

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, April 12, 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, Jim Juliano, Anna Wiedemann, Mary Fellows (6:40pm)

Also Present: Sheila Torres, Tom Mahoney, Kelly Paredes, Terry Sagedy, Bob Mitchell, Tom Catalina, one member of the public and one member of the press

Public Participation – Kelly Paredes is representing Bens Light House which is a non-profit organization. They had the opportunity to use the gym at Edmond Town Hall last year and would like to do it again this year. During the school year they use school but in the summer they need a location for two weeks. They work with Reed School children on social skill building. There are 30 kids each week in the summer (20 from Reed School and 10 High School). Last year they were able to use the space for \$75 per day and would like the same this year. All of the programs they have are free to the children. The hours are 9am to 3pm and the weeks are June 20-24 and August 8-12.

Terry Sagedy represented the Newtown Film festival (Attachment A). Last year the Edmond Town Hall Board of Managers donated the facility for the entire weekend for the film festival which was very successful. There were 2000 submissions from around the country. The Newtown Film Festival is seeking their support again this year. This year they are not seeking the entire building, just the theater. It can be one, two or three days and the weekend they are interested in is September 23, 24 and 25.

Report from Theater Coordinator – Tom Mahoney reported that the best week was with Star Wars. They tried to have a midnight show but only 13 people attended. Cultural Arts did Sabrena on Thursday, March 31 which was not a huge success. They will also doing signing in the rain on April 24. The week of April 22 they will be showing Spotlight. The Danbury's Women's center asked to have it in April because it is Sexual Assault Awareness month. They will do a panel discussion after the show. For the school spring break they are playing Kung Fu Panda and Eddie Eagle. Flag Pole radio café is coming on April 30th.

Approval of the Minutes – Marie Smith moved to approve the minutes from the March 8, 2016 meeting as presented. Anna Wiedemann seconded, motion unanimously approved.

Anna Wiedemann moved to approve the minutes from the special meeting of March 15, 2016 as presented. Jennifer Chaudhary seconded, motion unanimously approved.

Anna Wiedemann move to approve the minutes from the special meeting of April 8, 2016 as presented. Jennifer Chaudhary seconded, motion unanimously approved.

Correspondence – None

Report from Chairman – Margot Hall reported that the budget, the budget process and boiler project have been occupying her time. There are questions about the boiler that she cannot answer so she asked Bob Mitchell and Tom Catalina from the Building and Site commission to come and answer questions. Bob Mitchell explained that a CIP project goes to Board of Selectman (BOS) they refer to the Building & Site Commission which develops a full scope of. Generally, they would bring in professionals to assist in the process. They put a dollar amount on it, it goes back to the BOS who then determines if it will go into the CIP. They do a timeline and an escalation goes into the CIP process. This is the current process; it wasn't being done in the past but is now.

When money comes from the Town, they have to follow a procurement process of the town. They used Jim Juliano's spec and gave it to an architect. They looked at everything else that is being done, such that all buildings are converting to gas.

Based on the timeframe of the project, there will be no impact to the building except for hot water. Taking out the Oil Tank was going to be done when the parking lot was done but is not scheduled as of yet. The contracting staging area will be in the back parking lot.

Report from Operations Manager – Sheila Torres reported (Attachment B). Sheila Torres asked the board what their thoughts are the brick work. It is a dangerous situation. Jim Juliano asked for more quotes, the one that they got is a little high.

They did a smoke test because of the sewer gases leaking into the building. The test did determine that the pipes in the VNA closet need repair. The company that did the smoke test also does a process that puts an insert into the pipe. There are other vendors that do this, one in New York, and one in Massachusetts.

Sheila Torres explained that a steamer to sanitize the bathrooms is on her wish list. She found a unit that is smaller that would work in the building. It can be used on floors but the main idea is for sanitizing bathrooms and the kitchen. Nothing gets added but water, it is just steam. There will be a demo later next week and invite board members to join them if they are interested.

The old elevator was able to be put in use when the main elevator was down. Sheila Torres suggested a biannual contract to keep it working order. The 5 year pressure test is coming do it is more costly. Currently there is nothing in the budget.

Approval of monthly bills – Margot Hall moved to approve the building invoices at \$33,373.25 and the theatre at \$11,819.49 for a total of \$45, 192.71. Anna Wiedemann seconded, motion unanimously approved.

OLD BUSINESS

Report re Status of Fire House repurposing – Mary Fellow reported that they will meet the first Saturday in May and will report at the May meeting.

