

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, November 14, 2017
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, Anna Wiedemann, Jennifer Guman, Margot Hall, Jennifer Chaudhary

Absent: Jim Shpunt

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney, Herb Rosenthal, Jen Rogers, Andy Clure, Don from DNR and one member of the press

Public Participation – Jen Rogers of the Newtown Cultural Arts Commission explained that she has been hosting the Sunday cinema series at ETH for the last four years and she would like to do it again next year. She provided a letter of proposal to outline some dates (Attachment A).

Report from Theater Manager – Tom Mahoney reported that it is a slow month. Newtown Cultural Arts did Plans, Trains and Automobiles but that didn't do very well either. Destination Newtown is coming up Thursday 11/16. On the 19th is the swearing in ceremony. In December there is a pancake breakfast. Cultural Arts will be showing It Is A Wonderful Life. Tom Mahoney is looking into having coffee available at the concession stand.

Approval of Minutes – Anna Wiedemann moved to approve the minutes of the 10/10/17 meeting. Jennifer Chaudhary seconded, motion unanimously approved.

Marie Smith moved to accept the minutes from the 10/20/17 Employee Handbook Subcommittee minutes. Jennifer Chaudhary seconded, motion unanimously approved.

CORRESPONDENCE

Screen Advertising – Andy Clure reported that this past week they have a signed contract from Fraser Woods for a full year of sponsoring the movie preview. In addition they are looking to rotate their spots weekly. Now that there is a monetary commitment for the preview, he is requesting notification earlier about the movie. Members expressed concern because the request for the movies should be done by email and Sheila Torres should be copied. Margot Hall requested a list of items that are not working.

Marketing - Jennifer Guman reported that she and Sheila Torres met regarding the website. It needs a little finessing before it goes out to the community. Helen from the Chamber of Commerce put them in touch with a professor at Uconn who is teaching a marketing class starting in January. Students will be broken out in teams of 8 and each team will work on a marketing plan for Edmond Town Hall. The marketing plan will be traditional and digital. They need to share the strategic plan, the P&L, survey and other items they may need.

Survey – Jennifer Chaudhary reported that Neil will come to the December meeting to review the results. He asked for a date to end the survey. Members chose November 29th for the last day to accept the survey.

Report from Chairman – Margot Hall reported that she and Sheila Torres are going to the Women's Club to give them a presentation about Edmond Town Hall. The Borough Zoning Board did not meet last Wednesday. She is hopeful it will be on their next agenda.

Report from Operations Manager – Sheila Torres reviewed her report (Attachment B). Don of DNR was present to explain that they had made hydraulic lifts for the subwoofers. This will let them rise out of the pit for optimal sound and also be able to get them out of the way for renters. He would also like to do a laser light show were all proceeds going to Edmond Town Hall.

Sheila Torres also reported that she compared two different types of hearing devices and received costs. She will contact the donor to see how they feel about the two choices.

Approval of monthly bills – Jennifer Chaudhary moved to approve the bills for the building in the amount of \$33,154.35. Anna Wiedemann seconded, motion unanimously approved.

Anna Wiedemann moved to approve the theater bills in the amount of \$7,037.43. Jennifer Chaudhary seconded, motion unanimously approved.

UNFINISHED BUSINESS

SPARK/Avielle Foundation – They are on the calendar and they are working with Sheila Torres

Front of House Video Input – There are various places in the theater you can have lighting and sound but not projection. Don from DNR came up with a way to project from outside the booth. By connecting to the back of the house allowing all three to be done at the back of the house. A direct connection would be better and Sheila Torres will be requested a quote.

Computer Support – The last time Sheila Torres gave proposals from Craig. Craig supports 3 wifi's and Don supports one. Craig and Don got together to discuss how Craig can take it over. His proposal to cover all four computers and he also wants to solidify the wifi so it is more seamless and service all the meeting and common spaces. The terms are different but the same cost. Sheila Torres will work with the vendor to confirm the estimate.

Quote for painting office space – They took a portion of a larger proposal but the provider is not willing to slice and dice. Anna Wiedemann moved to rescind the motion authorizing \$2900 for the painting of the artist room by Tom Saint. Jennifer Chaudhary seconded, motion unanimously approved.

Equipping Theater with devices for hearing impaired patrons – Sheila Torres will be going back to the donor

Annual Report 2016/17 – Margot Hall has some topics and will work with Sheila Torres

2018 Meeting Schedule – this will be tabled until the next meeting.

Anna Wiedemann moved to table Front of House Video Input, Computer Support, Equipping theater with devices for hearing impaired patrons and Annual Report 2016-17. Marie Smith seconded, motion unanimously approved.

NEW BUSINESS

Appoint Sub Committee to plan implementation of ETH Organizational Structure Review – This is for the rollout of the plan. Marie Smith moved to appoint Jennifer Chaudhary, Jennifer Guman and Anna Wiedemann to implement the plan of organizational restructuring. Anna Wiedemann seconded, motion unanimously approved.

VNA request to display a banner celebrating 100 years of service – They are looking to hang a banner for a year. The design and dementions are still undetermined. Sheila Torres suggested putting a sign over the marquee instead. Jennifer Chaudhary moved to table this item. Jennifer Guman seconded, motion unanimously approved.

Engage theater design consultant – Jennifer Chaudhary moved to table item. Anna Wiedemann seconded, motion unanimously approved.

