

Edmond Town Hall Board of Managers
Special Meeting
Monday, August 15, 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, Marie Smith, Mary Fellows(6:52)

Absent: Jim Juliano

Also Present: Sheila Torres, Wes Thompson, Andy Clure and Terry Saggedy, Tom Mahoney

Public Participation – Terry Saggedy from the Newtown Arts Commission and the Arts Festival thanked the board for agreeing to host the film festival next month but unfortunately that has fallen through. In lieu of that time he asked if they would consider allowing them to host the Flag Pole Radio Cafe on October 1. They also have an improv showdown that used to be held had Proud Mary's but that is now closed. They would like to use the Alexandria room the evening of Wednesday, September 23 for that event.

Andy Clure, member of the Board of Education, explained that the High School auditorium is being remodeled so they are need to move the spring play this year which is the week of March 20. He asked what the cost would be if they held the play at Edmond Town Hall.

Report from Theater Coordinator – Tom Mahoney reported that the right now they are doing extremely well with BFG. Finding Dory will be coming next week.

Report from Public Building and Site Commission – Not present to report

Approval of the Minutes – Anna Wiedemann moved to approve the minutes from the 7/12/16 meeting. Jennifer Chaudhary seconded, Margot Hall made a correction that date on the top of the page should be July 12, 2016. Motion unanimously approved with correction.

Anna Wiedemann moved to approve the minutes from the subcommittee meeting on August 2, 2016. Jennifer Chaudhary seconded, motion unanimously approved.

Correspondence – Sheila Torres reported that she wrote a thank you note to Rosemary Rau who donated a color copier and a storage set. It will be sent out this week.

Report from Chairman – Margot Hall thanked Sheila Torres for getting the CIP documents to the Selectman's office. She also thanked Anna Wiedemann and Jennifer Chaudhary on the sensory movie presentation as well as working on the rate schedule revisions. She also thanked Mary Fellows for getting the seat brochures reworked and Mary Smith for reviewing the bills.

Report regarding Theater Screen Advertising – Andy Clure reported that August marked the first month when there were 10 advertisements on the screen. He has only talked to local businesses and he will start to go national. Aquarian and Ingersoll are 30 second videos. This is the third week that they have created a teaser for

the upcoming moving. In addition to the ads, there is a concession video and a 45 second video with sound showing rental opportunities at Edmond Town Hall.

Mary Fellows suggested that the advertisements are paid for by Credit Card and that it is an automatic renewal; they have to send a letter of cancellation.

Andy Clure suggested doing a float for the Labor Day Parade to promote Edmond Town Hall. That idea was well received. If they can pull it off in the short amount of time they will do it.

Report regarding Fire House re-purposing – Mary Fellows reported that she is hoping that this month, the trucks will be removed; it can be swept up so they can gather with other groups to see if there is interest. It needs to be a community project. Until the groups are brought together, a decision can't be made.

Report regarding “promoter of alternative music on theater state” – Mary Fellows explained that Fernando Pinto and his group are in the same line as Hayden. There is a fee on top of the tickets that goes directly to Edmond Town Hall. All of the concessions, wine and beer sales are also Edmond Town Halls. The goal is to grow a serious. The board asked for a written proposal from Fernando Pinto.

Report regarding status of obtaining liquor license – Mary Fellows reported that it will be filed this week; the only thing she needs to get is a signature of the Fire Marshal.

Report from Operations Manager – Sheila Torres presented her report (Attachment A). Mary Hawley's birthday is Monday so they are going to have an open house. Sheila Torres is going to work on the history of the building.

Approval of monthly bills – Margot Hall moved to approve the bills, the building is \$58,476.91 and the theatre is \$15,644.03 for a total of \$74,120.994, Jennifer Chaudhary seconded, motion unanimously approved.

NEW BUSINESS

Window Cleaning – The original quote was \$1600. A revised quote was requested because the new windows flip in so it is easier to clean the outside of them. Margot Hall moved to authorize up to \$1600 for window cleaning. Jennifer Chaudhary seconded, motion unanimously approved.

