

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, February 10, 2015- 6:30pm

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT. 06470

PRESENT: Jim Juliano, Margot Hall, Mary Fellows, Marie Smith, Andrew Clure

ABSENT: Anna Wiedemann

ALSO PRESENT: Sheila Torres – Operations Manager, Tom Mahoney – Theatre Coordinator

1. Public Participation

Nelba Marquez- Green representing her foundation, The Ana Grace Project. Ms. Marquez-Green addressed the Board regarding a fundraiser she is planning and hopes to rent the Edmond Town Hall facilities (specifically – the auditorium, gym and Alexandria Room) the event is to be held October 3, 2015. The event will be an auction, a concert (Jimmy & Jazz), a VIP cooking demonstration with Jacques Pepin. The fundraiser will raise money to support and implement a clinical and classroom curriculum which will integrate social and emotional learning (Attachment A).

Alvia Burke came in briefly to thank the Board for the opportunity to hold her Middle Gate Night at the Town Hall – Charlie & The Charlie Factory complete with golden ticket winners. Ms. Burke stated it was a great event.

Twink McKenney came to the Board to discuss the possibility of bringing her marketing experience to the Board to manage Advertisers on the Town Hall website (see Attachment B). Ms. Fellows described to the Board the role Ms. McKenney could potentially fill, managing potential advertisers on the website (designing suitable advertisements and maintaining a list of advertisers she could submit to Ms. Torres for billing purposes).

2. REPORT BY THEATRE COORDINATOR – Tom Mahoney

Mr. Mahoney stated that the recent production put on by Sabrina's Encore Productions was good as was the Ingersoll free movie weekend was profitable in Concessions. Mr. Mahoney indicated the he was also anticipating the coming Winter Break for school. Mr. Clure asked why one line item on the spreadsheet, the costs were more than the sales. Ms. Torres explained that for some reason something happened with the system and this line item is subject to revision.

3. APPROVAL OF MINUTES of January 13, 2015

Ms. Hall moved to approve the minutes of January 13, 2015 as submitted. Ms. Fellows seconded motion. All were in favor.

4. CORRESPONDENCE

None noted.

5. CHAIRMAN'S REPORT – Jim Juliano

Mr. Juliano stated that he has decided on 49HP (horsepower) for the new burners. 1 Duel Fuel and the other will be gas powered, for standby. He stated that he is still in receipt of only one bid for demo & asbestos removal.

Mr. Juliano informed the Board there are also a couple grants available, one through CL&P and the other through Connecticut Yankee.

In other updates, Mr. Juliano stated 16 new windows have been installed and done with very good workmanship.

Mr. Juliano will continue to work on boiler pricing.

6. OPERATIONS MANAGER'S REPORT – Sheila Torres

(Attachment C – Managers Report)

Ms. Torres read from her report the Board discussed items on the Report as submitted. Regarding the elevator being used in an emergency because the Town Hall has a generator (per the recent Building Inspection). Ms. Hall stated that new, clear signage is needed directing public to the elevator (as an emergency Handicap egress).

Ms. Fellows questioned what happened to the prior idea of having a guide to technical troubleshooting for people or groups who rent Town Hall facilities, in the event there is technical failure. Ms. Torres stated she is working on developing and tracking down resources to have as contacts in the event of a technical failure.

In other updates, Ms. Torres stated she feels it would be important to sign another contract with the current Fire Alarm Company to maintain protection but she will look into another company with competitive rates.

In reviewing items for decision, the Board discussed in detail the layout of the website page by page. Ms. Torres states she will contact each member of the Board via email for suggestions in order to move forward by the end of the month to have the website up and running as soon as possible.

7. APPROVAL of MONTHLY BILLS – Marie Smith

Ms. Smith addressed the Board regarding the approval of bills for the month.

The Board addressed certain line items in the spreadsheet submitted for review.

Building totaled \$63,886.47

Theatre totaled \$13,453.85

Ms. Hall moved to approve the monthly bills as submitted. Mr. Clure seconded motion.

All were in favor.

8. OLD BUSINESS

A. Digital Event Broadcasting/Theatre

Mr. Clure addressed the Board regarding Charter Communications recent decision to upgrade the services/pipeline.

Mr. Clure will follow up with Charter in terms of the scope of the work.

B. Purchase of Piano

Ms. Fellows stated that she bought as a gift to the Town Hall an upright piano to replace the prior piano which was in degraded condition. Ms. Fellows stated she located the piano in Southbury and will need to be picked up. Ms. Torres suggested that the Town (Highway Department) may be able to pick it up.

