

Edmond Town Hall Board of Managers

Regular Meeting Minutes

Wednesday November 12, 2014 6:30p.m.

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown CT. 06470

PRESENT: James Juliano, Margot Hall, Andrew Clure, Marie Smith, Karen Pierce, Sheila Torres, Tom Mahoney

ABSENT: Mary Fellows

PUBLIC: Patricia McCardle, Enrichment Club

1. Public Participation

a. Patricia McCardle, Enrichment Club

Ms. McCardle addressed the Board regarding the policy to sign the \$25,000 Liability form when holding an event in the Town Hall on stage productions. She questioned whether she should be “assuming the risk”. Ms. Torres clarified that everyone who uses facility signs the form both for their own protection and that of the Board. Additionally, the Manager on staff should be checking the screen for damages or defects both before and after any event [with the group or person renting the facility].

Ms. McCardle stated she will contact her insurance company to verify she should have additional coverage for her Enrichment Club events.

Ms. McCardle thanked the Board of Managers for having such a wonderful space available thus making the program more accessible to kids who may otherwise not have the opportunity to participate because of scheduling conflicts, this gives them a valuable place in the community.

2. Report By Theater Coordinator – Tom Mahoney

Mr. Mahoney addressed the Board regarding the Theatre, indicating it has been out of commission for the past two days because of a faulty part they are waiting to be replaced.

Mr. Clure added (with the theatre being down) it is “horrible customer service” and the Board should consider giving at least 50% off concessions next time as a good faith gesture. Or developing a possible coupon system.

Mr. Mahoney stated he'd hope to have the part by tomorrow, he will contact the vendor for more information to expedite the process. Although, he stated the problem as explained by the vendor doesn't seem to make sense after having multiple successful shows, Mr. Mahoney speculated that the problem may be with the projector itself.

He added the theatre had a very good week with the movie Guardians of the Galaxy bringing in \$8500.00.

Mr. Clure added that they may want to consider bringing back Guardians of the Galaxy given the turn out and it's a good multi-generational movie.

3. Approval of October 14, 2014 Minutes

Ms. Hall stated the Minutes of October 14, 2014 should be clarified as follows;

Regarding the comment sections item #4 was a two part motion.

The first part was regarding a motion approved in open session to add to the agenda a free digital slide for the Booth Library and Hawley School.

The second part was the motion to approve a free digital slide to the Booth Library.

Ms. Hall moved to approve the acceptance of the minutes of October 14, 2014 as corrected.

Ms. Pierce seconded motion. All in favor.

Ms. Pierce added a correction to the minutes of September 9, 2014, clarifying that Mr. Clure requested for Mr. Mahoney to be present at Board of Managers meetings to answer any questions posed by the Board regarding the theatre.

Ms. Hall indicated a possible problem with the meeting minutes needing correction is the needless "chit-chat" across the table. Ms. Hall inferred that the meetings should be precise and to the point.

4. Correspondence

Ms. Torres addressed the Board regarding 2 emails received from Jen Rogers.

Ms. Rogers's emails were in reference to the consideration to having Matinees on the Fridays Newtown schools close early. Ms. Torres stated that she would pose the question to the Board for review.

Mr. Mahoney stated the theatre has tried to do that in the past, it hadn't been successful.

5. Report by Chairman, James Juliano

Mr. Juliano addressed the Board regarding vendors and requests for bids for the budget on asbestos remediation in at \$274,000. Mr. Juliano stated he'd prefer to segment the project out and get separate quotes that make up the entire project (to avoid being over-charged). Mr. Juliano stated he feels optimistic that it can be done for less by going directly to the companies for estimates.

Mr. Juliano then addressed the Board regarding the 1950's window replacement project for which he got additional estimates for.

This project consists of replacing 16, 1950's style windows around the building.

The first quote from DiGiorgi using 16 "Infinity" by Marvin windows for \$15,566.00 (including removal and discard of old windows and installation of new windows).

The second quote from Superior Remodelers using 16 "Integrity" by Marvin windows for \$15,824.00.

Mr. Juliano stated both estimates include windows with E-glass, which now meets State code requirements (for energy efficiency) as the current windows are not energy conscience at all, the windows are Fiberglass composite and can be stained or painted. He also noted with the new windows, there is no longer a need to hire a window washer as these windows fold-in for easy cleaning.

