

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, February 14, 2017
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 6:40pm

Present: Margot Hall, Marie Smith, Jennifer Chaudhary, Mary Fellows, Anna Wiedemann

Also Present: Sheila Torres, Tom Mahoney, Andy Clure, Wes Thompson, and 3 members of the public

Public Participation – Jennifer Guman, Main Street – She expressed interest in the building and activities in the building. When she saw there was a position on the board, it initiated contact with Margot Hall. She has worked with Hayden Bates and they have been helping him build up the concert series. She has had a booth at the Newtown Arts Festival promoting Edmond Town Hall and the concert series. She currently is employed by a marketing company in Stamford and would like the opportunity to help.

Grant Ossendryver has a music school and would like to have a spot in the building and support Edmond Town Hall. He is ready to go as of March 1st. Margot Hall explained that they are working with the Borough Zoning regarding renting and does not know when this will be complete but then they will be contact him.

Recognition of service by James T. Juliano – Margot Hall acknowledged that Jim Juliano, past Chairman of the Edmond town Hall Board of Managers, has resigned from the Board.

Edmond Town Hall and the Town of Newtown are the beneficiaries of his vast experience and knowledge of structural and mechanical aspects of the build trade. The board members thank him for his devotion to the well being of Edmond Town Hall. He was welcomed to the board in 2005. All members echoed Margot Hall's statement.

Action to fill the seat on the Edmond Town Hall Board of Managers vacated By the resignation James Juliano – The Democratic Town Committee suggested James Shpunt to the open seat on the board.

Mr. Shpunt has been in town his entire life and has been a member of the Sandy Hook Volunteer Fire and Rescue for 50 years. He has also served on various local boards. He had been employed by the state and worked at FFH in maintenance for 30 years.

Anna Wiedemann moved to approve James Shpunt Sr. as a new member of the Board of Managers To fill James Juliano's term which expires this year. Mary Fellows seconded motion unanimously approved.

Report from Theater Coordinator – The Troll movie did exceptionally well. Winter break is coming up this weekend and they will be playing Walt Disney's Moana and they are going to have the sing along version. Moonstruck is coming up on Thursday the 16th. Bad Mom did very well

Approval of Minutes – Marie Smith moved to approve the minutes of the regular meeting on January 10, 2017, special and sub-committee meetings of January 18, January 19, January 20, January 31, February 3, February 7, 2017. Jennifer Chaudhary seconded motion unanimously approved.

Report from Sub-Committees – The handbook has a few items missing and they are waiting to hear from the Town's Human Resources. The Bi-laws are ready to review by council. The business plan is almost ready and a special meeting will be held on Friday, February 17, 2017 at 1pm to finalize it. Job Descriptions are being worked on.

Correspondence – Sheila Torres reported that they received a letter from YELP recognizing them for their good rating.

Report from Chairman – The budget is at the Board of Finance on Thursday. At the Selectman's meeting they are going to discuss the change of the regulations that govern the building. A few members went to the Borough Zoning meeting to discuss renting space in the building. Their wish is to rent some of the spaces at a competitive rate.

Report from Operations Manager – Sheila Torres reviewed her report (Attachment A). She also received quotes for material and labor for the door closers and would like to get that repaired before recital season. The Fire Marshal came and inspected the building and gave them a small list of items that need to be addressed.

Approval of monthly bills – Margot Hall moved to approve the bills for the month of January, building \$37,041.52 and theater \$13,425.66 for a total of \$50,467.18. Jennifer Chaudhary seconded motion unanimously approved.

OLD BUSINESS

Setting calendar for completion and rollout of vision/business plan, ETH by-laws, Employee Handbook – Margot Hall moved to have a special meeting on Friday, February 17, 2017 at 1pm. Anna Wiedemann seconded, motion unanimously approved.

NEW BUSINESS

Replacement of carousel/laser projector equipment– The Carousel system that was put in but it was not performing the way it was supposed to. A heavy duty player is on loan and they have the old one as back up. Because of the cost of the heavy duty player and that advertising revenues are flat, it was decided to continue to barrow it as long as possible.

There is also a quote for a laser projector for a total of \$8825 which includes a give back to Panasonic to advertise on the screen. It is good technology. Sheila Torres will investigate if there is a payment plan. Anna Wiedemann moved to purchase the Panasonic Laster per quote dated 2/14/17 for a total of \$8,825.00. Mary Fellows seconded, motion unanimously approved.

