

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, May 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, Mary Fellows

Absent: Jim Juliano

Also Present: Sheila Torres, Tom Mahoney, Tom Catalina, Andy Clure, Wes Thompson, one member of the public

Public Participation –Laurie Wright requested the use of the theater for Nerd night in Newtown. They are going to call it CON and look for local vendors that tie into the theme. They would like to do it on a Saturday night either September 17 or October 1. 50% of the profits will go to Edmond Town Hall and the other 50% goes to another organization. The board asked for a rundown of the plan and will put it on next month's agenda.

Report from Theater Coordinator – Tom Mahoney reported that Star Wars did very well. They are starting The Revenant this coming Friday and they have a dance recital on the 14th and 15th. Lathrop School of Dance is coming on June 3,4 and 5. They have two free movies, the 21st is sponsored by Ingersoll and the 28th by Easter Water Solutions.

Report from Public Building and Site Commission – Tom Catalina from the Building and Site Commission reported on the boiler replacement project. The contracts were signed last Monday. They will be able to start work, at least set up, on Monday, May 16th. The tank will be one of the first things that will be done. The driveway will likely be closed for a day or three. Nothing that they are doing is going to be disruptive to the daily business.

Report regarding advertising project – Andy Clure reported that over a month ago he began working with Sheila Torres with the adverting project. He has not pursued new clients but has worked on the contract and the system in place. A new e-mail address has been set up for advertising only. All the contracts will be kept with Sheila Torres. They started a check list for the projectionist to indicate the date, the movie, the show time, the start time of the ad and the start time of the movie. He also suggested that if someone is renting the theater at the full rate they offer them a slide two weeks prior to the event to promote their event.

Approval of the Minutes – Anna Wiedemann moved to approve the minutes from April 12, 2016. Jennifer Chaudhary seconded, motion unanimously approved.

Marie Smith moved to approve the minutes of the April 19, 2016 special meeting. Jennifer Chaudhary seconded, motion unanimously approved.

Correspondence – None

Report from Chairman – Margot Hall worked with Bethel Probate to clean out the jail and took out all the confidential documents. The clean up in that vault will continue. There are items that do not deserve vault storage.

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

Approval of monthly bills – Margot hall moved to approve bills totaling \$36,848.33 for the building and \$8,237.80 for the theater, for a total of \$45,086.13 Anna Wiedemann seconded, motion unanimously approved.

OLD BUSINESS

Report re Status of Fire House repurposing – Saturday Mary Fellows did a walk through with Archer Engineering. She presented an overview (Attachment B). The building is not suitable for its current use and the overview is that the building shouldn't be demolished. There is potential for a black box theater, large open spaces and an area that can be vented for welding or a kiln. This building gives the space that is missing from Edmond Town Hall. The money that was going to be used to demolish the building could possibility be used for seed money. This would be a great extension to what they do at Edmond Town Hall. Mary Fellows will be going to the Arts Council on Thursday to discuss this with them as well. A financial plan is needed before going to the town. There was concern from board members because they are struggling to pay their bills and for the future they need a certain level of income.

Concession-liquor license proposal – They can file for a permit but someone has to be the permittee. It can take as long as 60 days.

Gym and Gym kitchen renovations – Margot Hall moved to table discussion until the completion of the boiler project. Jennifer Chaudhary seconded, motion unanimously approved.

NEW BUSINESS

Consideration/action on Newtown Centre of Classical Ballet, Tory Gozzi, Director request for consideration of a special fee – They are looking to have a special event on June 12 and for a 50% discount. Margot Hall moved to give consideration of the request by the Newtown Centre of Classical Ballet, Anna Wiedemann seconded. Mary Fellows amended the motion to \$900 for two matinee performances, Jennifer Chaudhary seconded. Amended motion unanimously approved.

Comments from Board members – Anna Wiedemann explained that the VNA Thrift Shop had no traffic for the past 2 Wednesdays because there is no parking. Saturdays are fine. She also suggested offering a movie for autistic children and adults with lower lighting and sound.

Margot Hall moved to go into executive session at 9:07pm, Anna Wiedemann seconded, motion unanimously approved. At that time the clerk left the meeting.

Marie Smith moved to go out of Executive Session at 9:25 P.M. Jennifer Chaudhary seconded, motion unanimously approved.

Jennifer Chaudhary moved to add to the agenda: Consideration and action with regard to
1- quote on a combustion motor for the AC unit, and
2- quote on the installation of an emergency alarm push button assembly for the elevator.
Anna Wiedemann seconded, motion unanimously passed.

