

**Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, November 10, 2015
Mary Hawley Room
Edmond Town Hall, 45 Main Street, Newtown, CT**

PRESENT: Jennifer Chaudhary, Margot Hall, James Juliano, Marie Smith, Anna Wiedemman

ABSENT: Mary Fellows

ALSO PRESENT: Andy Clure, Tom Mahoney (Theatre Manager), Karen Pierce, Shelia Torres (Operations Manager)

CALL TO ORDER:

The meeting of the Edmond Town Hall Board of Managers was called to order by James Juliano at 6:32 p.m. on November 10, 2015.

Margot Hall introduced and welcomed the newest Board Member, Jennifer Chaudhary.

Shelia Torres thanked Andy Clure for his service as a member.

PUBLIC PARTICIPATION:

Karen Pierce - Shared and reviewed past policy, procedure and contract documents with the Board that were approved back in 2010.

Andy Clure – Thanked each Board Member and expressed how much gratitude he has for being able to serve on the Board.

ELECTION OF OFFICERS:

Margot Hall briefly reviewed the special acts sections of the Town Charter and the governing rules of the Edmond Town Hall Board of Managers elected officers. After this brief overview Mrs. Hall swore in Anna Wiedemman and Maria Smith, with the powers vested in her as a Notary Public.

Marie Smith made a motion to elect Margot Hall as Chairman, Jennifer Chaudhary seconded the motion which was unanimously approved.

Marie Smith made a motion to elect Anna Wiedemman as Vice Chairman, Jennifer Chaudhary seconded the motion which was unanimously approved.

REPORT FROM THEATER COORDINATOR:

Tom Mahoney reported on recent movie showings and upcoming events. It was discussed to suggest to the Newtown Cultural Arts Commission on changing their regularly scheduled Sunday evening movie to Thursday evenings with the thoughts that Thursdays may have higher viewing numbers and parking will be easier. Ms. Wiedemann suggested that they could call it Throwback Thursday instead of Sunday Cinema. It was agreed that Ms. Torres would talk with Jennifer Rogers about the Boards suggestions.

APPROVAL OF MINUTES:

Anna Wiedemman moved to approve the October 13, 2015 minutes, Marie Smith second the motion which was unanimously approved with the following change under the Balcony Seat Installation section "All present board members, with the exception of James Juliano, went and examined the seats in the balcony which is a great improvement."

CORRESPONDENCE:

Ms. Torres updated the Board in regards to the IRS and withholding 30% from the band that is having a performance in November. Upon contact with the IRS it was determined that the Board of Managers did not need to withhold said 30%.

REPORT FROM CHAIRMAN:

Mr. Juliano reviewed the additional costs from Consulting Engineering Services, Inc. for the investigation of the existing chimney, investigation of the floor drain piping, designing and detailing the removal of the existing oil tank, design to provide sump pump, and design to replace existing electrical panel all totaling \$5,030.

The Board discussed the accuracy of the information provided by Consulting Engineering Services, Inc. and their overall proposal. Mr. Juliano did not agree with many of their statements, specifically related to floor drain piping and installation of 5-gallon hot water heaters in the bathrooms. Mr. Juliano said he would be attending the Public Building and Site Commission meeting on November 24th to voice his concerns.

REPORT FROM OPERATIONS MANAGER:

Shelia reviewed her report (Attachment A). A discussion ensued about the quotes for installation of new windows in the gymnasium. It was decided that Ms. Torres would call a couple other local vendors for comparable quotes.

DNR Laboratories was asked to investigate the sound quality in the theater, as it was earlier reported to be of lower sound quality. Audiotechnik did the investigation and determined that the speakers were not in the proper place and larger speakers are also needed for optimal sound. Ms. Torres reviewed the quotes to bring the theater up to standards, which was determined to be out of this year's (and potentially next year's) scope. Ms. Torres also wanted to note that the sound levels in the projection room were set incorrect. She further reported that there are industry sound setting standards for comedies, action, etc. movies. She will review this with the Theater Manager for a slight sound improvement.

APPROVAL OF MONTHLY BILLS:

Marie Smith reviewed the monthly bills report.

Anna Wiedemann moved to approve payment of \$47,108.03, Margot Hall seconded the motion which was unanimously approved.

OLD BUSINESS:

LSOD (Lathrop School of Dance) Lease – Mrs. Hall discussed the one month security deposit required at the signing of the lease, previously approved by the Board.

Margot Hall made a motion to rescind the action from the previous meeting, Jennifer Chaudhary seconded the motion which was unanimously approved.

Hook & Ladder Building – Tabled

NEW BUSINESS:

Gym Windows – Discussed in Manager’s Report.

