

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, June 9, 2015 - 6:30 P.M.
Mary Hawley Room,
Edmond Town Hall, 45 Main Street, Newtown, Connecticut

PRESENT: Margot Hall, Anna Wiedemann, Marie Smith, Andy Clure, James Juliano (6:35),

ABSENT: Mary Fellows

ALSO PRESENT: Operations Manager Sheila Torres, Theatre Manager Tom Mahoney,

CALL TO ORDER: Mrs. Hall called the meeting to order at 6:30pm.

PUBLIC PARTICIPATION: None

REPORT FROM THEATER MANAGER: Mr. Mahoney gave an update on recent movie showings and events at the Town Hall. Stardust Review was last weekend. There are 2 more dance recitals scheduled this month. Jen Rogers from Newtown Cultural Arts would like to add another movie to the film series for a date in August. The movies she scheduled last year during Thanksgiving and Christmas vacation did not do well.

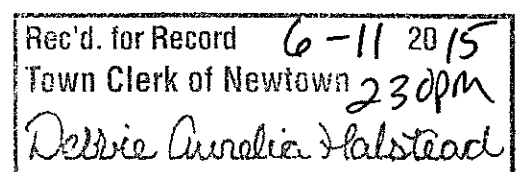
APPROVAL OF MINUTES: MRS. WIEDEMANN MOTIONED TO APPROVE THE MINUTES OF THE MAY MEETING. SECOND BY MRS. SMITH. ALL IN FAVOR.

CORRESPONDENCE: Ms. Torres received paperwork from the health department for a food license. The cost is \$100. Ms. Torres will call to see if they will waive the fee.

REPORT FROM CHAIRMAN: Mr. Juliano reports A/C problems are electrical. A transformer was replaced with a larger one. A new compressor and board have already been replaced. The contractor is coming back. New wiring will be installed. *Attachment*

REPORT FROM OPERATIONS MANAGER: Ms. Torres reports they need to purchase ice machines. The upstairs machine they will keep the bin and replace the top unit. A new machine is needed for the concession stand. The health department recommended air cooled machines. Cost for air cool verses water cooled is about the same. CIP requests for the 2016-2017 fiscal year are due in August. Ms. Torres asked if the board would like to add the parking lot to the CIP. Mr. Juliano is not sure who owns it. *Attachment*

APPROVAL OF MONTHLY BILLS: Mrs. Smith reports the invoice from McKenney is \$11,571. The invoice is not broken down. Mr. Clure inquired as to when this expense was approved. Mr. Juliano said the A/C was broken and need to be repaired right away. Mrs. Hall stated they need a policy to handle emergency expenditures and keep the board informed. There was a question on the charges for seat installation. The cost was higher than quoted. Ms. Torres



stated the seats came in multiple pieces instead of 2 parts and the contractor had to hire an additional person. Mr. Clure was concerned the Board was not notified of the increase, which was almost doubled. He noted again a policy needs to be in place. He is not in favor of the increase for the seats. The truss installation was less than expected. The portrait of Mary Hawley was cleaned. The cost of \$850 to tune the piano and for a leather bench was donated. MRS. HALL MOTIONED TO APPROVE THE MONTHLY BILLS FOR \$55,692.66. SECOND BY MRS. WIEDEMANN. 4 YES, 1 NO (MR. CLURE) Attachment

Mrs. Fellows joined the meeting by phone. She will follow up with the seats for the balcony. Seats the company sent were the wrong size. Mr. Juliano wants the seat dimensions. Mr. Clure asked if we could get our money back and look for better options, or we could send the company specs we know will fit and have them find seats. Mrs. Fellows ended call.

OLD BUSINESS

APPROVAL OF COSTS TO REPLACE GYM WINDOWS, ADD STONE WORK IN PREPARATION FOR PROJECT: Ms. Torres reports Ben's Masonry came yesterday to give a quote for the wall. Items carried to the next meeting.

THEATER ADVERTISING - 90-DAY TRAIL PERIOD WITH 'BEFORE THE MOVIE ADVERTISING' Item carried to the next meeting.