C. Lobby digital Marquee

Ms. Fellows addressed the Board regarding the new digital marquee she is working on for the lobby of the theatre and explained how the display might look.

Ms. Fellows explained that in the current movie display where there is a movie poster there will be a television type of digital screen and the bordering boxes might be used for additional promotional materials (such as flyers or program descriptions).

D. Website Update

Ms. Torres and the Board discussed the suggested layout of the proposed website.

Ms. Torres will contact each Board member separately via email for suggestions but the website should be in place as soon as possible.

E. Event Insurance update

Ms. Torres indicated that the general aggregate amount required is \$1M, while the Board is requesting a minimum of \$2M.

Ms. Fellows stated she is familiar with a website (from which she had obtained special event insurance from before at a reasonable cost) where you can select the coverage required between \$1-4M and may also choose to have coverage if a weather related cancellation is implemented. Ms. Fellows stated the Insurance Certificates are issued instantly and she had a good experience with the service. Ms. Fellows will follow up with Ms. Torres and get her the website information.

9. NEW BUSINESS

A. Approval/Ratification of painting the Alexandria Room

Ms. Hall moved to approve the \$1900 (plus costs of materials) cost for painting the Alexandria Room. Ms. Fellows seconded motion. All were in favor.

B. Organizational Task/equipment ideas

Discussion item not discussed.

C. New Credit Card processing and security deposits

Ms. Torres explained briefly that the new credit card processing is a different way of accounting for incoming funds but it is very fast, direct and efficient.

D. Update ETH Board banking process with Newtown Savings Bank

Ms. Hall moved that the Board approves of an update of its banking procedures with the Newtown Savings Bank reflecting the Board membership as of January 13, 2015; and that as of January 13, 2015 the following are members of the Edmond Town Hall Board of Managers: James T. Juliano, Marie D. Smith, Mary E. Fellows, D. Andrew Clure, Anna Wiedemann and Margot S. Hall.

Ms. Fellows seconded motion. All were in favor.

10. COMMENTS

Ms. Fellows suggested to the Board that the painting of Mary Hawley be repaired (canvas) and cleaned.

She will look into options and/or companies to have repair done.

The Board discussed briefly the new logo for the Town Hall. Possibly a woodcut or the possibility of using a rendition of the weathervane.

Ms. Fellows addressed the Board regarding the consideration of re-paving and re-stripping the Town Hall parking lot as it is in disrepair.

11. EXECUTIVE SESSION

Ms. Hall moved that the Board of Managers go into Executive Session at 8:40pm.

The following motions took place in Executive Session.

Motion made by Mary Fellows and seconded by Marie Smith to go out of Executive Session at 9:15 P.M. Motion unanimously passed.

Motion made Mary Fellows and seconded by Andy Clure to approve the proposed terms, as requested by The Ana Grace Project, for an event to be held on October 3, 2015. Motion unanimously passed.

Motion made by Marie Smith and seconded by Mary Fellows to adjourn this meeting at 9:20 P.M. Motion unanimously passed.

Respectfully Submitted,
Cayenne Spremullo, Clerk

LOVE WINS: An Evening with Jacques & Food, Jimmy & Jazz
 October 3rd, 2015
 Edmonton Town Hall



The Ana Grace Project of Klingberg Family Centers is our family effort to live in the spirit of our murdered child and provide an example for our son who survived. We work under the 501c3 of Klingberg Family Centers- a non profit foundation of over 100 years. Together, we work to promote love, community and connection for every child and family. We have currently identified two schools where we are implementing a "Love Wins" clinical and classroom curriculum that integrates social and emotional learning.

In order to best help these schools with full services, we are looking to raise \$20,000 per school. This would cover the interns and staffing needs to provide the training needed to fully implement the philosophy. In it's pilot year, our work has shown a demonstrated decrease in aggressive behaviors, suspensions, teasing and bullying, and absences. Conversely, it has shown an increase in parental engagement, peer support and other pro social behaviors.

Our event here will help us meet that goal. We have a very limited budget. But we hope that with help of the international food and music community, we will make it.

The Pepin family has agreed to support us 100%, as well as a team of volunteers from Klingberg (led by me) and Newtown (led by Pam Buchler) and the music community.

Our fundraiser has a few components: 1) auction 2) concert 3) VIP cooking demonstration 4) general admission. We are looking to use the auditorium, gym and upstairs room.