Authorize review of Contract re "Live Performances" – Jennifer Chaudhary moved to table the live performances discussion. Jennifer Guman seconded motion unanimously approved.

Authorize process of liquor license application – Jennifer Guman moved to forward this to Attorney Kortash for advice regarding process of liquor licenses. Jennifer Chaudhary seconded, motion unanimously approved.

ETH participation at 'Destination Newtown' Event on 11-16 – Anna Wiedemann moved to pay \$175 to have a half table at Destination Newtown on November 16, 2017. Marie Smith seconded, motion unanimously approved.

Employee Handbook – Anna Wiedemann moved to approve the ETH Board of Managers employee handbook (Attachment C). Marie Smith seconded, motion unanimously approved.

Comments from Board Members – None

Having no further business meeting was adjourned at 8:38pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

Someday Cinema Series at the Edmond Town Hall

Proposed by Jennifer Rogers, Newtown Cultural Arts Commission Auxiliary Member

On behalf of the Newtown Cultural Arts Commission, I would like to continue partnering with the Edmond Town Hall to screen great classic films. The films selected are enduring and beloved films, not less than 25 years old, featuring the industry's biggest stars.

Referring to past input from the Board, most of the dates requested are on Thursdays, and the only Sundays requested are for films with wider appeal or need the time for a double feature, as in October. I have consulted with Tom Mahoney and Sheila Torres prior to assembling this list, and have taken suggestions from audience members throughout the year.

I am requesting the Board's approval to screen films in the theater on the following dates:

| | |
|----------------|--|
| Thurs. Jan. 18 | Citizen Kane (1941) |
| Thurs. Feb. 15 | Splendor in the Grass (1961) |
| Thurs. Mar. 1 | Seven Brides for Seven Brothers (1954) *sponsored |
| Thurs. Apr. 5 | Notorious (1946) |
| Thurs. May 31 | Maltese Falcon (1941) |
| Sun. Jun. 24 | Jaws (1975) *sponsored |
| Thurs. Sep. 6 | Adam's Rib (1949) |
| Sun. Sep. 30 | The Blue's Brothers (1980) *sponsored |
| Sun. Oct. 30 | Bride of Frankenstein (1935)/ The Beast with Five Fingers (1946) dbl feature |
| Thu. Nov. 15 | The Great Escape (1963) |
| Thu. Dec. 6 | Miracle on 34 th Street (1947) |

In the event a film goes out of release, I have many other films to choose from (in fact it is extremely hard to narrow down the list every year) in order to make a substitution, or may simply eliminate the screening date entirely.

As in all previous years, I will incur the cost of the films on DVD or Blu-ray, and will publicize the screenings. I will continue to solicit sponsors to cover the licensing fees, and will create on-screen slides to recognize their support, to be shown in advance of the screenings. To maximize the proceeds that the Edmond Town Hall would collect, please allow at least one matinee and one evening screening.

Thank you for your consideration,

Jennifer Rogers

(203) 364-9844

sundaycinemaseries@gmail.com | fb.me/somedaycinemaseries | bit.ly/SomedayCinemaSeries

ETH MANAGER'S REPORT – November 14, 2017 – Sheila Torres

Highlights

- Extremely demanding few weeks due to training of staff, customer requests, town demands regarding budget and CIP. I am very behind on work related to bookings, social media, web site, etc.
- Birthday parties are taking off and even corporate meetings, but I am having to do the staffing. We do not have theater staff in the mornings.
- The two new staff members are learning the ropes. I have received some positive feedback from customers. We're still on a learning curve, so my time demands are still high.
- Attended Board of Finance meeting and provided about 9 pages worth of answers to their questions regarding the CIP Project for theater safety renovations. Working on developing responses for Board of Finance in four areas: How much we could make from theater live performances, how much the office renovations will cost.
- Conversations with UConn Professor regarding development of traditional and digital marketing plans for ETH.

Live Performances/Fundraisers/Theater Events Coming Up

- **Sun Dec 3** – The Nutcracker/Holiday Festival
- **Thu Dec 7** – Yale Whiffenpoofs
- **Jan 4** – Avielle Foundation
- **Fri Jan 26** – Laser Show 45 Minutes Recap
 - Ticket cost \$10.00
 - Show 7pm and 9pm
 - Show time is roughly 45-50 minutes
 - We need 1 fire-marshal on duty to fire watch as we need to temp disable the smoke detectors in the theater
 - The show will feature 5 high powered laser projectors, 4 doing beam effects thru the theater and the 5th doing animations on the large screen
 - For advertising purposed we need to word the show:
 - "Edmond Town Hall Laser Light Spectacular "
 - Featuring the music of Pink Floyd, Moody Blues and other Classic Rock Artist
 - Recommended Ages 16-Adult
- **Wed Feb. 14** – Treehouse Comedy
- **Mar.** (possible live improvisational comedy)

In Progress

- **Giving Tree** – will once again benefit Golden Opportunities of Sandy Hook (seniors). Also, have call into Faith Food Pantry. Have not heard. Tree will be up 11/17.
- **Budget** – Trying to get I sent all of you a copy of the theater inspection report that came in. I would like to advance that project to year two of our five year CIP, rather than year three. This would involve swapping it out with the project to repair the bricks and steps.
- **CIP** – Trying to finalize numbers as requested by Board of Finance and refine those not yet being scrutinized (later years)
- **Theater Team** – Working on developing a team to help develop a plan for the theater that ensures we are thinking of all stakeholders as we develop a change plan. This would include: current users, potential future users, vendors, experts, government people, etc.

