



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, November 10, 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, Marie Smith, Margot Hall, Anna Wiedemann, Jen Guman, Herb Rosenthal (left at 7:37 p.m.)

Absent: none

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

Call to Order: Ms. Chaudhary called the meeting to order at 6:29 p.m.

Public Participation:

None

Report and Comment from Chairman:

Ms. Chaudhary began by telling members of a meeting she and Ms. Torres had with the First Selectman and Finance Director. They discussed what the ETH has been dealing with and the unknowns being faced. Ms. Chaudhary asked the First Selectman about the status of making the ETH a landmark building. The First Selectman will be following up with the Director of Land Use, George Benson.

After the meeting, Ms. Chaudhary and Ms. Torres had an opportunity to speak with the Community Center Director, Matt Ariniello and will be meeting with him next week to discuss what each is doing and how to stay safe.

Approval of Minutes:

Ms. Hall motioned to approve the minutes from October 13th 2020. Seconded by Ms. Smith. All in favor.

Operations Manager/Theater Report (Refer to Attachment A):

Ms. Torres began with the Theater report. She told the Board about her meeting on Saturday with the performance group from West Hartford who had done a play in the drive-in area for their remote audience. The group was very impressed with how the theater was set-up and are looking to do something in this area so they would like to come meet with the Board to discuss this further.

Ms. Torres then presented the Manager's Report.

Ms. Chaudhary asked when the request for bids for the exterior renovations would be submitted. Ms. Torres explained this bid request is composed of many small projects which were approved, but she is not certain when the bid request would be done.



Ms. Torres told the group that the rental of the lift used to remove the drive-in screen was costly, so to make best use it was also used to clean the gutters. The group discussed the importance of a planned maintenance schedule and whether or not the ETH was on the town's schedule. Ms. Torres will follow up with the Public Work Director, Fred Hurley. Ms. Smith noted that prior to town offices moving to the Municipal Center building, the ETH was where town offices were located and must have been a part of the town's maintenance schedule. Mr. Rosenthal confirmed when he was First Selectman, Public Works did the maintenance on the building.

Financial Review (Refer to Attachments B):

P&L / Aging Report:

Aging report:

Ms. Torres explained that the line for DNR expenses is related to the drive-in, which included two rentals of a lift and the replacement of the screen which was damaged in a storm. The back exterior lighting will be re-adjusted so people are able to see in the parking lot during the winter. She continued to express that the drive-in will not be profitable in the future unless it can be done in the lower parking lot to allow for the upper lot to be used for event parking. This was a good activity during the pandemic, but may not be worth the investment in the future.

P&L:

No questions.

COVID Expense report:

Ms. Torres said the ETH has not received any reimbursement from the town for COVID related expense and they continue to submit receipts. She has been cutting back wherever safely possible to do so. COVID related expenses are now over \$7,000 for disinfectants and masks. Ms. Chaudhary said she is hoping grants will come available to help with these costs.

Unfinished Business:

CIP Update:

Ms. Torres updated the Board that the roofer came to look at the roof and gutters and explained that changing the gutters to exterior copper is a little more complicated because they must be connected to the gutter system in the walls.

COVID Governor's Reopening Plan:

Ms. Torres explained that in the rollback to phase 2.1, the Governor said all movies must have concessions closed. Being that the ETH did not have many people sign up for upcoming movies and the closed concessions requirement, it does not make sense to show the movies. Ms. Torres worked with the library and was able to obtain a credit from the studio that can be used at a later date. She continued to explain that in the phase 2.1 roll back interior events are now limited to 25 maximum. With social distancing requirements, the maximum allowed in the old court room is 14, and in the lower meeting room is 18. The Alexandria room is now back



down to 25, and the gym and theater are down to 100. Ms. Torres has called people who had events scheduled to see if they will be able to cut back to the meet State requirements. The group discussed the reason for the State closing concessions is to help prevent people from taking off their masks. They also discussed the coming winter and social constraints. Ms. Torres highlighted that the gym is still doing well.