Mary Fellows moved to approve the proposal by McKenney Mechanical to replace a combustion motor for the
AC unit at a cost of \$1,402; and to approve the proposal by ES Elevator Service to furnish and install an
emergency alarm push button assembly for the elevator at a cost of \$1,326.12. Anna Wiedemann seconded,
motion unanimously passed.

Having no further business meeting was adjourned at 9:30pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – May 10, 2016 – Sheila Torres

Decisions Needed

- McKinney provided a quote for replacement of theater AC unit part. If part is not replaced condensation from the summer heat will cause corrosion. (See Quote A)
- Received a quote for work on the outside lights, which are in various states of disrepair and use old mercury vapor and metal halide technology. (See Quote B)
- Elevator inspector paid us a visit. He sent a letter stating the following: the old elevator cannot be used because a pipe was added to the original stack and that pipe carries water. The old elevator must remain locked and parked between floors. The machine room for the new elevator must be empty of all things not related to the elevator, including the ladder and the snow blower. The alarm does not work on the elevator. The elevator has not had its 2015 pressure test. When I checked with our service provider about these issues here is what they said: The 2015 pressure test was done, but the labeling was poor. The vendor has now completed the 2016 test, so this is a moot point. The alarm battery, which had been changed, was not the actual issue. The problem was a part that holds the battery. It needs to be replaced. (See Quote C)
- Received a quote for the steamer to clean and disinfect the bathrooms, kitchen and walls and theater seats. (See Quote D).

Issues/Highlights

- Water is once again entering the building due to clogged internal gutters, similar to what happened in 2013. I have contacted three vendors and one came last Friday. He also looked at the sewer gas issue for the building. He believes he can replace the errant pipe by cutting out the bad piece and replacing it for about \$600. Glenn covered the hole with putty and we're testing to see whether the \$600 replacement will work.
- David Ruhs has kindly donated much time and equipment to ETH. We now have our calendar on an Ipad outside the office. He also added a wi-fi extender to Meeting Room II allowing us to use wi-fi both in that room and the Lower Meeting Room. David also added additional memory to the POS computer so that our concession terminals can operate faster.
- Would like to get a quote from a different vendor to complete the dormers for the building. The original vendor has taken too long and seems to be unavailable most of the time. I would like to go back to Valley Restoration, which had originally bid on the project. They did the cupola and they told me at the time that they would clean the cupola when they came to do the paint project.
- Twenty six individuals have purchased a total of 32 seater seats. The total revenue so far is \$4,800. I have not completely sent out all the discount cards, but hope to have this completed by May 20.

(Continued)

May 10, 2016

Project: Preliminary Structural Review
Newtown Hook & Ladder Building
45 Main Street
Newtown, CT

The following is an outline list of the areas of structural concern that we noted during our preliminary site visit to Newtown Hook & Ladder Building, 45 Main Street, Newtown, CT on Friday, May 6, 2016:

General: For the purposes of this report, it is assumed that the front of the building faces south. The center section of the building is the original footprint and is believed to have been erected in 1931. The east addition contains the "ambulance bay." The west addition was built in 1969 and then further extended at the lower level.

Original Building: Two story structure with truck bays and entry on the first floor, meeting room and office on the second floor, and kitchen, meeting room and storage at the basement level. Access was not available to the attic space.

Concern 1: The first floor structural concrete beams and slab have failed. Steel shoring has been added under the east truck bay. The west truck bay has been closed off and restricted from vehicle storage.

Recommendation: Remove the concrete floor and steel shoring. Construct a new floor to meet current Building Code requirements.

East Addition (Ambulance Bay): One story structure with concrete slab on grade and shed roof.

Concern 2: The exterior grade on the north side of the building is several feet below the interior slab elevation. Some cracking the concrete block (CMU) foundation wall was noted. It appears that that top of the footing may be exposed.

Recommendation: More closely review the foundation for cracking and other damage. Patch and repair as needed. Build up grade on the north side of the East Addition to provide adequate frost protection for the footing and to provide balanced soil pressure on the foundation wall. A low retaining wall may be needed to contain the west edge of the added soil.

West Addition: One story structure with full basement. The basement does not run under that portion of this addition that extends beyond the south face of the original building. The south part of this addition is concrete slab on grade. One truck bay at the basement level has been extended to the west.

