

Edmond Board of Town Hall Managers
Regular Meeting
Tuesday, March 11, 7:00 P.M
Mary Hawley Room, Edmond Town Hall
45 Main St., Newtown, CT

Present: James Juliano, Margot Hall, Andrew Clure, Karen Pierce. Absent: Mary Fellows, Marie Smith. Also present: Operations Manager Sheila Torres.

Chairman Juliano called the meeting to order at 7:00 p.m.

Public Participation. None noted.

Approval of Minutes - February 11, 2014. Upon motion of Ms. Pierce and second by Mr. Clure, the minutes were unanimously approved as presented.

Correspondence. Ms. Hall received from J.P. Morgan Chase an accounting that was presented to the Probate Court. This will be discussed under New Business.

Mr. Juliano noted that the Legislative Council asked all Boards to look at anything they would like to change or add to the Charter for consideration by the Charter Revision Commission. Ms. Pierce asked if there are currently any proposed changes; Mr. Juliano noted that the Charter Revision Commission will take into consideration any proposals. Ms. Hall noted that the process will take about a year.

Report by Chairman. Mr. Juliano will meet again with McKinney Mechanical on Thursday at which time they will give him a proposal for the air conditioning in the Alexandria Room. We will then obtain additional quotes. Boiler is still down; Ms. Torres said that the tubes are not installed but Johnson Controls was in yesterday. Mr. Juliano will also get a quote for new boilers. Ms. Torres noted that on March 24 the window work will begin on the historic windows.

Report by Operations Manager (Attachment A). Ms. Torres distributed and discussed her monthly report. Ms. Torres will call Barrett Roofing about the leak in the roof valley.

Approval of monthly bills. Ms. Pierce moved to approve payment of bills totaling \$50,156.20. Second by Mr. Clure and unanimously carried.

OLD BUSINESS

- **Update on progress of Digital Movie conversion.** Mr. Clure said that "Dark Week" has been moved to March 24-27. The screen will be against the back wall when not in use. It will come forward on a track system when in use and will be three to five feet closer to the audience than the present one is. The speakers will be in front of the screen rather than behind the screen; behind the screen is preferred. We can use both 35 mm and digital on the new screen, though we had been advised that we could no longer use the 35 mm. Mr. Gamsjager would like at least a few days more during the week following the dark week to complete everything. Ms. Torres said that New England Theater said we can keep one

projector in the room and use it with the screen. However, there is probably not enough room for the projector. Staff will be trained the week after the Dark Week. Ms. Hall suggested that we have help for the staff during their training week. Ms. Pierce and Ms. Torres thought that Mr. Gamsjager said that his staff would be available during that week. Mr. Clure will look into having such a person here. April 3 would be the soft opening.

- **Update on progress of ticket/concession terminal installation.** Mr. Clure said that all the equipment has arrived here. It is not plug in play ready as was presented to us. We need a hard wire Ethernet wire. He obtained four estimates to install the Ethernet wires. Ms. Hall moved to approve Breakwater Electric for a total of \$1,850.00 to complete touch screen wire and power installation. Second by Ms. Pierce and unanimously carried.
- **Grand Opening schedule and special showings.** Mr. Torres has a list of boards to invite, press releases and appetizers which she will distribute to the Board. We need to determine which movies will be shown. The grand opening will be after Ms. Torres vacation week.
- **Update re. Advertising - lobby & screen (policies and rates).** This was discussed previously and will carried forward on the agenda.
- **Update re. 1939 Film Festival.** Ms. Pierce and Mr. Clure have discussed possibly showing one movie every third Sunday of the month during the year. Fund raising was also discussed. Also how to support our seniors with special matinee showings. The movies to be shown will be determined. Do we have to pay royalties back to someone and we must determine who the right party is to pay. Will concession take make up the difference for showing free movies. We want to maintain our relationships with our vendors. This would begin end of April or beginning of May when digital installation is complete.
- **Update re balcony seats and lighting.** Ms. Torres reported that a company suggested very small LED lights on the steps and back row of the balcony. She will further follow up.

NEW BUSINESS

- **Modification to Box Office.** Mr. Clure said that the cash drawer will be moved. Ms. Torres suggested modifying the space after the equipment is installed. Mr. Clure will obtain a price from a carpenter to modify the area. Ms. Pierce is concerned that the cash drawer could be stolen if it is mobile.
- **Web site design.** There was much discussion about what is needed. Ms. Torres is looking for functionality. Ms. Pierce and Mr. Clure will be the subcommittee to work with Ms. Torres to research the three proposals.
- **Newtown Concert Event - with the band POCO.** Ms. Hall suggested that Ms. Fellows contact Mr. Stoler. Mr. Stoler contacted Ms. Pierce and she gave Ms.