Live Events/Music Series Update:

Ms. Torres expressed the importance of signing contracts with bands now so the ETH does not lose the opportunity to book these acts. She continued to explain that a clause was added to the contract to cover the ETH in the event it would have to close due to COVID. Beginning in March of 2021, there will be a live band each first Saturday of the month for three months. Ms. Torres said that she hopes to have the ETH opened again in March and have something to offer the community. Ms. Chaudhary expressed her concerns with the spring dates and the number of times the bands can be postponed. Ms. Torres did not feel the ETH would have to do anything as the contracts require the acts to perform to receive the remaining payment. Mr. Rosenthal noted that the ETH has to pay the initial \$5,500 and the risk is that they may never get anything at all. After much discussion the board agreed that they were comfortable with signing contracts as long as the dates were shifted to the fall.

Mr. Rosenthal moved that contracts be signed as long as they can have fall dates instead of spring dates with force majeure that dates can be moved out. Second Margot. All in favor.

Mary Hawley Society Update:

Ms. Chaudhary told the Board there had been issues with details of a grant application. Ms. Torres said she was not certain if all issues had been resolved, and that it's very important for the Mary Hawley society to organize itself around two committees; one for grants and a second for fund raising.

Ms. Chaudhary asked Ms. Wiedemann to let the Board know when the Mary Hawley Society has a meeting.

New Business:

Mask Requirement:

Ms. Torres told everyone that she had to remind sports groups that masks are required. The Board discussed the need for sports groups to wear their masks while playing. Dance recitals held at the ETH were socially distanced and dancers wore their masks. Ms. Chaudhary expressed that she understands playing sports with a mask is difficult but they must ensure everyone is safe. Masks are also required for rentals by family cohorts; there are no exceptions.

Building Hours:

Ms. Chaudhary noted that the ETH is now being used in a different way and that they are looking for additional ways to save money. She asked members if it made sense to reduce hours the ETH is open. In looking at the preliminary numbers they found a potential estimated



savings of \$3,000 per month if the building is shut down 1 day per week. Ms. Chaudhary gave the example of restaurants being closed on Mondays. Mr. Rosenthal asked if there was a day of the week where there was less traffic in the building. Ms. Chaudhary and Ms. Torres said Fridays were surprisingly the slowest day. If this is done they would have to make accommodations to allow renters into the building. Ms. Torres told everyone she signed up for a virtual training class on the Shared Work - CT program. Mr. Rosenthal noted that even in good times, several of the smaller towns had town halls closed on Fridays. Brookfield was one. Ms. Chaudhary said she will have more information for the next meeting.

2021/2022 Initial Budget Review:

Ms. Torres directed members to fiscal year 2019/2020 on the report and explained that this was the last regular fiscal year that could be used in determining the 2021/2022 recommended budget. The numbers take into account keeping staff and hours exactly as they are now. These number may go down if staff hours are reduced. Even with town contribution, the ETH is still in a deep hole. Ms. Chaudhary said they will need to ask for a significant amount more from the town. There are no other town organizations experiencing as big of a problem at the ETH because it is more of a business. Ms. Chaudhary pointed out the budget does not begin until July of 2021, so things may pick up the second half of the fiscal year. Ms. Torres explained how the budget estimates were determined and then re-reviewed.

The group performed a line-by-line review of the budget draft and made adjustments where all agreed were necessary.

Highlights from this review are as follows:

Revenue:

Movie ticket sales revenue:

Ms. Torres noted the benefits of using the theater for live events instead of movies once things have gone back to normal. Ms. Guman recommended still including movie revenue in the budget. The group discussed the topic further and decided to hold off on making a decision on the movie line until the next meeting.

Concession:

Revenue needs to determine based upon ticket sales.

Expenditures:

Repairs and maintenance:

Ms. Torres explained that the equipment inspections and maintenance increased due to expected additional costs.

Equipment:



Ms. Torres explained that this line is for cases where equipment must be replaced. Ms. Guman recommended reducing the back to the prior budget.

Ms. Chaudhary reminded the Board the bottom number will fluctuate based upon the changes discussed.

