

Edmond Board of Town Hall Managers  
 Regular Meeting  
 October 14, 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, Mary Fellows (7:00). Also present Theater Coordinator Tom Mahoney, Operations Manager Sheila Torres, two members of the public.

**PUBLIC PARTICIPATION.** Scott Wilson represents New Alert Media, a Newtown internet company. He is following up on his visit at last month's meeting.

- He measured the theater space for a virtual tour.
- He proposed half of the price up front and the remainder in kind.
- Asks that the Board have the tour shot in the fall with spring as the next option.
- Ms. Torres received a link from Mr. Wilson that she forwarded to Mr. Juliano and Ms. Hall. She will forward the link to the rest of the Board.
- Should the title be "Edmond Town Hall" or "Edmond Town Hall Theater."
- The Board will consider Mr. Wilson's proposal but a decision may not be made for the fall shots.
- Gym will be a separate virtual tour.

**REPORT BY THEATER COORDINATOR.** Mr. Mahoney noted

- \$4,000 taken in with Teenage Mutant Ninja Turtles sponsored by Ingersoll Auto.
- He has received complaints about the sound.

Don Gamsjager of DNR Labs noted

- He has not received complaints from the Board about the sound. Mr. Mahoney advised him that he has received complaints about the dialog.
- He created a report of the sound from each speaker.
- Manufacturer of speakers came in September who advised moving the center speakers more apart and more forward which was done. He time corrected all the speakers. Viewed a live music performance. Also updated the software.
- Mr. Gamsjager attended many movies and is not aware of the problem.
- He distributed a report of standard movie levels.
- He suggested running movies for an hour or two upon receipt, go around with the iPad and adjust the speakers.
- He will re-label the audio panels according to the decibel level.
- To try to find a balance and a common language.
- Foam grill needs to face forward and be in the center of the pit which he has noted is moved on occasion. Incorrectly placed could cause issues with timing.
- Mr. Juliano asked him to look into problems with roof top unit air conditioner.

- Mr. Gamsjager installed a unit to collect data. Average, high and low for each day. Low is his concern; one day had a 30% drop. He and Family Electric will poll data. Unit goes to a fault load often during the hot months.
- Suggests bringing the data to the manufacturer.

Ms. Pierce noted that she had asked Mr. Gamsjager to track the sound in the theater.

#### **APPROVAL OF MINUTES OF SEPTEMBER 9, 2014.**

- Mr. Clure said he did not ask if we could show a movie for a weekend or certain amount of time. He had asked are we under any contract to show a movie for a certain amount of time. He said that Mr. Mahoney had said we are not under obligation.
- Ms. Pierce said that we have to show the movie for the amount of time that was contracted for. There are penalties if we go over the selected number of days. Ms. Torres noted that in future we may not get films from a company if we do not show the movie for the number of contracted days.
- Mr. Clure would like Mr. Mahoney to be present in future to answer Ms. Pierce's questions. Ms. Pierce said she was merely trying to clarify the matter.
- Mr. Clure asked if we can wait until the next month to post the minutes. Ms. Hall noted we are elected officials and are under FOI rules.
- Upon motion of Ms. Pierce, second by Ms. Smith the minutes were unanimously approved as amended.

**CORRESPONDENCE.** None.

**REPORT BY CHAIRMAN.** Mr. Juliano noted

- Boiler will be run more than usual to see how it does and the other will be started up for backup. It was repaired in one day.
- Seal is gone on a pump. Old pump can be relined and reused.
- "About Time" will look at the clock this week or next.
- Three quotes received to replace 1950's windows. Mr. Juliano will check the prices of other companies.
- Windows in back need to be replaced.

**REPORT BY OPERATIONS MANAGER.** Ms. Torres distributed and discussed her report (Attachment A).

- Contract will be needed for the kitchen users.

**APPROVAL OF MONTHLY BILLS.** Discussion concerning:

- Enviro Shield tested underground oil tank.
- Hayden Bates is not really an expense.
- Decline in electric bill probably because many lights were replaced. Also digital projector uses less electricity. Windows more efficient.
- McKenney Mechanical for air conditioners.

Ms. Hall moved to approve bills totaling \$75,512.23 . Second by Ms. Pierce. All in favor.

**OLD BUSINESS**

- **Action re balcony lighting.** Mr. Gamsjager said that red is recommended by the industry.
- Same brand as lighting as on the stage and can be wired into it.
- Strip at the step and under the lip. Includes back wall. Two raised rows need to be added, were not included in his specs.
- Ms. Hall moved to accept DNR proposal of \$4,182 with the proviso that there might be a few extra dollars added. Second by Ms. Pierce. Mr. Clure would like to have the actual price sent to Ms. Hall and Mr. Juliano first, Mr. Clure moved to amend the motion pending receipt of the final quote for the additional labor involved. Ms. Fellows moved not to exceed a total price of \$5,000. Second by Ms. Smith. Main motion as amended unanimously approved.
- **Web-site and responsibility re operation.** Ms. Pierce has a motion for Executive Session.
- **Digital Event Broadcasting etc in Theater.** Mr. Clure would like to table.
- Received from another Board member several questions re this topic. Reached out for information to be presented to the Board but has not received input back.
- Would the Board be open to similar relationship to 1939 festival with a sponsor, fully paying for it, no expense to the Board.
- Ms. Pierce noted that after the 1939 series we were at a loss. Suggested looking at the return on the investment.
- Mr. Clure would suggest a low day, not a Friday, Sat or Sun.
- Ms. Fellows feels that anything that we can do expand what we can do.
- Ms. Pierce suggested a survey question for viewers.

