

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, May 9, 2017
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, Jim Shpunt

Also Present: Tom Mahoney, Neil Chaudhary, two member of the public and one member of the press

Public Participation – Linda Dale Mulholland from the Bridge Club asked if they can use the kitchen rent free on June 21. They are hosting a fund raiser for the The Longest Day for Alzheimers.

Report from Theater Coordinator – Tom Mahoney reviewed his report that was previously distributed to board members. Upcoming films will be Beauty and the Beast, Boss Baby and The Shack.

Approval of the Minutes – Mary Smith moved to approve the minutes from the 4/18/17 meeting. Anna Wiedemann seconded, motion unanimously approved.

Report from Sub-Committees - None

Correspondence – Margot Hall reported that Sheila Torres sent out a CIP request to the First Selectman. It was a letter of transmittal with the motion that was made at the last meeting along with a quote for the work to be done.

Report from Chairman – Margot Hall reported that tomorrow night is a borough zoning commission meeting. There are supporters out there and encouraged other board members to attend.

Recognition of service by Board Member Mary Fellows – Mary Fellows has resigned as of April 24, 2017. Margot Hall provided a statement of recognition from the board (Attachment A).

Report from Operations Manager – Margot Hall passed out the Operations Managers report in Sheila Torres absence (Attachment B)

Approval of monthly bills – Margot Hall moved to approve invoices in the amount of \$33,890.06 for the building and \$11,055.41 for the theater for a total of \$44,945.47. Jennifer Chaudhary seconded, motion unanimously approved.

OLD BUSINESS

Community Survey and Telethon – Neil Chaudhary reviewed how the on-line survey will work and reviewed the questions. It is estimated to take approximately 12 minutes to complete. Mr. Chaudhary also suggested having cards made up so people will have the information to take the survey at a later time.

NEW BUSINESS

Quote for aprons for staff – Sheila Torres had expressed interest in putting the floor staff in aprons with the town logo along with a name tag. It is estimated that they will need 10 to 12. The cost is minimal and it will bring a nice atmosphere. Anna Wiedemann moved to authorize Sheila Torres to purchase the aprons with the logos for \$10.40 each plus a onetime digitations fee of \$55. Jim Shpunt seconded, motion unanimously approved.

ETH Participation in Duck Race – Jennifer Chaudhary moved to participate in the Duck Race on May 27, Anna Wiedemann seconded, motion unanimously approve.

Comments from Board members – Margot Hall distributed draft Hand books and Strategic plan to board members for their review.

Having no further business meeting was adjourned at 7:26pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

Mary Fellows became a member of the Edmond Town Hall Board of Managers in 2008.

The members of this Board extend our heartfelt thanks and appreciation to Mary for her many contributions to betterment of Edmond Town Hall.

Thanks to her expertise and resources the Theater, Alexander Room, Dressing Rooms and other spaces were transformed into show places.

Her knowledge and experience with screen and projection equipment served us well during the transition from the reel to digital projection equipment.

She applied her knowledge of marketing to benefit and enhance the operation of Edmond Town Hall.

The devotion and energy with which she approached each task is legendary.

Attachment B

ETH MANAGER'S REPORT – May 9, 2017 – Sheila Torres

Highlights

- DNR has cut us over to Carousel, but we have not yet begun to use it.
- Andy Clure, his daughter, Azra and Glenn were very at the during Treehouse Comedy.
- Challenges with calendar improvements continue. I am starting to figure out ways to change my work to fit the changes. It continues to be time consuming but only time will help improve this issue.
- I completed the TIPS training, which took the full 4 hours as predicted.
- Laser projector has been working well. It was very helpful when I had the meeting in the theater one morning during this month.
- Our new microphones have been delivered and they work very well. The charging base will arrive in June.
- I received letter from Charter confirming that power outage won't affect phone service as long as we have the generator. Will revisit this at June meeting.

In Progress

- Frank from Precision Alarms will be conducting a test on our fire systems on Monday, May 8. We had a fire alarm recently due to a faulty unit in Ginny dressing room, which has been replaced.
- Jane Didona will hopefully be able to meet on June 29 with Town leaders. It's the only time the Boards and Pat can make themselves available. We plan to use the theater. Waiting for confirmation from Jane DiDona on date.
- We have not yet completed the attic fan work. The electrician was here on 4/18 to follow up on work recommended by the fire marshall. He plans to return on 4/27 and we will have a better sense of the price for the attic.
- Have not had the opportunity to obtain quotes for the painting of the gymnasium walls. Will work on this ASAP, the walls are very dirty.

Work Completed - Maintenance/Repairs/Ongoing

- Planting of flowers in beds and major clean-up in back lot was completed thanks to Walnut Hill Youth Group. They were fantastic.
- Completed all electrical work required as result of Fire Marshall inspection in January.
- Created a 'closet' in 1st floor elevator lobby using canvas screen. Will allow us to keep a bucket and other frequently used and necessary tools nearby without creating an eyesore.