



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, October 13, 2020 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING.

Present: Jen Chaudhary, Margot Hall, Anna Wiedemann, Jen Guman, Marie Smith, Herb Rosenthal

Absent: none

Also Present: Operations Manager - Sheila Torres, Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:38 p.m.

Public Participation:

None

Report and Comment from Chairman:

Ms. Chaudhary told members that she spoke with Newtown Youth Wrestling and they informed her activities would be resuming soon. Newtown Youth Wrestling had been waiting for guidance from the CIAC and will be following their safety guidelines.

Approval of Minutes:

Ms. Wiedemann motioned to approve the minutes from September 8th, 2020. Seconded by Ms. Guman. All in favor.

Report from Theater Coordinator:

See Operations Manager report.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented the Manager's Report.

She informed Board members that the Edmond Town Hall may be receiving a donation of a projector for the Alexandria room. This projector is ceiling mounted and had been previously donated to the Police department who no longer has a use for it.

Ms. Torres expanded on the return of Newtown Youth Wrestling activities adding that they will be holding classes Mondays, Tuesdays & Thursdays beginning later this year.

Ms. Chaudhary noted the appropriations for exterior work on the building had been approved. Mr. Torres said they are working with many different vendors to make the project work in budget. Ms. Torres added that she received a question regarding next year's CIP from the Board of Selectmen asking for the square footage of the parking lot number of parking spaces.



Ms. Torres continued to tell members that she has seen an increase in rentals. There is a church that comes every Sunday, and occasional reservation for a Zoom meeting, and today she received a call from Newtown Savings Bank expressing interest. There have also been many rentals for celebrations including birthday parties, baby showers, and a photo shoot. Ms. Chaudhary said that people are beginning to get more comfortable with doing things.

Ms. Torres reminded the group that the drive-in movies will be ending on the October 31st. She has seen a down turn in drive-in attendance which she believes is due to the cooler temperatures and the kids returning to school. The Library will be sponsoring free matinee movies in November, which will be a good test to see if people are comfortable with returning to the theater. She will also be reaching out to Ingersoll to see if they would like to continue their movie sponsorship.

Financial Review (Refer to Attachments B):
P&L / Aging Report:

Ms. Chaudhary thanked Ms. DiMartino for sending out the financial reports.

P&L:
See COVID Expenses and Revenue Losses Report.

Aging report:
Ms. Chaudhary told the Board that Ms. DiMartino was going to begin working with the town regarding expenses currently being covered by the town. The ETH will begin making payments for a credit card.

COVID Expenses and Revenue Losses Report:
Ms. Chaudhary brought members attention to the \$65,000 worth of events that were cancelled. Ms. Torres recognized the significant loss. Ms. Chaudhary asked what reports were being shared with the First Selectman. Ms. Torres explained that they are only sending COVID related spending because the town is collecting this information in the event that there is some sort of relief provided for COVID related spending, similar to what was done with the microbursts.

Unfinished Business:
CIP Update:

Ms. Torres told the group there were no additional questions on the CIP besides the parking lot. Mr. Spreyer is working to get the best prices for the ADA bathroom project. She further explained the benefit of completing the project while there is minimal people in the lobby.

Phase 3 COVID Opening:

Ms. Chaudhary asked about the next phase re-opening. Ms. Torres said that because of the social distancing requirements the number of attendees for the theater remains the same.



She has reached out to the Health department for clarification on the maximum number of attendees allowed in the Alexandria room. Members discussed the State's Phase 3 re-opening rules and allowing for the maximum number of attendees while ensuring safety. Ms. Torres said the number of attendees in the Alexandria room might go up slightly.

Live Events/Ultra Artists Contract & Dates:

Ms. Torres told everyone the ETH has settled on 3 dates for live events next spring and she will be sharing the contracts with Board members for review. These contracts contains some technical items that require confirmation. There are some COVID related items but nothing out of the ordinary. Ms. Guman asked if the costs for the 3 bands were the same as before. Ms. Torres answered that the costs were same, but it may be necessary to hold 2 shows to make the events financially viable. Ms. Guman said that they need to understand each cost and then determine the number of tickets that would have to be sold. Members discussed how some of the profits were from concessions and how they can be managed safely. Ms. Chaudhary asked about speaking types of performances. Ms. Torres said that she and Ms. DiMartino have discussed having a comedian and hypnotist. Ms. Chaudhary and Ms. Torres discussed possible opportunities with smaller scale shows.

