



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, December 8, 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, Jen Guman, Anna Wiedemann, Margot Hall, Herb Rosenthal

Absent: none

Also Present: Operations Manager - Sheila Torres, Bookkeeper/Finance - Lauren DiMartino (joined at 6:21 p.m.), Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:30 p.m.

Public Participation:

None

Report and Comment from Chairman:

Ms. Chaudhary had nothing to note.

Approval of Minutes:

Ms. Wiedemann motioned to approve the minutes from November 10th 2020. Seconded by Ms. Hall. All in favor.

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

Ms. Torres began by telling members she wanted to mention a minor error in the section labeled *Ticketing Vendor Changes* in the 12/8 ETH Manager's report. The ticketing website, Eventbrite integrates to Mail Chimp, not Constant Contact. Access to the Vendini application will be ending the end of this month (December) along with the current newsletter. To continue using Vendini there is a monthly fee.

She continued to tell everyone that the Lighthouse Theater Group made another visit and expressed how they would really like to work with the ETH. Another person from the theater group will be coming to look at the theater at a later date. Mr. Rosenthal told the group that he reviewed their financials and had some concerns with their 2017 and 2018 reports. Ms. Torres explained that she compared the Lighthouse Theater Group to NewArts to get a financial perspective, and noted the group recently received a substantial grant award. The theater group has explained to her that they would like establish a foot hold in this area.



Ms. Torres also noted that she has been reaching out to NewArts to see if they will be booking for next year, but has not yet received a response.

Ms. Chaudhary asked if the Lighthouse Theater Group is based out of New York and if they are a traveling group. Ms. Torres explained that the company has a lot of connections to New York but have established themselves in various communities that they like. She continued to explain that they are more of a complete theater group. Ms. Torres acknowledged that Mr. Rosenthal's questions were valid and should be answered.

New Business:

2021 calendar:

The group reviewed the 2021 meeting calendar previously distributed by the clerk. Ms. Chaudhary noted that the only potential issue could be the school spring break, but everything else looked typical.

Ms. Hall moved to approve the 2021 meeting calendar and submit it to the Town Clerk. Ms. Guman seconded. All in favor.

Unfinished Business:

COVID – State and Local Guidelines:

Current Programming Status:

Ms. Chaudhary informed members of a meeting with the Health Department and other town departments to better understand the State guidelines. There have been some recent changes that effected whether or not existing tenants could continue such as wrestling and dance, but it is understood now that both can continue with certain restrictions in place.

Ms. Torres said that she has another group interested in doing music which is permitted as per the guidelines. The ETH is now losing more revenue because basketball, (which was moved to ETH because of the school closures), has been placed on pause until January 19th. The State guidelines allow for athletic activities to continue with the restriction that the athletic group can only be composed of 3 people including the coach which is not cost effective. The group discussed the uniqueness of the ETH in that it serves many different activities.

Building Hours:

Ms. Chaudhary asked members if it makes sense for the ETH to be open the same hours if they are unable to have activities. Ms. Torres reminded members of her recommendation to close one day of the week and found Friday would have the least impact. Another option would be to have the hours shifted to 9 a.m. - 9 p.m. which would allow for the evening activities to continue. Ms. Torres also told the Board that she attended the State's Work Share webinar that explained how employers could reduce employees' hours, avoiding layoffs and keeping benefits coverage. Currently, the program has no cost to the employer, but this ends on December 26th. There is the possibility of applying the program retroactively for employees whose hours had been reduced in the past months.

Ms. Torres explained to everyone that she has had to cancel events because the State has gone back to phase 2.1 and only 25 people are permitted to gather indoors. Mr. Rosenthal said



that the impact on the ETH employees must be considered in making a decision to change the hours in comparison to the associated cost savings. Ms. Chaudhary asked that everyone look at this from a temporary perspective. The group continued to discuss employee hours and concluded that they would revisit this discussion in the January meeting.

Mr. Rosenthal moved to table the conversation until January 2021. Ms. Wiedemann seconded. All in favor.