In other discussion regarding windows around the building and a project to consider for the future.

The windows on either side of the stage should all be bricked-in (one already has been).

Ms. Hall added that these windows don't seem to have any purpose, add no value and are contributing to heat loss.

Ms. Torres suggested a possible alternate solution may be to insert some kind of interior type storm window for energy savings.

6. Report by Operations Manager – Sheila Torres

Please find attachment A as additional submitted to the Board for review.

The Board discussed bullet point 3 under Decisions Needed...

In determining if Pickle Ball would be permitted in the gym. The concern posed was if during play the rackets used would be secured to the players hands or wrists so as not to fly out of hand and break a window.

Ms. Torres stated she would do a little more research on the game before the Board is to make a decision.

The Board was in agreement that \$400.00 was a reasonable budget for Holiday décor.

Ms. Torres stated a lighted Holiday wreath would be a worthwhile addition and no special approval would be required to hang it. Ms. Hall suggested looking for or shopping for the wreath before making the purchase as they can get pricy.

Ms. Torres also stated, the Governors Horse Guard would be Sponsoring the Christmas Tree this year.

Regarding repairs the Board discussed 6 basement windows as well as the "Registrars" windows in desperate need of attention. Mr. Juliano stated he would get some additional estimates on these.

Further discussion on bullet point# 5 under Decisions Needed, "Clarification Theatre needs..."

Ms. Torres stated at times she has felt the need to be present during events or performances for the simple reason that someone should be present.

Ms. Peirce stated the Board had decided that groups are to bring their own staff and equipment so that equipment that belongs to the Town Hall doesn't "walk".

Another concern is people accessing the Projector Booth who are not "staff".

It was clear between members that the Projection Booth should not be available to the public.

In other discussion, Ms. Torres addressed the Board to consider a floor sink or slop sink in the Janitors closet so as to avoid maintenance workers from having to lift very heavy buckets of water to discard or fill up, also to avoid further water being discarded in the parking lot (thus causing a problem with ice forming and eventually water with chemicals running into the watershed).

7. Approval of Bills – Marie Smith

Please find Attachment B (Spreadsheet of Edmond Town Hall Monthly expenditures)

The Board discussed the bills as shown on the spreadsheet and agreed that the expenses should be monitored with new window project and lighting issues also having been addressed, there should be an evident savings [relating to energy consumption].

Ms. Hall also suggested that the line item named "Sheila Torres" should be renamed "Reimbursement to Operations Manager" or something similar to maintain transparency. The Board was in agreement.

Ms. Smith stated the bills for the building the past month totaled, \$40,295.44.

The bills for the Theatre for the past month totaled, \$8657.53. The grand final total for the month was \$48,971.54.

Ms. Pierce moved to approve the monthly bills as submitted. Ms. Hall seconded motion. All were in favor.

8. Old Business

a. Digital Event Broadcasting

Mr. Clure addressed the Board regarding the Digital Event broadcasting discussion item on the agenda.

Mr. Clure stated the Charter representative was unable to attend the meeting and it has been a challenge in getting any one to attend for additional information.

The item will stay on the agenda for future discussion.

b. Approval of 2015 Meeting Schedule (Please find Attachment C)

The Board reviewed and discussed the proposed 2015 meeting schedule with an amendment to the April 14, 2015 meeting.

Per the agreement of the Board, This regular meeting of the Board of Managers will be held April 22, 2015.

Ms. Hall moved to approve the Meeting schedule as discussed with amendment to April 14, 2014 to April 22, 2015 and to file with the Town Clerks Office. Ms. Pierce seconded motion. All were in favor.

c. Review of 2015/2016 proposed budget

Ms. Torres addressed and discussed with the Board the proposed Budget for 2015/2016. She stated the budget is still in the draft phase, the items listed in red (on the copies for Board members to review) in the left column are thinking points/ and/or need more clarification or discussion. No final documents have been issued yet regarding the 2015/2016 budget.

d. Google "Virtual Tour of ETH"

Per Board discussion, this item will remain on the agenda for further discussion/action.

Ms. Torres stated the Board is currently not in a position to act on this item per website issues.

