

**Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, October 10, 2017 - 6:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut**

Chairman Margot Hall called the meeting to order at 6:32 pm.

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

Absent: James Shpunt.

Also Present: Theater Manager Tom Mahoney, First Selectman Candidate Andy Clure, Attorney Robert Hall.

Public Participation – Mr. Clure responded to client request to have a 15 and 30 second time slot, Frazier Wood videos, 1 or 2 minutes, he added a Movie Preview section, a sponsor of the movie preview, rate is different because it airs only once. He added a one week column to possibly consider, in response to requests from potential clients. Mr. Clure sees this as an opportunity for revenue, it can be changed in the future. Ms. Hall would like to put this on the agenda for discussion. (Attachment)

Mr. Hall spoke to the undertaking a change in zoning to loosen restrictions on use of the ETH building. Mr. Hall drafted a brief regulation about 18 months ago, reviewed with George Benson, Borough Zoning Commission, discussed landmark decision, they would like to proceed with an application related to just the ETH property. He distributed a draft of a public use zone for a change of zone for just ETH, adopt regulations related to this public use zone. ETH may submit their own application, the proposal will be coming from the town, and will provide this to the Borough Zoning Commission. There will be modifications to the draft, but the concept is there. Mr. Benson, First Selectman Pat Llodra and Mr. Hall to look at the draft, which is an effort to get started. It will be a two part application, one zoning change/create a zone for ETH building and one for the regulations. Ms. Chaudhary asked about the application approval process, Mr. Hall said the Borough Zoning Commission has to review the application.

Report from Theater Coordinator – Mr. Mahoney reported on special events, Willy Wonka did OK, benefit for animals affected by the hurricane of which attendance was poor, more publicity would have been needed. Upcoming The Friends of Music have their last concert on the 15th, on the 24th the Newtown Bee is hosting a Candidates Forum night. The 28th or the 21st the Lions Club is having a pumpkin race and car raffle. Mr. Mahoney to double check dates. On the 29th Cultural Arts is showing Vertigo and High Anxiety. Discussion of lighting within the film, too dark. Upcoming films Dunkirk, Spiderman Homecoming.

Approval of Minutes – September 19, 2017, September 28, 2017 (Special Meeting)

Ms. Wiedemann moved to approve the minutes of the September 19, 2017 meeting. Second by Ms. Smith. All in favor and unanimously approved.

Ms. Chaudhary moved to approve the minutes of the September 28, 2017 Special Meeting. Second by Ms. Guman. All in favor and unanimously approved.

Report of Sub-Committees - None.

Correspondence – Ms. Wiedemann referred to the high school intern position.

Report from Chairman – Ms. Hall referenced comments made by Mr. Hall regarding public use zone for ETH.

Report from Operations Manager – None.

Approval of monthly bills

Ms. Wiedemann moved to accept total building expenses \$34,618.66 and Total Theatre Expenses \$6,289.69 for a total of \$40,908.35. Second by Ms. Guman. All in favor and unanimously approved. Ms. Smith referred to deposit of \$250 to go toward large coffee urn, due to hard water problems, electric services was to adjust the time clocks.

OLD BUSINESS – discussion and possible action CIP. Ms. Hall said there is a new structure of A/C request, she said Ms. Torres had asked for A/C request, asked if the proposal is viable.

NEW BUSINESS

SPARK/Avielle Foundation – Ms. Chaudhary spoke to Nick Hoffman from Avielle Foundation, he had info but not a date, they are working on securing speakers such as Jane Pauley, others. Mr. Hoffman should be encouraged to work with Ms. Torres to make arrangements. Ms. Guman suggested to keep on the agenda, keep it moving. Ms. Chaudhary moved to table the discussion. Second by Ms. Wiedemann. All in favor and unanimously approved.

Boiler Maintenance Contract – Ms. Hall said that the boiler will be turned on in a week or two, reviewed the document. Ms. Guman asked if there was a service contract when the boiler was installed. Ms. Hall replied, this is a yearly contract. Ms. Chaudhary asked if this is the same amount as in the past. Ms. Hall is not sure, because this was a new boiler. Ms. Chaudhary pointed out the contract does not indicate annual, just seasonal start up. Ms. Chaudhary moved to approve the boiler contract with West State Mechanical, Inc. for the seasonal startup of the boiler for \$2,000.00 with the caveat to add terms of service to the contract. Second by Ms. Wiedemann. All in favor and unanimously approved.

