

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, October 13, 2015 – 6:30 P.M.
Mary Hawley Room
Edmond Town Hall, 45 Main Street, Newtown, CT

PRESENT: Margot Hall, Marie Smith, James Juliano, Anna Wiedemann, Andy Clure

ABSENT: Mary Fellows

ALSO PRESENT: Operations Manager Sheila Torres, Theatre Manager Tom Mahoney, Jennifer Chaudhary, Jeff Capeci, Dan Wiedemann, Jennifer Rogers, Diane and Joel Warenburg, Attorney Kortash

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

Balcony Seat installation - The Board went and examined the seats in the balcony which is a great improvement

PUBLIC PARTICIPATION: Mr. Jeff Capeci, 52 Bear Hills Road - spoke on behalf of the Republican Town Committee to find out why their political advertisement was taken down from the Edmond Town Hall movie screen, even though payment of \$200 was made by the RTC. Mr. Capeci said he was unable to locate any policy or guidance and that he saw no reason for the ad to come down. Mr. Juliano said that he did not feel that the RTC followed proper procedure for the placing of a political ad, based on State of Connecticut regulations. Mr. Juliano stated that he will be reviewing state regulations to ensure proper procedures were followed.

Jennifer Rogers of the Newtown Cultural Arts Commission presented a proposal to the board for classic films (Attachment A).

REPORT FROM THEATER COORDINATOR: Tom Mahoney reported the best shows were Minions and Jurassic World. They showed a couple of the Ninja Warriors as well as a football game. Concessions did well during those shows. Coming up this weekend is the Great Pumpkin Race in the back parking lot. The Newtown Bee will have the candidate forum on Tuesday October 20th in the theatre and there will be Cultural Arts Show, Arsenic and Lace and Young Frankenstein.

APPROVAL OF MINUTES: Mrs. Wiedemann moved to accept the 9/14/15 minutes with the correction that she was present and that Mary Fellows was absent. Mrs. Hall seconded, motion unanimously approved.

CORRESPONDENCE: Ms. Torres reported that they received a letter from the IRS stating that the Board of Managers needs to hold 30% from the band that is having a performance there in November. It was suggested that Ms. Torres contact the IRS to say that they are not the contracting agent, they do not pay anyone.

REPORT FROM CHAIRMAN: Mr. Juliano reported that he has been meeting with people for the boiler. He had spec'd out two burners, one gas and one a combination. Because there is a question about the sewer hook up there are two things that can happen. 1. there would not be an oil fired burner and there would be two gas burners. 2. dig down and find the pipes and put in a grease trap. The easiest and least expensive is to do all gas but the oil tank would have to be taken out. They sent the bids out for the asbestos removal and the low bid was American Restoration in Massachusetts.

REPORT FROM OPERATIONS MANAGER: Ms. Torres reviewed her report (Attachment B). At the last meeting they spoke about Scott Elmer for a funder raiser. If we brought him here, they would be responsible purchasing \$2000 worth of CD's and to sell them, put him up, and get sponsors. They would like to raise \$25,000. If they wanted to fill each seat, they would have to sell tickets for \$50 each. It is worth exploring and seeing if it is worth it. April 2, 2016 is a target date. *BUDGET* – Ms. Torres and Mrs. Hall are working on the budget. They took last year's budget and what has been spent to date. There is a deficit of \$166,000. Last year they came in with a smaller deficit than budgeted. The goal is to get it to Board members the end of October so it can be approved at the November meeting.

APPROVAL OF MONTHLY BILLS: Mr. Clure questioned the staffing charges for the American Warrior when it was volunteers working. Ms. Torres will call the elevator company regarding the overtime charge on the invoice and also send the contract for elevator service to Board members. That Mr. Clure moved to approve payment of \$58,808.09 which does not include the elevator bill, Mrs. Wiedemann seconded, motion unanimously approved.

OLD BUSINESS

LSOD lease (Diane Wardenburg) – Joel Wardenburg explained that there are two items that they would like changed in the lease. One is the duration; it is hard to make a business plan with a year to year. A 5 year lease would be more ideal. The other is the payment for the recital. There is no profit made on the recital so paying up front is very difficult. Mr. Wardenburg suggested a non-refundable deposit and full payment 5 banking days after the event.

