

Edmond Board of Town Hall Managers  
 Regular Meeting  
 Tuesday, May 13, 6:30 P.M  
 Mary Hawley Room, Edmond Town Hall  
 45 Main St., Newtown, CT

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE EDMOND TOWN HALL BOARD OF MANAGERS.

**Present:** James Juliano, Margot Hall, Andrew Clure, Mary Fellows, Marie Smith.  
**Absent:** Karen Pierce. Also present: Operations Manager Sheila Torres, four members of the public.

Chairman Juliano called the meeting to order at 6:30 p.m.

Report by Theater Coordinator. Mr. Mahoney reported

- Computer problem with transition from ads to film
- Screen is still not in, the present screen is defective with lines top to bottom.
- Still need surround sound speakers. Speakers should be behind the screen. Present speakers do not carry dialog.
- Work is needed on the sound. It is not yet in the booth.
- Concession is slow when there are a lot of people. Ms. Torres suggested that people can be split between ticket purchase and concession.
- Mr. Gamsjager is coming in Friday for more training of staff.

Public Participation.

Reverend Matt Crebbin and Sebrina Post for Sebrina Oncore Productions

- Would like to do "Follies" with song and dance routine on July 25 and 26.
- Matinees could be shown to work around the theater schedule.
- There would be an orchestra.
- Ms. Fellows reported that there is a \$5,000 balance from past shows. Ms. Post is not aware of this and asked for a bill.
- Ms. Post needs to know the cost. This will be discussed in Executive Session.

Update re 1939 Film Festival. Jennifer Rodgers of the Cultural Arts Commission presented a progress report on "1939 The Greatest Year in Film" (Attachment A).

- Ms. Torres reported that "Stagecoach" cannot be shown to the public.
- Ms. Rodgers needs to know the costs and who will pay for what items. Will be discussed in Executive Session.
- Cost will be \$250 to purchase each movie.
- Sponsors are needed. She suggest \$160 for the whole season. She will discuss with Mr. Mahoney as he is in charge of implementing the advertising.

Adam Watt from Connections Church, Tony Posca from "Bakes and Cakes" and Steve Ford from "Butchers Best"

- Would like to continue the kitchen upstairs for the rest of the year.
- Fourth Tuesday of each month.
- Promoted through Social Services and the Newtown Food Pantry.
- Senior Center suggested by the Board as a venue as it is expensive to utilize the Alexandria Room, air conditioning, heating, clean up and set up, staffing, insurance.

- Board will write a letter of recommendation to the Senior Center.
- Board will consider tonight in Executive Session one more event here so that an announcement can be made that this will be moved to another location effective the next month.

Approval of Minutes of April 8, 2014, May 1, 2014, May 9, 2014. Ms. Hall moved to approve the minutes of May 1 and May 9 as presented. Second by Ms. Smith and unanimously carried. Minutes of April 8 will be tabled.

#### Correspondence.

- Gordon Williams asked if the Board wants to participate in the Duck Race May 24. Mr. Clure is willing to participate. Ms. Fellows will send the flyer that she prepared to Ms. Torres.
- No booths will be allowed on the green because the landlord says there is not enough parking.
- Trust officer from J. P. Morgan re the Mary Hawley Fund reported on his plans for the portfolio for this coming year. Invite him to a meeting.
- Trish Dardine sent an negotiating letter for discussion in Executive Session

#### Report by Chairman.

- Windows are being done.

#### Report by Operations Manager (Attachment B).

Approval of monthly bills. Ms. Hall moved to approve theater and building bills totaling \$49,553.25. Second by Ms. Fellows and unanimously carried.

#### OLD BUSINESS

Update re balcony lighting and seats. Ms. Torres reported

- Quote from NE Theater Services recommends LED track lights; materials \$2,400.
- Carpenter and electrician quotes also needed.
- Rug needed to make a level service.
- \$6,500 total.

Update and action on contract with vendor providing Digital Projection Support.

- Two quotes received.
- Sound system is one dimensional because there are no speakers behind the screen.
- Can speakers ever be placed behind the screen?
- Will screen ever be permeable?
- Ms. Smith moved to contract with NE Theater Services \$1,536 per year at \$128 month with the note that there may be ancillary costs. Second by Ms. Hall and unanimously carried.

