

Edmond Town Hall Board of Managers

Special Meeting

Tuesday, September 27, 2016

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

Chairman Margot Hall called the meeting to order at 7:00pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann

Absent: Jim Juliano, Mary Fellows

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

Public Participation – Ron Eiseman, 5 Watch Hill Road – He is the treasurer for the Winter Ski club. They have been in existence since 1968 and have 800 active members. They are looking to host a movie for a Wednesday night the end of October or early November. They did this last year they had about 50 to 75 people. They do not charge anyone for the movie, it is not a money maker, it is a pure social event.

Report from Public Building and Site Commission – Sheila Torres reported that the project is on schedule. There are some issues and there will be a little more cost to do some repairs that were not included in the project.

Approval of the Minutes – Anna Wiedemann moved to approve the 8/15/16 minutes, Marie Smith seconded, motion unanimously approved.

Report from Theater Coordinator – Tom Mahoney reported that they did very well with the two Disney films BFG and Finding Dory. Destination Newtown is tomorrow. They are going to have the food in the gym and the business will be in the Alexandria room. Culture Arts is doing Hitchcock's Rear Window this Thursday. Starting Friday is the Secret Life of Pets which Dental Associates is sponsoring the 7pm movie. He suggested not raising the ticket prices because they are known all over New England as a \$2 movie. What we need to do is upgrade the sound system. That is where most of the complaints come from and if that was upgraded, there will be an increase in attendance.

Correspondence – Sheila Torres explained that there has been a lot more demand for the kitchen. It is a certified kitchen but the downfall is you have to go through the Alexandria Room to get to it. If they decide they want to do this as a way to generate revenue, there may need to be an investment in a better layout, is the cost worthwhile.

Report from Chairman – Margot Hall reported that the windows have been cleaned. She also thanked all who participated in the float for the parade and working at the Arts Festival.

Report from Operations Manager – Sheila Torres presented her reported (Attachment A) It was a month of unexpected repairs. She also explained that she has been corresponding with a group that does live shows. They are interested in possibly having a live performance here. Another vendor wants to do a Frank Sinatra night on Frank Sinatra's birthday and the money raised will go toward the sound system. She also met someone at the Arts Festival interested in doing a fundraiser for the sound system.

Report regarding Theater Screen Advertising – Andy Clure reported that this Friday they are going to be installing and getting training on the Carousal System which is a software package for advertising. He wants to offer an incentive where an advertiser commits to 3 months, they get the 4th for free. The board was favorable for this promotion. He also reported that they will begin selling ice cream. They will be scooping the ice cream in the kitchen, labeling and putting it in the freezer ready for sale. They are going to offer Dr. Mikes because it is available year round. It was decided to try to sell it both before and after to see what works best.

Report regarding Fire House re-purposing – Not Discussed

Report regarding alternative music theater – Not Discussed

Approval of monthly bills – Margot Hall moved to approve the bills, \$36,394.91 for the building and \$21,169.84 for the theater for a total of \$57,564.75. Anna Wiedemann seconded, motion unanimously approved.

OLD BUSINESS

Web site security – Sheila Torres asked if they wanted to do a contract that would allow the company to do updates to the website on a regular basis. The cost is \$75 per month or \$250 per quarter. The fillable form was originally quoted at \$250 but they can go down to \$200. The reason why the form is so expensive is because there are so many fillable lines, the form is 11 pages long. Margo Hall moved to enter into a contract for \$75 per month for one year for the website security. Anna Wiedemann seconded. Motion passes 3 yes (Hall, Wiedemann, Smith) to 1 no (Chaudhary).

Margot Hall moved to approve a contract for a fillable form on the website for a onetime charge of \$200. Marie Smith seconded, motion passes 3 yes (Hall, Wiedemann, Smith) to 1 no (Chaudhary)

Gutter repairs inside building walls – Sheila Torres is having a difficult time getting a hold of them. There is a fee of \$130 per hour for the truck. This should be ready for the next meeting. Marie Smith moved to table discussion, Jennifer Chaudhary seconded, motion unanimously approved.

Painting of Building Windows – They will start on the dormers in October. He will give them a quote on the wood at that time. Margot Hall moved to table discussion, Jennifer Chaudhary seconded, motion unanimously approved.

NEW BUSINESS

Request from Winterset Ski Club – Jennifer Chaudhary expressed concern about not charging for use of the theater. There is the need for a projectionist as well as staff to clean up and lock up. Margot Hall moved to approve the request for a Wednesday night movie in October for a \$150 contribution, Marie Smith seconded. Anna Wiedeman articulated that they need to understand that the Edmond Town Hall gets the concessions. Jennifer Chaudhary articulated that this is a significant discount because they are working on their rates. Motion passes 3 yes(Hall, Smith, Wiedemann) to 1 no(Chaudhary).

