexandria Room and \$13,269 to include theater. The company uses borax in the insulation to control insects.
- Ms. Torres will provide the Board with copies of the quotes for their review.

At this time Ms. Fellows joined the meeting.

- Oil tank was checked and the manhole was filled with water which Mr. Juliano said is normal because the tank is water tight. Ms. Torres said that Holcombe installed the tanks and no longer has the records. The tank was checked for rust. Ms. Torres will obtain quotes to inspect the tank.

Report by Operations Manager (Attachment C). Ms. Torres noted

- Cleanup was done with the help of Public Works including removing old tables. New lighter weight tables were purchased.
- Screen will be permanently installed on September 4 if Mr. Gamsjager agrees.
- Intervals to stop the screen need to be determined. Ms. Fellows said that a strip could be put on the floor to indicate that all have to stay behind the line.
- Mr. Juliano suggested that a temporary pathway with a wall be built along the floor with an angle brace to prevent people from falling onto the screen. Metal studs, 4 x 8 x 3/8 sheet rock could be used.
- Renters insurance would have to cover any damage.
- Maintenance/Repairs were discussed and noted in Ms. Torres report.
- Ms. Torres is obtaining a quote for all 15 toilets to include the VNA.
- Mr. Juliano would prefer automatic flush toilets.
- Advertising by William Pitt, Prevention Council, Ingersoll. There is room for others. Ms. Torres will explore obtaining additional advertisers.

Approval of monthly bills. Discussion about

- Danbury Plumbing included the new toilets.
- Bethel Plumbing for the work on the toilets.
- Trane was for air conditioning and heating unit in the theater.
- Lands End for new shirts.
- Testco Refrigeration for the ice machine.
- Water softener for the kitchen will be considered to protect the line going to the ice machine.
- Holmes bill was for the plantings in the front.

Ms. Hall moved to approve bills totaling \$54,631.68 . Second by Ms. Fellows and unanimously carried.

OLD BUSINESS

Action re. balcony lighting/carpeting.

- Mr. Juliano questioned the need for these items at this time and would like to table the matter for further review.
- Ms. Fellows will research other less expensive options.
- Item will be tabled until the next meeting.

Guidelines re responsibility re. Operation of website.

- This is a work in progress to be discussed further.
- Ms. Pierce was not present to report further.

Capital Improvement Plan

- AC for Alexandria Room \$52,000
- Flat roof \$41,000.
- Boiler room \$266,000
- Clock \$22,000.
- Windows \$10,000.
- Total about \$300,000
- These figures will be presented to Financial Director Bob Tait.

NEW BUSINESS

Purchase of iPad for Box office & Adm. Office -credit card payments. Ms. Fellows noted that

- Pay Pal could be used with the iPad. with a flat fee rather than incurring the various charges that we have now.
- Accounting could be broken down for individual shows.
- Ms. Torres agrees.
- Ms. Fellows moved to go into the Square system with a mini iPad. Second by Ms. Hall and unanimously carried.

Ms. Hall moved to add to the agenda Purchase of enclosed trash container, second by Ms. Smith and unanimously approved. Ms. Hall moved to purchase a Rubbermaid garbage hauler for up to \$500. Second by Ms. Smith and unanimously carried.

Comments from members.

- Ms. Hall stated "Following up on what occurred at one of our last meetings, it is my hope and urge the members of this board resolved to focus on advancing the well being and success of this building rather than focusing on the supposed conduct of a member"

EXECUTIVE SESSION. Ms. Hall moved to enter executive session at 8:05 p.m. for discussion regarding staffing, renter/tenant matters. 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

August 12, 2014

Executive Session

MINUTES

Executive Session convened at 8:10 P.M.

PRESENT: James Juliano, Marie Smith, Mary Fellows, Margot Hall. Also present were Sheila Torres, Operations Manager and Bruce Caulkins.

Mr. Caulkins exited the meeting at 8:20 P.M.

Motion made by Mary Fellows and seconded by Marie Smith to go out of Executive Session at 9:17 P.M. Motion unanimously passed.

Motion made by Mary Fellows and seconded by Marie Smith to confirm the hiring of Bruce Caulkins (as of 7/26/14) for the position of Night Manager (full time). Motion unanimously passed.

Motion made by Marie Smith and seconded by Mary Fellows to adjourn this meeting at 9:20 P.M. Motion unanimously passed.