Update re advertising rates. Mr. Clure reported

- \$225 per month charged by Bank Street for two slides. Four screens. Separate projector for advertising.
- \$400 first month for ten seconds at Ridgefield Playhouse, \$600 for 30 seconds. One screen.
- Mr. Clure will investigate if a vendor will take care of this.
- \$750 for three months is consensus of the Board.
- Single event for \$250 for the month such as Library Book Sale.

- ? Exclusivity. Could double the rate for that.

#### NEW BUSINESS

Systematic Upgrade Program for chairs, tables and small equipment, i.e carts. Ms. Torres noted

- She would like to systematically replace chairs, tables a few each year.
- Board will leave to Sheila's discretion. She will put this in the budget each year.

Review of rental packet toward posting on a website. Ms. Torres will complete.

- ? Rentals for basketball people.
- Parks & Recreation only rents to people in a specific program, not to walk ins.

Develop guidelines of responsibilities re. operation of website. Ms. Pierce was not present.

Mr. Clure noted that the advertising central place or contact to the Board of Managers is:

[ads@theedmondtownhall.org](mailto:ads@theedmondtownhall.org)

EXECUTIVE SESSION. Upon motion by Ms. Hall , executive session was entered at 9:00 p.m. for discussion and action regarding staffing, renter/tenant matters

At this time the clerk left the meeting.

Ann M. Mazur, Clerk

Edmond Town Hall Board of Managers  
Regular Meeting  
May 13, 2014  
Executive Session

**Minutes**

PRESENT: James Juliano, Marie Smith Mary Fellows, Andy Clure, Margot Hall  
Sheila Torres, Int. Operation Manager

The Board discussed various requests from renters. Also discussed was a request from Azra Sholtes.

MOTION made by Margot Hall and seconded by Marie Smith to go out of Executive Session. Motion unanimously passed at 10:35 P.M.

MOTION made by Mary Fellows and seconded by Margot Hall to convey to Jennifer Rodgers of the Cultural Arts Commission that sponsorships to underwrite the 1939 Film Festival costs should be sought in the \$300.00 range per movie. Motion unanimously passed. Mary Fellows will contact Ms. Rodgers.

MOTION made by Mary Fellows and seconded by Marie Smith to have Adam Watt host the Connect Church's dinner in the Alexandria Room as planned for May 27, 2014.

The Board recommends and will assist Mr. Watt to develop another suitable venue for his program. Motion unanimously passed.

MOTION made by Mary Fellows and seconded by Andy Clure to rent the theater to Sabrina Encore for stage rehearsal/performance on July 23, 24, 25 and 26. The following rental fees shall apply:

Wed. 7-23	\$ 1,500
Thurs. 7-24	1,500
Fri 7-25	2,600
Sat. 7-26	2,600

Motion unanimously passed. Ms. Torres will convey this information with explanations re. reduction of fees to Ms. Post.

MOTION made by Marie Smith and seconded by Margot Hall to fund a continuing education course "Bookkeeper, w/Quick Books" for Azra Sholtes. The course is offered by Naugatuck Valley Community College. Motion unanimously passed.

Motion made adjourn this meeting at 10:40 P.M. Motion seconded and unanimously passed.

Margot S. Hall, Vice Chairman

Att. A "1939 – The Greatest Year in Film 75<sup>th</sup> Anniversary Celebration"  
Att B "Manager's Report – May 13, 2014"

1939 – The Greatest Year in Film  
75<sup>th</sup> Anniversary Celebration  
at the Edmond Town Hall

