

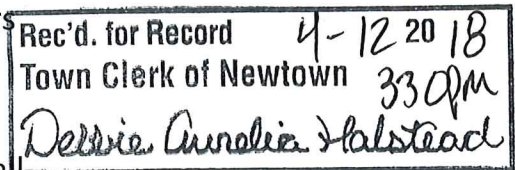
Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, April 10, 2018

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT



Chairman Margot Hall called the meeting to order at 6:30pm

Present: Marie Smith, Margot Hall, Jennifer Chaudhary, Herb Rosenthal, Jennifer Guman, Anna Wiedemann, First Selectman Dan Rosenthal

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney, Don Gamsjagear, Linda Del Mulholland

Public Participation – Ms. Mulholland requested a waiver for the use of the kitchen fee when the Bridge Club does their Longest Day fundraiser event again this year. The event raises funds for the Alzheimer's Association. They get donated food from local restaurants and grocery stores and they need use of the kitchen to warm the food. The event is on Tuesday, June 19, 2018.

Report from Theater Coordinator – They played Jumaji: Welcome to the Jungle during Easter weekend and it did very well. They are going to bring it back for spring break along with Peter Rabbit.

Approval of Minutes – H. Rosenthal moved to approve the minutes from the 3/20/18 special meeting with the correction that Anna Wiedemann was also present at the Legislative Council Administrative subcommittee meeting reported under Chairman report. J. Chaudhary seconded, motion unanimously approved.

J. Chaudhary moved to approve the minutes from the 4/2/18 special meeting. A. Wiedemann seconded, motion unanimously approved.

Sub-Committee Report – None

Chairman – M. Hall reported that S. Torres did a presentation for the Congregational Men's Club at My Place. They presented Edmond Town Hall and the wonderful things that are here. There were about 15 people in attendance.

Bob Tait, town's Finance Director, will be reaching out to Azra to start training her on Pheonix which is the towns accounting software. J. Chaudhary explained that as a board, they need to have a conversation regarding this and it should be put on the agenda for the next meeting.

Operations Managers – S. Torres reviewed her report (Attachment A). She explained that there is plan for Wiffenpoof and Whyn Rhythm to have a show on Dec. 6. The contract has to be signed within 10 days. She is asking the board for discuss this for approval. A. Wiedemann questioned what happens if the weather is bad that day, is there a snow date? They have a following, they market and they have an active website.

Approval of monthly bills – A. Wiedemann moved to approve the building bills totaling \$54,245.69 J. Chaudhary seconded, motion unanimously approved.

H. Rosenthal moved to approve the bills for the theater totaling \$10,100.02. A. Wiedemann seconded, motion unanimously approved.

A Wiedemann moved to approve bills totaling \$64,345.71. J. Chaudhary seconded, motion unanimously approved.

UNFINISHED BUSINESS

Mike Casey Concert – J. Chaudhary moved to table discussion regarding Mike Casey Concert. A. Wiedemann seconded, motion unanimously approved

Water softener system – J. Chaudhary moved to table discussion regarding Water softener system. M. Smith seconded, motion unanimously approved.

NEW BUSINESS

Update/Wayfinding at ETH Lobby – S. Torres and D. Gamsjager explained their idea to move forward with the effort to update the lobby with the wayfinding in the building. A monitor would be put in the lobby and it would be framed so it would look like part of the building. Not only is it a directory but there is also a calendar of events. It makes a directory based on that day. If someone comes in the building they can see what room the event will be held in. As the event happens, it falls off the calendar. They can advertise sponsors and upcoming events. The monitors are \$200 and there is a onetime software cost per monitor of \$350 plus installation. The installation would be the most substantial part of the project.

The location of the monitor is still not determined. S. Torres explained that there are four plaques for veterans in the lobby that are located in a good location for on prime spot for the monitors. It is a sensitive topic so she wants to see how the board feels and will reach out to the Veterans Association to see how they feel about moving it to a different location. A. Wiedemann moved to table discussion regarding the wayfinding at ETH Lobby. H. Rosenthal seconded, motion unanimously approved.

