

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, June 14, 2016

Mary Hawley Room, Edmond Town Hall

45 Main Street, Newtown, CT

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

**Present:** Margot Hall, Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Mary Fellows (6:48pm)

**Absent:** Jim Juliano

**Also Present:** Sheila Torres, Tom Mahoney, Tom Catalina and 3 members of the public

**Public Participation** – Patricia McArdle from the Enrichment Club presented a calendar of the fall. She asked how the dates get approved and when. She needs lead time as to when the show times will be. There are days they are flexible if the space can be rented for full price but there are also times they need the space. They are willing to work with the Board. Margot Hall explained that a few members will work on this issue and it will be taken up at the next meeting.

Helen Brickfield from the Chamber of Commerce who is a tenant in the building, invited Edmond Town Hall to be part of the Chamber at no cost to the Board. This way she can promote things going on in the building. She also asked if there is ever space in the front of the building they would like that, it would give it more of a branding for the Chamber and they would be willing to share space.

Tricia Farrin owns Jantris Marketing and also part of the Chamber of Commerce and was there to discuss Destination Newtown which is heading into their 14<sup>th</sup> year. They are interested in renting the entire building for the entire day. There will be an expo in the gym, taste of Newtown in the Alexandria room, games in the theater and historical tours of the building. They would also like to have two canvases outside where people can come to draw and write meaningful about Newtown. The canvases would be hung in Edmond Town Hall.

**Report from Theater Coordinator** – Tom Mahoney reported that it wasn't a great month but May tends to be that way. There were a few recitals; Graceful Plant, Star Dust Review, Newtown Ballot, and there is one coming up, The Lisa Mennille Dance Academy. Middle Gate school had their movie, the kids had a good time and it was a good event. Summer films look like they will do well. There are a lot of G movies out there.

**Report from Public Building and Site Commission** – Tom Catalina from the Building and Site Commission reported that yesterday they did the final air test for abatement. If the air test is successful, the plastic will come down and the boiler crew will start. Mr. Catalina explained that the dust in the gym was not asbestos, it was household and road dust. The abatement company cleaned up the gym and it wasn't their issue. They are on time and they are under budget.

**Approval of the Minutes** – Marie Smith moved to accept the meeting minutes of the 5/10/16, 5/13/16, 5/18/16 and 6/3/16 meetings. Jennifer Chaudhary seconded, motion unanimously approved.

**Correspondence** – Sheila reported that the Edmond Town Hall Board of Managers sent a thank you note to a anonymous donor.

**EXECUTIVE SESSION** – Margot Hall moved to go into executive session at 7:26pm and invited Patrick Downey. Marie Smith seconded, motion unanimously approved. Executive session ended at 7:45pm.

Margot Hall moved to engage Patrick Downey as a summer intern to work in the theater supporting productions and video marketing. This will be a 25 hour per week position. Anna Weidemann seconded, motion unanimously approved.

**Report from Chairman** – Margot Hall reported that the major concern is keeping track of the construction. The do not enter sign on the north side of the driveway has been replaced.

**Report from Operations Manager** – Sheila Torres presented her report (Attachment A).

**Approval of monthly bills** – Margot Hall moved to approved \$34,493.57 bills for the building and \$5,567.17 for the theater for a total of \$40,060.74. Jennifer Chaudhary seconded, motion unanimously approved.

## **OLD BUSINESS**

*Report re Status of Fire House repurposing* – Mary Fellows reported that she presented the idea of repurposing the fire house to the Arts Council. The next phase is to give them a retainer to do a detailed cost analysis. The preliminary write ups were done for free and they can't ask them to do more without paying them. The Arts Council is very frugal with their funds. Edmond Town Hall's involvement will be that they share the same parking lot, same garbage but it needs to be a separate entity. It was also suggested that with all the other groups, maybe there needs to be an art consortium that gives them a location, it could be an art hub. The Art Council is meeting Thursday and hopefully they will make a decision if they will post the retainer.

*Concession-liquor license proposal* – For the umbrella policy they would have a rider on the policy for beer and wine. She will talk to the Town and find out how they want to go about it. Because it will take a while Mary Fellows will put the paper work together when they are ready, the permit will be issued.

## **NEW BUSINESS**

*Approval of purchase of laptop computer* – Margot Hall moved to authorize up to \$1,500 for a lap top computer. Marie Smith seconded, motion unanimously approved.

*Presentation on "promoter on alternative music on theater state". Resume and proposed plan* – Mary Fellows explained that they are looking for promoters that would like to do shows at Edmond Town Hall. Keith Mauler from Premier would have a separate fee that is attached to the ticket for Edmond Town Hall. Fernando said that he can bring a few low impact acts and there is a good draw for that. He would also like to do to food paring before a show. The wine and beer concessions would be Edmond Town Halls and the balcony can have table service like a VIP area.

**Comments from Board members** – Sheila Torres explained that there is a grant available to bring arts programming to the building. The maximum amount of the grant is \$5000 and there is a 20% in-kind match which could be the rental fees. She asked the Board if they were interested in applying for it or if the Board

wants to partner with a local artist that teaches. They can also approach the Arts Commission to partner with them. The advantage of partnering them is to forge relationships. It was suggested to partner with Ginger Hanrahan who is current a tenant and Edmond Town Hall Board of Managers would be administrators and she would do the teaching.

Jennifer Chaudhary moved to add consideration to apply for the grant for the grant program on the agenda. Anna Wiedemann seconded, motion unanimously approved.

Jennifer Chaudhary moved to apply for the grant and explore partners starting with Ginger Hanrahan. Marie Smith seconded, motion unanimously approved.

Jennifer Chaudhary articulated that Destination Newtown is a great idea and adds to the vision they have been working on and opens opportunity. Sheila Torres will look into what the revenue is for a Wednesday. Anyone that is a tenant of the building would get a table for free.

Sheila Torres expressed concern about needing marketing materials and sell sheets.

Having no further business meeting was adjourned at 9:11pm

Respectfully submitted,  
Arlene Miles, Clerk

# Attachment A

## ETH MANAGER'S REPORT – June 14, 2016 – Sheila Torres

### Decisions Needed

- Decisions regarding summer intern, substitute staff member, etc.
- Received quote for theater support a couple of hours ago. Need decision before July 1, when it expires.
- Would like get window washing quotes. The windows have not been washed in two years.

### Highlights

- Theater rentals for performances are up this season and the experience has been positive for us.
- A high school student (Nicole) has been referred by Anna Weidemann after helping the VNA shop. She will be starting the filing project next week. She needs to complete 26 hours of community service.

### Work Completed - Maintenance/Repairs/Ongoing

- McKinney replaced the part that needed to be replaced for the theater AC unit.
- The elevator alarm button has been repaired.
- The alarm signaling system has been repaired. A wire had shorted out over the elevator causing all the daily trouble signals.