Margot S. Hall

Vice Chairman

Att. A Advertising Agreement
Att. B Advertising Information Sheet
Att. C Manager's Report

a) Seller agrees that no content or information utilized in Purchaser's ads will be released to any other individuals or sold to other purchasers without written consent.

b) Seller is not responsible for lost broadcasts whether the result of power failure or malfunction of its equipment or any other cause beyond Seller's sole control. Purchaser's only remedy for failure to run an ad without cause shall be running the omitted ad the same number of times as it was omitted.

c) Purchaser agrees to hold Seller harmless from any claims for unauthorized use of content of the ads claimed by any third person as a result of information furnished by the Purchaser.

d) Furthermore, Purchaser agrees to hold Seller harmless from any claims by observers who contest the accuracy of the ads or may be morally or ethically offended by said ads or other representations in said advertising which may subsequently prove to be untrue or misleading.

8. Payment for advertising can be made by check or credit card in advance or by monthly automatic withdrawal from a credit card or checking account. Failure to make a payment when due shall be cause for not running the ad until payment is made without extension of the terms of this contract.

9. There will be a \$25.00 charge to update an ad during the contracted period of time.

10. Integration of an ad into the display carousel will take place on the 1st and 3rd Wednesday of every month with the ad to commence running on the Friday of that week.

Dated at Newtown, Connecticut, this 18 day of
July, 2014.

EDMOND TOWN HALL BOARD OF
MANAGERS

By Sheila E. Torres
Digitally signed by Sheila E. Torres
DN: cn=Sheila E. Torres, o=Edmond Town Hall - Board of
Managers, ou=Edmond Town Hall,
email=sheilatortes@charter.net, c=US
Date: 2014.07.29 09:39:09 -0400

PURCHASER

By _____

Credit Cards Accepted (circle one): Mastercard Visa Amex Discover

Credit Card No.: _____

Amount: _____

Exp. Date: _____

Authorized Signature: _____

Date: _____

RATE SCHEDULE AS OF JULY 8, 2014

<u># Month</u>	<u>Rate</u>
1	\$ 200.00
3	\$ 550.00
6	\$1,000.00

Rates are guaranteed for the length of the contract. Seller reserves the right to change the rate schedule in the future upon thirty (30) days' notice to Purchaser.

Edmond Town Hall Theatre

Advertising Information Sheet

Looking to place an ad on the Edmond Town Hall Theatre big screen? Here is some information that you might find helpful.

- Timeslots can be booked monthly at 1, 2, 3, and 6 month intervals.
- Advertisements should be submitted by the first or third Wednesday of the month for review.
- Approved ads will be published for the following Friday.
- A \$25 fee will be charged for changes or adjustments made to advertisements during the contract period.

Advertisement Duration	Fee
1 Month	\$200
2 Months	\$400
3 Months	\$550
6 Months	\$1,000

Common Questions & Answers

What file formats do you accept?

JPEG, PDF

What size should my file be?

Optimum slide size is 959 pixels high by 2250 pixels wide.

Are there any design recommendations?

It is suggested that advertisements have a dark background.

What's the deadline for ad submission?

All advertisements must be submitted by the first or third Wednesday of each month.

What if I want to change my ad?

Changes made during the contract period will incur a \$25 fee. Changes must be submitted before Wednesday of each week.

Can I view the ad before it shows?

Of course! Just make sure to call and make an appointment with us!

Additional Questions?

Contact: Sheila Torres at (203)-270-4285 or by email at: edmondmgroffice@gmail.com

C

MANAGER'S REPORT – August 12, 2014

General Notes

- Got rid of some of the old heavy wooden tables for safety reasons. Town helped with the job.

Theater Punch List

- Screen will be permanently installed sometime this fall, preferably on a Thursday. The job will take 10 hours. Need to decide at what intervals we wish to have the screen stop to allow for passage behind it or for other dramatic purposes.
- Have additional colors for the balcony rug. Need to decide on when to move forward with balcony lighting work.

Maintenance/Repairs

- Toilet issues began due to closing of water main on Main Street.
- Replaced two toilets with energy efficient toilets.
- Have 15 toilets left to repair.
- VNA would like to reinstall a toilet in its space.
- Would like to purchase an enclosed trash container