Mary Hawley Society Update:

Ms. Wiedemann told the group that she emailed the Mary Hawley Society but has not received a response yet. Ms. Torres said that she had discussed with them doing something for the holidays such as having an event each day over the Thanksgiving break

Restructuring and Implementation of Organizational Staff Plan:

Ms. Chaudhary reminded members of the good progress that was made getting a plan in place, but the pandemic brought those plans to a grinding halt and has gone on longer than anyone has anticipated. She continued to explain that the ETH has reached a point where they need to make a significant change to move things forward. In order to stay in a better financial place they must consider reducing the theater coordinator position. There are significant expense that at this time they can not afford. At this point in time the recommendation is to eliminate the Theater Coordinator position effective November 2nd. Ms. Guman said that she was in agreement and added that the theater was struggling with movies even prior to COVID. Analysis had been done prior to the pandemic to determine if the number of days movies were shown should be reduced. Ms. Torres questioned if this meant that movies would not be shown in the foreseeable future. Ms. Chaudhary replied that movies will still be shown, and that movies which are already scheduled have to be done with current remaining staff. Mr. Rosenthal expressed concerns with the elimination of the position. Ms. Chaudhary explained that it had already been discussed with the town attorney. Ms. Wiedemann added that much thought was put into this and that there were no other options.

Ms. Chaudhary asked for a motion.

Ms. Guman motioned to eliminate the Theater Coordinator position effective 11/2, making the last day for that position 11/2 and authorizing Jennifer Chaudhary, Board Chair, and Sheila Torres, Operations Manager, to notify the current employee immediately. Ms. Wiedemann seconded. All in favor.



New Business:

none

Executive Session:

Mr. Rosenthal moved to enter into executive session, inviting Operations Manager, Sheila Torres, for the purposes of discussion lease terms. Ms. Smith seconded.

The Board entered into Executive session at 7:31 p.m.

The Board came out of executive session at 7:42 p.m.

Ms. Guman motioned to accept the terms of the Lathrop School of Dance lease with the changes made by the attorney. Mr. Rosenthal seconded. All in favor.

Comments from Board Members:

none

Adjournment:

Ms. Wiedemann motioned to adjourn at 7:43 p.m. Ms. Hall seconded. All in favor.

*Respectfully Submitted,
Kimberly Chiappetta, Clerk*

*A recording of the meeting can be found using the link below, or contact
Kimberly.Chiappetta@newtown-ct.gov.*

https://us02web.zoom.us/rec/share/AynmwFgeh83Bp0bMO_wWLWkUQlc22y_Mml3o-ELt4DHy2zxtBsEUueh8TaZ8FYK_.EnCAtZ8KyV5FTD1z