Participation in DOT sign placement for directions to ETH at State roads and entrances into Newtown – M. Smith saw the signs for Everwonder Museum on the highway and in town and thought it would be a good thing for Edmond Town Hall. Board members were in favor of this idea. A. Wiedemann moved to allow M. Smith to proceed getting information from Fred Hurley for DOT sign placement for ETH on various location. J. Chaudhary seconded, motion unanimously approved.

A Wiedemann moved to add discussion and action of the Whiffenpoofs and Whym Rhythm contract. J. Chaudhary seconded, motion unanimously approved. S. Torres explained that \$1,750 deposit is due within 10 days. Other performances tickets are sold for \$30-35. December is a slow month for movies but also a busy month for people. J. Chaudhary moved to approve for S. Torres to pay the retainer fee of \$1750 for the Whiffenpoofs and Whym Rhythm provided they work out the snow day question. H. Rosenthal seconded, motion unanimously approved.

Comments from Board Members – None

Executive Session – A. Wiedemann moved to go into executive session at 7:30pm to discuss the long term lease of certain office space and invited S. Torres in. M. Smith seconded, motion unanimously approved.
Executive session ended at 8:10pm and returned to regular session with the following motion.

Motion made by H. Rosenthal to authorize the Chairman and the Operations Manager to have a lease prepared for the rental of the former Town Clerk's suite, including the vault, by the Avielle Foundation. Motion seconded by Jennifer Chaudhary and unanimously approved.

Having no further business meeting was adjourned at 8:12pm .

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – April 10 20, 2018 – Sheila Torres

Highlights/Work Completed

- Sent press release to Bee regarding the Laser Light Show
- On 4/6 met with Theater Improvement Team
- Two potential tenants have strong interest. I followed up and met with both.
- Booked Whiffenpoofs and Whym Rhythm for Dec 6. 45 Minute Concert with 10 to 15 minute admission. Both men and women will sing. Need approval from Board to proceed with contract with funds from the seed money raised through last year's fundraisers (Jessie's Girl and Sinatra).

Coming Up

- **Apr 11** – Dan Harris, Avielle Foundation, Someday Cinema Series, **Apr 14** – Spring Fling, Alexandria Room Woman's Club Fundraiser, **Apr 14** – Spring Craft Show, Gymnasium; **Two Free movies** in theater **Apr 15 Two Free** movies in theater - **Apr 20** – Laser Show Fundraiser, **Apr 30** – Facebook Program

In Progress

- **Permanent Liquor License** – Have been working on temporary license to use for the April 20 fundraiser. Will get to the permanent as time allows, based on priorities.
- **Mike Casey** - Have not been able to connect with Mike Casey, the jazz musician to get some answers to questions that were sent by Jen Guman. As soon as I do, I will share responses with the Board by email.
- **Communications Plan** – Have drafted this, but have not had an opportunity to review it with Jennifer Chaudhary.
- **UConn Marketing Project** – Heard from Dr. Santornino this week with a couple of questions regarding how much time I spend on social media, etc. I have answered those questions and informed her that one of our elected leaders want to be involved in the judging.

CIP

- Daikin reached out to me yesterday with a quote that is a little above the original estimate provided two years ago when I first began to think of this project. I will forward that information to the Board.

Theater Team

- The team met for the first time on April 6 with attendance from Rob Keiser, Diane and Joel Wardenburg, Jennifer Rogers, Mike Guman and Sheila Torres. They renamed the team "Theater Revitalization Team." I have asked members to select a work area. Diane will work on Wing Space. We will meet again on Wednesday May 2nd.
- Duane Langenwaller spoke with architect Phil Clark of Claris Construction and he has offered to help us with the drawings we need to move forward with the theater revitalization work, free of charge. I am looking for theater floor plans that I can provide so that they can draw up the plans we need to proceed with our work.

Repairs

- Electrical repairs to the North side lamp posts were completed.
- The wall pack lights were converted to LED. Much brighter and safer surroundings in the evenings.