Executive Session:

Ms. Hall moved to enter into executive session, inviting Operations Manager, Sheila Torres, for the purposes of discussion lease terms. Ms. Guman seconded. All in favor

The Board entered into Executive session at 9:13 p.m.

The Board came out of executive session at 9:53 p.m.

Ms. Hall motioned to revise lease term dates as discussed during executive session. Revise term 5.1 to reflect May 31st, 2021 and term 6 to reflect June 1, 2021. Ms. Wiedemann seconded. All in favor.

Comments from Board Members:

none

Adjournment:

Ms. Wiedemann motioned to adjourn at 9:58 p.m. Ms. Smith 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.*

[Edmond Town Hall Board of Managers 11/10/2020 meeting](#)

ETH MANAGER'S REPORT – 10 November 2020 – Sheila Torres

- **COVID Training** Completed training of staff for COVID processes. Thank you to the Board members who were able to attend act as customers. We implemented your suggestions.
- **Theater** – Met with the Playhouse Theater Group Saturday Nov 7. Two of their representatives came along with Tracy Flater and they were very impressed with our theater. They would like to return with other members of their organization to look at our space and specs and technology and explore the possibility of working with us to develop theater programs here.
- **Ticketing Vendor Changes** – Kat Moran has downloaded the reports from Vendini. She focused on the revenue from each of the past shows and the contact information for the people who came to each show. Also, the list of patrons in our newsletter. Vendini will be put to bed in December and after that we will need to use another platform. For the time being I think we need to use Eventbrite because it is free. No subscription charges. They do not provide a newsletter tool as part of their service.
- **Free Movies** – Based on the governor's order to close concessions, I had to postpone the free movies. The studio has agreed to allow us to show the films later without having to pay for them again. You may recall that the movies were free compliments of the library and the only revenue we would gain would be from concession sales. Ingersoll's movie will also be postponed, which is unfortunate.
- **Live Events/Movies/Bookings** – We have a recital scheduled for Nov. 22nd and we have the Nutcracker Ballet scheduled for December 6. I had to call off some of my bookings due to the new restrictions.
- **Rentals** are going to slow down again because of the new restrictions bringing us back down to 25 people. Only the gym is doing well because of sports and because I can have 100 people in that space because it is a gym. I did manage to move somebody from the Alexandria Room to the gym because of the restrictions.
- **Live Events Team** – Despite Jim Allyn's willingness and eagerness to do live shows here, I really wanted to use the movies as a test and will need to put off the live events until we get through this new closure. Our theater capacity has been reduced to 100 people maximum, which is even less than the 162 we had previously.
- **ADA Bathroom** – Rick has not responded to my requests for the new quote. I suspect that he may have to start the bidding process again because the last quote was too close.
- **Exterior Renovations** – I do not know when Rick plans to bid this project. Al was able to get up to the gutters using a lift that we had for removal of the drive-in screen. The gutters were clogged and filled with water and debris. He had to use a snake to get the debris removed.

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of October 31, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
All Star Cleaning	516.94				\$516.94
Aquarion Water	\$153.80				\$153.80
Artech Water	\$0.00				\$0.00
Associated Refuse	\$381.00				\$381.00
BOM- Minutes	\$125.00				\$125.00
Crystal Rock	\$50.78				\$50.78
DJ Melodia Plumbing	\$1,647.85				\$1,647.85
DNR Labs	\$3,000.00				\$3,000.00
Effective Pests	\$155.00				\$155.00
Eversource - Electric	\$3,329.34				\$3,329.34
Eversource - Flood	\$15.68				\$15.68
Eversource - Gas	\$565.71				\$565.71
Frontier Communications	\$165.33	\$173.25			\$338.58
Newtown Hardware	\$36.15				\$36.15
Securitiy Deposits/Refunds	\$489.76				\$489.76
Silvermine	\$550.00				\$550.00
Spectrum	\$183.88				\$183.88
Town of Newtown (credit card)	\$4,471.01				\$4,471.01
Town of Newtown (payroll)					\$0.00
Total Building Expenses	\$ 15,320.29	\$173.25	\$0.00	\$0.00	\$ 15,493.54
Commissioner of Revenue Svc	\$99.00				\$99.00
Swank Productions	\$720.00				\$720.00
Terry's Popcorn	\$325.00				\$325.00
Universal Pictures	\$400.00				\$400.00
Total Theater Expenses	1,544.00	0.00	\$0.00	\$0.00	1,544.00
GRAND TOTAL	\$16,864.29	\$173.25	\$0.00	\$0.00	\$17,037.54