NEW BUSINESS

CLASSICAL MOVIE SERIES - APPROVAL OF ADDL DATE OF AUG 23RD - 4 & 7 PM *SOME LLIKE IT HOT* Mr. Clure asked if it could be changed to a weekday for variety, Wednesday, August 19th. The Board agreed to the August 19th date with showings at 1:00 and 7:00. Ms. Rogers would like to add the Sunday Series to the Bee ad the week before the movie. The board agreed it should be included. Ms. Rogers spoke with owner of Filet and The Hook to do a dinner and movie promotion. He donated \$900. She asked about having coupons at the box office for the restaurants; bring the theater stub for a discount. Taunton Liquors asked about selling drinks, period drinks, or do a wine tasting before the movies.

APPROVAL OF DIGITAL SUPPORT VENDOR PROPOSAL FOR 2015/2016: Current vendor contract will expire soon. Mr. Clure asked why the contract states the vendor can modify policy at his discretion. The vendor will remove the clause; it does not pertain to us. MRS. HALL MOTIONED TO APPROVE THE 2 CONTRACTS WITH DNR FOR \$4,600 FOR THE THEATER AUDIO/VISUAL AND LIGHTING AND DIGITAL CINEMA SYSTEM. SECOND BY MR. CLURE. ALL IN FAVOR.

ICE MAKER FOR 1ST FLOOR CONCESSION: MR. CLURE MOTIONED TO APPROVE AN ADDITIONAL \$4,200 FOR THE PURCHASE OF 2 AIR COOLED UNITS FOR THE FIRST AND SECOND FLOOR. SECOND BY MRS. WIEDEMANN. ALL IN FAVOR.

WELDING PROJECTS: Tabled to next meeting.

POLICY: MRS. HALL MOTIONED TO DESIGNATE A BOARD SUB-COMMITTEE TO STREAMLINE AND DESIGN "OPERATING PROCEDURES" FOR BOARD AND STAFF. SECOND BY MRS. WIEDEMANN. APPROVED. Mrs. Wiedemann and Mr. Clure volunteered.

NEW RESTAURANT: Mr. Juliano reports the owner of new restaurant at 33 Main has requested parking spacing in back for his employees. MRS. SMITH MOTIONED TO APPROVE CHRIS HOTTIS FOR UP TO 11 PARKING SPACES IN THE BACK PARKING LOT. SECOND BY MRS. WIEDEMANN. ALL IN FAVOR.

ADJOURNMENT: There being no further the meeting was adjourned at 9:07pm.

Respectfully Submitted,



Carey Schierloh

Attachments: A/C Report, Operations Managers Report, Monthly Bills

These are draft minutes and as such are subject to correction by the Board of Managers at the next regular meeting. All corrections will be determined in minutes of the meeting at which they were corrected.

DESIGNED RIGHT = BUILT RIGHT

June 8, 2015

Sheila E. Torres, Operations Manager
Edmond Town Hall - Board of Managers
45 Main Street, Newtown, CT 06470
Phone: 203-270-4285
Fax: 203-270-4287

Regarding: Edmond Town Hall HVAC issues

Dear Mrs Torres

This memo documents findings of my site visit of Thursday of last week and the issues discovered. As discussed there are two issues. The main issue is with the HVAC unit itself and the compressor staging. The second issue is with the wire sizes.

I have to thank Josh Winans for his help.

We also met with the mechanical contractor and Tom from Shock Electric to discuss the issues.

Please see attached discussion.

If you have any questions or comments please call or email

Sincerely,

Eric R. Kuegler, P.E., LEED AP
Principal and Partner
(978) 640-1794

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NEWTOWN, EDMOND TOWN HALL AC ISSUE

Summary.

There were two issues discovered during the site survey. The first issue (compressor staging) is serious with the second (wire size) possibly contributing to the issue, but mainly a “technical” code violation.

