

**Edmond Town Hall Board of Managers  
45 Main St. Newtown  
Mary Hawley Room**

**Minutes of Regular Meeting  
Tuesday December 12, 2023 6:30pm**

**Ms Guman called the meeting to order at 6:32**

**Present: Jenn Guman, Margot Hall, Betsy Paynter, Herb Rosenthal and Marie Smith**

**Also Present: Lauren DiMartinop and Anthony Sartori**

**Absent: Armel Kouassi**

**No Public participation**

**Ms Smith moved to approve the minutes of November 14, 2023 meeting. Ms Hall 2<sup>nd</sup> approved**

**Operations Manager Report – attached**

**Discussion on projects being worked on for the tenants. Discussion on purchasing an ice machine for the warming kitchen.**

**Business Manager/Theater Report – attached**

**Discussion on the work load due to increased activity at the EDT. The part-time bookkeeper is close to being hired. A part-time programming/marketing person is in next year's budget.**

**Unfinished Business – none**

**New Business –**

**Ms Paynter nominated Ms Guman for Chair and Ms Guman nominated Ms Paynter for Vice Chair. Mr Rosenthal 2<sup>nd</sup> both nominations. Unanimous approval**

**Discussion on the items in the room next to the kitchen. The items aren't used and that space could be better utilized. There is also an upright piano in the back that is never used. Research will be done as to how to sell the items and it will be discussed next month.**

**Mr Rosenthal moved to accept the proposed 2024 calendar with the addition of January `14, 2025. Ms Smith seconded the motion. Approved as amended**

**No comments from Board Members.**

**Mr Rosenthal moved to enter executive session including Ms DiMartino and Mr Sartori to discuss personnel issues. Ms Paynter seconded.**

**Executive Session was entered at 7:26.**

**Reentered public session 7:51.**

**No further action was taken.**

**Ms Paynter moved to adjourn the meeting with Ms Hall second.**

**Ms Guman closed the meeting at 7:51.**

**Respectfully submitted,**

**Lereine Frampton, clerk**

## **Business Manager Report- December 12, 2023**

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### **Financial**

The financial information for the period ended 10/31/23 is attached. Four months of financial information reports building income and theater income to be 43% and 65% of budget, respectively. Rentals from the Alexandria room and theater are ahead of budget. Movie ticket sales and concession sales are way above budget, likely as a result of the very successful Barbie event. Expenses are in line with the budget as well. Building expenses are 37% of budget whereas theater expenses are slightly higher at 46% of budget. Film rental expenses are a function of ticket sales and given ticket sales are considerably above budget so are the fees we pay to the studio. Office expenses are 58% of the budget and will be controlled for the balance of the fiscal year not to go over budget. Net income is projected to be (\$39,957) without any grant monies projected. Current year to date net income is \$124,587.

### **Programming & Rentals**

Rentals continue to be strong. Considering all of our Saturdays are booked in the Alexandria room, we are now seeing many rentals for Fridays and Sundays. Similarly, the gym and theater rentals are just as strong. With the gym warming kitchen completed, we will start advertising it on social media.

The Rotary and Newtown Youth and Family Services had their annual events last weekend at Edmond Town Hall. The building was busy and we appreciate being the hub to both popular events. ETH had an outside booth at NYFS holiday festival and had the opportunity to promote our shows, movies and events.

The children's baking workshop is going great. The first three workshops are sold out with 12 participants in each, and the last workshop we hope to sell out as well.

### **Live Events**

November was a busy month at ETH with two concerts, Back To The Garden, and Whiffenpoofs. Both concerts were incredibly popular with nearly sold-out shows. Additionally, we had a comedy show in the Alexandria room, Ben's Lighthouse fundraiser with Molly Ringwald and Flagpole Radio Café perform at Edmond. Our social media and press releases are helping with awareness and attendance.

Elf, Jr. will have their production this coming weekend (Dec 8-9) and pre-production has been taking place in the theater for the past few weeks. Having Newtown Stage Co. as a tenant/renter is a nice partnership. They have booked the theater for their next summer's production.

### **Theater Buzz**

- LIFEGUARD has been installed in the projection booth. This software allows cinema vendor, Anthony, and Kat to see the status of our cinema projector at any given moment. It also sends us weekly updates on the health of our projector via email. This is helpful so we know ahead of time if we need to make any repairs and keep it on our radar.
- The delivery of movies via satellite instead of hard drive is being researched. This will cut down on delivery costs for the movies. The Taylor Swift Eras Tour movie has been booked for December 21-23. Paw Patrol is the Ingersoll sponsored film in December during the winter

break. The new Hunger games is showing the first weekend of January. Trolls: World Tour will be the Ingersoll sponsored movie January 19-21.

