

Edmond Town Hall Board of Managers  
Special Meeting

Wednesday, October 12, 2016

Mary Hawley Room, Edmond Town Hall  
45 Main Street, Newtown, CT

Chairman Margot Hall called the meeting to order at 6:35pm

**Present:** Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Mary Fellows

**Absent:** Jim Juliano

**Also Present:** Sheila Torres, Tom Catalina from Public Building and Site, Tom Mahoney, 2 members of the public

**Public Participation** – Karie Petterson is a photographer in town. Marketing and publicity is why she is here. She has worked with the Heritage Hotel in Southbury with marketing pieces which have been very successful. Through them doing the small advertising they boosted their wedding business tremendously and that is the the potential that she sees at Edmond Town Hall. To make that happen, they would start with mock pictures, a bride and groom and photograph them in the Alexandria room that would be fully set up. Images are the first, then designs then media blasts. If you want to brand or start marketing, she is accessible.

**Report from Public Building and Site Commission** – Mr. Catalina of Building and Site shared a book of pictures from the start of the project until now. The boilers were fired up several days ago. Painting the walls are done and they started cutting in the floors. There are oil separators in the floor drains so they are going to put a sign up to not dump anything in them. The radiators in the Alexandria room and the gym will require asbestos removal before they are repaired. This will cause issues with rentals because there will be a tented area in the Alexandria room and you cannot have any sports activities in the gym. Mr. Catalina will try to work with the contractor to get them to rush the job.

**Approval of the Minutes** – Marie Smith moved to approve the minutes of the 9/27/16 meeting, Anna Wiedemann seconded. Jennifer Chaudhary made the following corrections: Under Old Business under for the fillable form on the website, Jennifer Chaudhary voted yes and under New Business, Winter Ski Club was agreed to at \$125. Motion unanimously approved with the corrections

**Report from Theater Coordinator** – Everyone got a copy of the report. The two films in the beginning of October are doing very well. Starting this Friday is the Conjuring 2 . They had Destination Newtown at here and it was a very good event.

**Report re Theater Screen Advertising** – None

**Report re Fire House Re-purposing** – Mary Fellow has not reached out to the Cultural Arts Commission since the Arts Festival. There are people interested but no one is stepping up. This needs to be a consortium of groups. The trucks are out, Mary Fellows will do an arts open house to show the potential of the space and find out if there is interest.

**Report re Promoter of Alternative Music Theater** – The promoter is in Portugal but will be here in November to see Hayden’s performance.

**Report by sub-committees** – Bi-laws has been gathered from the VNA, Library and Children’s Adventure Center. Jennifer Chaudhary is pulling that information together and creating a document, once that is complete, they can meet.

**Correspondence** – Sheila Torres received a thank you note from a customer that had an event last week. She also received a temporary liquor license from the state. A letter was received from Jen Rodgers relating to the Sunday Cinema which asked for the proceeds of the tickets go to the sound system. Lathrop school of dance has asked to change the lease to July 1 to June 30. The current lease goes into effect on November 1 and will end on June 30 to accommodate the request.

**Report from Chairman** – Mrs. Hall reported that her and Ms. Torres presented at the Board of Finance regarding the CIP.

**Report from Operations Manager** – Ms. Torres presented her report (Attachment A)

**Approval of monthly bills** – Margot Hall moved to approve the bills, \$38,023.24 for the building and \$7,533.15 for the theater for a total of \$45,556.39. Anna Wiedemann seconded, motion unanimously approved.

## **OLD BUSINESS**

*Gutter repairs inside building walls* – They are still trying to get someone to look at the pipe. They have not had an issue with since they cleared one clog but they want to be sure.

*Painting of building window trim* – Sheila Torres asked the vendor doing the dormers to do a quote to paint the window trim. He will do that when he starts the dormers but that won’t be until later this month.

## **NEW BUSINESS**

*Re-consideration of day/hourly rental fee schedule for 2016/17* – Margot Hall moved to re-consider the day/hourly rental fee schedule for 2016/2017. Marie Smith seconded, motion unanimously approved. Margot Hall explained that Sheila Torres needs lead time to inform clients of the new schedule. Margot Hall moved to commence with the new day/hourly rental rates on January 1, 2017, Jennifer Chaudhary seconded, motion unanimously approved.

*Reconsideration of Increase of price of movie ticket* – Jennifer Chaudhary moved to reconsider the increase price of the movie ticket. Anna Wiedemann seconded, motion unanimously approved. Starting it on October 14 was not enough time to advertiser the change. Jennifer Chaudhary moved to commence with the increase of ticket prices from \$2 to \$3 on December 2. Anna Wiedemann seconded, motion unanimously approved.

*Issue/print checks via in-house QuickBooks program* – The Book Keeper wishes to print checks in-house through QuickBooks instead of hand writing. There is no new software needed and there is at least 40 checks written per month. Jennifer Chaudhary moved to have the Book Keeper proceed to set up for check printing. Maria Smith seconded, motion unanimously approved.

*Sunday Cinema Series* – Not discussed

**Comments from Board members** – Marie Smith asked how they made out with the Winter Ski Club? Sheila Torres informed them that they agreed to \$125 and will do it on November 9.

Having no further business meeting was adjourned at 8:27pm

Respectfully submitted,  
Arlene Miles, Clerk

# Attachment A

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

### Highlight

- I continue to reap rewards from our participation at the Newtown Arts Festival. Chair donations continue to come in and I have made contact with people interested in helping us raise money.
- Destination Newtown was a great success. There are some lessons learned that I will be sharing with the Chamber. The event has generated some leads for new sponsors, etc. We got quite a bit of press in last week's Newtown Bee. Three separate articles.
- Margot Hall and I presented to the Board of Finance last night regarding our CIP submissions. I explained the rationale behind our submissions and their order: 1) maintain current revenue 2) maintain safety 3) generate new revenue. There was also discussion about turning the theater into a live performance venue. I explained that we will need to make a significant investment when the time comes.
- I contacted Grace Church and explained the issues that occurred last year and asked that they sign a regulations sheet if they wish to sit outside our building this year. They were very apologetic and said that they would be happy to sign that sheet. I will do the same with Dr. Baum. Until I get another request from another business to sit in front of the building, I will not need to use the lottery system I discussed at the last meeting. The bottom line is that we will continue with the same practices as always, except for the regulations sheet requirement and the use of a lottery if we have more exhibitor requests than we can accommodate.

### Work Completed - Maintenance/Repairs/Ongoing

- All iron work has now been completed, including two new hand rails along the south side of the building, which were not there before, but which will make the sloped walkway safer and easier to navigate, especially during the winter months.
- Cleanout work continues throughout the building. I will be contacting a shredding company soon. Probably Iron Mountain, since they do the work for the Town.
- The maintenance room continues to need work but with double shifts and other pressures due to vacations and holidays, the work has not been completed. We will focus on this after we have our staff room back so that we can begin to organize all the storage areas in the building.
- Will be developing a new project to turn the unisex bathroom in the Alexandria Room into a public bathroom that does dual duty to service the balcony as well as events.

- DRAFT -

### **Regulations for Halloween Kiosk Participation**

1. Your space cannot exceed 6 ft. in width
2. All edibles must be approved by the Newtown Health Department and you must provide proof. Send proof of approval by email to: [manager@edmondtownhall.org](mailto:manager@edmondtownhall.org)
3. Only the business/organization that was selected can participate in the kiosk.
4. Your organization must sign the waiver releasing Edmond Town Hall from liability.