Web site security – There is no consistent security for the website. The web developer suggested a monthly security program for \$75 per month. It was discussed that if they are hosting the website, they should be including security. Anna Wiedemann moved to table this item until the next meeting. Jennifer Chaudhary seconded, motion unanimously approved.

Fillable contracts on ETH web site – Sheila Torres would like to make the forms on the website fillable. Currently they have to download the form, fill them out and send it back. Marie Smith moved to move forward with the fillable contracts on the ETH website for a onetime charge of \$275. Anna Wiedemann seconded. Jennifer expressed concern that it is a high cost for a simple job. Marie Smith withdraw the motion and Anna Wiedemann withdrew her second. Margot Hall moved to table discussion on this item, Anna Wiedemann seconded, motion unanimously approved.

Repair pipe in VNA closet – Margot Hall moved to authorize American Rooter to repair the pipe for \$623 Parts and labor. Anna Wiedemann seconded, motion unanimously approved.

Gutter repair inside building walls – They would like to camera the gutters that are inside the building walls. They do not want to just unclog the pipes because they may be rusted. This price does not include the price for the lift truck so one will need to be rented. Jennifer Chaudhary suggested asking the fire department if they can assist with a lift. Margot Hall moved to table discussion on this item, Jennifer Chaudhary seconded, motion unanimously approved.

Painting of dormers by Valley Restoration – The expense has been approved but this is a different vendor. Anna Wiedemann moved to approve Valley Restoration to complete the restoration of the dormers. Jennifer Chaudhary seconded, motion unanimously approved.

Painting of building windows trim – Anna Wiedeman moved to table discussion on this item, Marie Smith seconded, motion unanimously approved.

Iron rails repair/new installation by Lostocco – Marie Smith moved to approve \$4070 for the repair and addition of the iron rails. Jennifer Chaudhary seconded motion unanimously approved.

Review/approval of videos for use on Facebook, website and at Arts Festival – Not discussed

Adoption of Carousel Ad System – Mary Fellows moved to adopt the Carousel Ad System for a \$500 licensing fee per year starting September 1. Anna Wiedemann seconded motion unanimously approved.

Request for CIP funds – Marie Smith moved to approve what was submitted to the Board of Selectman. Jennifer Chaudhary seconded, motion unanimously approved.

Day/hourly rental fee schedule for 2016/2017 –Jennifer Chaudhary explained that they updated the current rate list. They looked at the original day rates and compared that to available spaces near them to come up with what they feel is a fair increase. She also noted that the rate sheet should be looked at a yearly basis. The Board of Managers then reviewed the proposed rate increases and made additional text changes. They came to an agreement that this will be published as soon as possible. For parties on the calendar, rates will remain the same, for the rest they will be increased. Sheila Torres will make the changes that were discussed. Margot Hall moved to approval the revised rates with the changes effective date September 1, 2016. Marie Smith seconded, motion unanimously approved.

Comments from Board members – Mary Fellows will send an e-mail so they can schedule who will staff the booth at the Arts Festival. Anna Wiedemann suggested a subcommittee for the preferred vendor list.

Having no further business meeting was adjourned at 9:24pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – August 8, 2016 – Sheila Torres

Highlights

- I have submitted Edmond Town Hall CIP needs through 2021/2022 for inclusion in the booklet that Pat Llodra will present to Board of Selectmen.
- Windows quote is being revised because South side windows can tilt in for cleaning, so our staff can do those.
- Received new brochures for the balcony. Will be sending out a mailing next week with the new brochure and a card.
- One intern has already left us. Patrick will be leaving August 26. Both interns have been a great help and help us get done some things that we could not have done ourselves.
- Rosemary Rau has generously donated a four-color copier and a storage set. I have drafted a thank you letter, which I will send out this week.

Work Completed - Maintenance/Repairs/Ongoing

- We have produced four videos. Two will play on our ad carousel, two will be on YouTube and connect to our web site.
- The AC belt has been adjusted and the theater is a lot quieter.
- I submitted the Arts Grant and hope to hear back by September.