Community Survey and Telethon – Mary Fellows articulated that one of the things that is the pipe line is selling the rest of the balcony seats. She will contact the school community service at the High School, as well as the Lions Club and the Rotary Club to get the work out.

She then discussed doing a survey to find out how people use the building, how far they travel to get there and what they would like to see in the building. There will be about 10 questions which Jennifer Chaudhary will assist Mary Fellows with.

Comments from Board members – Anna Wiedemann reported that the VNA starting Thursday will begin moving the loan closet.

Having no further business meeting was adjourned at 8:54pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

ETH MANAGER'S REPORT – February 10, 2017 – Sheila Torres

Highlights

- Very busy and successful events during the past month: Mom's Night Out, Comedy Night, and recently the Free Movie. We are packing the space in the evenings for these events and maintenance needs are increasing during these our busiest periods.
- Met with A. Wiedemann and M. Smith and completed as much of the Employee Handbook as we could. We still need to add policies around: social media/public relations; personal property on the job; removal of property from site.
- Met with A. Wiedemann and Jennifer Chaudhary to review organization needs, structure. I just completed the assignment to gather the information she needed and I believe our committee will need to spend additional time related to resource deployment.
- Met with Board of Selectmen regarding budget. They are recommending a 17/18 contribution to ETH budget of \$95,000 from \$75,000 last year. Based on the recommendation, I have revised the submitted budget to align with resources available.
- Due to budget constraints, I have carved key items out of the 17/18 budget, and have included them in the CIP requests for FY21/22. I have redone the budget with the new numbers and will send you a copy by email or the revised version.
- Selectman has asked me to appear on Thursday, Feb 16 at 7 pm to represent Edmond Town Hall at the public hearing for the budget.
- Comedy event took place Jan 21 and was very successful. Received call from a Bethel group who wants to do similar event.

Consideration/Decisions

- Quotes from **MCR Construction** for **replacement of door closers in the dressing rooms and wing space of the theater**. The closers are original and sometimes work and other times do not. Would like to complete this work before the recital season is upon us in May and June.
- Quotes from **DNR** for consideration of **laser projector** to be used for ads and DVDs in the theater. This will help lengthen the life of the NEC projector by preserving it only for movies.
- Quotes from **DNR** for **microphones for the theater**. I had requested these quotes last year because I wanted to have additional microphones available for our theater. We have only one that is dependent on a regular battery.
- Phone lines for Charter. I will ask them to come and put their wiring in so that we can use their service instead of Frontier. There is a special going on and the line they are putting in is coaxial/fiber hybrid. It allows them to go to fiber later. They do not use the existing copper wire. The current special means that we can get the install done for very little money as opposed to about \$5000 which would be the normal cost of the install.

In Progress

- Panic buttons are being installed in the concession stand and in my office to help staff get help in the event of an unsafe situation.
- We have not yet completed the attic fan work. Will continue to work on that during this coming month.
- Will begin to obtain quotes for the painting of the gymnasium walls above the glazed brick. This work must be done by an outside firm due to the height of the walls.

Work Completed - Maintenance/Repairs/Ongoing

- Joe painted the gym bathroom hallway, which was extremely dirty after the boiler install. He will be finishing up doors and trim.
- Glenn has repaired the radiator valves in the gym by taking missing parts from other units. The gym is no longer unbearably hot. We are hoping that these stopgap repairs will last until we can afford to fix the problem permanently with funds from the CIP.



Audio Video Data Voice Integration

76 Westbury Park Road Suite 100E Watertown, CT 06795 (203) 263-0003 (860) 417-3847 info@dnrprod.com

Project Estimate

Date Prepared 2/14/2017

*Estimate is Valid for 30 Days from the above date

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

Contact Name: Sheila Torres
Contact Phone: 203.270.4285
Contact Email: manager@edmondtownhall.org

Project Location:

Project Description:	Laser Projector Upgrade Laser Projector For Ad's and Live Presentation Video sources - DVD, Cable and Laptop NO Labor cost to install - covered under service contract
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Time Frame TBD

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

Materials

Description	Quantity	Price	Total	Manufacturer Warranty (if applicable)
EIKI Panasonic EK-810u 8500 Lumen 20,000 Hour Laser 1080p 2k HD	1	\$8,450.00	\$8,450.00	
EIKI Long Throw Lens for Booth to Screen AH16 Model	1	\$2,250.00	\$2,250.00	
Custom Metal Stand installed to Floor to Hold Projector to Window	1	\$425.00	\$425.00	
DNR Ad Donation Towards Projector (CO-OP with EIKI)	1	-\$2,300.00	-\$2,300.00	