December 2021 Concert “Yellow Brick Road”:

Ms. Torres told members that dates for the fall concerts are set. Mr. Goldberg recommended the ETH consider Yellow Brick Road, the Elton John cover band, who has become very popular since the Rocketman movie release. She reminded members that the original plan was to have 5 acts and so far 3 have been scheduled. Their date of availability would be the first weekend in December 2021. Ms. Torres expressed that she felt this event would help the ETH start the holiday season. Ms. Chaudhary asked for the price difference. Ms. Torres said that Yellow Brick Road was more expensive than another band being considered. Members discussed concerns with the higher cost and decided to stay with the prior selected band.

2021/22 Budget:

Ms. Chaudhary reminded members that this is the second review of the budget.

Ms. Torres began the budget review by explaining that in developing this budget, she and Ms. DiMartino took a percentage of the fiscal year 2019 – 2020 to determine 2020 – 2021 and then made adjustments considering the pandemic and the need to be cautious. She also informed members that the Bridge group is hoping to return in July 2021.

The group reviewed the budget line by line. Ms. DiMartino explained that the budget was based upon different assumptions and that the board has to determine and agree on the best assumption. The new budget has to be a majority best guess. Ms. Chaudhary further explained that Ms. Torres spoke with the town’s Finance Director, Robert Tait who suggested this approach.

The following are line items that were discussed in the meeting.

Revenue:

Line item	Notes
Alexandria room rental and side items.	The group agreed the proposed dollars were OK assuming Bridge returns July 1 st .
Lower meeting room	Ms. Wiedemann recommended leaving the proposed amount as it is not certain if people will continue to use remote meetings. Ms. Torres explained that the lower meeting room is the most popular after the Alexandria room and is often used by sports organizations and union meetings for postal workers.



Line item	Notes
Mary Hawley meeting room	Ms. Torres explained that this room is seldom used by paying organizations.
Meeting room 3	The current tenant continues to use the space so amount remains the same.
AV rentals other	Ms. DiMartino recommended merging all incidentals for the Alexandria room into one line. All members agreed.
Tenant rentals	Ms. Chaudhary requested that lines be updated with notes showing the potential revenue for available spaces.
<i>Special Events:</i>	
Laser show fundraiser	Ms. Torres told members that they were not certain if they will hold this event again.
Live events – ETH sponsored	Ms. Torres explained that this line includes the music series and comedians.
Special Events – not ETH sponsored	Ms. Torres told members this line was for events like the movie premier. The group discussed and agreed to consolidate this line into the theater rental. (This line will eventually roll off of the report.)
CIP allocation	Ms. Torres explained that this line was originally established to reserve funds for things that would need replacement.
Movie Revenue	Ms. Torres shared with members the difficulty in determining the amount based upon 80% of last year's budget. The group briefly discussed further.
Advertising (including sponsorships)	Ms. Torres highlighted the big loss in sponsorships.
Other income theater	It was noted that this line is no longer valid and will eventually roll off of the report.
Total Building & Movie income	Mr. Rosenthal questioned if the total income should include the town's contribution. He recommended showing the net operating income to get a true reflection of how the ETH is doing without the town contribution.

Expenditures:

Ms. DiMartino noted that there were some decreases based upon changes to events and tenants.



