

**Edmond Town Hall Board of Managers
Special Meeting
Tuesday, August 15, 2017 - 6:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut**

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

Present: Marie Smith, Jennifer Chaudhary, Anna Wiedemann, Jennifer Guman, Margot Hall.

Absent: Jim Shpunt.

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney.

Public Participation – None.

Report from Theater Coordinator – Mr. Mahoney said that this week there are two films, Kedi and The Shack. Upcoming show will be Cars 3. He is trying to get one of the bigger films before school starts.

Approval of Minutes - Ms. Smith moved to approve the minutes of the July 11, 2017 special meeting. Second by Ms. Chaudhary. All in favor and unanimously approved.

Report of Sub-Committees – Ms. Chaudhary reported on the survey, up to 585, she asked for thoughts on when to stop the survey. Ms. Hall referred to cards distributed at the Labor Day parade, Ms. Wiedemann offered to distribute cards, Ms. Smith will be at the tent. Ms. Smith suggested after the Labor Day parade distribution, giving time for completing the survey, maybe in November. Ms. Chaudhary said that someone asked about concern of taking the survey more than once, Ms. Torres responded that the survey recognizes the IP address.

Ms. Wiedemann said there were not a lot of changes to the handbook.

Correspondence – Ms. Hall said if board members have the opportunity, to look at an employee file in Ms. Torres' office.

Report from Chairman – Ms. Hall referred to a Borough Zoning Commission meeting which included a portion of time devoted to landmark property overlay zone, the proposal forwarded to town planning, 11 pages, not yet complete. Ms. Wiedemann asked about public participation, why there is not public participation, she asked the clerk who to address this to. The clerk responded to direct her question to the First Selectman Pat Llodra. Ms. Chaudhary said that she requested public documents and has yet to receive copies.

Report from Operations Manager – Ms. Torres presented the ETH Manager’s Report dated August 15, 2017. (ATTACHMENT) She added information about wiring for listening devices, the listening devices will be donated by someone in the community who wants to provide replacement devices for hearing impaired. Ms. Torres is obtaining quotes for wiring. Ms. Torres suggested a vote to approve a certain amount, possibly \$3,000. Ms. Hall referred to installation costs and undetermined amount, Ms. Torres said two transmitters would be necessary. Ms. Chaudhary said it would be difficult at this juncture to put forth a motion since amounts are not yet well determined.

Ms. Torres spoke highly about the Camp Vendini Conference she attended in Nashville. She said that she was able to network with colleagues, including area venues such as Ridgefield Playhouse.

As Ms. Torres discussed training and interns, especially learning how to inject a movie, Ms. Chaudhary suggested to video the training. Ms. Torres agreed and has that in the works.

Ms. Torres said that she has attended Town meetings, Building and Site Commission, CIP plans discussed, state budget concerns, she needs to discuss CIP details with Bob Tait. She would like an update to the bathroom project, she is thinking of possibly to put the safety project inspection ahead of the project to repair the bricks and steps.

Ms. Torres discussed the comedy series and is in the process of negotiating terms. Ms.

Wiedemann asked about the recent dance program. Ms. Torres said it was very nice, would have been nice to serve wine.

Approval of monthly bills - Ms. Chaudhary moved to accept the monthly bills for building expenses \$41,397.06 and Theater Expenses \$13,698.34 for a total of \$55,095.40. Seconded by Ms. Wiedemann. Ms. Smith referred to an A/C invoice regarding noise. Ms. Torres explained process to work the A/C so that it does not start up mid-program, especially for concerts. **All in favor and unanimously approved.**

OLD BUSINESS – None.

NEW BUSINESS

Theater Support - Annual Contract –DNR contract reviewed. **Ms. Chaudhary moved to approve the DNR annual contract which will run through September 2018. Seconded by Ms. Smith. All in favor and unanimously approved.**

Computer Support - Annual Contract – Ms. Chaudhary asked about the 3 users. Ms. Torres to follow up, might consider POS system, looking into Silvermine Technologies.

Painting proposal - re probate suite, etc. – Ms. Torres has two different quotes which she shared. One of quotes included very different ideas, for example update the look by painting the brick, paint the knotty pine space, made suggestions for upgrading the look. Ms. Torres listened to the painter’s ideas to modernize, update the look. Ms. Torres said paint the studio, go with the first quote. Review of painting quotes. Discussion of ceiling, walls, trim. Include language about repairs to walls.