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11/04/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

July through September 2020

	Jul - Sep 20	Jul - Sep 19	% Change
Ordinary Income/Expense			
Income			
3000 · BUILDING INCOME			
3100 · ROOM RENTALS			
3110 · ALEXANDRIA ROOM			
3111 · Alexandria Room Rental	2,280.89	11,570.00	-80.3%
3112 · Kitchen Rental	1,077.50	2,022.00	-46.7%
3113 · China Rental	0.00	75.00	-100.0%
3114 · Dressing Room Rental	0.00	100.00	-100.0%
3110 · ALEXANDRIA ROOM - Other	0.00	7,412.50	-100.0%
Total 3110 · ALEXANDRIA ROOM	3,358.39	21,179.50	-84.1%
3120 · GYMNASIUM	-890.75	7,180.88	-112.4%
3130 · THEATRE	-940.37	9,380.00	-110.0%
3140 · MEETING ROOMS			
3141 · Lower Meeting Room	162.00	450.00	-64.0%
3142 · Old Court Room	0.00	828.00	-100.0%
3145 · Suite 202	990.00	990.00	0.0%
Total 3140 · MEETING ROOMS	1,152.00	2,268.00	-49.2%
3150 · A / V Equipment Rentals			
3151 · Microphone Rental	0.00	100.00	-100.0%
3150 · A / V Equipment Rentals - ...	0.00	75.00	-100.0%
Total 3150 · A / V Equipment Rentals	0.00	175.00	-100.0%
3190 · Rent - Storage	30.00	65.00	-53.9%
Total 3100 · ROOM RENTALS	2,709.27	40,248.38	-93.3%
3200 · TENANT RENTALS			
3201 · Suite 200	3,825.00	2,550.00	50.0%
3202 · Suite 103	0.00	1,449.06	-100.0%
3203 · Suite 201	1,130.25	1,130.25	0.0%
3205 · Suite 102	4,000.00	3,000.00	33.3%
3208 · Avielle Foundation	0.00	2,940.24	-100.0%
3209 · Suite 101	3,372.00	0.00	100.0%
Total 3200 · TENANT RENTALS	12,327.25	11,069.55	11.4%
3300 · SPECIAL EVENTS			
3303 · Laser Spectacular Fundraiser	0.00	710.00	-100.0%
3305 · Live Events (ETH Sponsored)	3,000.00	3,374.60	-11.1%
3310 · Bar Sales	0.00	464.55	-100.0%
Total 3300 · SPECIAL EVENTS	3,000.00	4,549.15	-34.1%
3500 · OTHER INCOME			
3501 · Hawley Trust Interest	9,430.11	9,430.11	0.0%
3502 · Bank Interest	30.27	29.63	2.2%
3503 · Town of Newtown-Contrib	125,000.00	125,000.00	0.0%
3530 · Other Income	825.11	0.00	100.0%
3500 · OTHER INCOME - Other	19.00	0.00	100.0%
Total 3500 · OTHER INCOME	135,304.49	134,459.74	0.6%
3600 · DONATIONS TO SPECIAL PROJ...			
3650 · Restoration Donations	0.00	204.42	-100.0%
3680 · Building Donations	250.00	262.00	-4.6%
Total 3600 · DONATIONS TO SPECIAL ...	250.00	466.42	-46.4%
3000 · BUILDING INCOME - Other	0.00	0.00	0.0%
Total 3000 · BUILDING INCOME	153,591.01	190,793.24	-19.5%

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Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

