BELLOWS FALLS OPERA HOUSE POLICY COMMITTEE

Wednesday, February 13, 2019 at 6:00 p.m.

LOCATION: Rockingham Town Hall – Lower Theater

DRAFT MINUTES

Call to Order

Meeting called to order at 6:06 pm, with Hunter, Rowley, Saurer, Sheehy, Hammond and Town Manager Harrison present.

Additions to the Agenda for Routine Administrative Matters and/or Pressing Matters that will require ratification at a future meeting - None

Approve Minutes of February, 13, 2019 with the last 2 and a half lines removed.

Motion by Saurer to accept, Hammond seconded. Voted unanimously.

It was noted that Agenda Items 1, 2, 5, and part of 6 were unable to be discussed due to Mr. Watson and Mr. Angers and Ms. Gagnon being absent. These items will be included in the next meeting.

On Item 3, Town Manager Harrison stated that the town is in the exploratory stages to implement a Point of Sale (POS) system. Hunter asked that the board be kept apprised of the process.

On Item 4, Sheehy informed the board that she had reached out to Senior Solutions, and various local residential Assisted Living Facilities. In speaking to the manager of one facility it was learned that there is interest in having the residents attend matinee showings of Classic Films, Hunter asked Sheehy to see if Assistant / Residential Homes were interested in CF, would they be willing to pay a set monthly fee to the Town of Rockingham for all of their residents to attend. Sheehy replied that transportation seemed to be the sticking point for three of the residential homes she spoke with but will continue to investigate.

Regarding the Lower Theater, Town Manager Harrison provided an update on the large flat screen television, that it would be mounted in such a way to be at a proper viewing height as well as being able to be swiveled out of the way when not in use.

The Committee reviewed the Excel Spreadsheets that Saurer created for all BFOH events from 2018 as well as the BFOH Settlement Settlements from January 20, 2012 – February, 2019. It was noted that some of the data was not complete and that forms for renting the theatre need to be improved upon. Saurer stated that 2018 was the best year running, Town Manager Harrison stated that 2 live shows per year would be beneficial and that the spreadsheets are great information to have. Hunter noted that the per capita for live events was lower than movie showings is lower. There were discussions on whether or not catering for live events is something to be looked into for future events and whether or not the BFOH would be able to get a percentage of sales.

Public Comment on Items Not on the Agenda (3 minutes per person) – None

Other business – Hunter told the committee that Thomasena Coates has submitted her resignation Letter to the board and that David Stern has indicated his desire to join the committee. The Committee
was in agreement that having Stern join the committee would be a great thing. Hunter said Stern will be asked to submit his letter of interest in joining the committee, but noted that Stern would not be able to attend committee meetings until after the MSA production of Chicago has finished its run at the BFOH.

Sheehy asked that this meeting’s Agenda be carried over to the next meeting since Watson and Angers were unable to attend this meeting.

Town Manager Harrison brought up that it seems that some entities got free passes to use the theatre and others have not. Hunter stated that the BFOH Committee has stated that any entity using the theatre must pay the rental fees. Sheehy noted that the rental forms need to be streamlined and made clearer for potential renters. Hunter also noted that he was aware of an entity that didn’t pay any fee for use and he had objected to that vehemently. Sheehy and Rowley mentioned that the role of a Town Representative and fees associated with that role must be determined.

Next BFOH Meeting to be February 13, 2018 at 6 pm in the Lower Theatre.

Motion to adjourn made by Hammond and seconded by Rowley at 6:50 pm.