Attorney Kortash explained that if they want a 5 year lease they can do with a 3% increase each year. The penalty for late payment only applies to the rent and rental of stage for rehearsals. They rent other rooms on a regular basis. Payment for the additional rooms needs to be received a month in advance and will be added in the lease. Mr. Clure would like to see them use the gym or the Alexandria room. If the theatre was open, they could play animated movies in the morning time or renting it out for birthday parties. Maybe one week a month and if nothing else is booked, they can use it. Mrs. Hall moved to keep the lease at one year. Mrs. Wiedemann seconded, motion unanimously approved.

Mrs. Hall moved to include a \$500 nonrefundable deposit at time of booking for the recital. Mrs. Wiedemann seconded, motion unanimously approved.

Mr. Clure moved to add one month security deposit is required at the signing of the lease. Mrs. Wiedemann seconded motion unanimously approved. This was done to make all the leases uniform

ELECTRICAL WORK FOR OUTDOOR LIGHTING – Tabled

OFFICE COPIER – Tabled

OLD COURT ROOM SOUND IMPROVEMENTS – Ms. Torres called a company in Monroe to get a quote but they have not getting back to her yet.

TOWN HALL PARKING LOT – It has been stripped. There are 75 spots. Mrs. Hall proposed that Ms. Torres write a letter to their guests that use the parking lot to use the lower lot.

BRIDG CLUB – They had requested additional day of rental. The issue is that it would be a Sunday or a Thursday. They would also love to have the gym on Saturday but they cannot accommodate them because they do not have the staff to set up on a Saturday. They pay \$100 per day and additional for storage. The additional day would be at full price. Sheila will look at last year to see how many Thursdays and how many Sunday's were booked. In the mean time, if they want it for a day and it is not booked, they can be charged full price.

ELMER SCOTT CONCERT – Discussed in Operation Managers report.

NEW BUSINESS

CHRISTMAS DECORATIONS – Ms. Torres received an itemized quote for Holiday decorations. These are all items that can be used for years. Ms. Torres would also like to get special containers to keep them safe. Mrs. Hall moved to authorize \$520 for holiday decorations. Mrs. Wiedemann seconded, motion unanimously approved.

MARKETING/ADVERTISING – The question is if a policy is in place for advertising at Edmond Town Hall is available. Mrs. Wiedemann articulated that in order to move forward, a policy needs to be set. Mrs. Wiedemann explained that the issue that came into play is that the RTC put up an ad that hadn't been paid for. When that came to light the treasurer from the RTC came that same day and paid for it. Mr. Juliano articulated that a law was broken and he has the documentation but did not bring it to the meeting. Mr. Wiedemann said that they thought it would be the same as running an ad in the Bee, you send in the ad, it runs and you get a bill. Once they knew that payment was due, they had paid that same day. Mr. Clure moved that upon further review of documents from the State provided by Mr. Juliano, within 48 hours, political ads can be displayed at Edmond Town Hall. Mrs. Hall seconded, motion passes 4 Yes (Hall, Clure, Wiedemann, Smith) to 1 No (Juliano).

Mr. Clure would like to try to get more sponsors in to make every Saturday, 7pm movie free. Mrs. Smith was concerned that this would not be good for the relationship with Ingersol. There is interest in more sponsors but no other auto dealerships because he has been so good to them. It was decided that if someone was interested they would bring it before the board.

Hook & Ladder – tabled

Set date for planning meeting – Tabled

Discussion of 2016/17 Budget – Discussed in Operation Managers report

COMMENTS FROM BOARD MEMBERS – Mrs. Smith wanted Mike Manka of MCR Construction to know what a fantastic job he did. Mrs. Hall thanks Mr. Clure for the last 2 years of service.

Culterual Arts Proposal - The question is do they want to give all Sunday's? It was suggested that maybe alternate Wednesdays and Sundays. Mr. Clure suggested that keeping the 1pm and 7pm movie and put this at 4pm on Sunday's.