- e. Charter change to section 2-80 Board of Managers of the Edmond Town Hall

Please find Attachment D (copy of Section 2-80)

The Board discussed this item, stating that they have always elected a Vice-Chair position to act as Chair in the event of such absence. Mr. Juliano suggested that the Board not elect a “secretary” as that’d be the next highest position. Mr. Juliano went on to state that any change in wording must be brought before the Charter Commission .

Ms. Pierce moved to approve the wording in the Town of Newtown Charter to include election of Vice-Chair position for use in absence of Chair. Ms. Smith seconded motion. All in favor.

9. New Business

- a. Replacement of 1950’s Windows

Please find attachment E (estimates from prospective contractors for window project)

The Board finalized discussion on the window project, Mr. Juliano stated he would recommend Marvin windows.

Ms. Pierce moved to accept the DiGiorgi Window proposal in the amount of \$15,566.00. Ms. Smith seconded motion. All in favor.

- b. Renovating , if needed, the “Ambulance Room”

Mr. Juliano stated the Board could handle and thus save money by handling the painting [and small renovations] in house. Ms. Torres added the window needs replacing considering future use of an Air Conditioner, a temporary solution may be feasible.

Ms. Hall stated the Board should come up with more ideas for the “wish list” in terms of what the room needs to be complete.

10. Comments from members

Ms. Torres addressed the Board regarding adopting a new accounting system (Cash vs. Accrual).

She advised the Board that the more “preferred or acceptable form” of accounting would be the Accrual form, however the Board has always used the Cash form. She went on to explain by going to an Accrual Based system the budgets will come out more even, more exact and will give a statistically better picture.

Ms. Pierce added that the Board should get an estimate from the bookkeeper on how much time will need to go into this and the Board may need to consider increasing her hours.

The Board seemed to be in agreement on going to the Accrual based accounting system.

In other discussion, Karen moved to approve the \$400.00 Holiday décor budget. Ms. Hall seconded. All were in favor.

The Board went into executive session at 8:30p.m.

Respectfully Submitted,

Cayenne Spremullo, Clerk

MANAGER'S REPORT – November 12, 2014

General Notes

- Attic insulation has been completed.
- Painting of rehabilitated historical windows has been completed.
- Generator has been serviced
- Ambulance has removed its possessions from storage.
- Undergoing testing of electrical system from Nov. 11 – Dec. 9 with the Fluke meter that was rented. This will help us determine where the voltage variations affecting the theater AC are coming from.
- Staff training completed: how to move the screen, how to turn off sound without affecting lights, how to manually open/close stage curtains.
- Would like to train staff members on use of the defibrillator on Nov. 24.
- Hartford Steam Boiler inspector came, have not yet received any written report.
- Still waiting for credit card from Newtown Savings.
- Received decibel standards from DNR. Will post in booth and communicate with staff.
- Have begun administering Facebook now in addition to Twitter.

Decisions Needed

- Painting of basement windows and copper clad window needed. Carlos gave quote of \$2,000. It may be possible to get it done this year.
- Holiday decoration budget - Maximum \$400
- Group interested in Pickle Ball – have never had this request.
- Balcony lighting work will begin later this month. The materials have been purchased. Confirm color of lights: amber?
- Clarification on theater needs during live performances. Who is responsible for staffing the projection booth and dealing with any theater issues when performances are taking place, e.g., Friends of Music, Hayden Bates, etc?
- Need to have all users, including E. Club, Lathrop and others sign the theater regulations sheet. Also, sign the checklist each time at the start and end of each performance.

Maintenance/Repairs

- Will begin replacing toilets and also add a floor sink before the winter comes.
- Will work on emptying ambulance room to get it ready for potential renter.
- Holes in roof above dormers, due to tile falling down. Barrett Roofing recommends that we wait until the dormers are done before repairing.