- **On Back Burner:**

- Cleaning solution system.
- Electric dryers
- Table replacement for Alex

Repairs

- Plumbing issues in bathrooms addressed
- Additional needs in concession stand to be addressed
- Condensate pump in Lathrop had to be replaced. Pump cost \$2,000. Had to replace several radiator valves.

Assistive Listening Devices – Comparison

| | Dolby | HI/VI-NCC |
|----------------------------|---|---|
| Technology/Features | <ul style="list-style-type: none"> • Dolby well known, owns NEC, which is the brand of our projector • Can be used with both movies and live shows | <ul style="list-style-type: none"> • Technology is as good as Dolby • Can be used with both movies and live shows |
| Captioning Device | <ul style="list-style-type: none"> • Has louvers on screen, which can impede visibility • Fits in cupholder by squeezing a rubber insert. • Had trouble getting the rubber mold to stay in cup holder • Cupholder cannot be used for anything else | <ul style="list-style-type: none"> • Does not have louvers on screen • User can select different language if the movie provides the option. • Fits in cupholder by screwing in an adjustable mold. Once in place it stays put. • The device provides an alternate cupholder, so user still has a place to put his drink |
| Ear Phones | <ul style="list-style-type: none"> • Sound is good • Similar to the ones used for a Walkman or phone. Light and have a disposable feel. • Slip easily off ears. • Don't easily remain on all types of hearing aids • Must be purchased in sets of 12 | <ul style="list-style-type: none"> • Sound is good • Sturdier, heavier headphones. Do not feel disposable • Remain on ears more easily • Fit better over different types of hearing aids because they enclose ear more • Can be purchased one unit at a time |
| Ease of Use | User has buttons to press. The staff buttons are a little more involved, although we could not see all the requirements. | Does not require user to do anything once staff presses the one button. |
| Cost | Materials + Installation: \$10, 588 (Digital Media) <i>Electrical Costs Extra (not certain how much this will be)</i> | Materials: \$5330 (Total Cinema Solutions) Installation: \$4638 DNR, includes electrical costs Total: \$9,968 |
| Installation | Once purchased, installation may take 6 weeks or more due to demand. | Once purchased, installation may take 6 weeks or more due to demand. |



Total Cinema Solutions
P.O. Box 574
Peabody, MA 01960-7574

(888)422-4778 * (617)431-4789 * Fax (617)300-8936

QUOTATION

Quote Number:

Q140333

Quote Date:

Jul 12, 2017

Page:

1

Quoted To:

Edmond Town Hall Theatre
45 Main St
Newtown, CT 06470-2134
United States

Quoted To:

45 Main St
Newtown, CT 06470-2134
United States

| Customer ID | Good Thru | Payment Terms | Sales Rep |
|-------------|-----------|---------------|-----------|
| 270428 | 8/11/17 | Prepaid | VitaB |

| Quantity | Item | Description | Unit Price | Amount |
|--------------|---------------|---|------------|-----------------|
| 1.00 | ALDUSLUPC28CD | USL IR Hearing System 300 seat 2.3/2.8Mhz w/ CC | 1,850.62 | 1,850.62 |
| 6.00 | ALDUSLIRH281 | USL 2 Channel ALD Headset 2.3/2.8Mhz | 90.88 | 545.28 |
| 4.00 | ALDUSLCCR100 | USL IR Closed Caption Receiver - Includes receiver box, cup holder insert and goose neck. - Requires UPC-28C to function | 469.76 | 1,879.04 |
| 1.00 | THSINSTALL | ALD Installation - Requires the use of a local electrician - not included in this quote - cabling not included AAA | 1,000.00 | 1,000.00 |
| Subtotal | | | | 5,274.94 |
| Sales Tax | | | | |
| Freight | | | | 55.00 |
| TOTAL | | | | 5,329.94 |

Project Estimate

Date Prepared 11/14/2017

*Estimate is Valid for 30 Days from the above date

Prepared for: Edmond Town Hall
45 Main Street
Newtown, CT 06470

Project Location: GYM

Contact Name: Sheila Torres
Contact Phone: 203-270-4285
Contact Email: edmondmgroffice@gmail.com

| | | | | |
|----------------------|---|--|--|--|
| Project Description: | Install Provided Hardware for ALS Caption System - Both Captions and Earphones for Listening | | | |
| | <p>Scope of work:</p> <p><i>Install Open Caption System System to Existing Cinema and Theatrical Sound System</i></p> <ol style="list-style-type: none"> 1. Pull wire to 2 Transmitter locations 2. Install Power Power Supply in Booth for Both Transmitters 3. Install Proper AES Digital Audio Cards in Booth Processor 4. Install AES Converter for URLS System - Provides Theatre and Cinema Audio to Listing Earphones 5. Install AES Caption Converter which provides signal to Flower Pot Caption Displays 6. Setup Existing Server to send Caption Data 7. Calibrate Transmitters 8. Test System 9. Setup Charging Station in Box office and Train Staff on use 10. Do full Caption and Audio Test with Staff <p>Notes on system:</p> <ul style="list-style-type: none"> • 1 year warranty on install • Hardware Warranty from Total Cinema • System Provides Cinema and Live performance Audio to Listening Earphones • Will provide audio for town meetings, simple assemblies, school musicals and visiting theatrical groups | | | |