ETH MANAGER'S REPORT – 13 October 2020 – Sheila Torres

- **Drive-in** – The drive-in will end October 31. Since school started, there is less activity. We are running it only on weekends, but I had to cancel last Sunday due to poor ticket sales. On the other hand, we have had four events booked during the week which have been helpful because they involve a complete buy-out. It's very helpful to have the movies well in advance, because people can plan events. While the drive-in was popular during the pandemic it's not something we can continue in the future without investing in infrastructure in the lower lot (about \$5,000) to allow us to have a screen back there and close off that section of the lot. That expense does not take into account the other needs, such as the van or shed, the projector, the screen, etc. We also would have to be sure that the Newtown Savings Bank lot is available for overflow, because we would need the extra space for event rentals.
- **Theater** – Meeting with the Playhouse Theater Group Saturday Nov 7 to discuss their use of our theater for productions. Will report at next meeting.
- **Ticketing Vendor Changes** – Have not yet printed all the historical reports in Vendini but will try to get to this before January, when they will begin to charge subscriber fees. Also did not yet have the opportunity to review the streaming service provided by the other ticketing vendor *OntheStage*. I did learn that if we install our own streaming infrastructure, we would have to spend about \$739 per month. That is the lowest quote I got and that vendor does not charge for installation. Other vendors do. I will see whether what *OntheStage* offers the service for a lower fee or pay as you go only, rather than monthly subscription. I'm not exactly sure how their service works. Will report at next meeting.
- **Live Events/Movies/Bookings** – We have a recital scheduled for Nov. 22nd and we have two free movies being sponsored by the Library the first two weekends in November and the Ingersoll free movie the third weekend in November (after Thanksgiving).
- **BD Provisions** – Tom, Lauren and I did a taste test and the top picks were: dill pickle peanuts, corn chips with flax, pineapple habanero, premium mix nuts and honey roasted sesame seeds. The consensus was that the pricing should be between \$5 and \$8. I need to go back to John and see how we can offer it based on demand for live events only (not for movies), what it would cost us, how we can offer pre-orders and how to get it fulfilled just-in-time so that it does not get stale. I would prefer not to keep inventory.
- **Rentals** are slowly picking up, primarily birthday parties, sports and smaller meetings.

- **Live Events Team** – Met with Jim Allyn and spoke with Griffin Anthony. Both are interested in doing performances in our theater. Griffin offered to perform for little or nothing in order to help our venue, but he cannot promise that for any other musicians who may accompany him. I also reached out to Nekita Waller, state troubadour. She just did a concert in Litchfield with a great turnout, but it was all outdoors. She suggested we start small indoors, e.g. do the cabarets for a small number of people, make them BYOB and make the price higher. She thinks that it will be difficult to have shows with the distancing required because the audience will be sparse and that impacts the vibe of the show. I plan to organize a phone meeting for Tuesday 10/20.
- **ADA Bathroom** – Rick is working on lowering the quote for this project by trying to put in place some value engineering.
- **Exterior Renovations** – This project will take more time to do because I will be working with different types of vendors. Roofers, Masons, Door Installers, etc. I met with a commercial roofer on 10/8. He looked at the 1950s roof and at the leaking drainpipes and gutters. He suggested that we test them all first before moving forward with the change to copper gutters. He will be doing a quote for a day-long test where his employees come in and add water to all drains and gutters for ten minutes to make sure that rust is the issue, not something else. I have asked Rick whether this test can be charged to the project. He asked me for the quote, which I expect will be somewhere between \$1,000 – \$1500. I will be calling the masons next.

2:47 PM

09/22/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

August 2020

	Aug 20
Ordinary Income/Expense	
Income	
3000 · BUILDING INCOME	
3100 · ROOM RENTALS	
3110 · ALEXANDRIA ROOM	
3111 · Alexandria Room Rental	1,365.00
3112 · Kitchen Rental	187.50
Total 3110 · ALEXANDRIA ROOM	1,552.50
3120 · GYMNASIUM	-610.75
3130 · THEATRE	-5,442.37
3140 · MEETING ROOMS	
3145 · Suite 202	330.00
Total 3140 · MEETING ROOMS	330.00
Total 3100 · ROOM RENTALS	-4,170.62
3200 · TENANT RENTALS	
3201 · Suite 200	1,275.00
3203 · Suite 201	376.75
3205 · Suite 102	4,000.00
3209 · Suite 101	1,124.00
Total 3200 · TENANT RENTALS	6,775.75
3500 · OTHER INCOME	
3502 · Bank Interest	7.47
3530 · Other Income	825.11
Total 3500 · OTHER INCOME	832.58
3600 · DONATIONS TO SPECIAL PROJECTS	
3680 · Building Donations	200.00
Total 3600 · DONATIONS TO SPECIAL PROJECTS	200.00
Total 3000 · BUILDING INCOME	3,637.71
5000 · THEATRE INCOME	
5100 · TICKETS	
5110 · Ingersoll Auto	1,400.00
5100 · TICKETS - Other	5,642.52
Total 5100 · TICKETS	7,042.52
5200 · CONCESSIONS	3,697.33
5600 · Advertising Income	
5601 · Screen Ads - Slides	300.00
5602 · Screen Ads - Videos	800.00
Total 5600 · Advertising Income	1,100.00
Total 5000 · THEATRE INCOME	11,839.85
Total Income	15,477.56
Gross Profit	15,477.56
Expense	
4000 · BUILDING EXPENSES	
4100 · SALARIES	
4110 · Salaries	
4111 · Building Administrator	4,653.85
4112 · Payroll-MGT-Office	1,408.00
4114 · Payroll-MNT	6,119.23
4115 · Payroll-NHT	2,489.09
Total 4110 · Salaries	14,670.17

