

Edmond Town Hall Board of Managers  
Regular Meeting  
Tuesday, August 11, 2015 - 6:30 P.M.  
Mary Hawley Room,  
Edmond Town Hall, 45 Main Street, Newtown, Connecticut

**PRESENT:** Margot Hall, Anna Wiedemann, Marie Smith, James Juliano, Andy Clure (6:35), Mary Fellows (7:15)

**ALSO PRESENT:** Operations Manager Sheila Torres, Theatre Manager Tom Mahoney

**CALL TO ORDER:** Mr. Juliano called the meeting to order at 6:30pm.

**PUBLIC PARTICIPATION:** None

**REPORT FROM THEATER MANAGER:** Mr. Mahoney gave an update on recent movie showings and events at the Town Hall. The Avengers was the second top film. Casablanca had an attendance of 276. Between Mary Poppins and Hot Pursuit, revenue was approximately \$5,000. Not a lot for this time of year. Some Like it Hot coming. Would like to get Inside Out.

Mrs. Torres suggested dynamic staffing; having one concession stand staffer on standby rather than having 2 working the stand when attendance is low. Mrs. Torres reported concessions are up about 6% for the year. She and Mr. Mahoney will look at further ways to increase revenue and reduce expenses for the concession stand.

**APPROVAL OF MINUTES:** MRS. WIEDEMANN MOTIONED TO APPROVE THE MINUTES OF THE JULY MEETING. SECOND BY MRS. HALL. ALL IN FAVOR. Mr. Clure noted at the last meeting he commented and there was discussion that the Town Charter states any expense above \$2,000 requires 3 bids.

**CORRESPONDENCE:** Mr. Juliano received a request from Simon Melzer of New Milford regarding showing silent movies. The movies are free but would cost \$300 for a piano player plus \$50 for travel. *Attached*

**REPORT FROM CHAIRMAN:** Mr. Juliano reports the Public Building & Site Committee has turned the boiler project over to Kaestle Boos engineers and he met with them on Monday. The engineer doesn't think they can do the project this year as it would not be completed before the heat needs to be on; will have to wait until spring. The issue is lead time for ordering new boilers is 6 to 8 weeks. Options are to rent a boiler or make repairs to the current one to use until spring. It will be list costly to make repairs.

**REPORT FROM OPERATIONS MANAGER:** Ms. Torres reviewed the monthly report. *Attached*  
Doors: Joe Collins took the door apart and was able to repair it. Will need to replace some doors in the future.

Ceiling: Damage to the ceiling was due to water damage after a gutter broke. Mrs. Torres is also getting quote for repair of a brick wall.

Conference Calls: Mrs. Torres reports she has had requests for conference call capabilities. Bob Evans, who installed the phone system and Craig Mason (IT) both recommended the Polycomm system. Equipment would be \$600 and installation \$200. They would use current phone lines that are not active. Item will be moved to next month's agenda.

Help Phone: Mrs. Torres reports they need a phone to be able to reach staff when the office is closed. She would like one cell phone/number strictly for the use of whoever is in charge. It would be talk and text only. Cost would be \$100 a year. MARIE SMITH MOTIONED TO APPROVE THE PURCHASE OF A BUILDING HELP PHONE. SECOND BY ANNA WIEDEMANN. APPROVED.

Fundraiser: Mrs. Torres was contacted by Scott Elmer who does fund raising concerts. He will be at Theatre in Torrington. Theaters have raised up to \$40,000. She would like to explore further.

CIP: Order of priority to send to town;

1. Boiler
2. Alexandria Room Air Conditioning-replace and improve
3. Parking Lot
4. Slate Roof-original building
5. Ductless Air Conditioning
6. Flat Roof
7. Repair Clock

Mrs. Torres suggested extending the A/C in the Alexandria Room to include the dressing rooms. The slate roof was installed in 1998 and should last 50 years, but we are losing slates every year. Ductless A/C can be added to meeting rooms.

