

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, July 14, 2015 – 6:30 P.M.
Mary Hawley Room
Edmond Town Hall, 45 Main Street, Newtown, CT

PRESENT: Margot Hall, James Julian, Marie Smith, Mary Fellows, Andy Clure

ALSO PRESENT: Neil and Jennifer Chaudhary, Operations Manager Sheila Torres, Theatre Manager Tom Mahoney (6:54pm)

CALL TO ORDER: Mr. Juliano called the meeting to order at 6:30 P.M.

PUBLIC PARTICIPATION: Jennifer Rogers of the Newtown Cultural Arts Commission is requesting Arsenic and Old Lace for Wednesday October 21, 2015 for which she already has a sponsor. Of that movie is not available a substitute would be Young Frankenstein. Mrs. Weidemann suggested doing Arsenic and Old Lace on 10/21/15 and then Young Frankenstein on 10/28/15.

REPORT FROM THEATER COORDINATOR: Mr. Mahoney gave an update on recent movie showings. Mr. Clure expressed interest in showing multiple movies in one day. For the next few weeks whenever possible there will be two movies.

APPROVAL OF MINUTES: Mrs. Hall moved to accept the 6/9/15 minutes as presented.
Mrs. Weidemann seconded, motion unanimously approved.

CORRESPONDENCE: NONE

REPORT FROM CHAIRMAN: Mr. Juliano received the Town's Annual Report and distributed them to the members. Mr. Juliano also expressed concern about the bid spec for the boiler going to the Building and Site Commission. Had Ms. Torres informed Mr. Tait that Mr. Juliano written them, they would have gone directly to bid.

REPORT FROM OPERATIONS MANAGER: Ms. Torres reviewed her monthly report (Attachment A). She has been approached by a young man that does magic shows. He would like to do a show and share the proceeds with Edmond Town Hall. Mrs. Fellows suggested having this piggybacked with a youth movie. Ms. Torres will send a link out to members so they can see the You Tube video of the magician so they can get a feel for his act.

Ms. Torres was asked about pricing for ads on the website specifically for preferred vendors on the rental page. Ms. Fellows articulated that having too many choices is not desirable, possibly 4 in each category.

There are two large holes in the parking lot. Public Works has done call before you dig and put a thin piece of metal on the top. Mr. Hurley, Director of Public Works suggested that doing parking lot improvements rather than just paving it over would be more ideal. This would have to be in the CIP.

Ms. Torres expressed interest in a planning meeting with her and members of the Board to discuss goals over the next few years.

Process and Regular Maintenance – There are items that Ms. Torres should be able to move forward with and be done on a regular basis without waiting until the next meeting for the Boards approval. The Board has requested a list of items.

REPORT FROM SUB-COMMITTEE REGARDING OPERATING PROCEDURES: Mr. Clure and Mrs. Weidemann have not met but will in the coming weeks. They have procedures from the Town and the Library to work with.

APPROVAL OF MONTHLY BILLS: Ms. Smith presented a list of invoices for the month (Attachment B). Mrs. Hall asked if there was a spreadsheet comparing electric. Ms. Fellows moved to approved payment of the bills as presented for a total of \$59,777.06. Mrs. Weidemann seconded, motion unanimously approved.

OLD BUSINESS

Balcony Seat Project: Claris Construction provided the plans the specs for the seats. The Board was very thankful for the assistance and the quick turnaround. They will be able to get all the seats in. The Fire Marshal and the Building Inspector came and have no issues. There will be a little gap between the back of the chair and step, the solution is Versatex which is a flexible plastic that can be painted the same color of the floor.

Replacement of gym windows and brick work: A quote was received by Ben's Masonry and they are waiting on 2 more bids.

CIP update: The boiler spec is with the Building and Site committee

Website update: Ms. Torres explained that this is taking longer than anticipated and that articulated to the developer that this has to go live soon. He promised that this weekend everything will be finished up.