Time Frame 60 DAYS

*Time Frame refers to the full cycle from project approval to completion

| Materials | | | | |
|--|----------|----------|----------|--------------|
| Description | Quantity | Price | Total | Manufacturer |
| QSC QSYS AES Add On Card for Existing Sound System CIAES16 | 1 | \$700.00 | \$700.00 | 5 YEARS |
| QSC QSYS Add on RJ45 Cables | 1 | \$150.00 | \$150.00 | 5 YEARS |
| Cable - RG6 BNC Cable for Transmitter | 1100 | \$0.20 | \$220.00 | LIFETIME |
| Cable - Cat6 AES Audio Wire for Transmitter | 1100 | \$0.18 | \$198.00 | LIFETIME |
| Cable - Power Cable 18/2 for Transmitter | 1000 | \$0.12 | \$120.00 | LIFETIME |
| 24volt Power Supply and Assorted | 2 | \$150.00 | \$300.00 | 3 YEARS |

| | |
|----------------------------|-------------------|
| Total Material Cost | \$1,688.00 |
|----------------------------|-------------------|

Labor

| Description | HOURS | RATE | TOTAL | NOTES |
|---|-------|----------|------------------|------------|
| Engineering, Design and Concept Testing | 2 | \$100.00 | \$200.00 | |
| Fabrication of equipment at dnr shop | 0 | \$100.00 | \$0.00 | |
| Programming - Control System | 2 | \$125.00 | \$250.00 | |
| Programming - Digital Sound System DSP | 2 | \$125.00 | \$250.00 | |
| Integration - Installation on site | 20 | \$100.00 | \$2,000.00 | |
| Integration - Certification and Testing | 1 | \$100.00 | \$100.00 | |
| Integration - Training of End Users/Staff | 2 | \$50.00 | \$100.00 | |
| Documentation, Instructions and Support | 1 | \$50.00 | \$50.00 | |
| Project Management | 0 | \$50.00 | \$0.00 | |
| TOTAL LABOR HOURS | | 30 | TOTAL LABOR COST | \$2,950.00 |

| | |
|------------------------------|------------|
| Project Subtotal | \$4,638.00 |
| CT Sales Tax (if Applicable) | \$0.00 |
| Project Total | \$4,638.00 |

DIGITAL MEDIA SYSTEMS

248 W 35th St, Suite 901 | New York, NY 10001
212-643-4000 | info@dmediainc.com | www.dmediainc.com

RECIPIENT:**Sheila Torres**

45 Main St
newtown, CT 06470

Estimate #21

Sent on

08/29/2017

Total**\$10,587.50****SERVICE ADDRESS:**

45 Main St
newtown, CT 06470

| SERVICE / PRODUCT | DESCRIPTION | QTY. | UNIT COST | TOTAL |
|-------------------|--|------|------------|------------|
| Equipment Sales | Dobly CaptiView Transmitter CPTVW-TX | 2 | \$112.50 | \$225.00 |
| Equipment Sales | Dobly CaptiView Flower Pot w/ Arm CPTVW-DCP-CLAMP | 6 | \$525.00 | \$3,150.00 |
| Equipment Sales | Charging Station for Flower Pots 5 per charger CPTVW-CART | 2 | \$468.75 | \$937.50 |
| Equipment Sales | Dobly Fidelio Transmitter For ALS FIDELIO-TX USA MODEL | 2 | \$581.25 | \$1,162.50 |
| Equipment Sales | Dobly Fidelio Receiver for ALS - Earphone Model FIDELIO-RX USA MODEL | 10 | \$131.25 | \$1,312.50 |
| Equipment Sales | Dobly Fidelio 10 Station Charger FIDELIO-WAC-TS | 1 | \$506.25 | \$506.25 |
| Equipment Sales | Dobly AccessLink RJ45 interface ACCESSLINK RJ45 | 1 | \$993.75 | \$993.75 |
| Digital Media | Digital Media Systems - Installation (including travel) | 1 | \$2,000.00 | \$2,000.00 |
| Shipping | Estimated Shipping | 1 | \$300.00 | \$300.00 |

Total**\$10,587.50**

We do not believe you will need the RJ45 interface but have included it in this quote.

*As previously discussed, client will have electrical ready or electrician on site

This quote is valid for the next 30 days, after which values may be subject to change.

Enchanted Visions

Theatrical Design • Theatre Consultation • Space Planning • Interior Design

Duane E Langenwaller, ASID
153 South Main Street • Suite 11
Newtown, CT 06470.2791
203.270.3900 f203.3905.270
DuaneL@OutOfThinAir.com

Proposal

INVOICE
876

INVOICE DATE
9/28/2017

Sheila E Torres, Manager

Edmond Town Hall

45 Main Street

Newtown CT 06470

manager@edmondtownhall.org

Proposal

DESCRIPTION

FEE OR EXPENSE

Edmond Town Hall Theatre Consultation 5 year Capital Improvement

Act as advisor for a 5 year renovation and update plan for the Edmond Theatre.