Parking Lot: Mrs. Torres shared the draft of the Parking Lot Improvement Project. *Attached* Mrs. Torres will get prices for work. Mr. Clure suggested Mrs. Torres also look at maximizing parking spaces.

Sound Improvements: Mrs. Torres suggested improvements for the Old Courtroom. Item to be included in a planning meeting.

Xerox Machine: Mrs. Torres will inquire with the town if the ETH can be included in the town contract. A new machine is needed. She will also speak with the current service company.

Planning Meeting: The next planning meeting be included with the October 13 Board of Managers meeting.

Website: Mrs. Torres will be receiving training on the new website.

**SUB-COMMITTEE-OPERATING PROCEDURE:** Mrs. Wiedemann reports the committee met with Human Resources Administrator Carole Ross. Mrs. Ross gave them the employment information given to new employees. Mrs. Torres is going through the information to see what is pertinent to Board of Managers employees and it can then be put on their letterhead. Mrs. Wiedemann noted they received employee pension info and they need to make sure they are in compliance. Files need to be moved to a more secure location. Mrs. Ross will help Mrs. Torres with the process. There is a public website to check background information. Mr. Clure noted they should do drug testing. Mrs. Wiedemann will check with Mrs. Ross regarding OSHA training.

**APPROVAL OF MONTHLY BILLS:** Mrs. Smith presented the list of monthly invoices. *Attached*  
ANDY CLURE MOTIONED TO APPROVE THE PAYMENT OF MONTHLY BILLS AS PRESENTED FOR A TOTAL OF \$59,020,32. SECOND BY MARY FELLOWS. Mrs. Torres noted the electric and gas charges have been steady for 3 years. APPROVED

### **OLD BUSINESS**

Balcony Seats: Seats need to be installed before the events at the beginning of September. Mrs. Fellows would like to move forward with the installation so they can move forward with recouping the costs of the seats. MARY FELLOWS MOTIONED TO MOVE FORWARD AND HAVE MACKO, ONE OF THE TWO BIDDERS, COMPLETE THE INSTALLATION OF THE BALCONY SEATS. SECOND BY ANNA WIEDEMANN. Mr. Clure has concerns the price may exceed \$3,250. The bid is confusing. APPROVED. FOUR YES, TWO NO (MR. CLURE, MRS. HALL)

### **NEW BUSINESS**

March Minutes: Mr. Juliano stated the March minutes do not reflect that he presented to the Board of Managers bids and bid specs for the boiler and the lowest bid was \$100,000 less than Funck Boiler.

Silent Movie Request: Mrs. Torres will refer to the Cultural Arts Committee.

Charter Revision Commission: Mrs. Hall stated they received the copy of the draft changes to the Charter for their review.

**COMMENTS:** Mr. Clure stated he received the contract for a 90 trial for advertising on screen. Mrs. Fellows stated they should move forward and see how it works. Mrs. Torres believes the advertising would be more professional. Mr. Clure stated they can write a letter within the 90 to terminate the relationship.

**ADJOURNMENT:** There being no further the meeting was adjourned at 8:30pm.

Respectfully Submitted,



Carey Schierloh, Clerk

Attachments: Silent Movie Request, Manager's Report, Parking Lot Improvement Project, Monthly Invoices

**Simon Melzer**  
**122 Perry Drive**  
**New Milford, CT 06776**  
**860-946-9753**  
**email: [simelzer@gmail.com](mailto:simelzer@gmail.com)**

James T. Juliano, Chairman  
Edmund Town Hall  
36 Hundred Acres Road  
Newtown, CT 06470  
August 2, 2015

Dear Mr. Juliano,

I am writing to you regarding a program of silent movies that I feel would be an excellent venue for the Edmund Town Hall Theater. I have just returned from Ogunquit, Maine where I watched a silent Harold Lloyd Comedy with live music by Jeff Rapsis (see enclosed) This was an exceptional presentation at a classic silent movie house, The Leavitt, which has operated continuously since 1923 with a few minor renovations including digital.