Increase in price of movie ticket – Margot Hall moved to increase the price of the movie tickets, Jennifer Chaudhary seconded. Jennifer Chaudhary articulated that it needs to be increased. There needs to be improvements in the sound system but that can't be done with the increase. . Jennifer Chaudhary moved to increase the ticket price to \$3 effective October 15, 2016. Anna Wiedemann seconded, motion unanimously approved.

Designation of Board members to serve on Sub-Committees – Margot Hall suggested 3 areas that need subcommittee, employee handbook, by-laws, preferred vendor criteria, and she would like to have 2 people each. Anna Wiedemann and Marie Smith will work on the handbook, Jennifer Chaudhary and Marie Smith will work on the by-laws and Margot Hall, Mary Fellows and Sheila Torres will work on the preferred vendor.

Comments from Board members – Marie Smith has movie posters for any use the Board wants.

Having no further business meeting was adjourned at 9:31pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – September 27, 2016 – Sheila Torres

Highlights

- Participation in the Arts Festival was fruitful. Not only did we sell a number of seats at the festival, I have seen an increase in donation activity in the days since the fest and one person that I spoke with at the Festival is interested in doing a fundraiser to go toward improving sound in the theater. I would like to pursue this opportunity.
- Unexpected Repairs is the theme for the month of August/September. We had to deal with the following:
 1. The **elevator** stopped working due to unfinished stone that fell from inside the shaft. There was no explanation for why the construction firm left that part of the wall unfinished.
 2. The **dishwasher** stopped working and the door refused to close. It took three visits to address the issue. Hard water continues to be a concern.
 3. The **Alexandria Room AC system** stopped working on two occasions. The exhaust fan was warped and broken and there are only five parts left in the country. McKinney had to get a welder to come and do a repair on the broken part. As a result, we have been asked to keep the fan running at all times. We need to address this AC system sooner rather than later because it was installed in 1988 and it is on borrowed time.
 4. The **new addition AC system** stopped working and McKinney had to add Freon. Kitchen demand is up quite a bit and

Items for Consideration

- With Halloween coming up, I would like to propose rule changes for those who use the space outside the Edmond Town Hall. We should have a request form, a lottery for businesses, with advertisers being part of a limited lottery, and a small contribution from any business that decides to participate. (See attached proposal)
- I would like to explore the addition of microphones to the theater. I have requested quotes from DNR and will be seeking one or two more proposals. I would also like to explore the use of microphones with the portable speakers gifted to us by Arts Commission.

Work Completed - Maintenance/Repairs/Ongoing

- Windows were washed last Friday. All Clean revised the quote down \$150 and also did all the windows, including the ones that we added last Fall. They also cleaned the chandelier outside the front door.
- The following iron work repairs, previously approved, have been completed: 1) the safety rails outside the Chamber of Commerce stairway, 2) the exterior hand rails along the south side stairway, 3) the exterior hand rails in front of the manager's office stairway 4) the original outside light fixture that had been knocked down, has been welded on.
- I heard back about the Arts grant that I had submitted and unfortunately we did not get it. The two Newtown winners were: Andrea Zimmerman for a welcome mural on the train trestle and Kate Katchur for a program related to seniors.
- The vault has been cleaned and many items have been removed and discarded. Cleanout work continues throughout the building.
- The maintenance room has been cleaned out but work has not been completed to my satisfaction. I will focus on this after Destination Newtown is complete.

ETH MANAGER'S REPORT – September 27, 2016 – Sheila Torres

(continued)

- DRAFT -

Edmond Town Hall Halloween Kiosk Proposal

1. All participants must request permission to be in the space by contacting the manager's office, completing a brief form and signing the regulations sheet.
2. All participants who wish to give out candy or other edibles must use packaged goods only. Anything else must be approved by the Newtown Health Department and participant must present proof of approval.
3. Businesses who wish to have a kiosk must be part of a lottery to determine who gets to participate each year. Businesses who advertise at Edmond Town Hall can participate in a smaller lottery in advance of the larger business lottery. Any business that wins must provide a contribution of \$100 to participate. There will be a maximum of three businesses on any given year.
4. Non-profit organizations will participate in a larger lottery. They will not be required to provide a contribution. There will be a maximum of 4 non-profits on any given year.

Regulations for Halloween Kiosk Participation

1. Your space must be no larger than 6 feet wide
2. All edibles must be packaged. If not packaged, they must be approved by Newtown Health Department
3. Only the business/organization that was selected can participate in the kiosk.
4. Your organization must sign a waiver releasing Edmond Town Hall from liability.
5. All participants will be required to sign a regulations form.