Help develop a master plan and schedule for the renovations including:

Architectural Changes

Grid, Rigging & Curtains

Lighting positions, Instruments & Power

Sound

Orchestra Pit Rail, Stage Extension & House to Stage Load In Ramp

Develop Floor Plan & Elevations of the Edmond Theatre, auditorium and adjoining spaces... For both Renovation & Venue use.

Work with chosen suppliers & trades to assure planned materials and work conforms to renovation plans and will advance the space favorably for movie, concert, comedy troop and small theatre & dance productions.

Fee:

A non refundable retainer of \$2500 is required to secure the above services.

An hourly fee of \$75 will apply to design work, meetings, and consultations.

Travel & out-of-pocket expenses billed separately.

NOTES

Fee subject to applicable sales tax.

TOTAL AMOUNT DUE

Attachment e

**Board of Managers Edmond Town Hall
Non-Union Employee Handbook**

BOARD OF MANAGERS EDMOND TOWN HALL

EMPLOYEE HANDBOOK

NON-UNION

November 14, 2017

Table of Contents

| Section | Description | Page |
|----------------|--|-------------|
| | Introduction | 1 |
| I | Nature of Employment | 2 |
| II | Performance Reviews/Evaluations | 2 |
| III | Working Hours | 3 |
| IV | Categories of Employment | 3 |
| V | Payment Periods and Time Sheets | 3 |
| VI | Attendance and Punctuality | 4 |
| VII | Theft and Use of Building Property and Space | 4 |
| VIII | Overtime | 5 |
| IX | Conflict Resolution | 5 |
| X | Insubordination | 5 |
| XI | Harassment | 5 |
| | A. Your Responsibility as an Employee | 5 |
| | B. Your Responsibility as an Observer | 6 |
| XII | Salary and Wage Administration | 6 |
| XIII | Access to Personnel Files | 6 |
| XIV | Personnel Data Changes | 6 |
| XV | Medical Benefits | 7 |
| XVI | Benefit Continuation (COBRA) | 7 |
| XVII | Leaves – Paid and Unpaid | 7 |
| | A. Vacations | 7 |
| | B. Holidays | 8 |
| | C. Personal Days | 8 |
| | D. Sick Leave | 8/9 |
| | E. Unpaid Leaves of Absence | 9 |
| | F. Jury Duty | 9 |
| | G. Bereavement Leave | 9 |
| | H. Military Leave | 9 |
| XVIII | Tuition Reimbursement | 10 |
| XIX | Employee Acknowledgement | 10 |

Introduction

Welcome to the staff of Edmond Town Hall

This handbook is designed to introduce you to the benefits associated with your employment. It also outlines expectations of our employees, other than outlined in your job description.

This Handbook covers full and part-time Edmond Town Hall employees.

Margot Hall

Chairman, Board of Managers

This handbook has been developed to tell you about the employment regulations of the Board of Managers of the Edmond Town Hall (hereinafter "Board of Managers"), our compensation and benefits programs and employee relations policies, **all of which being subject to change by the Board of Managers, with or without prior notice.** Our comprehensive benefits programs are designed to provide security and protection for you and your family, and our employee relations policies are designed to provide you with guidance in performing your duties.

You were very carefully chosen for your position and are one of the Edmond Town Hall's most valuable resources. The Board of Managers is committed to creating and maintaining an environment in which each staff member is able to realize his/her maximum potential and to contribute to the working efficiency and success of the Edmond Town Hall. To achieve these objectives, it is important that lines of communication between all employees remain open at all levels, at all times. Open lines of communication are essential in order that all staff members know what is expected of their work performance and of the need to effectively interact with associates, supervisors and subordinates.

There are many things about the Edmond Town Hall that you should know. To answer some of the questions that you may have, we have written this handbook. Please read it thoroughly and retain it for future reference. **Please note, however, that this handbook is subject to change by the Board of Managers, with or without prior notice.**

I. Nature of Employment

THE LANGUAGE USED THROUGHOUT THIS HANDBOOK IS NOT INTENDED TO CREATE, NOR SHOULD IT BE INTERPRETED TO CREATE, AN EMPLOYMENT CONTRACT FOR ANY SPECIFIC LENGTH OF TIME BETWEEN THE BOARD OF MANAGERS AND ANY EMPLOYEE. REGARDLESS OF ANY STATEMENT CONTAINED IN THIS HANDBOOK OR IN ANY OTHER DOCUMENT OR STATEMENT ISSUED BY THE BOARD OF MANAGERS OR ITS SUPERVISORS OR MANAGERS. EVERY EMPLOYEE HAS THE RIGHT TO TERMINATE HIS OR HER EMPLOYMENT AT ANY TIME, FOR ANY REASON, OR NO REASON, WITH OR WITHOUT PRIOR NOTICE. THE BOARD OF MANAGERS ALSO HAS THE RIGHT TO TERMINATE ANY EMPLOYEE'S EMPLOYMENT AT ANY TIME, FOR ANY REASON, OR NO REASON, WITH OR WITHOUT PRIOR NOTICE.

No supervisor or other representative of the Board of Managers, except the Chairman of the Board of Managers or the Operations Manager, has the authority to enter into an employment agreement with any employee. Any employment agreement into which the Chairman or the Operations Manager enters on behalf of Board of Managers must be in writing and signed by the employee and Board of Managers' Chairman or other expressly authorized representative of the Board of Managers.