Line item	Notes
Electricity	Ms. Torres explained that funds went into a program for new lights.
Telephone	The group discussed the increase. Ms. DiMartino to confirm.
Internet	Ms. Torres noted the increase was due to the upgraded speed.
Alarm System	Members all agreed to increase the cost for testing and maintenance.
Boiler/HVAC/Generator	Ms. DiMartino will be updating the notes to indicate that the dollars have been moved under repairs and maintenance.
Elevator	Ms. DiMartino to add a note that dollars have been moved to building repairs.
Fire suppression system	Members agreed to move the dollars under building repairs and Ms. DiMartino will add a note to the line.
Building supplies	Ms. Chaudhary questioned if the amount included PPE. Ms. DiMartino expressed that she hoped there would not be more expenses in regards to PPE in the next fiscal year (beginning July 2021). Ms. Torres also added that there are not many events being held for them to use the PPE.
Maintenance contract renewal	It was noted that a portion of this total is for the elevator. Ms. DiMartino explained the amount was moved to building repairs. The group discussed further.
Sinking fund money	Ms. Torres explained that this line was for money set aside to pay for things in the future, but this is no longer achievable. The group agreed to remove line item.
Live events – ETH sponsored	Ms. DiMartino recommended adding a dollar for live events scheduled for next year. Members agreed upon an amount.
FICA	Ms. Hall brought to groups' attention that FICA fell under the wrong category and was being included in the Advertising total. Ms. DiMartino will make the necessary correction.
Other Expenses	It was noted that all lines under this category should be \$0 as they have been moved to the building supplies line and equipment line.



At the end of the line-by-line budget review, members discussed the deficit balance and the town's contribution. Ms. Chaudhary asked if they should request more than the town's usual contribution. After discussion, the group agreed to ask for the additional funds to make the ETH whole again.

Ms. Chaudhary asked for a motion.

Mr. Rosenthal moved to approve the 2020-21 proposed budget of expenditures of \$495,335 which will create a deficit of \$43,148 and to request a total of \$168,000 to the town. Anna seconded. All in favor.

Comments from Board Members:

Mr. Rosenthal expressed his concern with a letter written by Cindy Curtis. It was uninformed and he felt she should have reached out to the Edmond Town Hall Board of Manager first. All members agreed and expressed they all felt badly about having to lay-off a long-time employee. Ms. Chaudhary added that members acted in a well thought-out manner and everyone including the employee handled the situation with grace. Mr. Rosenthal told the group he has explained to others that movies had not been the same and the reason for the difficult decision.

Ms. Hall wished all members a happy and healthy holiday season.

Adjournment:

Ms. Wiedemann motioned to adjourn at 9:47 p.m. Ms. Guman seconded. All in favor.

Note: Attachments B and C are at the request of the Chairman.

*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 12/8/2020 meeting](#)

ETH MANAGER'S REPORT – 8 December 2020 – Sheila Torres

- **Staffing** – Attended Work Share Program webinar to learn about possibility of taking advantage of this program. Unfortunately, the program expires this month as it relates to the cost being free to employers. I am trying to see whether we can use it retroactively. Will keep you posted.
- **Music Series** – Music Series dates have been moved to Fall 2021 as follows: Motown **Fri 10 Sep**; Best of the Eagles **Sat 9 Oct**; A Brother's Revival **Sat 6 Nov**. Yellow Brick Road (Elton John) **Sat 4 Dec** proposed.
- **Theater** – Playhouse Theater Group returned Saturday Nov 28 with a total of six members of the organization. I showed them the theater and related spaces and provided the specs based on the new lighting. They were impressed with the space and asked a few questions: could the community support our group with a place to stay during the show (rooms for the actors); expressed their work with the schools as part of their mission; asked about room for a set build space and reiterated that they work with the community when they come into a town. They said they might have one more person come and then would like to meet with the Board to discuss working together. I asked them to send me any questions or issues in advance and that I would inform the Board of their wishes to meet. I will keep you posted on what happens next.
- **Ticketing Vendor Changes** – I have asked Kat Moran to begin looking into potential newsletters that we can use. Eventbrite does not provide a free newsletter, but it does integrate with Constant Contact. It would be helpful to look into the possibility of using that tool, so I have Kat doing some research on the cost.
- **Live Events/Movies/Bookings** – Due to the latest restrictions, we have lost almost all gym sports group revenue at least until Jan. 19. We have been booking the theater for recitals and birthday parties. Not much else in the way of day rentals except for the church group. I had to cancel some of my event bookings due to the new restrictions.
- **Rentals** for commercial spaces are capped at 25 people, except for the theater. However, we still cannot eat in the theater.
- **Live Events Team** – I have not been working with this team due to the uncertainty about where we are going with the pandemic. I will reach out and see whether they are still interested in doing something perhaps for early spring.
- **ADA Bathroom** – I followed up with vendor and I was able to get the needed purchase order created by Rick. I am waiting to hear when the vendor can fit us in, but at least they are free to schedule now that a purchase order has been cut for the project.
- **Exterior Renovations** – I do not know when Rick plans to bid this project, but I would like to meet with him in advance to be clear on how we approach it. This project involves many vendors with quite different levels of expertise. I have followed up with Rick on the question of the downspouts that I had sent him in October. It's important to understand whether the current downspouts continue to be clogged and I would like to have somebody come out and investigate that before we move forward because even if we put the downspouts out of commission, we will need to remove existing debris.