NEW BUSINESS

Request from Newtown Film Festival – Mary Fellows moved that they accept the process as they did last year, Anna Wiedemann seconded. Jennifer Chaudhary explained that there is a concession opportunity but last year

they did not do well. She suggested getting a table at the Arts Festival as an in-kind donation. Margot Hall expressed concern regarding staffing of the projectionist. They need to cover staff costs. Mary Fellows amended the motion accepting the proposal with the understanding that Edmond Town Hall Board of Managers will be involved in the Film Festival and tabled the logistics until next month. Anna Wiedemann seconded, motion unanimously approved.

Request from Newtown Bridge Club (Attachment C) - There is concern because the board wants to accommodate everyone but doesn't want to ruffle any feathers. There are also concerns that the cost is too low. Sheila Torres explained that Monday, Tuesday and Wednesdays are discounted because those are low volume days. She suggested to offer full price when no one is using the room in the evening. Jennifer Chaudhary moved to allow the Newtown Bridge Club to use the designate space they are given at the published rate until 5pm on Thursdays. Anna Wiedemann seconded motion unanimously approved.

Concession additions – Mary Fellows explained that an idea that she is looking at is specialty foods that are nut free, dairy and gluten free as well as a nacho machine. Another idea is wine and beer at the movie theater. The cost for a permit is \$300 per year. It would be a separate cart that would be rolled out. They could generate a lot of capital if they run this. Jennifer Chaudhary moved to table discussion until the next meeting. Anna Wiedemann seconded, motion unanimously approved.

Gym and Gym Kitchen renovations – Mary Fellows articulated that they need to get more current estimates on the gym floor and the old staff lounge upstairs may be a good place for a kitchen. A dumb waiter is also needed. A kitchen is a must and adds value to it. Jennifer Chaudhary moved to table discussion until the next meeting. Anna Wiedemann seconded, motion unamously approved.

Margot Hall moved to add Bens Lighthouse for consideration to the agenda. Jennifer Chaudhary seconded, motion unanimously approved.

Anna Wiedemann articulated that they need to be mindful of what it costs to run the building but teaching social skills to children is very important and would like to offer it for \$500 for two weeks. It is free to the students that participates.

Jennifer Chaudhary likes the ability to give back and to partner with the groups around town. It is concerning and they need to set some process and guidelines across the board so they now what is being charged to whom and being consistent across the board. Jennifer Chaudhary proposed a rate of \$80-85 per day. Margot Hall would like to leave it at \$75. Margot Hall moved to accept the proposal from Bens Lighthouse at \$75 per day. Anna Wiedemann seconded. Jennifer Chaudhary expressed concerned that the price is too low. A day rate is \$180 and 50% discount is fair. Jennifer Chaudhary moved to amend the motion to a rate of \$90 per day which is 50% off of the regular rate. Marie Smith seconded. Amended motion passes 5 YES (Smith, Chaudhary, Wiedemann, Fellows, Juliano) to 1 NO (Hall).

Comments from Board members – Marie Smith said that they have been having the business sessions and she has enjoyed them. They will help the board and has given them momentum.

Having no further business meeting was adjourned at 8:39pm

Attachment A

Edmond Town Hall Proposal: Newtown Film Festival Submitted by Cristin Carlin

Dates proposed:

9/23, 9/24, 9/25 or 9/30, 10/1, 10/2

Overview:

This would be the second year of hosting Newtown Film Festival at the Edmond Town Hall. Because of last year's wonderful donation of being able to use this space, we were able to host a 3-day long film festival, that was free to the public. The festival brought in 37 independent films that were screened, including 2 films that later became nominated for an Academy Award.

This weekend festival is designed to bring the community together through family and youth oriented films. This would be a fantastic opportunity to engage local youth and community in the art of filmmaking. The end of September would be an ideal time to get the whole community and surrounding areas involved in the festival as it is after the school year has begun, and would be a part of Art's Month. September dates would allow for a fresh start to the school year, provide a fun transition from summer into school activities.

The selected films would have a general theme of being nonviolent and family friendly. We would focus on selecting uplifting and positive films that would benefit the community. We would encourage local filmmakers to submit films by having a separate category exclusively for films made by Newtown or CT residents. The Festival would consist of multiple screenings of both feature films and programs of short films.*

We have built a social media presence, establishing Twitter, Facebook, Tumblr, etc to help people connect with the festival. We have built relationships with local radio stations and news outlets to bring awareness to the festival, and would continue to build upon those relationships for this year. Community engagement activation and outreach to local businesses for sponsorship is also key in our plan to ensure that the community is involved and is at the center for this festival. As this would be the second year of the festival, we foresee a greater audience membership and knowledge of the festival in the community, which will help this festival grow. This year the festival hopes to partner with the Arts Commission, to gain support and strong roots in the community. We would also plan on partnering again with our 2015 sponsors which include: Ingersoll Auto of Danbury, Newtown Hardware, My Place Pizza, Bourassa Catering and Events, Southbury Printing, and Ts'n More at Tanners.