Having no further business, meeting was adjourned at 9:40pm

Respectfully Submitted,
Arlene Miles, Clerk

Attachment A

Film Classics at the Edmond Town Hall

Proposed by Jennifer Rogers, Newtown Cultural Arts Commission

The Newtown Cultural Arts Commission would like to continue partnering with the Edmond Town Hall to screen great classic films. The films selected would be enduring and beloved films, not less than 25 years old, featuring the industry's biggest stars, such as:

African Queen (1951) with Humphrey Bogart and Katharine Hepburn *sponsored
Rear Window (1954) with James Stewart & Grace Kelly *sponsored
An Affair to Remember (1957) with Cary Grant and Deborah Kerr
Sleepless in Seattle (1993) with Meg Ryan and Tom Hanks
Sabrina (1954) with Audrey Hepburn, William Holden and Humphrey Bogart *sponsored
Doctor Zhivago with Omar Sharif and Julie Christie
The Philadelphia Story with Cary Grant, Katharine Hepburn, and James Stewart
Adam's Rib (1949) with Katherine Hepburn & Spencer Tracy –filmed partly in Sandy Hook
Singin' in the Rain (1952) with Gene Kelly, Donald O'Connor & Debbie Reynolds
Ghostbusters (1984) – there will be a new Ghostbusters released in 2016

The NCAC proposes to obtain the rights (perhaps with some help from ETH), obtain the movies on DVD or Blu-ray (to be later donated to the library), and help publicize the screenings. I will solicit sponsors to help cover the costs, for which we will show on-screen slides to recognize their support in advance of the screenings. In the spirit of partnership, we hope that the Edmond Town Hall would allow at least one matinee and one evening screening, each month, and cover operational personnel and their costs.

Here are my proposed dates for screenings, all Sundays (at 4 PM and 7 PM):

January 10 – *Doctor Zhivago*

February 14 – perhaps *An Affair to Remember* and *Sleepless in Seattle* (an "event")

March 13 – *Rear Window*

April 10 – *African Queen*

May 15 – *Singin' in the Rain*

June 26 - *Sabrina*

If the Board will approve the concept of one day each month, yet some of these dates need adjusting, I would appreciate knowing that.

Thank you for your consideration,

Jennifer Rogers

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jenrogers@charter.net

ETH MANAGER'S REPORT – October 13, 2015 – Sheila Torres

Highlights

- Balcony seat installation and lighting is complete. Made good use of both when we showed *Inside Out* for the Avielle Foundation event. About 410 people attended.
- Kevin's Community Center Fundraiser was beautiful performance and event. Pat Llodra addressed the audience and one of the performers praised our theater saying, "Any community fortunate enough to have such a facility and to care for it this way is fortunate indeed."

Decisions Needed/ General Notes

- Received additional information from **Scott Elmer Concert** as provided in the copies to the Board. My goal is to raise \$25,000, which means we would sell 500 tickets at \$50 each. I have proposed April 2, 2016. The tour will be over by then, but they have agreed to do our concert. We are required to buy \$2000 worth of his CDs to try to sell them in advance of the concert, during and after. We need to name the event.
- Spent a couple of hours with Margot Hall going over last year's budget and beginning to prepare our next budget. Will complete it by October 27 and send to all Board members for their review and input. The plan is to approve it at the November 2 meeting. It must be presented to the Town in December.
- Will need to work carefully with both vendors who are doing the Gym windows to ensure the work is done as expected. It will take 6 weeks to make the windows and they are not ordered until the wall is done. The question is, can we board up the space while the windows are being made? I can certainly ask the blinds people to put up the new blinds so that we do not see the boarding up from the inside.

Work Completed - Maintenance/Repairs/Other

- Funk Boiler came out and did the necessary repairs to get our boiler working again. Will be turning it on Thursday.
- The elevator has been repaired because the sensor that tells the door to open and close was misaligned and we were unable to use it. The technician repaired it but warned that if it happens again he may have to replace the parts.
- The new ice machine for the concession stand has been installed. I only have to get the metal shelves on wheels and I will have completed almost all Health Department requirements, except the popcorn machine door, which needs stainless steel hardware. Spoke with Suzette recently and she told me to call her when it's complete. She wants to return to see our progress.
- Rest of October and November will be focused on removal of AC units, generator inspection, oil tank, ice melt, winter preparations.