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09/22/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

August 2020

	Aug 20
4120 · Employer FICA & Med.-BLDG	1,089.17
Total 4100 · SALARIES	15,759.34
4400 · UTILITIES	
4410 · Electricity	4,689.13
4420 · Gas	564.75
4430 · Water	230.09
4450 · Telephone	316.44
4460 · Internet	104.98
Total 4400 · UTILITIES	5,905.39
4500 · OUTSIDE SERVICES	
4510 · Refuse Removal	381.00
4520 · BOM Meeting Minutes	0.00
4540 · Pest Control	155.00
4545 · Computer Servicing	575.52
4550 · Landscaping	500.00
Total 4500 · OUTSIDE SERVICES	1,611.52
4600 · REPAIRS AND MAINTENANCE	
4610 · Building Repairs	1,801.14
4620 · Building Supplies	735.66
4640 · Maintenance	
4640-02 · Contract Renewals	2,550.00
Total 4640 · Maintenance	2,550.00
Total 4600 · REPAIRS AND MAINTENANCE	5,086.80
4700 · OFFICE	
4721 · Credit Card Fees (Bank Charges)	135.78
Total 4700 · OFFICE	135.78
4800 · BUILDING EXPENSES	
4810 · Equipment	380.04
4888 · Live Events (ETH Sponsored)	-3,925.00
Total 4800 · BUILDING EXPENSES	-3,544.96
4900 · SPECIAL PROJECTS	
4982 · Theatre Improvements	1,250.00
Total 4900 · SPECIAL PROJECTS	1,250.00
Total 4000 · BUILDING EXPENSES	26,203.87
7000 · THEATRE EXPENSES	
7100 · FILMS	
7105 · FILM RENTALS	4,754.00
Total 7100 · FILMS	4,754.00
7200 · CONCESSIONS	
7210 · Snacks	294.00
7220 · Popcorn	585.00
7230 · Beverages	542.74
Total 7200 · CONCESSIONS	1,421.74
7400 · SALARIES	
7410 · Payroll-MGT-Theatre	3,589.16
7420 · Payroll-TKT	774.18
7430 · Payroll-PRJ	2,790.72
7440 · Payroll-CON	1,716.66
7450 · Payroll - THR Inventory	137.50
Total 7400 · SALARIES	9,008.22

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09/22/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

August 2020

	Aug 20
7500 · Employer FICA & Med.-THEA	672.08
7900 · OTHER EXPENSES	
7910 · SUPPLIES	3,129.42
7950 · EQUIPMENT	366.74
Total 7900 · OTHER EXPENSES	3,496.16
Total 7000 · THEATRE EXPENSES	19,352.20
Total Expense	45,556.07
Net Ordinary Income	-30,078.51
Net Income	-30,078.51

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of Sept 30, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Aquarion Water	\$ 230.09				\$ 230.09
Artech Water	\$ 325.00				\$ 325.00
Associated Refuse	\$ 381.00				\$ 381.00
BOM- Minutes	\$ 125.00				\$ 125.00
Crystal Rock	\$ 50.75				\$ 50.75
DJ Melodia Plumbing	\$ 1,000.00				\$ 1,000.00
DNR Labs	\$ 4,060.00				\$ 4,060.00
Effective Pests	\$ 155.00				\$ 155.00
Eversource - Electric	\$ 4,674.32				\$ 4,674.32
Eversource - Flood	\$ 15.24				\$ 15.24
Eversource - Gas	\$ 564.75				\$ 564.75
Frontier Communications	\$ 51.43				\$ 51.43
Frontier Communications					\$ -
Newtown Florist	\$ 40.00				\$ 40.00
Newtown Hardware	\$ 254.97				\$ 254.97
r4 Technologies	\$ 450.00				\$ 450.00
Silvermine	\$ 1,050.00				\$ 1,050.00
Spectrum	\$ 104.98				\$ 104.98
Town of Newtown (credit card)					\$ -
Town of Newtown (payroll)					\$ -
Total Building Expenses	\$ 13,532.53	\$0.00	\$0.00	\$0.00	\$ 13,532.53
Commissioner of Revenue Svc	208.00				208.00
Manchester Tobacco	228.15				228.15
New England Media	987.75				987.75
Northeast Beverage	167.25				167.25
Swank Productions	2,755.00				2,755.00
Terry's Popcorn	325.00				325.00
Total Theater Expenses	\$4,671.15	\$0.00	\$0.00	\$0.00	4,671.15
GRAND TOTAL	<u>\$18,203.68</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$18,203.68</u>

