

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, December 8, 2015
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 6:30pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Mary Fellows, Jim Juliano
Also Present: Sheila Torres, Tom Mahoney

Public Participation – NONE

Report from Theater Coordinator – Mr. Mahoney reported the preshow of The Good Dinosaur and Pan was very successful. The free 7pm movie this weekend is The Intern. The Sound of Music will be shown on Sunday. A few days before Christmas they will show Polar Express and Hotel Transylvania II and Goose Bumps will be played for the holiday week.

Approval of the Minutes – Anna Wiedemann moved to approve the 11/10/15 meeting minutes as presented. Marie Smith seconded, motion unanimously approved.

Marie Smith moved to approve the 11/24/15 meeting minutes as presented. Jennifer Chaudhary seconded, motion unanimously approved.

Correspondence – None

Report from Chairman – Margot Hall reported that she was at Edmond Town Hall during the day working on the budget. She commented that the building was humming with people. She also commented on the great work being done installing the knee wall in the back of the building.

Report from Operations Manager – There has been a great response to the giving tree in the lobby. New hot water heater has been installed in the kitchen and the old theater seats have been removed.

Approval of monthly bills – Margot Hall moved to approve the bills totaling \$45,247.25. Jennifer Chaudhary seconded, motion unanimously approved.

OLD BUSINESS

Report of status of CIP Boiler Replacement – Jim Juliano was at the Public Building and Site meeting regarding the new boiler. He reported that Mr. Boos said that they cannot find where the sewer goes into the swamp. Jim Juliano provided mapping of the sewer line. It is desired to have a combination burner but Mr. Boos is not in favor of that. Jim Juliano explained that there is nothing wrong with the oil tank and taking it out is an unnecessary cost. The next Public Building and Site meeting is scheduled for December 15th. Having board members present would be ideal.

Report of status of Fire House re-purposing – Mary Fellows reported that it is in the works and there are no new updates. The word is out and there seems to be interest. She will work on an overview of interest and feasibility.

Report of ‘Adopt a Chair’ project –It is up and running and on the web page.

2016/2017 Budget – Sheila Torres and Margot Hall reviewed the budget. We are going to slow down on improvements and work on repairs because they are spending down their funds. They do need a contingency fund in case an urgent situation occurs. There are yearly contracts for repairs and they are fixed costs.

Sheila Torres will move forward with the budget.

NEW BUSINESS

Update ETH Board banking process with Newtown Savings Bank – In signing checks it is Sheila Torres signature and a Board member as a cosigner. Jennifer Chaudhary moved that the Board approves of an update of its banking procedures with the Newtown Savings Bank reflecting the Board membership as of November 10, 2015; and that as of November 10, 2015 the following are members of the Edmond Town Hall Board of Managers: Margot S. Hall, Anna Wiedemann, Marie D. Smith, James Juliano, Mary E. Fellows and Jennifer Chaudhary. Anna Wiedemann seconded, motion unanimously approved.

2016 Meeting Schedule – Marie Smith moved to accept the meeting schedule as proposed. Mrs. Chaudhary seconded, motion unanimously approved.

Mrs. Wiedemann moved to add award contract of window’s to include locks to the agenda. Marie Smith seconded. Sheila Torres explained that the quote did not include the locks that are desired for the windows. There will be an additional cost of \$135 for all three windows. Motion unanimously approved. Margot Hall moved to award contract of windows with the additional \$135 for locks. Marie Smith seconded, motion unanimously approved.

CIP – Mrs. Torres has learned that the list provided do not have enough detail. The numbers that are attached to the projects have been here for a long time and need to be updated. Jim Juliano will assist with this. There are eight projects on the list. The ones that are truly infrastructure are the most important. The mortar on the corners of the building is deteriorating and water is going in. This is to urgent to wait for the CIP.

Comments from Board members – Margot Hall is looking for volunteers to review job descriptions to see if they are working or if they need to be enhanced. Jennifer Chaudhary, Marie Smith and Margot Hall will work with Sheila Torres on this project.

Mary Fellows had a party for her father upstairs. Joe and Bruce were very professional and very helpful. They had a great experience.

Mrs. Smith received compliments about Sheila and Joe as well.

Anna Weidemann asked about a safe in the closet at the VNA. It is not theirs and it is not Edmond Town Hall Board of Managers. She would like it to be removed.
Sheila Torres will work with Public Works to get it moved.

Having no further business meeting was adjourned at 8:15pm

Respectfully submitted,
Arlene Miles, Clerk

EDMOND TOWN HALL BOARD OF MANAGERS

2016 Meeting Schedule

The Edmond Town Hall Board of Managers will hold regular meetings at 6:30pm in the Mary Hawley Room at Edmond Town Hall, 45 Main Street, Newtown, CT on the second Tuesday of the month.

Tuesday, January 12

Tuesday, February 9

Tuesday, March 8

Tuesday, April 12

Tuesday, May 10

Tuesday, June 14

Tuesday, July 12

Tuesday, August 9

Tuesday, September 13

Tuesday, October 11

Tuesday, November 8

Tuesday, December 13

Tuesday, January 10, 2017