Torres the name of the party to contact. Ms. Hall asked Ms. Fellows to follow up on this.

Comments from members. None noted.

EXECUTIVE SESSION. Ms. Hall moved to enter executive session at 8:50 for discussion and action regarding staffing, renter/tenant matters and discussion and action on rental rates and packets. Second by Mr. Clure and unanimously carried.

At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers

Minutes

Executive Session

March 11, 2014

PRESENT: James Juliano, Karen Pierce, Andy Clure, Margot Hall

The Board discussed staffing matters, tenant and renter matters.

MOTION made by Karen Pierce and seconded by Margot Hall to go out of Executive Session. Motion unanimously passed at 9:45 P.M.

Motion made by Karen Pierce and seconded by Margot Hall to decline a request for a reduction in the rental fee received from Martin Blanco for the last Flagpole performance. Mr. Blanco reported that there was an issue with lighting. ETH staff had the matter investigated and it was determined that the problem sited involved one lighting fixture, not three. Motion unanimously passed.

Motion was made by Andy Clure and seconded by Karen Pierce that at this time the disposition of the 35mm projectors be as follows: One projector remains in projection booth. The second projector be kept/stored for "spare parts". Motion discussed and unanimously passed.

After motion and second to the motion this meeting adjourned at 9:55 P.M.

Respectfully submitted,

Margot S. Hall

Att. A Manager's Report

Manager's Report – March 11, 2014

Summary

Very successful Charlotte Bacon Awards. One company is interested in using us based on what they saw that night. This represents potential revenue for use of the theater during times when it sits empty or generates very little revenue. However, will require additional investment.

Decisions/Approvals Needed

- Laptop computer would be sound investment to allow for multiple functions: Tom's use of movie database, Board's use in meetings, customers' use in theater for presentations.
- New England Theater in Beacon Falls came out to view balcony needs and digital projector servicing needs. The ballpark figure (no official quote sent yet) for service of projector is in the range of \$80 – 110 per month. 1,000 for remote tool, 200 for install. The service contract includes preventative maintenance (change filter, clean machine, clean bulbs if necessary, deal with software updates), remote assistance and in person assistance in an emergency. Also, training of staff. Recommend that our staff be there when they do the preventative maintenance to discuss how to keep projector in good condition. Lifespan of projector 6 to 8 but the jury is still out.
- Got a quote from a cleaning service to come in three days a week to do deep bathroom cleaning.

- What web site proposal(s) do you wish to explore. Need professionally designed web page, newsletter template, bulletin announcements and functional web site so that all can work together.
- Decisions on advertising tactics and revenue: tenant web page, home page sponsors, movie screen, smart T.V.
- Web site needs that should come first: post Upcoming Events, rental forms and checklists
- Flagpole Radio requested concession due to lighting issue. DNR confirmed that the bulbs were not faulty as claimed. One of the channels was not working, but that would not have affected the show. Will tell Mr. Blanco that there will be no concession.
- Purchase and install three or four small fans in moisture-prone staircase near Gym
- OSHA training in March or April was filled, unable to sign up. This training not being offered through CIRMA in near future. Will stay on the lookout
- Staff member request to purchase additional projector
- Purchasing/credit card
- Signed check needed for copier service
- Temporary substitute (Joe Tarshis)

Preliminary Grand Opening Plan

- **“Dark Week”** has been moved to March 24 – 27.
- Grand Opening:
- Propose to have free movies all day. Perhaps we can show two movies, if movie house allows it. If we can get Frozen, Disney will not allow sharing. Raffle off Gift Cards or Gift Certificates based on answers to questions about the theater. (Historical Theater Trivia)

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- Raffle off discounts from Ingersoll Auto (will work with Jenn).
 - Decide which Boards to Invite (see list)
 - Decide what caterer to use (McManus, LeReine's, Caraluzzi's)
 - Would like to call Danbury News Times to get some publicity but not ready to do this until the timing is buttoned down
- **Elevator Maintenance Company** – Got revised quote for elevator contract without maintenance of old (Otis) elevator. The cost went from \$1700 plus to \$1100 plus.

Upcoming Issues to Consider

- Sheila will go on **vacation** April 10. Will return to work April 17.
- **Training of Theater Staff on New Projection System** – Both Glenn and Pat have asked about this. They are wondering about how it will affect their jobs.
- **Training of Theater Staff on New Concession/Ticketing System** –