**Progress Report:**

- 1) We have solidified our dates with Sheila, reserving select Sundays for the 1:00, 4:00, and 7:00 shows, to create the least disruption from public expectation.
  - Confirm use of Alexandria Room on 11/30 with Sheila
- 2) We decided that \$2.00 would mean 'business as usual' for the community as well, for all except Gone with the Wind (a special event).
- 3) Poster was created by Alicia Zyburt, friend of Hayden Bates who designed two most recent Live at the Edmond Town Hall concert posters.
- 4) Interview with Shannon Hicks was held on Monday, May 12, with Tom Mahoney and Karen C. Pierce, which will appear in this week's The Newtown Bee. We will have a follow-up next week to include the finalized schedule of movies, web links to the NCAC web page and Facebook page, which will contain all movie descriptions and dates, sponsors, etc.
- 5) Title reads: "The Newtown Cultural Arts Commission Presents the 2014 Sunday Cinema Series at the Edmond Town Hall: 1939 – The Greatest Year in Film, a 75<sup>th</sup> Anniversary Celebration."
- 6) Dan Cruson agreed to be an occasional speaker, or may help provide content for informational handouts for certain notable movies.
- 7) Had to change Gone with the Wind event to November 30, per WB directive. Entire schedule has been re-worked. We will note that "movie schedule is subject to change" in press releases to cover unexpected problems.
- 8) The Newtown Chamber of Commerce has confirmed that they will still sponsor the Gone with the Wind event, details to be worked out in subcommittee with them.
- 9) **NCAC web page** created (draft, pending confirmed schedule) at: <http://www.newtownartscommission.org/sunday-cinema-series/>  
**Facebook page:** [www.facebook.com/NewtownSundayCinemaSeries](http://www.facebook.com/NewtownSundayCinemaSeries)

1939 – The Greatest Year in Film  
75<sup>th</sup> Anniversary Celebration  
at the Edmond Town Hall

**Expenses:**

Distributor Rate is **\$250** (WB) vs. 35%, whichever is greater. Since \$250 is really 50% of the ticketing take for a full house, it'll be that.

Can that rate be "grouped" if we show more than one from the same distributor (eg. WB)? NO, it's per movie, though some may charge less.

\* Movies will not likely break even; concessions will help, but **sponsorships will be necessary.**

**What will board agree to cover regarding costs? Employee costs? Any movie costs?**

I need to know how much shortfall needs to be made up to plan how to proceed.

Even if we buy the movie to show, we have to pay the above rate, however, we can then donate the movie to the library.

**Does the library want any of our scheduled movies added to their stock?**

\*Donny says that we **need pristine disk** from a distributor (or brand new) to protect the new equipment.

Means we need to charge ticket price.

\*Criterion will provide us with **The Little Princess and Flying Deuces**, along with the posters for \$25 each, in addition to the \$200 fee.

\*Currently the **library has The Adventures of Sherlock Holmes on DVD** from our lineup, though since it is not pristine, we may not want to show it unless we get a dedicated Blu-ray/DVD player. I have one we could use for this purpose if Donny could help set it up.

\*CHB Library has no other movies from our lineup.

\*Since we will be playing movies from a disc, we are directed to avoid showing the FBI warning screen.

\*Passport to the Movies: one flat rate gets you in to all (NCAC cost)  
Not feasible in light of the higher than expected costs.

1939 – The Greatest Year in Film  
75<sup>th</sup> Anniversary Celebration  
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\*I have purchased the following 8 movies

<b>The Wizard of Oz</b>	Blu-ray, 75th Ann. Edition	5/25
<b>Stagecoach</b>	Blu-ray, Criterion Collection	6/29
<b>Beau Geste</b>	DVD, The Gary Cooper Collection	7/27
<b>Of Mice and Men</b>	DVD	8/31
<b>Goodbye, Mr. Chips</b>	DVD	8/31
<b>Dark Victory</b>	DVD, restored and re-mastered	9/21
<b>Hunchback of Notre Dame</b>	DVD	10/19
<b>Gone with the Wind</b>	Blu-ray, Scarlett Edition	11/30

**To do:**

- Solidify schedule
- Obtain movies
- Print posters and promo cards for ETH lobby
- Work out sponsorship details to present to businesses ASAP
- Design layout for series and sponsor on-screen promos

## MANAGER'S REPORT – May 13, 2014

### General Notes

- Received kudos from renter on condition of Gym and on the new rugs
- State of CT agreed with my appeal to their request for unemployment payments for one of our staff.
- Got 20 new tables, would like to get rid of some of the old heavy wooden tables for safety reasons.

### Update on Theater Changes

- Training will continue Friday 5/16 at 3 PM with Tom, Glenn, Pat and Sheila
- I will take part and ensure that proper documentation of procedures takes place
- I will train with Don on the use of the advertising system this coming Friday

### Update on DNR Punch List

- ETH will be getting a new seamless screen. Don will have a date for us later this month. The installation of the retracting hardware will be based on when we get the new screen
- The rest of the items on the list will be completed by Monday, May 19

### Maintenance/Repairs

- Two long-standing roof leaks have been repaired
  - One above the manager's office
  - One above the VNA closet
- Stove was serviced because two of the gas lines were clogged.