I am contacting your Board of Managers first because of your excellent theater facility and flexibility of programming. Silent movies were never really silent they were always accompanied by live music. They were meant to be seen on a large screen with an audience and never meant to be seen alone on TV or video.

I would love to bring this type of program to the area and have been in contact with Jeff Rapsis who would bring his keyboard and media and charges \$300 plus \$50 travel expenses. I would also add that most silent movies up to and including 1929 are in the public domain and would not require permission or licensing fees.

This is a win, win situation for Newtown and a great opportunity for audiences of all ages to experience what it was like to see a movie during its earliest days. I can honestly say that having watched these movies with an audience on a large screen with live music accompaniment is a totally different and mesmerizing experience, a real treat to behold.

I've been involved with local screenings of motion pictures in New Milford at the Public Library, Senior Center and for three years presented "The Classic Movies in the Park" series at Harrybrooke Park. I'm also a member of the New Milford Film Commission and somewhat of a film historian and collector of movie memorabilia with an extensive collection of 16mm films.

I hope that this is of interest and we can discuss this further.  
Thank you.

Sincerely,



TOWN OF NEW MILFORD

"Gateway To Litchfield County"



Simon Melzer  
Film Commission

Town Hall • 10 Main Street • New Milford, CT 06776  
(860) 354-3368  
[simelzer@gmail.com](mailto:simelzer@gmail.com)

*Rapsis*

# Jeff Rapsis

Silent Film Accompanist & Composer

49 County Road  
Bedford, NH 03110 USA  
(603) 236-9237  
jeffrapsis@gmail.com

More info, upcoming performances at:

[www.jeffrapsis.com](http://www.jeffrapsis.com)

JR





"This guy is quite simply amazing. He can play the pants off ANY film — or series of films—whether he's seen them before or not. His musicianship is peerless. I witnessed him doing his stuff for several days at Mirthquake this year. ... I can not recommend him highly enough—and do so without reservation."

—Bruce Lawton, Film Archivist

"After seeing two silent films (with live accompaniment by Jeff Rapsis), I'm convinced this is an art form made for the 21st century. ... There's something about the pacing and flow of the silents that, combined with a live audience and an improvisational scoring, distinguishes it from anything else."

—Rick Broussard, New Hampshire Magazine



## THE LEAVITT THEATRE

259 Main St. , Ogunquit, Maine  
(207) 646-3123 • [www.leavitttheatre.com](http://www.leavitttheatre.com)

# SILENT FILM SCHEDULE SUMMER/FALL 2015

Live music by Jeff Rapsis at all shows • Admission \$10

◀ *Charlie Chaplin and Jackie Coogan star in "The Kid" (1921)*

• Thursday, June 18, 2015, 8 p.m.:

### 'Wings' starring Clara Bow

Sweeping drama about fighter pilots in World War I; one of the great achievements of the silent cinema, winner of "Best Picture" at the first-ever Academy Awards. Compelling story, great performances, battle scenes filmed on an immense scale, and in-air aviation sequences that remain thrilling even today.

• Thursday, July 30, 2015, 8 p.m.:

### Silent Comedy w/Harold Lloyd

See why Harold Lloyd was the most popular performer of the silent film era. Instead of getting ahead, his every-man character had a knack for getting into spectacular trouble, often requiring him to overcome amazing odds to win the day. Audiences continue to thrill at Harold's adventures when seen as they were intended to be shown: on the big screen and with an audience.

• Thursday, Aug. 6, 2015, 8 p.m.:

### Charlie Chaplin's 'The Kid'

Chaplin's landmark comedy/drama from 1921 about a man who raises an infant against all odds. As the film tells us: "A story with a smile, and perhaps a tear." Highlighted by amazing performance of four-year-old Jackie Coogan, who matches Chaplin pratfall for pratfall. Also, two of Charlie's earlier slapstick comedy shorts that helped establish him as a star.