THE BOARD OF MANAGERS EXPRESSLY RESERVES THE RIGHT TO CHANGE THE PROVISIONS CONTAINED IN THIS HANDBOOK AT ANY TIME. THEREFORE, NO EMPLOYEE SHOULD DECIDE TO BECOME EMPLOYED OR TO REMAIN EMPLOYED WITH THE BOARD OF MANAGERS BASED SOLELY UPON THESE HANDBOOK STATEMENTS.

The Board of Managers has certain rules and policies that you are expected to follow. In general, these policies are simply good, common-sense guidelines designed to help all employees and to provide a framework under which we can all live and work productively.

II. Performance Reviews/Evaluations

Employee performance is important to the Edmond Town Hall. Each employee's performance is continually evaluated by the employee's supervisor and will normally be reduced to writing on at least an annual basis. If you have not received a written performance review within a year and believe that one is appropriate, please speak with your supervisor.

III. Working Hours

The Edmond Town Hall is open daily from 8:00 am until 11:00 pm, seven days a week. As an employee of the Edmond Town Hall, you will normally receive a 30-minute unpaid break during any day that you are scheduled to work 7.5 continuous paid hours. You must take that break prior to the last 2 hours of scheduled work at a time agreed to by your supervisor.

If you are scheduled to work 4 hours or more on any day, you will also normally receive a 15-minute paid rest break, which will be scheduled daily by your supervisor based on business needs.

IV. Categories of Employment

The employment practices and benefits described herein apply to all employees hired by the Edmond Town Hall Operations Manager and Board of Managers. Both salaried and hourly employees are included.

FULL-TIME EMPLOYEE: An employee who successfully completes a six (6) month probationary period, and who works in a position scheduled for thirty-two (32) or more hours per week, shall be considered a full-time employee.

PART-TIME EMPLOYEE: An employee who works in a position scheduled for less than thirty-two (32) hours weekly, shall be considered a part-time employee.

PROVISIONAL EMPLOYEE: An employee the Operations Manager may hire for no designated duration in an emergency due to unforeseen circumstances.

V. Payment Periods and Time Sheets

At time of hire, an employee is required to complete a W-4 form. Should an employee change his/her address or dependents, a new form must be completed and submitted to the Operations Manager. On initial date of hire, an employee will be designated by the Operations Manager as a full-time employee, part-time employee, or provisional employee. This designated category of employment may be changed only by a written authorization from the Operations Manager, which will be maintained in the employee's personnel file.

The Board of Managers is responsible for setting all salaries and wage rates. Department time sheets are submitted to the Operations Manager, who then submits them to the appropriate department/organization for processing and distribution of bi-weekly payments to employees. Each employee must verify weekly payroll information on forms provided by the Operations Manager, which are then signed by the Operations Manager.

VI. Attendance and Punctuality

To maintain a safe and productive work environment, the Edmond Town Hall expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place an unacceptable burden on other employees and the Edmond Town Hall operations. **Regular attendance is an essential function of each employee's job.** In instances when employees cannot avoid being late to work or unable to work as scheduled, they must notify the Operations Manager as soon as possible in advance of the anticipated tardiness or absence. It is expected that you alert the Operations Manager of any scheduled conflicts/appointments and absences a minimum of 2 weeks in advance. Excessive employee absences and tardiness are disruptive and will not be tolerated. Either may lead to disciplinary action up to and including termination of employment.

VII. Theft and Use of Building Property and Space

While Edmond Town Hall is a public building, the space, furniture, tools, and all other property within it, must remain in the building and is for the sole use of the organization in carrying out its work.

All property in the building, whether fixtures, tools, tenant property, unused items, and even items identified for disposal, belongs to the building and is under the oversight of the Board of Managers. Similarly, building space cannot be used to store personal supplies or other personal property that are not required for or related to the work of the building or its tenants. Edmond Town Hall has no responsibility for the safety and/protection of any such personal items that are brought into the workplace by employees. An employee's failure to abide by these restrictions may be reason for disciplinary action, up to and including termination of employment.

All employees must obtain permission before they remove any property from the building. Removing building and or tenant property, including those items that have been identified for disposal, without previous approval from the Operations Manager, or his/her designee, constitutes theft and is subject to corrective action, up to termination of employment.

VIII. Overtime

Professional and managerial employees are not entitled to overtime pay.

IX. Conflict Resolution

If a corrective, disciplinary or other managerial action is challenged, a meeting is set up with the Operations Manager, Chair of the Board of Managers, and employee. Absent agreement regarding the resolution of the dispute, the decision of the Chair will control.

X. Insubordination

As an employee of Edmond Town Hall, you are expected to carry out directions or guidelines from your Manager in a timely and respectful manner.

Unwillingness, whether through verbal refusals or through delays or other tactics, is considered insubordination and is subject to disciplinary action, up to and including termination of employment.

XI. Harassment

Edmond Town Hall strives to provide a productive work environment for all employees. As such, harassing behavior, including actions or language, is forbidden. This includes, but is not limited to, inappropriate language, touching, or other behavior that makes the recipient uncomfortable.

All employees are required to be knowledgeable of and comply with the Edmond Town Hall Board of Managers' Harassment Policy (see addendum) Employee questions regarding such policy should be directed to the Operations Manager.

A. Your Responsibility as an Employee

As an employee, you have the right to inform another employee, including your manager, if his/her behavior, language, or actions toward you make you uncomfortable. You are encouraged to let the offending employee know this and ask that this behavior stop.