July through September 2020

	Jul - Sep 20	Jul - Sep 19	% Change
5000 · THEATRE INCOME			
5100 · TICKETS			
5110 · Ingersoll Auto	2,800.00	10,983.00	-74.5%
5100 · TICKETS - Other	20,129.55	26,235.00	-23.3%
Total 5100 · TICKETS	22,929.55	37,218.00	-38.4%
5200 · CONCESSIONS	11,213.35	32,867.65	-65.9%
5300 · GIFT CERTIFICATES	0.00	30.00	-100.0%
5600 · Advertising Income			
5601 · Screen Ads - Slides	300.00	1,302.50	-77.0%
5602 · Screen Ads - Videos	800.00	0.00	100.0%
5603 · Movie Preview Sponsor	0.00	2,340.00	-100.0%
Total 5600 · Advertising Income	1,100.00	3,642.50	-69.8%
5900 · OTHER INCOME - THEATRE			
5902 · Sunday Cinema Series	0.00	1,222.00	-100.0%
Total 5900 · OTHER INCOME - THEATRE	0.00	1,222.00	-100.0%
Total 5000 · THEATRE INCOME	35,242.90	74,980.15	-53.0%
Total Income	188,833.91	265,773.39	-29.0%
Gross Profit	188,833.91	265,773.39	-29.0%
Expense			
4000 · BUILDING EXPENSES			
4100 · SALARIES			
4110 · Salaries			
4111 · Building Administrator	13,961.55	18,615.44	-25.0%
4112 · Payroll-MGT-Office	4,994.00	6,922.10	-27.9%
4114 · Payroll-MNT	17,964.51	23,366.68	-23.1%
4115 · Payroll-NHT	7,180.69	11,167.67	-35.7%
Total 4110 · Salaries	44,100.75	60,071.89	-26.6%
4120 · Employer FICA & Med.-BLDG	3,498.33	4,485.12	-22.0%
Total 4100 · SALARIES	47,599.08	64,557.01	-26.3%
4400 · UTILITIES			
4410 · Electricity	12,527.48	15,114.90	-17.1%
4420 · Gas	1,695.15	2,121.01	-20.1%
4430 · Water	519.89	675.42	-23.0%
4450 · Telephone	762.52	425.22	79.3%
4460 · Internet	209.96	97.00	116.5%
Total 4400 · UTILITIES	15,715.00	18,433.55	-14.8%
4500 · OUTSIDE SERVICES			
4510 · Refuse Removal	1,143.00	1,524.00	-25.0%
4515 · Alarm System	345.00	2,411.00	-85.7%
4520 · BOM Meeting Minutes	375.00	375.00	0.0%
4525 · Boiler	325.00	0.00	100.0%
4540 · Pest Control	310.00	620.00	-50.0%
4545 · Computer Servicing	2,226.56	1,750.99	27.2%
4550 · Landscaping	500.00	0.00	100.0%
4566 · Consulting Fees	0.00	392.00	-100.0%
4570 · Piano Tuning	0.00	140.00	-100.0%
Total 4500 · OUTSIDE SERVICES	5,224.56	7,212.99	-27.6%
4600 · REPAIRS AND MAINTENANCE			
4610 · Building Repairs	2,581.14	4,041.56	-36.1%
4620 · Building Supplies	-121.42	0.00	-100.0%
4625 · Equip Inspections/Maint.	290.00	0.00	100.0%

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Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