EDMOND TOWN HALL
A/P Aging Summary
As of October 31, 2014

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Cleaning	96.32	0.00	0.00	0.00	0.00	96.32
Ann Mazur	125.00	0.00	0.00	0.00	0.00	125.00
Aquarion Water Company	248.14	0.00	0.00	0.00	0.00	248.14
Artech Water Systems	325.00	0.00	0.00	0.00	0.00	325.00
Associated Refuse	381.00	0.00	0.00	0.00	0.00	381.00
AT&T	248.63	0.00	0.00	0.00	0.00	248.63
Bethel Plumbing & Heating	855.00	0.00	0.00	0.00	0.00	855.00
Bi-Glass of Connecticut	1,875.00	0.00	0.00	0.00	0.00	1,875.00
Charter Business	125.00	0.00	0.00	0.00	0.00	125.00
CL & P	1,460.34	0.00	0.00	0.00	0.00	1,460.34
Danbury Plumbing & HVAC Supply	480.81	0.00	0.00	0.00	0.00	480.81
Dumouchel Paper	2,199.99	0.00	0.00	0.00	0.00	2,199.99
Effective Pest Management, LLC	155.00	0.00	0.00	0.00	0.00	155.00
Funk Boiler Works	3,200.00	0.00	0.00	0.00	0.00	3,200.00
Lands' End	195.95	0.00	0.00	0.00	0.00	195.95
MCR Construction	1,378.83	0.00	0.00	0.00	0.00	1,378.83
Newtown Hardware	1,379.55	0.00	0.00	0.00	0.00	1,379.55
Petty Cash	81.07	0.00	0.00	0.00	0.00	81.07
Red Baron Carpet	36.00	0.00	0.00	0.00	0.00	36.00
Sheila Torres	2,056.62	0.00	0.00	0.00	0.00	2,056.62
Staples	356.73	0.00	0.00	0.00	0.00	356.73
Town of Newtown	21,317.25	0.00	0.00	0.00	0.00	21,317.25
TRANSCANADA	870.14	0.00	0.00	0.00	0.00	870.14
Valley Restoration, LLC	0.00	0.00	0.00	0.00	0.33	0.33
Yankeegas	848.07	0.00	0.00	0.00	0.00	848.07
Z..COLUMBIA	452.90	0.00	0.00	0.00	0.00	452.90
Z..Commissioner of Revenue Svc	637.00	0.00	0.00	0.00	0.00	637.00
Z..Continental Concession Supp	1,004.84	0.00	0.00	0.00	0.00	1,004.84
Z..M CHRISTIE CORP	175.92	0.00	0.00	0.00	0.00	175.92
Z..Manchester Tobacco & Candy Co.	619.50	0.00	0.00	0.00	0.00	619.50
Z..Northeast Beverages	218.85	0.00	0.00	0.00	0.00	218.85
Z..Open Road Films	561.40	0.00	0.00	0.00	0.00	561.40
Z..Paramount Pictures	1,068.80	0.00	0.00	0.00	0.00	1,068.80
Z..Pepsi	871.32	0.00	0.00	0.00	0.00	871.32
Z..Prime Publishers, Inc.	280.00	0.00	0.00	0.00	0.00	280.00
Z..Terry's Honey Dew Popcorn	935.00	0.00	0.00	0.00	0.00	935.00
Z..The Bee Publishing Co., Inc	406.40	0.00	0.00	0.00	0.00	406.40
Z..Universal Film Exchanges	150.00	0.00	0.00	0.00	0.00	150.00
z..Walt Disney	525.60	0.00	0.00	0.00	0.00	525.60
Z..Warner Bros. Distributing	750.00	0.00	0.00	0.00	0.00	750.00
TOTAL	48,952.97	0.00	0.00	0.00	0.33	48,953.30

Building: \$40,295.44
Theatre: 8,657.53
\$48,952.97

LAND PURCHASED FROM
THE INDIANS 1705

TEL: (203) 270-4285
FAX: (203) 270-4287

EDMOND TOWN HALL
TOWN OF NEWTOWN
45 MAIN STREET
NEWTOWN, CT 06470



BOARD OF MANAGERS

The Edmond Town Hall Board of Managers will meet on the following dates in 2015. The meetings will be held at 6:30 p.m. in the Mary Hawley Room, Edmond Town Hall, 45 Main Street, Newtown, CT.

January	13
February	10
March	10
April	14 21 22
May	12
June	9
July	14
August	11
September	8
October	13
November	10
December	8
January	12, 2016

2-80 BOARD OF MANAGERS OF THE EDMOND TOWN HALL

- (a) The Board of Managers of the Edmond Town Hall shall be composed of 6 members serving 6 year terms. At each regular Town Election, 2 members of said Board shall be elected, both of whom may not be members of the same political party.
- (b) Said Board, at its first meeting following a regular Town Election, shall elect from its membership a chairman, who shall preside over its meetings and shall choose a clerk who shall not be a member of the Board. The clerk shall keep a record of the votes and other actions of said Board and shall be sworn to the faithful performance of his duties.
- (c) Said Board shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto, together with all powers and duties prescribed for said Board by Special Act No. 98 of the 1931 session by which it was created, as amended by Special Act No. 517 of the 1953 session.