Total Material Cost	\$8,825.00
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Installation and Programming (iPad to sound system)

Number of Days 0

Number of Technicians 0

Total Installation Cost	\$0.00
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Programming

Number of Days 0

Number of Technicians 0

Total Programming Cost	\$0.00
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Project Subtotal	\$8,825.00
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CT Sales Tax (if Applicable)	\$0.00
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Project Total	\$8,825.00
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Contact Name: Sheila Torres
Contact Phone: 203.270.4285
Contact Email: manager@edmondtownhall.org

Project Location:

Carousel Onsite System	
Project Description:	Carousel Onsite with 2,000 Hours of Video Storage Back Up Carousel Player with 2,000 Hours of video storage Installed and Licensed for lifetime use - will connect and supply to primary player

Time Frame TBD

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

Materials

Description	Quantity	Price	Total	Manufacturer Warranty (if applicable)
TRMS Carousel CG330 HD Video Player - Heavy Duty	1	\$1,000.00	\$1,000.00	
TRMS Carousel Onsite Life-time license for 2 Players - Licensed for Unlimited Videos, Users, and 2 players , unlimited channels	1	\$1,560.00	\$1,560.00	

Total Material Cost	\$2,560.00
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Installation and Programming (iPad to sound system)

Number of Days 0

Number of Technicians 0

Total Installation Cost	\$0.00
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Programming

Number of Days 0

Number of Technicians 0

Total Programming Cost	\$0.00
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Project Subtotal	\$2,560.00
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CT Sales Tax (if Applicable)	\$0.00
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Project Total	\$2,560.00
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BUILDING THE FUTURE - TOGETHER



Danbury
Kamco Supply Corp of NE
14 Industrial Plaza Road
Danbury, CT 06810
203-791-2400
Fax: 203-791-2009



QUOTE

1702-295551

PAGE 1 OF 1

SOLD TO
MANKA, MIKE 25 DODINGTON ROAD NEWTOWN CT 06470

JOB ADDRESS
MANKA, MIKE 25 DODINGTON ROAD NEWTOWN CT 06470 203-426-3087

ACCOUNT	JOB
09133	0
CREATED ON	02/08/2017
EXPIRES ON	03/10/2017
BRANCH	DA
CUSTOMER PO#	
STATION	DA2
CASHIER	DA2
SALESPERSON	DACV
ORDER ENTRY	DA2
MODIFIED BY	

You need to buy for tax except I can not

Item	Description	D	Quantity	U/M	Price	Per	Amount
SO367434-000	5200 MLT ADJ 1-6 ALM HO <i>NO RETURNS - 1 week</i>		<i>8</i>	EA	115.0000	EA	1150.00
HAG5200ALUM	+Special Order/Non-Stock Material HAGER ADJ. ALUM DOOR CLOSER HAGER		<i>2</i>	EA	85.0000	EA	850.00
RANDY@DA	***Was pleased to help you***		1	NOTE		NOTE	
<p><i>Door knobs are \$25.00 each</i></p> <hr/> <p><i>Labor</i> <i>2 knobs \$240.00</i> <i>10 closer 200.00</i> <hr/> <i>1440.00 not to exceed</i> <i>\$60.00 per hour</i> <i>NO Materials / SEE Back</i></p>							
+No refund or credit for non-stock material.					Subtotal		2,000.00
					CT-TAX 6.35%	Sales Tax	127.00
						Total	2,127.00

Buyer:

Signature

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Item	Description	D	Quantity	U/M	Price	Per	Amount
SO367434-000	5200 MLT ADJ 1-6 ALM HO <i>NO RETORNS - 1 week</i>		10	EA	115.0000	EA	1150.00
HAG5200ALUM	+Special Order/Non-Stock Material HAGER ADJ. ALUM DOOR CLOSER HAGER		10	EA	85.0000	EA	850.00
RANDY@DA	***Was pleased to help you***		1	NOTE		NOTE	
<i>Door knobs are \$25.00 each</i>							
+No refund or credit for non-stock material.				CT-TAX 6.35%	Subtotal		2,000.00
					Sales Tax		127.00
					Total		2,127.00

Buyer:

Signature