Concern 3: The foundation of the south end of this addition has suffered significant settlement. Bracing has been added on some of the walls in this area but it does not appear that foundation replacement or strengthening has been undertaken.

Recommendation: Remove the south portion of this addition, including the foundation. Rebuild this area with a new foundation. The basement area could be extended under the reconstruction south end.

Concern 4: The steel lintels over the windows and doors have rusted causing brick veneer shifting and cracking. The lintels are not protected by adequate waterproofing and flashing.

Recommendation: Remove the damaged lintels and replace with new lintels that are adequately weather protected and provide for proper water drainage.

Concern 5: Water staining and some water leaking at the upper roof along the south wall and along extended lower level truck bay along the south wall. It appears that poor roofing and flashing installation has allowed water leaking in these areas.

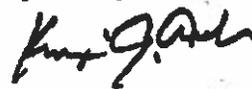
Recommendation: Verify that the water has not damaged the structure. Repair as needed. Repair and/or replace the roofing and flashing as needed.

Concern 6: Water staining and some water damage to the north and west walls of the concrete foundation. The foundation protrudes from the face of the building as part of a design feature. Water does not shed easily off of all areas. Some surface concrete damage has occurred. One rebar has rusted through the concrete surface at the northwest corner.

Recommendation: More closely review the concrete for further damage. Patch and repair as needed. Add flashing and/or parging to the exterior concrete surface so that water drains more readily.

Please call if you have any questions or if additional assistance can be provided.
Thank you for the opportunity to be of service to you.

Respectfully submitted,



Kevin G. Archer, P.E., SECB
President





Tour de Force Designs

Architecture
Interior Design & Decoration

Historic Preservation
Display Design

May 10, 2016

Newtown Hook & Ladder Building
45 Main Street
Newtown, CT

Attn: Mary Fellows &
Board of Managers

RE: Firehouse ca. 1931

Tour de Force Designs, LLC and Archer Engineering Co., P.C. would like to thank you for the opportunity to visit the firehouse and discuss the possibilities for the restoration, renovation and adaptive reuse of the building.

After our discussion with you, and the site visit, we are confident that we understand your project goals, both short and long term, and how that can fit your possible plans for the future of the building. We also understand that historic projects present an additional set of concerns that need to include not only preservation of the historic integrity of the building, but the viable function of the building in the 21st century.

We will give personal attention to your project and maintain direct communication, with you, during the entire process and work together with you to provide the best solution that meets all of your needs and objectives.

We both serve on the Brookfield Historic District Commission and I have been the Chairperson for about 23 years. I have been on the Board of the Chamber of Commerce from its inception and have served as President, during the last 11 years. I have also been a Board Member of the Brookfield Craft Center for almost 20 years and participated on a Professional Panel for the design of the Town Center in Brookfield and have spent over 25 years in the field of historic preservation.

What I have learned from all these experiences is that if you reach out into a community and ask for help, allow people to take ownership and believe in your project, people will begin to work to make the project successful. This not only builds a fundamental sense of community but also has a positive economic impact on the town, and energizes the business owners and residents, thus creating a better quality of life.

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Preliminary Project Proposal

The intent of the project is to restore the existing building envelope and to update the existing structure so both conform to all current state & local code requirements, making the building compliant for the next phases of the project in the future.

All the proposed work during the restoration and stabilization of the building envelope of the Firehouse, will be the first building blocks for the adaptive reuse of the building. The building will function as a multi-purpose space, providing an area where several different projects or activities can occur.

Upon visiting the property on two occasions, it is very clear that the Firehouse has outlived its intended original use. Damage has occurred to the building due to poor workmanship and the excessive load that today's fire equipment imposes on the structure.

The building is, however, a very good candidate for an adaptive reuse. As a result, the preliminary steps we propose taking are:

- 1) to make the structural corrections; including the slabs
- 2) repair the roofs as needed
- 3) remove all interior partitions and create a large open space a on the first floor and the basement
- 4) remove all equipment, etc. that is obsolete and no longer useful
- 5) clean up the space
- 6) invite the town officials and town commissions to see the space
- 7) involve residents in the project through surveys, meetings, etc.
- 8) host some community activities there
- 9) begin the process of creating a plan for the redesign and restoration of the building

The firehouse adaptive reuse project will not only add another public gathering place for the residents of Newtown, it will become a destination for visitors.

We look forward to helping you bring new life to the Newtown Hook & Ladder Building.

Thank you for your time and consideration.



Jacqueline A. Salame, AIA