Attachment B

March 10, 2020 Updated: 10/5/20						
BUSINESS LOSSES DUE TO COVID- 19						
Customer	Canceled or Postponed?	Event Room	Event Date	Postponed /Credit	Canceled Amount	Notes
	Postponed	Theater	3/11/20	\$250		no name on ST notebook
Pomperaug Woods	Postponed	THR	3/1/20	\$250		
Rocking Roosters	Canceled	Gym	3/20, 4/3, 4/17		\$150	
Clocks						
Jimenez	Canceled	ALX w/KIT	4/9		\$300	
Scalzo	Postponed	ALX	6/26	\$275		
Fabrizzi	Canceled	THR	3/14		\$250	
Newtown Wrestling	Canceled	Gym	3/12		\$87	
Ingersoll	Canceled	THR	3/13-3/15		\$2,672	Avg. amount this fiscal year
Armato	Postponed	Gym	3/14	\$123		
McCleary	Canceled	Gym	mid Mar/April		\$625	
Park & Rec	Postponed	Gym	3/16-3/30		\$189	
Oconnor	Canceled	Gym	5/16		\$140	
SNBL	Canceled	Gym	3/15,3/22, 3/29		\$184	April TBD
Sentementes	Canceled	Gym	3/14		\$105	
Vickers	Canceled	ALX	3/14		\$275	
Luff	Canceled	Gym	4/5		\$175	
Grace Church	Postponed		3/29	\$145		
Zoot	Canceled	THR	May events		\$4,100	
Eigen	Canceled	Gym	4/4		\$155	
Lathrop	Canceled	Gym	3/14, 3/21, 3/28		\$150	
Bridge Group	Canceled	ALX	March/April		\$2,900	
Rock Elite	Canceled	ALX	4/19		\$1,200	
Kelkar	Canceled	ALX	6/27		\$248	
Sanchez	Canceled	ALX	5/23		\$275	
Matos	Canceled	ALX	4/4		\$275	
Flagpole Radio	Canceled	THR	3/21		\$2,340	
Rock Elite	Canceled	MR3	April		\$330	
P.Damasceno	Canceled	ALX	5/30		\$425	
NCTPW	Canceled	LMR	April, May		\$90	
Womens Hoops	Canceled	Gym	3/15-4/30		\$490	
Angela Downey	Postponed	Gym	3/21			
Vega	Canceled	ALX	4/26		\$425	
Rodriguez	Canceled	ALX	5/2		\$275	
Portillo	Canceled	ALX	10/25		\$1,225	wedding
Bridge Group	Canceled	ALX	May/June		\$4,000	
Womens Hoops	Canceled	Gym	May/June		\$630	
Kennel Group	Canceled	Gym	May/June		\$420	
Lathrop	Postponed	THR	May/June		\$5,000	rescheduled for August
Wurtze BBall	Canceled	Gym	April&May		\$360	
Rock Elite	Canceled	MR3	May		\$330	
Rocking Roosters	Canceled	Gym	May/June		\$400	
SNBL	Canceled	Gym	April&May		\$406	
St. Rose	Postponed	THR	May		\$1,800	TBD with Reschedule

Attachment B

[illegible]

**** List does not include those events that were never \$ committed because Covid occurred, i.e reserved in Feb for a later month**