July through September 2020

	Jul - Sep 20	Jul - Sep 19	% Change
4640 · Maintenance			
4640-02 · Contract Renewals	2,550.00	1,360.75	87.4%
4640-03 · Regular Maintenance	0.00	2,685.00	-100.0%
Total 4640 · Maintenance	2,550.00	4,045.75	-37.0%
4660 · Capital Improvement Projects	0.00	3,502.76	-100.0%
Total 4600 · REPAIRS AND MAINTENANCE	5,299.72	11,590.07	-54.3%
4700 · OFFICE			
4710 · Office Supplies	23.68	1,609.05	-98.5%
4721 · Credit Card Fees (Bank Charg...	314.69	649.80	-51.6%
4722 · Permits	0.00	290.00	-100.0%
4725 · Water Cooler	58.75	146.35	-59.9%
4745 · Postage	0.00	110.00	-100.0%
4750 · Dues and Subscriptions	179.00	886.28	-79.8%
4765 · Computer Supplies	450.00	0.00	100.0%
Total 4700 · OFFICE	1,026.12	3,691.48	-72.2%
4800 · BUILDING EXPENSES			
4810 · Equipment	1,214.88	2,915.06	-58.3%
4815 · Building Supplies	0.00	3,954.57	-100.0%
4825 · Bar/Liquor Items	0.00	863.30	-100.0%
4870 · Seasonal Items	40.00	201.80	-80.2%
4885 · THR Birthday/Meeting Expens...	0.00	98.19	-100.0%
4886 · Special Events (Non ETH Spo...	0.00	1,093.25	-100.0%
4887 · Jukebox 45	0.00	5,768.26	-100.0%
4888 · Live Events (ETH Sponsored)	-3,925.00	0.00	-100.0%
4800 · BUILDING EXPENSES - Other	0.00	69.00	-100.0%
Total 4800 · BUILDING EXPENSES	-2,670.12	14,963.43	-117.8%
4900 · SPECIAL PROJECTS			
4979 · Balcony Seating	0.00	1,263.40	-100.0%
4982 · Theatre Improvements	1,250.00	0.00	100.0%
Total 4900 · SPECIAL PROJECTS	1,250.00	1,263.40	-1.1%
Total 4000 · BUILDING EXPENSES	73,444.36	121,711.93	-39.7%
7000 · THEATRE EXPENSES			
7100 · FILMS			
7105 · FILM RENTALS	10,279.00	17,096.74	-39.9%
7110 · Film Transport	0.00	878.90	-100.0%
Total 7100 · FILMS	10,279.00	17,975.64	-42.8%
7200 · CONCESSIONS			
7210 · Snacks	1,607.44	6,153.94	-73.9%
7220 · Popcorn	1,679.64	4,136.56	-59.4%
7230 · Beverages	1,174.87	2,542.05	-53.8%
7270 · Paper Products	0.00	0.00	0.0%
Total 7200 · CONCESSIONS	4,461.95	12,832.55	-65.2%
7300 · SALES AND USE TAX	774.00	2,706.00	-71.4%
7400 · SALARIES			
7410 · Payroll-MGT-Theatre	10,767.48	14,356.64	-25.0%
7420 · Payroll-TKT	2,524.50	3,096.72	-18.5%
7430 · Payroll-PRJ	7,931.52	3,037.68	161.1%
7440 · Payroll-CON	5,049.00	10,376.46	-51.3%
7450 · Payroll - THR Inventory	896.78	1,440.00	-37.7%
Total 7400 · SALARIES	27,169.28	32,307.50	-15.9%
7500 · Employer FICA & Med.-THEA	2,142.64	2,414.67	-11.3%

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11/04/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss

July through September 2020

	Jul - Sep 20	Jul - Sep 19	% Change
7600 · ADVERTISING			
7601 · Advertising Expense	0.00	6,221.90	-100.0%
7602 · Screen Advertising Commis...	987.75	1,537.50	-35.8%
7603 · Screen Advertising Expenses	0.00	151.45	-100.0%
Total 7600 · ADVERTISING	987.75	7,910.85	-87.5%
7700 · OUTSIDE SERVICES			
7725 · Drive-In Support	2,810.00	0.00	100.0%
Total 7700 · OUTSIDE SERVICES	2,810.00	0.00	100.0%
7900 · OTHER EXPENSES			
7910 · SUPPLIES	319.42	0.00	100.0%
7950 · EQUIPMENT	366.74	0.00	100.0%
7980 · Sunday Cinema Series	0.00	250.00	-100.0%
Total 7900 · OTHER EXPENSES	686.16	250.00	174.5%
Total 7000 · THEATRE EXPENSES	49,310.78	76,397.21	-35.5%
Total Expense	122,755.14	198,109.14	-38.0%
Net Ordinary Income	66,078.77	67,664.25	-2.3%
Net Income	66,078.77	67,664.25	-2.3%