Discussion and Action 2016/17 Budget – Ms. Torres reviewed the first draft of the proposed 2016/2017 budget documents. Ms. Torres reported that unfortunately things are not doing well and many times this previous year the Board has had to “dip into the well” to fund expensive and unforeseen repairs building and elevator repairs. She reminded the Board that the proposed budget is due to the Town’s Finance Director by December. Ms. Torres also pointed out the finances were switched from a cash based accounting system to an accrual based accounting system, so things might look a little off. Based on this change June 2016 will be our first true numbers.

Although the budget will be reviewed at length, with a quick overview it was agreed that the following changes would be made to the proposed budget: Combine line 51 and 102 with a new total of \$38,000 and a title of building maintenance contingency and move to the bottom.

Discussion and action re spending focus and development of spending strategy for upcoming fiscal year maintenance and less big projects – Ms. Torres shared her thoughts on focusing the budget on more routine maintenance of the building and less on big projects. She listed all the many wonderful things that have been done recently, but feels that the expenses associate with any new projects might not be in their best interest.

Discussion and action re movie admission pricing:

Ms. Torres broached the subject of considering a movie admission price increase, even just \$1. It was decided that further discussion on this topic is needed and a planning session should be scheduled for the near future. Ms. Torres will provide an update on this topic at the November 24, 2015 special meeting.

Setting date for special meeting on November 24, 2015:

Ms. Fellows was not present to discuss. All present Board Members were in agreement with the proposed date, with the exception of Mr. Juliano who will be attending the Public Building & Site Commission Meeting that evening. Mr. Juliano will review the minutes from the meeting. An agenda will need to be created and posted.

COMMENTS FROM BOARD MEMBERS:

Ms. Chaudhary is excited to be a part of the board and to work with everyone.

Ms. Wiedemann wondered if interns are possible.

Mr. Juliano stated how very thankful he is to have served as Chairman for many years. He also suggested that the individual code #'s to the projector be changed for security purposes.

Ms. Hall thanked Mr. Juliano for his leadership and all the wonderful things he has done for this building.

EXECUTIVE SESSION:

Margot Hall made a motion to go into Executive Session, Jennifer Chaudhary seconded the motion which was unanimously approved.

The Board discussed pay adjustments and recognition of service for Edmond Town Hall Employees.

Marie Smith made a motion to increase the pay for three (3) employees whose performance has been reviewed and to give an end of year bonus to each Board employee, Anna Wiedemann seconded the motion which was unanimously approved.

Marie Smith made a motion to end the Executive Session at 9:05 p.m., Anna Wiedemann seconded the motion which was unanimously approved.

ADJOURNMENT:

Marie Smith moved to adjourn, Jennifer Chaudhary seconded the motion all were in favor and the meeting adjourned at 9:10 p.m.

Respectfully Submitted,

Nicole Kullgren, Clerk Pro-Tem

ETH MANAGER'S REPORT – November 10, 2015 – Sheila Torres

Highlights

- Asked Azra to work with the budgeting capability in Quickbooks so that we can easily pull up our budgets. It's too labor intensive. Met with Tom to discuss financial control issues raised by Andy Clure.
- Met with Neil Callaghan, Director of Operations at Golden Opportunities. They will be sponsoring our Christmas Tree this year and the tree tags will include gifts for seniors. Neil will be here on November 23 to help decorate the tree. Christine Doscher is working on our decorations as approved at last meeting.
- Have reached out to Wes Thompson, who used to serve on the Economic Development Commission to work with him on a business plan for Edmond Town Hall.
- Met with Michael Unger, Associate Artistic Director of York Theatre Company in New York. He works with Newtown Arts and would like to use our theater for next summer productions. They would like to use the theater free of charge. I explained to him that we are not in a position to provide free space. Dr. Baroody or someone else in the organization may be coming to the December meeting to address the Board.
- Parking lot has been striped. Only 141 spaces, not 199. Not sure when remaining work will be done, i.e. additional lighting, water hook-up etc.
- Gym blinds have been ordered and will be in before the Holiday Festival.
- Met with Duane of Thin Air and Enchanted Visions to discuss necessary changes to our theater to make it more attractive for live performances. He is a consultant and I would like to be able to get a couple of hours of paid consulting from him and from another person so that I can get diverse views.

Decisions Needed/ General Notes

- Our kitchen hot water heater has been delivering spotty performance. I would like to replace it before it breaks down in the middle of a large event. Should we consider using a gas water heater rather than electric?
- Gym windows will need to be boarded up for about 6 weeks between the time the knee wall is built and the time that the windows are manufactured to cover the space.
- Received a report from DNR addressing the sound quality in our theater. I have a quote to address the issue in two phases. We need to decide when to move forward with this.

Work Completed - Maintenance/Repairs/Other

- Work on boilers is ongoing.
- Generator inspection, oil tank inspections done; had 50 bags of ice melt delivered.
- Completed all requests made by Mary Fellows for the Alexandria Room.

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- Painting Gym doors. AC units removed except dressing rooms, will do those this week.
- Expect to get the theater seats out of here this month.