Front of House Video Input – Ms. Chaudhary moved to table the discussion of Front of House Video Input. Second by Ms. Guman. All in favor and unanimously approved.

Computer Support – Ms. Chaudhary moved to table the discussion of Computer Support. Second by Ms. Guman. All in favor and unanimously approved.

Rescind action re. Painting of office space – Ms. Chaudhary moved to table the discussion of Rescind action re. Painting of office space. Second by Ms. Wiedemann. All in favor and unanimously approved.

Quote for painting office space – Ms. Chaudhary moved to table the discussion of the Quote for painting office space. Second by Ms. Wiedemann. All in favor and unanimously approved.

Equipping Theater with devices for hearing impaired patrons – Ms. Chaudhary moved to table the discussion of Equipping Theater with devices for hearing impaired patrons. Second by Ms. Wiedemann. All in favor and unanimously approved.

Approve hiring of custodial staff – Ms. Smith said that two new staff members have been hired and reviewed the 32 hour schedule and 40 hour schedule. They will report to Ms. Torres. Ms. Chaudhary moved to approve hiring of two custodial staff members Ralph Forsberg and Alan Brennan. Second by Ms. Wiedemann. All in favor and unanimously approved.

ETH Board of Managers By-Laws – Ms. Hall reviewed the documents with the changes to the table of contents, took paragraphs numbers, sub-numbers and matched it. Ms. Chaudhary will make all the changes and distribute to members. Ms. Chaudhary moved to approve the Edmond Town Hall By-laws with the changes as presented on the 19th of September, 2017. Second by Ms. Smith. All in favor and unanimously approved.

2018 Meeting Schedule – Ms. Hall distributed the calendar of proposed dates. Ms. Hall said to look at starting time, and will review again. Ms. Chaudhary moved to table the discussion of the 2018 Meeting Schedule. Second by Ms. Wiedemann. All in favor and unanimously approved.

Annual Report (fiscal yr. 2016/17) Ms. Hall is looking into checking with the Town Clerk on next steps. Ms. Hall will work with Ms. Torres on language. Ms. Chaudhary moved to table the discussion of the Annual Report (fiscal yr. 2016/17). Second by Ms. Wiedemann. All in favor and unanimously approved.

Comments from Board Members –

Ms. Hall would like to add to the agenda the Screen Advertising Sheet. Ms. Chaudhary moved to amend the agenda to include the Edmond Town Hall Theater Screen Advertising Rate Sheet. Second by Ms. Wiedemann. All in favor and unanimously approved.

Ms. Chaudhary moved to approve the Edmond Town Hall Theater Screen Advertising Rate Sheet. Second by Ms. Wiedemann. Ms. Guman asked if there should be added language for time frame, annual contract. **Ms. Chaudhary moved to amend and add a date of today,**

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add the terms language to include the Board of Managers will revisit the rate sheet on the annual basis. Second by Ms. Wiedemann. All in favor to amend and unanimously approved. Ms. Chaudhary moved to approve as amended the Edmond Town Hall Theater Screen Advertising Rate Sheet, add date of today, add terms language to include the Board of Managers will revisit the rate sheet on an annual basis. Second by Ms. Wiedemann. All in favor and unanimously approved.

Ms. Smith said the October 8, 2017 Celebration of Outstanding Newtowners: Jean St. Jean and Jim Juliano was very nice, well attended. Ms. Wiedemann said that the celebration was videotaped, a DVD will be available, and it will be viewed on television.

Having no further business meeting was adjourned at 7:43 pm.

Respectfully submitted,
June Sgobbo, Clerk

Attachment: Edmond Town Hall Theater Screen Advertising Rate Sheet.

EDMOND TOWN HALL

THEATER SCREEN ADVERTISING RATE SHEET

Ad Time	One Week	One Month	Two Months	Three Months	Six Months	One Year
15	\$100	\$225	\$450	\$625	\$1,100	\$2,200
30	\$150	\$350	\$700	\$1,000	\$1,850	\$3,700
60	\$275	\$600	\$1,200	\$1,700	\$3,300	\$6,400
120	\$500	\$1,100	\$2,200	\$3,100	\$6,100	\$12,000

Movie Preview	\$250	\$500	\$950	\$1,400	\$2,700	\$5,200
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