AC update: Ms. Torres provided an assessment on the system which was also provided at the June meeting. There are 5 different components in the unit and they have all been working. If the unit goes down for any reason, staff can't restart it, they will come and check the 5 components to see where it failed.

Status of ice maker replacements & upgrades to concession storage room: The icemaker upstairs has been replaced but the one downstairs still needs to be done. Tim Conlan, a plumber, is willing to do the track but needs to talk with the supplier of the new ice maker, Andy Testa, so he can get instruction on what needs to be done. Once Mr. Conlan has that information he will be able to give them a cost for the job.

Screen advertising trial with 'Before the Movie Advertising': Mr. Clure reported that they are willing to do a 90 day trial. The Board would have to commit to a several year contract but there is a cancellation period within 90 days. It is at minimum 15 minutes of commercials and ads. The idea would be to start it 15 minutes before the start time of the movie is scheduled so the actual movie starts at its scheduled time.

NEW BUSINESS

Approval of balcony seat installation costs: The first wave of seats were installed but they were the wrong seats so the contractor had to remove them which created extra costs. They have received two quotes for the correct seats to be installed. Ms. Fellows suggested going with MCR construction because he was the original contractor who put in the incorrect seats and knows what is required. There were questions about the quote received by MCR Construction because it did not include the assembly of the chairs. There was also a question as to what happens if they reach their not to exceed of 7 hours. Ms. Torres will get clarification and get a revised quote.

Breakwater Electric is the other bidder. Mr. Juliano questioned why they do not have their license number on the quote. Mr. Clure will contact the company to find out if they are registered with the state.

Noise Curtain approval of project and costs: Quiet curtains are thermal and reduce noise. The idea is to hang them in the Alexandria room when there is something going on in the theater. These are removal and will allow the Alexandria room to be used more when there are live shows going on in the theater.

Ms. Hall moved to add the parking lot improvements to the CIP to the agenda. Ms. Smith seconded, motion unanimously approved.

Mrs. Hall moved to authorize Ms. Torres to move along with the future CIP to include parking lot improvements and paving as suggested by Mr. Hurley. Ms. Smith seconded. Motion unanimously approved.

Ms. Hall moved to add the request of the Newtown Cultural Arts Commission for additional movies on October 21, 2015 and October 28, 2015 to the agenda, Ms. Weidemann seconded, motion unanimously approved.

Mrs. Weidemann moved to approve the request from the Newtown Cultural Arts Commission for October 21, 2015 for Arsenic and Old Lace and October 28, 2015 for Young Frankenstein. Ms. Hall seconded. Motion unanimously approved.

COMMENTS: Mr. Clure thanked the Newtown Soccer Club for getting so many people to the Soccer World Cup.

Mrs. Hall, appreciates Ms. Torres involvement in getting Claris involved.

Mr. Juliano articulated that any contractor that bids or works for them needs to be registered with the state.

Mrs. Hall moved to go into executive session at 9:00pm to discuss staffing requirements, renters/tenants matters. Ms. Smith seconded, motion unanimously approved.

Executive session ended at 9:39pm.

Having no further meeting, the meeting was adjourned at 9:39pm.

Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – July 14, 2015 – Sheila Torres

Decisions Needed

- Balcony seat proposals.
- Fundraisers
- Ad Pricing for Web Site (have advertiser)
- Specialty Vendors for ETH
- Security issues – Doors

General Notes

- New advertiser will be coming on: Solar Company
- Newtown Florist extended contract for 6 more months.
- CIP Boiler Project has been assigned to Building and Site Commission.
- Parking lot improvements should be added to CIP for ETH
- I called Claris Construction to ask for help with the balcony layout and they graciously offered their help. Mary Fellows sent them a basket.
- Calibrations of speakers in theater was done on July 9. Manufacturer suggested:
 - Have staff put movie at 95 db. They use 80 db. Add large center speaker in front; move small speakers to floor level; install surround sound
- ETH planning meeting would be helpful.
- Dan Coolbeth, the web site developer, has been behind on our project. I asked him to have it reassigned to a less busy person. I have been reassured that we can go live next week. I will attend training some time next week.
- Expect new seats to arrive on July 15. Have arranged for Town staff to help.
- Dumpster has been removed and boiler room is clean.
- Submitted application to Suzette for Food Licensing of Concession Stand

Work Completed - Maintenance/Repairs/Other

- Dormers are not completed. Spoke with painter, said he would get to it in August.
- Leaking toilet in men's ground level bathroom has been repaired.