- Planning Willy Wonka movie event for February 16-20
- The poster sale fundraiser is off to a nice start since November 1. Income of \$1,185 in movie poster sales has been generated.
- Two theater staff have been added - Sophia and Emily. They were given a thorough orientation on 11/28 and 11/29 by Victor.

### **Administrative**

One of our tenants will be moving offices to another location in the building, therefore freeing up office space on the main floor of the building. There is interest in renting that space by a current tenant.

We are in the process of automating our rental procedure through the Square application. Currently, a potential renter will make a reservation through our online calendar, receive a hard copy of a rental contract and will make payment via check or credit card by coming into the building or paying electronically. The physical contract is then returned to ETH and the recording of the customer contract and payment gets manually input to Quickbooks. It's a duplication of effort with a tremendous amount of paper being printed and filed.

Running the rental contract process through Square will eventually eliminate the Quickbooks aspect of the administration. With the new process we gain an online database of our customers and can quickly look up what/when they have rented, when/if they paid etc. Also, we can use the database for targeted marketing info. Using this program eliminates the need to run multiple services. The contracts and invoicing will all be managed online through Square thus automating the process and saving a tremendous amount of time and cost.

## Operations Report

November 2023

Had a busy fall season, had some assistance with fall cleanups, working diligently with the town and parks and recs to make this happen. Developing additional work relationships. We were able to clean up and prune back shrubs, remove invasive plantings. In addition to adding some new bulbs for the spring.

Winter preparations are underway, working with Scott prepping sand/salt stations, snow blower up and running and winter weather plan in place.

Interior upgrades continue, flooring is turning out spectacular. Working on paint and plaster repair in some areas. Evaluating phase two (ground floor and main floors) lighting, upgrading to led and motion sensor switches. (future cost savings)

Working with heating company on cost savings for heat, how we are using the system and what can we do to be more efficient with the heating. I will be meeting with tenants to go over those options such as a general temp set on the actuator, reducing breakage and replacement. We will be testing a new digital / Bluetooth actuator system for the office and rental spaces. This will allow us to control the temp settings, reducing the continuous running of the boiler.

Working with HVAC company reference the RTU for the theater. We were experiencing intermittent problems over the summer. Several discussions in play due to the age, equipment, and possible temp to permanent solutions. Want to shed some light on where we are before spring, and summer arrive.

### Projects:

T-Mobile- Project is near completion, bathroom renovations will be completed week of the 18th to include new toilets, sinks, mirrors, and paint. Final inspection completed, picking up certificate of occupancy this week.

CEN/ Fiber Optic- On track, working with our IT department to get access points installed. Our IT project manager is hoping to up and running completely by the end of December. This will allow us to test and work out any issues. Once testing is complete, we will be able to offer it to our tenants. ETH business office is currently operating on the new system with no issues.

Cameras- Installation continues, a new server has been programmed and will go live in a week or so. Swapping over of the current cameras for new ones should be completed over the next week. Old system is still active.

Door Project- The consortium group working with us on our exterior doors, is moving at a fast pace. Two site visits have been completed once for an overall walk through, second was the carpenter-installer walk through. Waiting to hear back from them on pricing.

Respectfully Submitted,

Anthony Sartori

Operations Manger

EDMOND TOWN HALL  
BOARD OF MANAGERS



LISTED ON NATIONAL REGISTER  
OF HISTORIC PLACES

## **Edmond Town Hall Board of Managers**

### **2024 Meeting Calendar**

#### **Regular Monthly Meeting**

Second Tuesday of each month - 6:30 P. M.

Edmond Town Hall, Mary Hawley Room, 45 Main Street, Newtown, CT

**Tuesday, January 9th**

**Tuesday, February 13th**

**Tuesday, March 12th**

**Tuesday, April 9th**

**Tuesday, May 14th**

**Tuesday, June 11th**

**Tuesday, July 9th**

**Tuesday, August 13th**

**Tuesday, September 10th**

**Tuesday, October 8th**

**Tuesday, November 12th**

**Tuesday, December 10th**

**Tuesday, January 14, 2025**

#### **Edmond Town Hall Board of Managers**

Jennifer Guman, Chair

Margot Hall \* Betsy Paynter \* Herb Rosenthal \* Marie Smith \* Armel Kouassi