In Kind Agreement Proposal:

Newtown Film Festival Will Receive	Edmond Town Hall Will Receive
Edmond Town Hall Theater Auditorium space for proposed dates. (Dates are negotiable).	Concession opportunity and all proceeds from those sales.
Projection equipment and projectionist.	Promotion opportunities in all printed and online materials.
Microphones for panels, Q&As, and prescreening announcements.	Promotion opportunities in all Festival merchandise / marketing.
	Sponsorship acknowledgment in all Press Releases

*All final programming decisions are dependent on submissions received.

Please direct any questions to Cristin Carlin: ccarlin736@gmail.com , 2035128892

Attachment B

ETH MANAGER'S REPORT – April 12, 2016 – Sheila Torres

General Notes/Decisions Needed

- Electrical quote from last year renewed for mop sink pump install. Would like to proceed and when the electrician comes to do the work will ask him for a quote on installing electric hand dryers in the bathrooms. (See quote A)
- Highest cost approval needed for building brick work as quoted last winter so that I can move the work forward ASAP. If another vendor gives me a lower cost, I can go with that cost, otherwise will use the quote provided last spring. (See quote B)
- Approval for work to eliminate sewer gases in the building. (See quote C)
- Consider doing biannual maintenance on old elevator for \$650 annually. It helps us get through crises. In addition, the water pipes that were in that room have been removed, except for the stack, therefore it's unlikely water will fall on the electrical components. We have been keeping the elevator certified, but sometime this year or next year it will need to get its five-year pressure test, which costs about \$3,000. I keep it locked to ensure it does not get used except in an emergency.
- Quote approval needed to complete wi-fi and to add memory to POS computer. (Quote D)
- Would like to consider the purchase of a steamer to clean and disinfect the bathrooms, kitchen and walls. It can be used for floors as well but that would not be my primary use. I would like to buy two separate sets of tools, one for the bathrooms, one for the kitchen. The company would like to do a demo and I would like to have the staff and a Board member present. The cost is around \$2500. (See E.)

Highlights

- Newtown Softball has broken one of the North side gym windows. They will pay for the repair which will be in the neighborhood of \$300.
- I have followed up with Allan Platt of Yale. He had been traveling. I will continue to pursue for possible help with grants, etc.
- Unable to devote a lot of time to getting interns. Have one potential candidate and I am coordinating for an interview.

Work Completed - Maintenance/Repairs/Other

- Installed additional point of sale unit in the concession stand. Will install remaining components within two weeks.
- Smoke test completed. The galvanized pipe in VNA closet is very thin and has corroded. There are holes/cracks in it and the gases are escaping. See Quote to line this pipe.
- McKinney did routine maintenance and noticed that a part needs to be replaced because the AC fan stays on all the time and when the humid weather kicks in it will cause the system to corrode, shortening the life span of certain components. Quote will be sent.
- Painted doors in women's ground level bathroom and caulked sinks and other areas to improve the appearance. Unfortunately, we had graffiti done right after that, but we were able to get rid of it as soon as we saw it.

Attachment C



Newtown Bridge Club
A friendly place for bridge!

March 25, 2016

Edmond Town Hall
Board of Managers
45 Main Street
Newtown, CT 06470

Dear Board of Managers:

Newtown Bridge Club would like to add a new game on Thursdays as well as providing the opportunity for more bridge lessons. So, the club is asking to rent the Alexandria Room regularly on Thursdays beginning May 5, 2016.

The addition of the Thursday schedule will require no additional setup or take-down because the room is already set up for the club's use Monday through Wednesday. The club plays 50 weeks a year. We understand other organizations sometimes rent the Alexandria Room on Thursday evenings; on these days we will schedule events so the club vacates the room no later than 5:00 pm.

As a not-for-profit and a known renter, the club would like to request the current discounted rate of \$100 per weekday be extended for our Thursday rental, with a pro-rated rate for shorter days. We value our relationship with Edmond Town Hall and appreciate your consideration of our request. Please let me know if you have questions or want additional information.

Sincerely,

Susan Fronapfel, club manager
Newtown Bridge Club
www.newtownbridge.org
203-733-8525