## NEW BUSINESS

- **Approval of 2015 Meeting Schedule.** April meeting date to be decided. Table until the next meeting.
- **Review of 2015/16 Budget schedule.** Board needs to finalize the budget request for next year to be presented to the Board of Selectmen by December 5.
- **Installation of Smart TV.** Ms. Torres reported that there are two units in her office and are we going forward with one. Also where will it be placed?
- Ms. Fellows would like this incorporated with rebuilding the marquees in the lobby.
- Ms. Pierce does not want to change the entryway.
- Ms. Fellows will talk to DNR about reconfiguring.
- **Renters' Insurance.** Ms. Torres reported that coverage to the Town and Board of Ed is \$1 million and we are requesting \$2 million. She asked if alcohol related events are allowed. Ms. Fellows noted that the insurance policy must state that it will be served.
- Ms. Torres said contract says only with a bartender or caterer can alcohol be served.
- Parks & Rec has a set price for non-alcohol events and one for those with alcohol. The Board will review the contracts.

- **Painting of refurbished windows.** Ms. Torres presented the three quotes.
- Ms. Fellows moved to accept the quote of \$10,500 from Carlos Rodriguez for the three part project. Second by Mr. Clure. All in favor.

**Comments from members.**

- Mr. Clure proposed
- Offer olive branch to Library and Hawley Elementary School – that we would give them a free slide on the digital screen.
- Ms. Fellows feels that all the schools should be included.
- Ms. Torres said that people are charged for ads that are changed and we need to be careful with offering a free slide to certain groups.
- Ms. Fellows feels that this is a gray area and we can help them promote items instead.
- Ms. Pierce feels that some may feel others are getting special treatment. Library is acceptable but not only one school.
- Mr. Clure moved to add to the agenda for October 14 discussion of offering to the Booth Library one free slide a month. Second by Ms. Hall. Mr. Juliano opposed. All others in favor. Motion passed.

**EXECUTIVE SESSION.** Ms. Hall moved to enter executive session at 9:00 p.m. to discuss staffing, renter/tenants matters and nobody was invited to attend. Motion seconded by Ms. Smith. All in favor. At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Motion made at 8:55 P.M. to go into executive session. Motion unanimously passed

Motion made and seconded to go out of executive session. Motion unanimously passed at 9:30 P.M.

Motion made by Marie Smith and seconded by Margot Hall to confirm the hire of Kelly Murphy to produce movie attendance and concession income/inventory reports. The position is for up to 6 hrs per week. Motion unanimously passed

Motion made by Karen Pierce and seconded by Marie Smith to refer to the Board's Attorney the following items:

1. Contact The Mary Hawley Society' regarding the ETH web-sites.
2. Review of the Board's contract with Paddock & Company. Motion discussed and unanimously passed.

The meeting adjourned at 9:35 P.M.

Margot S. Hall

## MANAGER'S REPORT – October 14, 2014

### General Notes

- Brought donated chairs and tables. Chairs have been placed in OCR. We also have an extra chair dolly that now serves the downstairs level and acts as a back-up, which is something we really needed.
- VNA work has been completed, including the replacement of a light ballast.
- Waiting for Newtown Savings Bank to get a credit card. They think by fourth quarter they may be able to serve our needs. I will stop purchasing any supplies that require a card. (office supplies, online products, etc.)

### Theater

- Will use funds from Theater Renovation Fund to hire piano tuner (for Dec. Hayden Bates show).
- Don has set up sample balcony lighting. Waiting for approval so that it can be installed.
- Clarification on theater needs during live performances. Requirement for in-house staff to be vigilant about the projection booth, equipment, etc.
- Enrichment Club to leave large set on stage (large pumpkin) for several days/weeks this fall. Spoke with Tom.
- Need to have all users, including E. Club, Lathrop and others sign the theater regulations sheet.

### Maintenance/Repairs

- Men's bathroom on Ground Fl. has been updated with antibacterial surface, refurbished sink and new faucet. Hole in floor has been filled in and mirror frames painted. Glenn and Joe will paint vents, wash tile walls, etc. Encourage Board to pay a visit.
- Next step will be to install two water saving toilets.
- Boiler to be inspected by Hartford Steam Boiler this month.
- Generator service scheduled for Nov.