

Edmond Town Hall Board of Managers

Special Meeting

Thursday, November 10, 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

Absent: Jim Juliano, Mary Fellows

Also Present: Sheila Torres, Tom Mahoney, Andrew Clure, Wes Thompson, Economic Development Commission

Public Participation – none.

Approval of Minutes – Jennifer Chaudhary moved to approve the minutes of the 10/12/16 meeting, Marie Smith seconded. Motion unanimously approved. Marie Smith moved to approve the 10/21/16 (Employee Handbook), Anna Wiedemann seconded. Motion unanimously approved. Marie Smith moved to approve the 10/31/16 (By Laws), Anna Wiedemann seconded. Motion unanimously approved. Marie Smith moved to approve the 11/4/16 (Employee Handbook), Anna Wiedemann seconded. Motion unanimously approved.

Report from Theater Coordinator – report of the first two weeks - good. Saturday concert. Thursday the 17th begins The Last Waltz, Hayden sponsoring, at 1 and 7. Upcoming films, Jason Bourne, Disney's Queen of Katwe. Beyond that something special for Thanksgiving, Christmas week.

Report re Theater Screen Advertising – progress one new client, interest in the fall monthly special deal, one new video, Dr. Young. Paul Fadus painting contractor also advertising. Newtown Florist changed their ad for open house.

Report from sub-committees, if any (by-laws, employee handbook, vendors) – Anna Wiedemann met with Sheila on employee handbook, Sheila will touch base with Human Resources. They will meet again with regard to changes. Conversation regarding attire, availability from retailer Lands' End. Anna Wiedemann to follow up with copies for final changes for the 2017 handbook. Regarding by-laws, taxation needs to be looked at, but it is at a point to submit to subcommittee for review, condensed from a large document. Have a placeholder for attorney to look at, if needed. Aiming for the first of the year.

Correspondence – Sheila Torres referenced a donation that came in for work done by Rosemary Rau.

Report from Chairman – Newtown Board of Selectman voted to lease the firehouse for 6 months as a storage facility to store equipment, will be considered as dead storage. No traffic concerns nor that of parking spots. Sheila mentioned that the furnace is done, needs to be adjusted, wait until cold stretch.

Report from Operations Manager – Sheila Torres presented her report (Attachment A) – also discussed gutters and the consideration of repurposing old elevator space. Discussion of Bridge Club request to have bridge game one Sunday every month, certified kitchen availability, possibility of Bridge Club obtaining a

refrigerator for their own purpose, and coordination of multiple needs/requests for accessibility of kitchen space and appliances. Sheila Torres to analyze utility costs vs. rental costs for overall consideration of needs for all renters. An interest in renting out the commercial kitchen is up since the church closed its commercial kitchen space. Sheila Torres had a call from The Giving Tree, Golden Opportunities that provide gifts for seniors, gifts for foster children. Golden Opportunities, a Newtown-based organization. The sponsor should be local organization.

Approval of monthly bills – Margo Hall moved to approve the bills \$39,173.40 for the building and \$13,093.42 for the theater. Marie Smith seconded, motion unanimously approved.

OLD BUSINESS – none.

NEW BUSINESS

Approval of 2017 Board of Managers meeting schedule – Jennifer Chaudhary pointed out that Newtown school district spring break the week of April 10 interfering with the meeting on April 11. Jennifer Chaudhary moved to make a motion to have a special meeting Tuesday, April 18, Anna Wiedemann seconded, motion unanimously approved.

Revision to lease with Lathrop School of Dance – Margot Hall checked with attorney, who advised to change the dates. Marie Smith moved to make a motion to change the lease commencing in November ending in June 2017, Anna Wiedemann seconded, motion unanimously approved.

Relining of damaged drain pipe – Margot Hall indicated that more options need to be investigated. Anna Wiedemann moved to table the relining of damaged drain pipe. Jennifer Chaudhary seconded, motion unanimously approved.

Changes to hot water heater – Margot Hall requested proposal for changes to the hot water heater. Jennifer Chaudhary moved to table the changes to the hot water heater. Anna Wiedemann seconded, motion unanimously approved.

Winter snow removal contract from Holmes Fine Gardens – Sheila Torres reviewed the contract arrangements for snow removal done by Holmes Find Gardens. Anna Wiedemann moved to use Holmes Fine Gardens contract agreeable provide snow removal services only when Sheila Torres calls, Jennifer Chaudhary seconded, motion unanimously approved.

Repair of damaged Dan Foss Valves – Sheila Torres is looking at another company to replace valves, in the meantime, they are fixing the ones they can. No quote at this time. Marie Smith moved to table the repair of damaged Dan Foss Valves, Anna Wiedemann seconded, motion unanimously approved.

Comments by Board members – Anna Wiedemann discussed the shortage of storage space, VNA loan closet. Sheila indicated a plan, new customer.

Executive Session – Margot Hall moved to go into Executive Session, Anna Wiedemann seconded, motion unanimously approved. (7:53 pm)

EXECUTIVE SESSION -

Review of ETH employee job performance.

Present: Anna Wiedemann, Marie Smith, Jennifer Chaudhary, Margot Hall, and Sheila Torres.

Marie Smith moved to go out of Executive Session, Anna Wiedemann seconded, motion unanimously approved. (9:28 pm)

Jennifer Chaudhary moved to adjourn the meeting, Anna Wiedemann seconded, motion unanimously approved. (9:29 pm)

Respectfully submitted,

June Sgobbo, Clerk