Ms. Wiedemann moved to approve Tom Saint painting of the studio, old probate court (4-room suite) with the provisory that he will repair the walls at that price of \$2,900. Seconded by Ms. Guman. All in favor and unanimously approved.

Revision of 5-year CIP Plans – None.

SPARK/Avielle Foundation – Ms. Guman said that SPARK is looking to move their program to EDH. Twice a week, third-fifth graders. The next step is to contact Ms. Torres for scheduling, especially the gym. Ms. Chaudhary said that the Avielle Foundation is looking to have speakers, 6-10 show speaker-series in the theater, 501(c) (3) rates, similar to Screen-Agers plan. Ms. Torres said to make it clear that payment is involved, not for free. Ms. Hall suggested to present a proposal, invite them to come to a meeting.

Update elec. in theater for new equipment for hearing impaired – previously discussed, unable to make a motion to approve the electrical work until more information is available.

Ms. Torres requested several items to be put on the next agenda including: camera monitors in the Box Office and Concession, DNR donated screen install in the Alexandria Room, theater sound improvements, Front of House video input.

Ms. Hall asked for alternate date for the next meeting, it was decided that the 19th of September will be the next meeting.

September 24th event proposal – the board would like to have more detail. Ms. Wiedemann offered to reach out to Ms. Fellows for more information.

Comments from Board Members – Ms. Guman asked to reach out to Tyler again, Ms. Torres will reach out and request more details. Ms. Guman asked to review what he sends and prepare questions.

Ms. Chaudhary said that her conversation from the board of the Ives Center, experience negative, vague with contacts, no information. Explore from Premier Concerts, offered to make a connection. Ms. Chaudhary to follow up.

Ms. Torres to prepare a press release for The Bee for Mary Hawley birthday on August 22nd.

Ms. Wiedemann moved to go into EXECUTIVE SESSION at 8:20 pm, discussion and possible action on OSR's draft of job descriptions dated 7/23/17, draft of Employee handbook, ETH Board of Managers By-laws. Second by Ms. Smith. All in favor and unanimously approved.

The board returned to regular session at 9:30 pm, no action taken. **Ms. Wiedemann made a motion to adjourn. Second by Ms. Smith. All in favor and unanimously approved.**

Respectfully submitted,
June Sgobbo, Clerk

Attachments: ETH Manger's Report – August 15, 2017.

ETH MANAGER'S REPORT – August 15, 2017 – Sheila Torres

Highlights

- Building has been in heavy use from the political town committees. Tomorrow there will be a town meeting in our gym with Senator Murphy and we have many other town committee meetings scheduled.
- Attended Public Building and Site Meeting to learn about status of AC project. They suspect we are short in our cost estimations. Tom Catalina had a walkthrough with me but has not gotten back to me with any information. The number \$60,000 was mentioned for engineering, asbestos removal and other work but there is no definite number yet. I will follow up with Tom to get closure.
- Attended CIP Meeting with Department heads and Pat Llodra. We were told that the current five year plan may become a ten year plan, due to state budget uncertainty. Pat said the only thing the town absolutely needs is a Police station.
- Had phone meeting with Brad Axelrod to discuss comedy series. He would like to bring three or four shows and we are in the process of negotiating terms. He is interested in doing something different related to sponsorships to help him cover advertising costs.
- It has been a busy summer as usual with interns, etc. We have two new trained projectionists: All our interns: Ryan Rogers, Evelyn Schwertley and Belle Phelps expressed interest in learning. Both Evelyn and Ryan have learned and have collaborated on a projection guide complete with pictures. Evelyn is interested in learning. I also have two college students coming in to interview and train for the Friday Night Manager position. They both have expressed interest in learning to do projection. Having many trained staffers puts us in a better position for coverage. The next step will be to have Don from DNR train all of them to ingest the movie. This is a procedure that only Tom does at the moment and I would like to train others as well as document the procedure.
- I attended the Camp Vendini Conference and met with colleagues from across the country who run theaters, arts centers, cultural centers, etc. I learned a lot from the speakers and have already reached out to some of the folks I met to share resources and information related to bringing shows in, etc. I also won the raffle to have Vending do a free assessment of our web site. They will be doing that in September

In Progress

- 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.
- I have not yet installed the cleaning solution system.
- The electric dryers have not been put in yet. I spoke with the supplier and confirmed that the model we want can be put in with raceway. I plan to have him put a cord on the dryers so that I can bring them here for you to hear and see them work.
- I have not completed the quote on the table replacement for the Alexandria Room.
- Ground floor Maintenance Room is being used for tool storage and tool work. Additional organization work needs to happen.