12:30 PM
07/14/15

Attachment B
Edmond Town Hall - Board of Managers
A/P Aging Summary
As of June 30, 2015

FINAL

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Advanced Copy Technologies, Inc.	76.52	0.00	0.00	0.00	0.00	76.52
All Star Cleaning	194.58	0.00	0.00	0.00	0.00	194.58
Aquarion Water Company	213.20	0.00	0.00	0.00	0.00	213.20
Associated Refuse	381.00	0.00	0.00	0.00	0.00	381.00
Carey Schlierloh	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
Crystal Rock	6.00	0.00	0.00	0.00	0.00	6.00
DNR Laboratories	5,449.50	0.00	0.00	0.00	0.00	5,449.50
Dumouchel Paper	485.98	0.00	0.00	0.00	0.00	485.98
Effective Pest Management, LLC	155.00	155.00	0.00	0.00	0.00	310.00
Eversource - Electric	1,367.27	0.00	0.00	0.00	0.00	1,367.27
Eversource - Gas	1,130.39	0.00	0.00	0.00	0.00	1,130.39
Frontier Communications	207.71	0.00	0.00	0.00	0.00	207.71
Kuegler Associates	1,400.00	0.00	0.00	0.00	0.00	1,400.00
MCR Construction	210.00	0.00	0.00	0.00	0.00	210.00
Mulvey & Korotash	420.00	0.00	0.00	0.00	0.00	420.00
Newtown Hardware	171.88	0.00	0.00	0.00	0.00	171.88
Silvermine Technology	250.00	0.00	0.00	0.00	0.00	250.00
Testa Refrigeration	6,535.85	0.00	0.00	0.00	0.00	6,535.85
Town of Newtown	25,293.73	855.11	0.00	0.00	0.00	26,148.84
TRANSCANADA	1,747.43	0.00	0.00	0.00	0.00	1,747.43
Z..Commissioner of Revenue Svc	1,828.00	0.00	0.00	0.00	0.00	1,828.00
Z..Continental Concession Supp	1,499.31	0.00	0.00	0.00	0.00	1,499.31
Z..Deluxe EchoStar, LLC	79.90	0.00	0.00	0.00	0.00	79.90
Z..M CHRISTIE CORP	149.90	0.00	0.00	0.00	0.00	149.90
Z..Manchester Tobacco & Candy Co.	464.00	0.00	0.00	0.00	0.00	464.00
Z..Northeast Beverages	552.78	0.00	0.00	0.00	0.00	552.78
Z..Pepsi	1,237.50	0.00	0.00	0.00	0.00	1,237.50
Z..Prime Publishers, Inc.	224.00	0.00	0.00	0.00	0.00	224.00
Z..Terry's Honey Dew Popcorn	1,080.00	1,020.00	0.00	0.00	0.00	2,100.00
Z..The Bee Publishing Co., Inc	329.40	0.00	0.00	0.00	0.00	329.40
Z..Twentieth Century Fox Film	2,052.00	0.00	0.00	0.00	0.00	2,052.00
Z..Walt Disney	1,874.40	0.00	0.00	0.00	0.00	1,874.40
Z..Warner Bros. Distributing	426.30	0.00	0.00	0.00	0.00	426.30
TOTAL	57,746.95	2,030.11	0.00	0.00	0.00	59,777.06

Building: \$46,959.57
Theatre: 12,817.49
\$59,777.06

(1) May 2015 Bills - Received and Paid in June 2015