

**Edmond Town Hall Board of Managers**

**Regular Meeting**

**Tuesday, June 12, 2018**

**Mary Hawley Room, Edmond Town Hall**

**45 Main Street, Newtown, CT**

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

***THESE MINUTES ARE SUBJECT TO APPROVAL BY THE ETH BOARD OF MANAGERS***

**Present:** Marie Smith, Margot Hall, Jennifer Chaudhary, Jennifer Guman, Anna Wiedemann, Herb Rosenthal

**Also Present:** Theater Manager Tom Mahoney, Kathy Quinn

**Public Participation** – Kathy Quinn, Chair of the Sustainable Energy Commission, explained that they would like authorization for a vendor to come into ETH and review what upgrades were complete and what can still be done in regards to energy savings. The total electric bill will be less but the cost of the bulb replacement will come out of the savings. She needs a contact person to let them know when they are coming in. They will do a recommendation and what they think the savings will be. It will be up to the board to decide what gets done and what doesn't. There is no cost for the vendor coming in.

**Report from Theater Coordinator** – T. Mahoney reported that they had 3 dance recitals, one didn't have concessions and the others didn't do well with concessions. Coming up is the Fred Astaire Dance Exhibition. The Avielle Foundation with Jane Pawley and on June 24, the Cultural Arts is playing Jaws. Upcoming moves are Lady Bird, I feel Pretty, The Black Panther and Sargent Stubby.

**Sub Committee Reports –**

**OSR** – J. Chaudhary reported that they attended the staff meeting and gave a state of the business. There was a lot of feedback from the staff and it was well received. It is important for staff to be engaged and accountable.

**Wayfinding at the ETH Lobby** – none

**Up-date re DOT sign** – none

**Live at Edmond Town Hall** – J. Guman reported that they sent out their second monthly newsletter. It goes out to about 1000 people. If you buy tickets through Vandini you automatically get on the list. All the ticket sales for the recital come through Vandini as well which will increase the mailing list.

**Approval of Minutes** – A. Wiedemann moved to approve the minutes from the 5/8/18 meeting. J. Chaudhary seconded, motion unanimously approved.

A. Wiedemann moved to approve the minutes from the 5/31/18 special meeting. M. Smith seconded, motion approved with one abstain (Rosenthal).

**Report by Chairman** – M. Hall reported that her and S. Torres went to the Public Building and Site meeting to get guidance regarding the incident of the boiler room. S. Torres will work with the current maintenance provider to rectify the situation and report back.

M. Hall also reported that the Public Works Department assisted with moving the belonging of the Town Historian. The Borough has also moved into new space but they are concerned that people would have access

to their contents in the vault. One of the contractors they use suggested to use fireproof sheetrock to close the hole.

The Avielle Foundation has not signed the contract and they are slated to move in July 1. S. Torres is on vacation this will and will communicate with them when she returns.

#### **Reports by Operations Managers – none**

**Approval of monthly bills – H. Rosenthal moved to approve bills for a total of \$43,500.87. A. Wiedemann seconded, motion unanimously approved.**

#### **UNFINISHED BUSINESS**

*Mike Casey Concert* – Item is continues to be tabled

*Water softener system* – Item is continues to be tabled

*Engage Summer Intern(s)* – Item is continues to be tabled

*Refurbish Gym Floor* - Item is continues to be tabled

#### **NEW BUSINESS**

*Co-sponsored silent film fund raiser with Merryhill Child Care Center* – J. Guman proposed a co-sponsored event with Marryhill Child Care Center. This would be a joint fund raiser having a silent film that is accompanied by a pianist possibly November 4th. The cost for each organization is \$450 and all profits would be split.

H. Rosenthal moved to authorize the joint fund raiser with the Merryhill Child Care Center with a \$450 cost. J. Chaudhary seconded, motion unanimously approved.

*Co-sponsored concert in Oct. with the Newtown Arts Commission* – The Newtown Arts Commission wants to extend their event into October. J. Guman explained that she has been in contact with Rob Kaiser on how the two organizations can work together. They are looking at a live act in October splitting the cost and splitting the profit. This still needs to be vetted out.

*Renewal of annual Lease with Lathrop School of Dance* – M. Hall explained that there are automatic increases that will go into effect and the current lease is on file in the office should members wish to review it.

J. Chaudhary moved to renew the annual lease with Lathrop School of Dance. A. Wiedemann seconded, motion unanimously approved.

**Comments from Board Members** – A. Wiedemann thanked S. Torres for her help with the artwork for the new Senior Center and to Public Works for moving the artwork.

M. Smith thanked A. Wiedemann for all that she has done on the board.

M. Hall read a statement thanking A. Wiedemann for her service on the board (Attachment A).

H. Rosenthal said that the Democratic town committee is recommending Lisa Swartz for the open position on the board.

Having no further business meeting was adjourned at 7:45pm

Respectfully submitted,  
Arlene Miles, Clerk

## Attachment A

Since you became a member of this Board in January 2015, you have contributed immeasurably to the efficient operation of Edmond Town Hall -Thank you

Your initiative and tireless efforts helped with the creation of the Employee Handbook.

Your participation in the creations of Edmond Town Hall Strategic Plan also reflects on your vast involvement with our Newtown community

Your contributions to the ongoing examination of the Edmond Town Hall Organizational Structure are very much appreciated.

You contributed hands-on time welcoming patrons who came to enjoy performances or events on our stage or our other building spaces.

On behalf of the Board, I thank you