• Thursday, Aug. 20, 2015, 8 p.m.:

### 'Ben Hur' 1925

In the Holy Land, a Jewish prince is enslaved by the occupying Romans; inspired by encounters with Jesus, he lives to seek justice. One of the great religious epics of Hollywood's silent film era, including a legendary chariot race that's lost none of its power to thrill. Starring Ramon Novarro, Francis X. Bushman, and a cast of thousands. MGM's greatest silent success!

• Thursday, Sept. 17, 2015, 8 p.m.:

### Silent Comedy w/Harry Langdon

For a time in the 1920s, baby-faced silent film comic Harry Langdon rivaled Charlie Chaplin in popularity. See what made this unusual clown win over movie audiences with a selection of Langdon's best comedies from the peak of his popularity. You'll rediscover an unjustly forgotten artist from the late silent film era whose films have retained their power and charm over the decades.

• Saturday, Oct. 31, 2015, 8 p.m.:

### Hitchcock's 'The Lodger' 1927

Our annual "Chiller Theater" screening at the Leavitt! This year: A serial killer is on the loose in fog-bound London. Will the murderer be caught before yet another victim is claimed? Just in time for Halloween, suspenseful British thriller directed by a very young Alfred Hitchcock.

*"New Hampshire's Jeff Rapsis is considered one of the nation's top silent film musicians." —The Boston Globe*

**MORE INFO ON LOCAL SILENT FILM SCREENINGS:  
VISIT [www.jeffrapsis.com](http://www.jeffrapsis.com) FOR LISTINGS AND DETAILS**

## ETH MANAGER'S REPORT – August 11, 2015 – Sheila Torres

### Decisions Needed

- Balcony seat installation. Have contacted two local companies to get additional quotes. No luck getting callbacks.
- Quote to repair ceiling due to ice damage last winter. See quote.
- PolyComm Conference Call Equipment \$800 with install
- Help phone – Would like to get a prepaid cell phone for building staff.
- Fundraisers – possibility of doing a fundraising concert
- Security issues – doors, handicap entry, Gym.
- CIP Priorities - decisions
- Parking lot improvement ideas (would like to move forward with getting quotes).
- ETH planning – meeting to make decisions
- Would like to put OCR sound improvements on budget.
- Would like to explore Xerox machine contract with Town.

### General Notes

- New ETH web site went live on 8/7/15 and has been running well. Have already received reservations requests through the public calendar.
- IP Boiler Project has been assigned to Building and Site Commission. Jim Juliano confirmed that it's not likely project will be completed this year due to the pace that the Town CIP process requires. I'm working with Funk to put alternate plan in place to get us through winter. He suspects we will need to spend \$\_\_\_\_\_.
- Will be attending web site training later this week.

### Work Completed - Maintenance/Repairs/Other

- Town completed five major repairs on parking lot. Three drains, two large holes.
- Dormer work began again this past weekend. Painter began on north side to avoid movie traffic.
- Town came by and unclogged the gutters in the building. Will be asking them to return to unclog gutters behind wall. It seems water is building up inside walls.
- Ceiling repair in manager's office is complete
- Old ice maker has been removed, Pepsi and plumber will be coming in to move project forward.
- Put bleach on tall ground level water fountain. Smaller fountain is not working

**Edmond Town Hall – Capital Improvement Plan**  
**Parking Lot Improvement Project – DRAFT**

**Infrastructure Repairs**

1. Repave the entire upper and lower parking lot at the Edmond Town Hall
2. Line and number all spaces

**Safety Improvements**

3. Paint clearly visible pedestrian crosswalks from Gym, VNA Thrift Shop and building to upper parking lot, and from south side entrance to upper lot.
4. Add signage on north side near fire house to warn cars to slow down due to pedestrian traffic. (Cars tend to speed as they come around the blind curve where pedestrians walk.)
5. Add 6 lights to the lower parking lot.
6. Install security cameras in the lower parking lot and in the upper lot as cars leave the building, based on police advice.
7. Cover back and side hilly areas with decorative gravel to eliminate the need for mowing those areas.
8. Provide decorative woody plants along the perimeter of the lower parking lot to enclose and beautify that part of the lot with low plants that make it hard to hide.
9. Add access to power and water to the lower parking lot.

