

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, June 14, 2016

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, Marie Smith

**Absent:** Jim Juliano

**Also Present:** Sheila Torres, Tom Mahoney, and 1 members of the public

**Public Participation** – Laura Lerman, Chairman of the Cultural Arts Commission explained that she had met with Margot Hall and wanted the board to know that they are a resource. This is their 5<sup>th</sup> year of the Arts Festival and the purpose of the festival is to raise money to do grants and scholarships. There is hopefully a way to take Edmond Town Hall from being an office building to a cultural center. Office buildings don't get grants, cultural centers due. Edmond Town Hall can be both.

**Report from Theater Coordinator** – Tom Mahoney reported that the best movie in June was Utopia the Disney Movie. Sabrina is coming in to do a stage presentation of James and the Giant Peach and Cultural Arts is showing Wuthering Heights on the 28<sup>th</sup>.

**Report from Public Building and Site Commission** – Tom Catalina was not present to report.

**Approval of the Minutes** – Jennifer Chaudhary moved to approve the minutes from the 6/14/16 meeting. Anna Weidemann seconded. motion unanimously approved.

**Correspondence** – They received a letter from Pepsi that they are going up 4% on their products. It may be time to reevaluate the prices which haven't changed in 3 years.

**Report from Chairman** – Margot Hall reported that the visioning document is due in a few weeks. It will be given to each member to review.

They also received a delivery of 2 Samson speakers on stands which were donated by the Cultural Arts Commission.

**Report regarding Theater Screen Advertising** - None

**Report from Operations Manager** – Sheila Torres reviewed her report (Attachment A).

**Approval of monthly bills** – Margot Hall moved to approve the monthly bills of \$34,289.90 for the building and \$15,188.77 for the theatre for a total of \$49,478.67. Jennifer Chaudhary seconded. motion unanimously approved.

## **OLD BUSINESS**

*Report re Status of Fire House repurposing* – There is nothing new at this point to report.

*Concession-liquor license proposal* – Mary Fellows reported that they can do a 90 day permit to see how it does. They need to identify what 3 months will be ideal to test it.

*Report re "promoter of alternative music on theater stage"* – Hayden, Fernando and Mary Fellows are meeting Saturday to put an event together.

*Report re Review of rental fee schedule* - Jennifer Chaudhary reported that she and Anna Wiedemann looked at the rates. They looked at rates in surrounding areas and looked at ways to make ETH more competitive. They will have something for the next meeting that action can be taken on.

## **NEW BUSINESS**

*Service contract proposal from DNR* – Sheila Torres received a quote for the theater support and audio visual support. This year he has suggested doing a system overhaul which they have been having issues with. It will add over \$2000 to the regular \$5000 contract. Margot Hall moved to renew the contract with DNR for the Audio Visual and Digital Cinema System for a total of \$5,000 and additional \$2,225 to overhaul the system and lamping for a total of \$7,225. Marie Smith Seconded motion unanimously approved.

*Purchase of protective liner for elevator* – Mary Fellows researched getting a liner for the elevator to protect it from damage. It will be about \$500 and it will protect the walls. Margot Hall moved to approve the purchase of elevator protector blankets up to \$500. Mary Fellows seconded. motion unanimously approved.

*Proposal for Board of ETH to become member of Chamber of Commerce* – The Chamber of Commerce explained at the last meeting that they can only promote members and they want to promote ETH. All members were in agreement to join the Chamber of Commerce at no cost to them.

*Explore proposal to establish a "Sensory Friendly film day"* – Anna Wiedemann would like to explore the idea of sensory friendly films and possibly try it in mid-August. It is a regular movie, it is not as loud and the lighting is better. There is an uptick on people looking for it. If this is well received this could be done more often. It was also discussed to test snacks that cater to people with allergies.

Margot Hall moved to add to the agenda discussion and action to seeking a liquor license for live performances. Jennifer Chaudhary seconded motion unanimously approved.

Margot Hall moved to proceed with the process to get a liquor license on behalf of the Board of Managers. Anna Wiedemann seconded, motion unanimously approved.

**Comments from Board members** – Margot Hall commented that some of the activity around the table can be shortened if they have proposals, the day before.

Margot Hall moved to go into executive session at 8:06pm for the evaluation of a staff member Sheila Torres. Sheila Torres was invited and present during executive session. Anna Wiedemann seconded, motion unanimously approved. At that time the clerk left the meeting. Executive session ended at 8:32pm.

Margot Hall moved to increase Sheila Torres' salary retroactive to June 10, 2016. Jennifer Chaudhary seconded, motion unanimously approved.

Having no further business meeting was adjourned at 8:37pm

Respectfully submitted,  
Arlene Miles, Clerk

# Attachment A

## ETH MANAGER'S REPORT – July 12, 2016 – Sheila Torres

### Decisions Needed

- Vote required on theater support contract and system overhaul. (See quote attached)
- Attended CIP meeting on June 16. Handed in a list of these projects and in the following order: Boiler Replacement; Alex AC Replacement/Expansion \$290K; Gym AC Install \$281K; Theater Improvements \$500K; Parking Lot Improvement: \$450K
- Received quote for the inside and outside cleaning of all the windows in the building except the very high windows in the theater dressing room because they are opaque security windows and they are very high up. The vendor is the same who cleaned the outside of the windows three years ago. His quote is for \$1695.
- Need to move forward on Adopt a Balcony now that I have help. I would be happy to work with Twink to revise materials as needed so that I can complete the work that has stalled.

### Highlights

- Hayden Bates returns November 12 with band 'Hiss The Golden Messenger'.
- We have two new customers: Rock Elite Academy (music lessons) and Just Hors D'Ouvres (kitchen rental).
- Received a generous gift from Samson through Rob Rabinowitz of the Newtown Cultural Arts Commission. Two speakers, a sound board and stands. Rob will be sending me the address
- Two interns have started work. It has been extremely busy getting them working but I'm glad they're here. Patrick is filming for the You Tube video commercial, which we will also put on our screen. Evelyn Schwertly is helping with projects that I have been wanting to complete but have been unable to. She has copied all the annual reports since 1930 and has created both a master paper file and a binder. She will also create a digital file by scanning the reports in, once we have our new copier. (See next bullet.)
- Rosemary Rau has offered to donate a four-color copier. I plan to pick it up on Thursday with Joe.

### Work Completed - Maintenance/Repairs/Ongoing

- Leases have been sent to tenants, except LSOD which is due in September.
- The thermostat on the theater air conditioner is not engaging and needs to be replaced. I have contacted McKinney to replace it. They came to look and determined that everything else is alright so it has to be the thermostat that is broken. They said that we use our unit a lot. Most customers don't touch their unit as much as we do.
- The AC belt continues to squeal very loudly. I have asked McKenney to put second belt in to try to minimize the loudness because we continue to get complaints from theater goers.
- Working with Ginger Hanrahan on a grant involving artistic/educational/historical wayfinding for the building. No guarantee we will receive it. It would bring arts programming to the building.
- Met with Anna and Jennifer to review pricing/rates. The work continues.