If the offending behavior is coming from your supervisor, tenants in the building, or, if you are uncomfortable bringing this issue up with your supervisor, you are encouraged to contact the Chair of the Board of Managers to discuss your harassment complaint. Harassment complaints are the only time you can bypass the normal conflict resolution process.

B. Your Responsibility as an Observer

If you see that a co-worker is being subjected to what you believe is offensive behavior or language, or, if a co-worker confides in you that this behavior is taking place, you have an obligation to inform your supervisor so that the issue can be addressed in a timely manner.

It is the goal of Edmond Town Hall management to make the work environment free of harassment so that employees can be as comfortable and productive as possible. You are part of the equation in helping this happen.

XII. Salary and Wage Administration

Compensation is determined by the Board of Managers based on input from the Operations Manager. The Operations Manager will be responsible for the annual evaluation of all employees. The personnel sub-committee of the Board of Managers will review such evaluations and, when deemed necessary, meet with employees. The Board of Managers will set all salary and wage rates.

XIII. Access to Personnel Files

The Edmond Town Hall maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, training records, documentation of evaluations and salary/wage changes, and other employment records. Personnel files are the property of the Edmond Town Hall and access to the information they contain is restricted. Generally the Operations Manager and those who have a legitimate reason to review information in a file are allowed to do so. Employees may review their own file at the Edmond Town Hall business offices by making an appointment with the Operations Manager. Copies of an employee's file or portion thereof will be provided to the employee at the cost allowed by law. The Edmond Town Hall adheres to the Connecticut Freedom of Information Act and its established Regulations.

XIV. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Operations Manager of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of any emergency, educational accomplishments and other such status reports should be accurate and current at all times.

XV. Medical Benefits and Life Insurance

The Board of Managers shall provide each full-time employee and his/her eligible enrolled dependents with access to those items set forth in the Schedule of Benefits listed in the Certificate of Coverage, provided, however, each employee shall pay a percentage, as determined by the Board of Managers, of the monthly premium (COBRA rated) fee pretax contribution (Section 125) for the insurance. Said payment shall be made by payroll deduction from each paycheck. Please refer to the plan documents for benefit levels, **which are subject to change or elimination, with or without prior notice, as determined by the Board of Managers.**

XVI. Benefit Continuation (COBRA)

Employees and their participating dependents will be provided with post-employment health insurance coverage continuation in accordance with applicable then-existing state and/or federal law.

XVII. Leaves – Paid and Unpaid

A. Vacations

1. Employees may take any accrued vacation after one year of continuous service. During the first year of employment, and after their probation period, employees hired after January 1 may be advanced five (5) days of their allotted 10 vacation days.
2. Employees will accrue vacation as per schedules determined from time-to-time by the Board of Managers.
3. An employee may carry over a maximum of five (5) days of vacation leave into the next fiscal year, upon written application to and approval of the Operations Manager or his/her designee. Payment in lieu of vacation shall not be permitted. Requests for carryover must be submitted to the Operations Manager or designee no later than April 1st of the preceding year.
4. Part-time employees do not receive vacation time.
5. Vacation time must be logged and taken in half-day increments.
6. Vacation requests must be submitted to the Operations Manager by the employee, in writing, two months prior to the desired time off. It is at the discretion of the Operations Manager to grant vacation requests, based on business needs and other limitations.

B. Holidays

The following shall be observed as paid holidays:

| | |
|------------------------|----------------|
| 1/2 Day New Year's Eve | New Year's Day |
| Easter | Memorial Day |
| July 4 th | Labor Day |
| Thanksgiving Day | Christmas |

Depending on when the holiday falls, it is the sole discretion of the Operations Manager to choose an alternative day.

C. Personal Days

Up to three (3) personal days, which have been approved in advance by the Operations Manager, or his/her designee, may be taken in each fiscal year for only emergencies and other extremely important personal situations, which cannot be reasonably anticipated, and for obligations which cannot be taken care of during non-working hours. The employee shall request of the Operations Manager, or his/her designee, in advance, with as much notice as possible, the use of personal time. The Operations Manager, or designee, may provide post-use approval of personal leave in cases of emergency. Unused personal leave may not be carried over, accumulated or paid out. Personal time may be logged in one hour increments.

D. Sick Leave

1. Sick leave shall mean any absence from a regularly scheduled shift for non-job-related illness or injury.
2. For employees with more than six (6) months of continuous service, sick leave of up to ten (10) days of absence from work may be paid in any fiscal year. The sick leave time will not accumulate from year to year.
3. Employees with less than six (6) months of continuous service who have completed their probationary period may receive up to two (2) days of sick leave for use in the first six (6) months of employment.
4. Part-time employees receive no sick leave.
5. Sick leave may be logged in half-day increments.

6. The Operations Manager may require medical documentation for the use of sick leave exceeding 3 consecutive workdays or in any case where abuse is suspected.

E. Unpaid Leaves of Absence

Written requests for leaves of absence without pay may be approved at the sole discretion of the Operations Manager. The Operations Manager will adhere to all applicable state and/or federal laws in responding to such requests.

Employees will be required to use their available personal time, sick and/or vacation time before applying for a leave of absence without pay.

