

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, December 13, 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, Chief Viadero (7:25)

Public Participation – Jen Rogers has been running the classic modern movie for the last three years. Last year they said they didn't want her to do a long weekend (holiday) or the summer but this year is the Jungle Books 50th anniversary and it would be great for the summer as well as Mary Poppins. Wizard of Oz is another that people ask for. She is open to adjustments but would like to know if they would agree to do something. Doing the 4pm and 7pm on Sunday is ideal. There are three or four people that want to sponsor a movie so wants to know if she can go forward; the first one is in January.

Approval of the Minutes – Jennifer Chaudhary moved to approve the minutes from the 11/10/16 meeting, Marie Smith seconded, motion unanimously approved.

Report from Theater Coordinator – Sabrina is coming up this weekend and they are doing the musical version of the Christmas Carol. White Christmas will also be played. Sully will be played again. Echoes of Sinatra last night went very well and the feedback was really good.

Report from Sub-Committees - NONE

Correspondence – Sheila Torres sent a letter of appreciation to Dr. Erardi and Mr. Tolson and is working on thank you letters to sponsors.

Report from Chairman – Margot Hall had some help creating Borough zoning regulations that needed to be amended. The changes have been submitted and they are waiting to hear back.

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

Approval of monthly bills – Anna Wiedemann move to approve \$53,601.42 for the building and \$8,184.34 for the theater for a total of \$61,785.76. Jennifer Chaudhary seconded motion unanimously approved.

NEW BUSINESS

Revised 2017 Meeting Schedule – Anna Wiedemann moved to approve the amended meeting schedule as presented (Attachment B). Jennifer Chaudhary seconded, motion unanimously approved.

Jennifer Chaudhary moved to add to the agenda a Request to light the Menorah, Anna Wiedemann seconded, motion unanimously approved.

Jennifer Chaudhary moved to agree to the request of lighting the Menorah on December 27, 2016, Anna Weidemann seconded, motion unanimously approved.

Anna Weidemann moved to add to the agenda creating a subcommittee to evaluate duties performed by the Operations Manager and the Theater Operator. Jennifer Chaudhary seconded, motion unanimously approved. Anna Weidemann and Jennifer Chaudhary will form a subcommittee to and evaluate the current duties performed by the Operations Manager and the Theater Operator and compare them with goals that were compiled and to recommend an orderly and efficient process to achieve those goals.

Comments from Board members – NONE

Executive Session – Marie Smith moved to go into executive session to discuss security and ETH employee job description at 7:26pm. Chief Viadero and invited Sheila Torres were invited into the session. Anna Weidemann seconded, motion unanimously approved. At that time, the clerk left the meeting.

Chief Viadero left the meeting at 8:00pm. Executive session ended at 8:25pm.

Having no further business meeting was adjourned at 8:28pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – December 13, 2016 – Sheila Torres

Highlights

- Frank Sinatra Fundraiser for ETH on Dec 12. was well received. About 175 attendees. Raised almost \$2800 toward the restoration fund. In the process of writing thank you letters to the sponsors and preparing reports and sending proceeds to the Mary Hawley Society. Many leaving the event asked that we have the group come back with the full band. I am looking at those possibilities. Would prefer to do it during a different month of the year and with more time and budget for the marketing.
- A menorah lighting has been requested to happen on December 27 in front of Edmond Town Hall to celebrate Hanukkah. The event will take about 45 minutes and latkes will be distributed. I have asked organizers to get a food permit before the event. This event has occurred here in years past and I have received calls from about 9 current and previous residents who would like to see it happen again this year.
- Dr. Erardi and Mr. Tolson were appreciative of the letter they received from me regarding the microphone issues they encountered during the November.

In Progress

- Trying to line up a safety inspection of our theater. I have reached out to two of the major companies that do this and they both charge in the neighborhood of \$2500 to do this. Will report at next meeting.
- Installed gym water fountain and plumbing, but need to get the electrical power connected to the unit.
- Need to get electrician to look at fan system in attic. It is not working and needs a new part.
- Exterior door quotes for the gym and handicap entrance have been obtained from Kamco. I will need to get a quote for the install from MCR Construction, but first wish to show the overall price of roughly \$6,600 total just to purchase the doors.

Work Completed - Maintenance/Repairs/Ongoing

- Replaced locks in theater dressing rooms with modern locks to prevent future break-ins.
- Changed locks in kitchen so that Alexandria Room unisex bathroom can be used to service the balcony when necessary, without disturbing events.
- Repaired ground level men's bathroom urinals, which were leaking
- Replaced toilet in men's bathroom and Alexandria Room men's bathroom. Both were leaking and a deep flange had to be used to install new toilets.
- Replaced flushometer in women's ground level bathroom and waiting to install new electronic flushometer in handicap stall in that bathroom. Due to the heavy use and many events I have very limited time frames to do repairs in the building.

Attachment B

EDMOND TOWN HALL BOARD OF MANAGERS

2017 Meeting Schedule - Amended

The Edmond Town Hall Board of managers will hold a regular meeting 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 10

Tuesday, February 14

Tuesday, March 14

Tuesday, April 18 – Third Thursday

Tuesday, May 9

Tuesday, June 13

Tuesday, July 11

Tuesday, August 8

Tuesday, September 12

Tuesday, October 10

Tuesday, November 14

Tuesday, December 12

Tuesday, January 9, 2018