- 1) HVAC controls and compressor staging. The staging of the compressors and unit operations should be corrected. During current measurements, after about 5 min of operation, the unit shut all the way down (fans and first compressor turned off), the unit and immediately restarted with both compressors and the fan starting at the same time and there was no time delay to allow the pressure to bleed down before restarting the compressor. I’m sure the starting inrush is huge. When the unit starts the fans should operate, then first compressor and then the second compressor to provide a stepped start.
- 2) Correct code issue, 3/0 wire size does not meet code for 225amp feed breaker. Recommend replacing feeder completely from panel MDP and running directly to the unit with shortest distance possible. To mitigate any future voltage drop issues and to conserve a little energy it is recommend to increase the wiring to (3) 250kcmil with #4 EGC. Wiring would proceed from MDP panel, out to the corridor, then run to the exterior along the abandon gas line, penetrated building envelope (existing hole old gas line) and then follow the gas line to the unit on the exterior. The unit disconnect will need to be increased to 400amps. The wire, from the disconnect, to the unit also needs to increase to the 250 kcmil.

Background:

Prior to survey customer reports unit would go off, usually only on really hot days, however it is now dropping out more often since compressor change. Main unit was replaced about 8 years ago and had some problems with it since the beginning.

McKenney mechanical was the installer and Shock electric extended wiring from the junction box in the mechanical room to the disconnect and tied the unit in. From there to the electric room it appears original to the original HVAC wiring from the 70’s. Wiring in the electrical room looks to be much newer and probably was installed with the new MDP.

Wiring found during survey

In general there are two sizes of wiring was discovered for the feeder, 3/0 and 4/0 copper. The new HVAC unit probably had a slightly higher MCA (Min Circuit Ampacity) of 211 amps and a 225amp breaker was installed for the feeder in the Main distribution panel (MDP) as required.

The 3/0 does not meet code since its ampacity (200amps at 75C) is less than the 225amp of the breaker and is therefore a code violation. The larger 4/0 conductors are required which has an ampacity of 230amps.

Wiring discovered during the survey is listed from the unit (load) to the source panel MDP

1. (3) 3/0 with ground from the unit to a disconnect mounted to side of unit

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2. Unit mounted disconnect is only rated for 200amp and is non fused.
3. From the disconnect, the wiring runs under the unit, penetrates the roof and proceeds to junction box in the mechanical room below, (3) 3/0 with ground was observed for this leg.
4. At the junction box the ground wire to the unit is terminated by lug connect to box chassis, since there is no ground wire in the older wiring.
5. From this junction box there are (3) 3/0 but no ground (start of original wiring) with a unused #10 white wire, conduit is rigid in this section. The feeder penetrates the attic, turns to the right and then runs across attic above theater to right rear corner plenum. It then drops down the chase or plenum for approximately 3 stories and then somehow turns back across the building to the electric room where it enters into a wire way on right side of the rear wall, eventually leading to panel MDP. In this wire way it is spliced to (3) 4/0, the feeder then proceeds up to the wire way at the ceiling and then down to panel MDP. MDP is an 800 amp Siemens with a 225amp three pole breaker for the ac feeder.

Total wiring length is more than 183 feet from our guess.

Voltage drop calcs indicate for 200', 3/0 wire, 208V at 211A result in a calculated 2.7% drop or 5.6 volts. Voltages were measured with unit off and then operating with both compressors which resulted in 6.2V drop with only about 150amps. Voltage was about 209V no load and dropped to 202.8V with full load (voltages are within tolerance) so there is a little more drop in the system due to splices than calculated but are close. With this wiring and lengths, the voltage drop is not excessive but may contribute to the issues especially under low voltage conditions at the steel.

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ETH MANAGER'S REPORT – June 9, 2015 – Sheila Torres

Decisions Needed

- Theater support proposals, approval needed.
- Ice machine for concession stand. Approval to purchase air cooled machine. There will be additional costs: plumbing, ventilation and fan to implement Health Dept. recommendations.
- Approval to seek Health Department License. Sheila has completed license application. The fee is \$100 per year.

General Notes

- Specifications for CIP bid request have been outlined with input from J. Juliano. Sheila will work with Karen in Bob Tait's office so that the purchasing authority can prepare the ad.
- Piano project is complete, except for vinyl cover for: dolley, vinyl covers for uprights, 4 locks.
- Dan Coolbeth, the web site developer, was behind on our project. He has provided me with a link to a not so complete web site. I am hoping to have something more complete to show the Board by Tuesday.
- New seats were removed and ~~shipped~~ ^{stored}. Have not heard from vendor when new seat sample will arrive.
- Dumpster will be placed in parking lot on Thursday June 18 behind the General Store and close enough to boiler room.