F. Jury Duty

Any employee called for jury duty shall receive the necessary leave to fulfill this legal obligation and his/her leave shall not be charged to any other leave or vacation. The employee shall receive his/her regularly scheduled base daily salary or wage, as applicable, less the fee paid for jury duty, if any there be. Employees shall be required to submit documentation to the Operations Manager verifying their service and any payments received therefore.

G. Bereavement Leave

An employee may be granted up to three (3) consecutive Bereavement Leave days (including weekend/holidays) for death in the immediate family. Regularly scheduled workdays during such leave shall be with pay. "Immediate family" means parents, spouse, child, brothers and sisters, grandchild, step-child, parents-in-law, brothers and sisters-in-law, son or daughter-in-law, aunt, uncle, grandparent, and any other relative living in the domicile of the employee.

H. Military Leave

Employees shall be granted leave to comply with ordered service in the National Guard or other reserve unit of the United States Armed Forces and this leave shall not be charged to any other leave or vacation time. Further, such employees shall receive the difference between their normal base weekly salary or wages and their service pay.

XVIII Tuition Reimbursement

With prior written approval of the Operations Manager, an employee may be reimbursed up to Eight Hundred Dollars (\$800) per year for any continuing education course applicable to the employee's assignment at Edmond Town Hall completed with a grade of "B" or better. Approval is at the sole discretion of the Operations Manager and Board of Managers.

XIX. EMPLOYEE ACKNOWLEDGEMENT

I have received a copy of this Employee Handbook of the Edmond Town Hall Board of Managers. I have read it, understand it and have been given the opportunity to ask questions regarding its contents. I understand the handbook is not a contract of employment, express or implied, or a promise or guarantee of any terms and conditions of employment for any specific duration, between the Board of Managers and myself and that I should not view it as such.

I understand that my employment with the Edmond Town Hall is in an "at will" status and may be terminated at any time, with or without cause, by either the Operations Manager, Board of Managers, or me and that this understanding cannot be modified except in a written agreement between the Operations Manager, Board of Managers, and me.

Employee

Operations Manager

Date

Date

Board of Manager

Board of Manager

Date

Date



Unlawful & Sexual Harassment Policy

The Edmond Town Hall Board of Managers is committed to maintaining a work environment free from unlawful harassment. Accordingly, the Edmond Town Hall Board of Managers expressly prohibits any form of harassment of employees and applicants on the basis of race, color, religion, age, sex, sexual orientation, pregnancy, marital status, disability, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, status of a Vietnam-era or special disabled veteran, and any other status protected by federal, state or local law.

Unlawful harassment can occur in many ways, such as unwelcome and offensive comments, jokes or innuendo based on an individual's sex, race or other protected status, intimidating, hostile, or demeaning conduct or any visual, verbal or physical actions which may be construed as showing disrespect for others. No matter what form it takes, harassment is unlawful; it is wrong and will not be tolerated. Any employee who engages in such conduct will be subject to disciplinary action up to and including termination of employment.

Additionally, it is the policy of the Edmond Town Hall Board of Managers that all of its employees should be able to enjoy work environments free of sex discrimination, sexual harassment and an offensive workplace. The Edmond Town Hall Board of Managers does not and will not permit or condone sexual harassment. Sexual harassment is a type of sex discrimination. It is prohibited by Title VII of the Civil Rights Act, as amended, and by Conn. Gen. Statute 46a-60 (a)(8) as a Discriminatory Employment Practice.

Sexual harassment is defined as "any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment."

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment also includes the display or circulation of written materials or pictures degrading to gender.

Any sexual harassment of employees by other employees is strictly forbidden and will not be tolerated, regardless of the working or personal relationship between the parties. Information regarding sexual harassment should be filed in accordance with the attached complaint procedure (next page).

Date

Chairman

COMPLAINT PROCEDURES

Any employee who is subjected to any form of discrimination or who experiences or suffers harassment contrary to the Edmond Town Hall's policies should immediately report the offending conduct, in confidence, to the Operations Manager. If the employee believes that he or she cannot for some reason report the conduct at issue to the Operations Manager (for example, because either the Operations Manager is involved in the conduct, or because the employee is otherwise uncomfortable reporting the conduct to him or her), the employee should report the conduct to the Chairman of the Board of Managers or the Human Resources Administrator. The Operations Manager shall immediately report the complaint to the Human Resources Administrator and to the Chairman of the Board of Managers.

Promptly following the employee's report as described above, a designee of the Board of Managers will investigate the employee's complaint. In the course of the investigation of the complaint, the Board will take such action as it considers appropriate to maintain the confidentiality of the investigation, but such confidentiality is neither assured nor guaranteed.

Upon the conclusion of the Board's investigation, the Board will take such corrective action as it deems warranted under the circumstances. If the Board determines that an employee has engaged in conduct which constitutes discrimination or harassment in violation of the Board's policies, or behavior which the Board otherwise considers to be inappropriate, the employee will be subject to disciplinary action up to and including termination of employment.

The Board will make the best efforts to keep the employee apprised of the investigation to the extent possible under the circumstances.

The Board prohibits any form of retaliation against an employee for filing a bona fide complaint of discrimination or harassment under the Board of Manager's policies, or for assisting or participating in the investigation of any such complaint without approval. However, if the Board determines that an employee has intentionally made a false complaint of discrimination or harassment or intentionally provided false information in the course of the Board's investigation of such a complaint, the employee who made the false complaint or provided the false information will be subject to disciplinary action up to and including termination of employment.

Date

Employee Signature