AL VESTRO - 203-910-5010

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CT STATE LICENSE # 526048
MA STATE LICENSE # 151220
NY STATE LICENSE # WC-23843-H11



Corporate Headquarters:
P.O. Box 126 • 33 Lancaster Drive, Beacon Falls, CT 06403 • Tel: 203-723-6880 • 800-428-6438 • Fax: 203-723-7480

OWNER:		WORK TO BE PERFORMED AT:	
Name <u>EDMOND TOWN HALL - Newport</u>		Street <u>SAME</u>	
<u>C/O Jim JULIANO</u>		City _____ State _____ Zip _____	
Street <u>45 MAIN ST</u>		Salesperson <u>AL VESTRO</u>	
City <u>NEWTOWN</u> State <u>CT</u> Zip <u>06470</u>		Email <u>JTJULIANO@AOL.COM</u>	
Date <u>8-27-14</u> Home Tel: <u>203-426-0025</u>		Work Tel: _____ Cell Tel: _____	

WINDOW INSTALLATION DESCRIPTION

Remove 16 old windows and discard Supply & Install 16 New Windows

16 Inserts Full Frame

Brand of Windows INFINITY BY MARVIN

16 Double Hung # _____ Picture Windows # _____ Gliders # _____ Casements

_____ Awning # _____ Sliding Doors Hoppers _____ Hinged door _____

_____ Bays Flanker Type: _____ Degree: 25° 35° 45° Roof

_____ Bows # _____ Lites 10° 15° Seat Type: Birch Oak Roof

Interior Color: WHITE Exterior Color: WHITE

Hardware Color: WHITE Lifts & Pulls: WHITE

Glass Type: Lo E2 w/argon Lo E3 - 366 w/argon

Grille Type: COLONIAL GAG Grille Pattern: 6/6 on 8/8

Grille Int: WHITE

Example:

Color: Ext: WHITE



Screens: Standard High Transparency
 1/2 Screen Full Screen

Mulled Unit Ratio: _____

Interior Wood Trim Type: _____ Exterior Alum Trim _____

Includes the DiGiorgi Roofing & Siding Everlast Warranty™, Marvin Limited Lifetime Warranty: transferrable.

DiGiorgi Roofing & Siding, Inc. Is Not Responsible For Painting, Staining, Plumbing or Electrical work
Includes Insulation & Sealant

Removal of old windows and debris from property.

Includes all taxes, permits and dump fees.

16 REPLACEMENT WINDOWS FROM INFINITY BY MARVIN. ALL FIREGLASS CONSTRUCTION - HIGH PERFORMANCE GLASS PACKAGE - LIFETIME - NON PROMOTED WARRANTY TO INCLUDE ALL LABOR, MATERIALS, PAINTS, GLASS AND GLASS SETS FAILURE AND INSTALLATION. WINDOWS CONSIST OF 2 DOUBLE HUNG TILT-IN TYPE WITH FULL SCREENS - (7 ON FIRST FLOOR - 7 ON SECOND FLOOR - 2 ON GROUND LEVEL) - FULLY INSURED AND FACTORY TRAINED INSTALLERS - FULL TIME EMPLOYEES OF DIGIORGI ROOFING AND SIDING INC.

TOTAL INSTALLED PRICE WITH ITU DISCOUNTS = \$ 15,566.

Estimated Start Date: 1 7-9 Estimated Completion Date 3-4 DAYS

The contractor shall not be liable for any delay or non-performance caused by an act of God, strike, inclement weather, unavailability of materials or any other contingency beyond its control.

The total contract price shall be the sum of \$ 15,566 for the performance of work described in the preceding sections, payable as follows:

- A. \$ _____ 40% Deposit appreciated upon the signing of the contract;
- B. \$ _____ Due upon completion of work.

Company is not responsible for any debris in attic, or wall/ceiling damage due to vibrations.
We are not responsible for minor damage caused by the dumpster(s). *NO DUMPSTER NEEDED - OK*
Total pricing includes all taxes and permit fees. *(R)*
Contractor shall be responsible for securing the necessary permits and licenses at its own cost and expense.