We do need the space for the full day for set up. However, we will mostly be using the gym and theatre for the concert. We need to raise \$40,000 to meet our goal. We want to both honor your building and respect that it costs money to heat and light. And we want to respect our bottom line costs. Food is expensive. We are trying to keep as many things volunteer as possible. There is no budget. We are currently looking for an underwriter. This event, because of the involvement of the culinary and music community, has the potential to bring a lot of positive exposure to Newtown.

Could we use the gym on an hourly basis instead of the \$600 fee for an exhibition.

Could we use the kitchen and upstairs room for \$300 since only the demonstration will be up there.

Could we use the theatre for a reduced rate.

Twink Mckenney

graphic designer

PROPOSAL

Selling advertising AND creating digital artwork for the Edmond Town Hall Theater. I have extensive experience creating advertisements – working with both small and large companies (local and national) to promote their businesses. In addition to design and layout skills, I have strong copy writing/editing skills. At present, I have approximately 2 days a week to devote to this project. *Current clients include Stew Leonard's, Marotta Facial Plastic Surgery, Drummond House Interior Design, Sunrise Sunset Farm, Boston Grocery Company, Bradley Woodworks, WPKN.*

Design Compensation: I would build in a fee to current pricing for design and that would include proposed layout(s) and 2 sets of revisions and a final proof. It would also include a review of customer prepared materials and trouble shooting of all files. Plus, storage of electronic files. (\$100 for the one time ad - up to \$200 for the longer running ads).

Sales Compensation: 25% commission on all sales.

MANAGER'S REPORT – Feb 10, 2014

General Notes

- The suggested BOS budget will only cover benefit costs for 2015-2016. I have followed up with B. Tait to begin the process necessary to secure our 2015-2016 CIP allocation of \$300K. He will send me the forms on Friday and send me an example of how they filled them out for Hawley School.
- Have Jazz Concerts lined up for the Alexandria Room through Lisa Reiss in Bethel. They are: May 16 - Guthrie Brothers on Aug. 18, Jeff Kashiwa Sept or Oct, May. Offers are out for Les Paul Trio, Bill Evans Soulgrass and others.
- Building inspector came by in February and requested that we:
 - cover the ceiling tiles that have been removed from the drop ceilings
 - Test the emergency lights monthly and keep a record.
 - Reinstall the theater smoke exhaust panels, which were apparently removed during the installation of the new lights or projector
 - Ensure the flat ramp be cleared of snow always because it is used for letting people out during an emergency.

I asked the inspector about handicap egress during an emergency and the fact that the building does not have egress. He explained that our elevator can be used during an emergency because we have a generator. I asked him about the metal door that slides down and whether that would create a problem, but he said that the door is released based on temperature, so it will not necessarily come down during an emergency. I asked him why it was on the side of the building where the elevator was only, he could not answer that questions. Based on this, it does not appear that the BOM needs to be concerned about installing a ramp for wheelchair egress.

- Have had a few issues with the boiler during the past month. One tube on boiler #2 had a large leak and we turned off that boiler. Only Boiler #1 is now operational.
- Sabrina's Production and Middle Gate Fundraiser went very-well. Sabrina will be doing another production here for St. Rose later in the spring and she will be doing a week in July for a production of Les Miserable. We also have a production planned for a Sunday in June for a dance school in Monroe.

Decisions Needed

- 1 • Would like to certify the Otis elevator and have Glenn and Joe work on re-routing the plumbing. We will not use the elevator, except for storage, but in the event of a breakdown we may have a viable option. The certification fee is \$240.
- 2 • Need to sign renewal with Fire Alarm Company. I called to ask about the five-year contract and he explained that this is customary and he has these types of contracts with several of the town buildings. I looked in the file and noticed that each year we would get an invoice that said "automatic renewal."
- 3 • Please review quotes from vendor for Alexandria Room microphone and projection capability. Would like to proceed ASAP. My goal is to at least have microphone capability in there before May, although I would love to have it available.
- 4 • Would like to work with Harvey Pessin and Dan^{Cruson} to develop Secret Tour of Edmond Town Hall. It will be for the benefit of NYFS, but I would like to have it televised and recorded so that we can benefit from it.
- 5 • Would like to send the complete write-up of web site out during the week of February 23 for your review and approval. Would like to be able to get the web site up before next meeting and asking whether it would be possible to do this without having to wait, if all of you can provide your input in rounds.

Maintenance/Repairs/Other

- Ambulance Room has been painted. The floor will be done before the end of February. We have already begun renting it out.
- Leak in new addition. Called roofing company today.
- I will be asking Precision to put in the panic button for concession this month.
- Floor in Meeting Room 2 will be installed by end of February.