Edmond Town Hall - Board of Managers  
Additions to A/P Aging Summary  
For the Month Ending July 31, 2015

Balance per A/P Aging Summary Mailed in Board of Managers' Packet		\$57,055.19
Invoices Added:		
Prime Publishers	\$369.60	
Adj. to TransCanada Bill		
- Wrong invoice amt entered	1,595.53	
		<u>\$1,965.13</u>
Total Bills for July 2015		<u><u>\$59,020.32</u></u>

Final

Edmond Town Hall - Board of Managers  
 A/P Aging Summary  
 As of July 31, 2015

11:39 AM  
 08/11/15

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Advanced Copy Technologies, Inc.	199.00	0.00	0.00	0.00	0.00	199.00
All Star Cleaning	325.81	0.00	0.00	0.00	0.00	325.81
Aquarion Water Company	221.94	0.00	0.00	0.00	0.00	221.94
Arlene Miles	125.00	0.00	0.00	0.00	0.00	125.00
Associated Refuse	720.65	0.00	0.00	0.00	0.00	720.65
Charter Business	128.42	0.00	0.00	0.00	0.00	128.42
Danbury Plumbing & HVAC Supply	58.80	0.00	0.00	0.00	0.00	58.80
Dumouchel Paper	637.95	-6.66	0.00	0.00	0.00	631.29
Eversource - Electric	0.00	0.00	1,770.05	0.00	0.00	1,770.05
Eversource - Gas	0.00	0.00	1,052.33	0.00	0.00	1,052.33
Frontier Communications	207.78	0.00	0.00	0.00	0.00	207.78
Life Safety Service & Supply	0.00	0.00	0.00	0.00	125.00	125.00
Newtown Hardware	211.02	0.00	0.00	0.00	0.00	211.02
Silvermine Technology	250.00	0.00	0.00	0.00	0.00	250.00
Tim Conlan Company, LLC	270.00	0.00	0.00	0.00	0.00	270.00
Town of Newtown	34,597.04	0.00	0.00	0.00	0.00	34,597.04
TransCanada	2,060.87	0.00	7.57	0.00	0.00	2,068.44
Z..COLUMBIA	748.30	0.00	0.00	0.00	0.00	748.30
Z..Commissioner of Revenue Svc	1,324.00	0.00	0.00	0.00	0.00	1,324.00
Z..Continental Concession Supp	2,297.79	0.00	0.00	0.00	0.00	2,297.79
Z..M. Christie Corp.	119.92	0.00	0.00	0.00	0.00	119.92
Z..Manchester Tobacco & Candy Co.	1,791.40	0.00	0.00	0.00	0.00	1,791.40
Z..Pepsi Beverages Co.	1,699.14	0.00	0.00	0.00	0.00	1,699.14
Z..Prime Publishers, Inc.	369.60	0.00	0.00	0.00	0.00	369.60
Z..Terry's Honey Dew Popcorn	2,160.00	0.00	0.00	0.00	0.00	2,160.00
Z..The Bee Publishing Co., Inc	432.30	0.00	0.00	0.00	0.00	432.30
Z..Universal Film Exchanges	702.80	0.00	0.00	0.00	0.00	702.80
z..Walt Disney	3,752.00	0.00	0.00	0.00	0.00	3,752.00
z..Warner Bros. Classics	186.90	0.00	0.00	0.00	0.00	186.90
Z..Warner Bros. Distributing	473.60	0.00	0.00	0.00	0.00	473.60
<b>TOTAL</b>	<b>56,072.03</b>	<b>-6.66</b>	<b>2,829.95</b>	<b>0.00</b>	<b>125.00</b>	<b>59,020.32</b>

Building: \$42,962.57  
 Theatre: 16,057.75  
\$59,020.32