Customer is responsible for removal of all items, nick nacks, etc. that may break during installation.
Company is not responsible for any damage to electrical fixtures that may break during removal or installation.

This agreement shall constitute the entire agreement between the parties and any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent incorporated in this agreement.

Any modification of this agreement or additional obligation assumed by either party in connection with this agreement shall be binding only if evidence in writing signed by each party or authorized representative of each party.

It is agreed that this agreement shall be governed by, construed and enforced in accordance with the laws of the State of Connecticut.

The failure of either party to this agreement to insist upon the performance of any terms and condition of this agreement or waiver of any breach of any of the terms or conditions of this agreement shall not be construed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance earlier had occurred.

In the event owner fails to make any of the agreed payments, the undersigned agrees to pay contractor's costs in collecting any outstanding payments due, including, but not limited to, costs of litigation and attorney's fees. Owner also agrees to be assessed interest at the rate of 12% per annum for any outstanding balance more than thirty days overdue.

Owner represents that contractor orally informed owner at the time of signing of this contract of owner's right to cancel.

THE OWNER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT, WHICH IS SET FORTH BELOW.

8-27-14
DATE
DIGIORGI ROOFING & SIDING, INC.
BY: *[Signature]*
Duly Authorized

_____, Owner
DATE
TYPE OF JOB
R S W G LG SVC RM
_____, Owner
DATE

NOTICE OF CANCELLATION

Date of Contract: _____
Property Address: 45 MAIN ST (TOWN HALL) NEWTOWN, CT.

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE.

IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE CONTRACTOR OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED.

IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE CONTRACTOR AT YOUR RESIDENCE, IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTION OF THE CONTRACTOR REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE CONTRACTOR'S EXPENSE AND RISK.

IF YOU DO MAKE THE GOODS AVAILABLE TO THE CONTRACTOR AND THE CONTRACTOR DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE CONTRACTOR, OR IF YOU AGREE TO RETURN THE GOODS TO THE CONTRACTOR AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT.

TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM OR FAX (203)723-7480 TO THE CONTRACTOR AT P.O. Box 126, Beacon Falls, CT 06403, NO LATER THAN MIDNIGHT OF _____.

I HEREBY CANCEL THIS TRANSACTION.

_____, OWNER
DATE
_____, OWNER
DATE

Marvin Integrity

jim k
to JTJULIANO@AOL.COM

Mon, Oct 20 10:29 AM

SUPERIOR REMODELERS EDMOND TOWN HALL WINDOWS

Jim,

Thanks for the opportunity to let us help you with your project if we do the job with a Marvin Integrity window the price for the 16 windows would increase to \$15,824. That would be for a window that is about 15 percent less energy efficient and 59 percent more costly. Just my thoughts but we used the Okna product in the gym area and I believe you are pleased, in any case thanks again for the opportunity to let us help you.

&nbs p; Jim Knipe

&nb sp; 203 948-7770

Edmond Town Hall Board of Managers
Minutes - Executive Session
November 12, 2014

Motion made by Margot Hall and seconded by Marie Smith to go into Executive Session. Motion unanimously passed at 8:30 P.M.

Present: James Juiano, Marie Smith, Karen Pierce, Andy Clure, Margot Hall, Sheila Torres, Operations Manager (Ms. Torres exited the meeting at 9:05 P.M.)

Absent: Mary Fellows

MOTION made by Marie Smith and seconded by Karen Pierce to go out of Executive Session. Motion unanimously passed at 9:20 P.M.

MOTION made by Karen Pierce and seconded by Andy Clure to authorize Sheila Torres, Operations, Manager, to find a Tech Support person, to be hired on a per diem basis during live performances at the Edmond Town Hall Theatre. Motion unanimously passed..

MOTION made by Karen Pierce and seconded by Marie Smith to continue assessing and expanding the current security system of the Edmond Town Hall building. Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Margot Hall to dissolve the Board's contract with Paddock & Company for web-design services. Motion unanimously passed.

MOTION made by Karen Pierce and seconded by Marie Smith to approve the proposal from Kat Art for the creation and maintenance of a web-site for Edmond Town Hall. Motion unanimously passed.

MOTION made by Marie Smith and seconded Andy Clure to adjourn this meeting. Motion unanimously passed at 9:30 P.M.

Margot S. Hall