

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, September 15, 2015 – 7:00 P.M.
Mary Hawley Room
Edmond Town Hall, 45 Main Street, Newtown, CT

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

ABSENT: James Juliano, Mary Fellows

ALSO PRESENT: Operations Manager Sheila Torres, Theatre Manager Tom Mahoney, Jennifer Chaudhary, Don Godbout of the Winterset Ski Club

CALL TO ORDER: Mrs. Hall called the meeting to order at 7:00 P.M.

PUBLIC PARTICIPATION: Mr. Godbout is from the Winterset Ski Club. They are looking to grow their membership which offers many discounts as well as offering trips to Mt. Snow, Sugar Bush etc. They are looking to make everyone in Newtown and surrounding towns aware of the ski club. They would like to promote the club through Edmond Town Hall by showing a Warren Miller Ski Film “No Turning Back”. There will be information in the lobby for people to learn more about the club. It would be desired to have the film show on Wednesday, October 21, 2015 starting at 6:30pm and would be free for the public.

REPORT FROM THEATER COORDINATOR: Tom Mahoney reported that they were down this summer. They have the CT film festival coming up at the end of this week. They showed an American Ninja show, with a meet and greet with Joe Moravsky, a finalist on the show and a Giants vs Cowboys football game. They were free to the public and only charged for concessions. There were 422 people for the free Ingersoll Auto movie the Minions.

APPROVAL OF MINUTES: Ms. Smith moved to accept the 8/11/15 minutes as presented. Mrs. Weidemann seconded, motion unanimously approved.

CORRESPONDENCE: NONE

REPORT FROM CHAIRMAN: NONE

REPORT FROM OPERATIONS MANAGER: Ms. Torres reviewed her report (Attachment A).

APPROVAL OF MONTHLY BILLS: Mr. Clure moved to approved payment of the bills as presented for a total of \$54,812.08. Mrs. Weidemann seconded, motion unanimously approved.

OLD BUSINESS

Replacement of gym windows and brick work – Ms. Torres received quotes for making the knee wall that will allow two new windows to be installed by DiGiorgoi Windows. One quote is doing the wall with options to cap it with granite or blue stone. Currently, it is black granite and it is desired to keep the same look. Mrs. Weidemann moved to hire Albys Masonry with the granite option, for a total of \$3,600 for the knee wall. Mr. Clure seconded, motion unanimously approved.

Electrical Work for outdoor light timer, etc – There is not a sink on the floor for emptying buckets. There is a pump that can be used to transfer from the bucket to the sink but it needs electric. Ms. Torres received a quote of \$412.50 to install the outlet and the pump (does not include the pump, only installation).

The sensor is not working right on the outdoor lights. Ms. Torres will get another quote for this project as well. This item was tabled for the next meeting

Office copier – Ms. Torres received quotes from the company who had been servicing their old copier. They have buy out options as well as lease option. Mrs. Hall requested information as to what the Town does for leasing.

Old Court Room Sound Improvements – Ms. Torres found a company that does acoustical tiles and they do custom fabrics. They need 200 feet of panels which can be on the walls or on the ceiling. That room is much less usable because of the echo. Ms. Torres will speak with Ms. Fellows for suggestions and look into other acoustic companies.

LSOD lease – The tenant proposed changes to the lease new lease. Only the following changes will be made: #5 – change from payment upon reservation to 30 days prior to the production.

Mr. Clure moved to change item 5 to reflect payment in full 30 days prior to production date, Mrs. Smith seconded, motion unanimously approved.

NEW BUSINESS

Town Hall parking/parking lot – Mrs. Hall spoke to Mr. Hurley about the parking lot lights. The drainage underneath the parking lot needs to be revamped before any electrical or paving is done. In the mean times Public Works will work on stripping the parking lot to help deal with the parking issues.

Set date and agenda for Board Planning Meeting – No meeting date set

Request by Bridge Club – The Bridge Club is looking at exploring adding rental space at Edmond Town Hall. They are currently renting a room 3 days a week (Monday-Wednesday). Sunday's would be good if Friends of Music are not having a concert. If they are, they can move to Thursday. Mr. Clure asked for Ms. Torres to put forth a proposal that will work.

Potential dates for Elmer Scott Concert – Elmer Scott is a musician going around to historic theaters. If you sign on to the tour, he does the concert and the money goes to Edmond Town Hall. He performed at the Warner Theater and Ms. Torres will contact them to see how it went. If they do want him to perform, between March and May is desirable time.

COMMENTS FROM BOARD MEMBERS – Mr. Clure gave a huge public thank you to Sue Marcinek in the Selectman's Office for putting the movies up each week on the town website. And another thank you to Sheila Torres who has taken on the updating of the Edmond Town Hall website. Now the Town of Newtown's website, newtown-ct.gov, has a link to the Edmond Town Hall site.

Mrs. Hall attended the Selectman meeting. The Strategic Planning Committee reported on the senior center, the police station and the fire house. The fire house got very low marks and the expense of fixing it for any purpose would be too great. The suggestion from the committee is to raze the fire house and they estimated that to be \$100,000.

Having no further meeting, the meeting was adjourned at 8:49pm.

Respectfully Submitted,
Arlene Miles, Clerk

ETH MANAGER'S REPORT – September 15, 2015 – Sheila Torres

Highlights

- Balcony seat installation is complete. DNR is installing the lights on Tuesday. I invite the Board to come look at the Balcony after this month's meeting.
- Hayden Bates concert was a great success as was Nerd Night Newtown. Nerd Night had more than 100 paying attendees. Bates' audience was dancing in the aisles.
- Good response to the Ninja Warrior and NFL Special Events. Lines were out the door for the first Ninja Warrior event that took place on Labor Day.

General Notes

- I received a call from Rentrak informing me that the movie studios, being led by Sony and Fox, will no longer be accepting paper box office reports. I have informed Tom Mahoney of this, since he has been using paper reports which Azra sends out by fax or mail.
- I sat with our web site developer for two hours to learn to use the web site. Web site maintenance is ongoing. Still learning how to do the various tasks, since there is no manual. We have three communication channels that I must update daily, web site Facebook and Twitter.
- Due to the lengthier Town CIP process used by the Town, we will need to repair our spare boiler to keep it running this winter in the event of an emergency. The cost is estimated to be: \$(TBA)

Work Completed - Maintenance/Repairs/Other

- Funk Boiler came out to assess repairs for boiler. They will be putting new tube and new motor on one of the burners to get us through the winter.
- Shampooed theater rug on Monday 9/14 using a rented machine. This is not the ideal approach. A professional cleaning at least once a year on Labor Day Weekend is preferred.
- The plumbing for the Concession Booth ice maker has been completed and the door has been adjusted to allow greater ventilation.
- The ice maker that Testa Refrigeration ordered does not fit through the door. We are waiting for a different size machine to install.
- Signs have been created to alert patrons when concession stand is open.
- The original ETH ticket shredder has been painted and put to use as a donation box in our front lobby. It's performing beautifully.