Work Completed - Maintenance/Repairs/Other

- Theater truss has been installed.
- Walls that were marked up during seat install were painted. Alex dressing rooms look like new. Rugs were shampooed.
- Air conditioners have been installed in Alex dressing rooms and in the other rooms as needed.

Sheila Torres

Final

**Edmond Town Hall - Board of Managers
A/P Aging Summary
As of May 31, 2015**

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Ajro Illuminations	504.00	0.00	0.00	0.00	0.00	504.00
Aquarion Water Company	223.01	0.00	0.00	0.00	0.00	223.01
Associated Refuse	381.00	0.00	0.00	0.00	0.00	381.00
Blaikie Hines Fine Art Conservation Svcs	500.00	0.00	0.00	0.00	0.00	500.00
Cayenne Spremullo	125.00	0.00	0.00	0.00	0.00	125.00
Charter Business	128.42	0.00	0.00	0.00	0.00	128.42
DNR Laboratories	2,058.00	0.00	0.00	0.00	0.00	2,058.00
Dumouchel Paper	794.88	0.00	0.00	0.00	0.00	794.88
Effective Pest Management, LLC	155.00	0.00	0.00	0.00	0.00	155.00
Eversource - Electricity	1,029.44	0.00	0.00	0.00	0.00	1,029.44
Eversource - Gas	2,131.26	0.00	0.00	0.00	0.00	2,131.26
Frontier Communications	208.24	0.00	0.00	0.00	0.00	208.24
Jim Birch	850.00	0.00	0.00	0.00	0.00	850.00
Katart Graphics	100.00	0.00	0.00	0.00	0.00	100.00
Life Safety Service & Supply	250.00	0.00	0.00	0.00	0.00	250.00
McKenney Mechanical	11,571.00	0.00	0.00	0.00	0.00	11,571.00
MCR Construction	4,404.50	0.00	0.00	0.00	0.00	4,404.50
Newtown Color Center	23.47	0.00	0.00	0.00	0.00	23.47
Newtown Hardware	806.15	0.00	0.00	0.00	0.00	806.15
Silvermine Technology	250.00	0.00	0.00	0.00	0.00	250.00
Town of Newtown	22,002.91	0.00	0.00	0.00	0.00	22,002.91
TRANSCANADA	1,270.05	0.00	0.00	0.00	0.00	1,270.05
Z..COLUMBIA	263.20	0.00	0.00	0.00	0.00	263.20
Z..Commissioner of Revenue Svc	570.00	0.00	0.00	0.00	0.00	570.00
Z..Continental Concession Supp	693.53	0.00	0.00	0.00	0.00	693.53
Z..Deluxe EchoStar, LLC	119.85	0.00	0.00	0.00	0.00	119.85
Z..M CHRISTIE CORP	175.92	0.00	0.00	0.00	0.00	175.92
Z..Manchester Tobacco & Candy Co.	424.05	0.00	0.00	0.00	0.00	424.05
Z..Northeast Beverages	305.30	0.00	0.00	0.00	0.00	305.30
Z..Pepsi	666.16	0.00	0.00	0.00	0.00	666.16
Z..Prime Publishers, Inc.	336.00	0.00	0.00	0.00	0.00	336.00
Z..Technicolor	40.22	0.00	0.00	0.00	0.00	40.22
Z..The Bee Publishing Co., Inc	436.00	0.00	0.00	0.00	0.00	436.00
Z..Walt Disney	575.20	0.00	0.00	0.00	0.00	575.20
Z..Warner Bros. Distributing	868.70	0.00	0.00	0.00	0.00	868.70
Z..Weinstein Co.	452.20	0.00	0.00	0.00	0.00	452.20
TOTAL	55,692.66	0.00	0.00	0.00	0.00	55,692.66

11:13 AM
06/09/15

*5/27/15
Suzanne Weinstein
2015
5/27/15
Suzanne Weinstein*

Building \$49,766.33
Theatre 5,926.33
\$55,692.66