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of November 30, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alarms By Precision	\$1,056.00				\$516.94
Aquarion Water	\$139.41				\$139.41
Artech Water	\$325.00				\$325.00
Associated Refuse	\$381.00				\$381.00
BOM- Minutes	\$125.00				\$125.00
Cohn & Wolf	\$288.00				\$288.00
Crystal Rock	\$146.77				\$146.77
DJ Melodia Plumbing	\$1,000.00				\$1,000.00
DNR Labs	\$3,525.00				\$3,525.00
Dumouchel Paper	\$392.59				\$392.59
Effective Pest	\$155.00				\$155.00
Eversource - Electric	\$2,318.01				\$2,318.01
Eversource - Flood	\$16.39				\$16.39
Eversource - Gas	\$1,309.21				\$1,309.21
Frontier Communications	\$43.07				\$43.07
MCR Construction	\$128.00				\$128.00
Newtown Hardware	\$28.36				\$28.36
Securtiy Deposits/Refunds	\$891.27				\$891.27
Silvermine	\$550.00				\$550.00
Spectrum	\$160.05				\$160.05
Town of Newtown (credit card)					\$0.00
Town of Newtown (payroll)					\$0.00
Total Building Expenses	\$ 12,978.13	\$0.00	\$0.00	\$0.00	\$ 11,922.13
Commissioner of Revenue Svc	\$2.00				\$2.00
Swank Productions	\$2,350.00				\$2,350.00
Manchester Tobacco	\$454.42				\$454.42
Northeast Beverage	\$232.92				\$232.92
Terry's Popcorn					\$0.00
Total Theater Expenses	3,039.34	0.00	\$0.00	\$0.00	3,039.34
GRAND TOTAL	\$16,017.47	\$0.00	\$0.00	\$0.00	\$14,961.47

Created 3/10/2020 Updated: 12/3/20						
BUSINESS LOSSES DUE TO COVID- 19						
Customer	Postponed?	Event Room	Event Date	/Credit	Amount	Notes
	Postponed	Theater	3/11/20	\$250		no name on ST notebook
	Postponed	THR	3/1/20	\$250		
	Canceled	Gym	3/20, 4/3, 4/17		\$150	
	Canceled		Mar/May		\$252	
	Canceled	ALX w/KIT	4/9		\$300	
	Postponed	ALX	6/26	\$275		
	Canceled	THR	3/14		\$250	
	Canceled	Gym	3/12		\$87	
	Canceled	THR	3/13-3/15		\$2,672	Avg. amount this fiscal year
	Postponed	Gym	3/14	\$123		
	Canceled	Gym	mid Mar/April		\$765	
	Postponed	Gym	3/16-3/30		\$189	
	Canceled	Gym	5/16		\$140	
	Canceled	Gym	3/15,3/22, 3/29		\$184	April TBD
	Canceled	Gym	3/14		\$105	
	Canceled	ALX	3/14		\$275	
	Canceled	Gym	4/5		\$175	
	Postponed		3/29	\$145		
	Canceled	THR	May events		\$4,100	
	Canceled	Gym	4/4		\$155	
	Canceled	Gym	3/14, 3/21, 3/28		\$150	
	Canceled	ALX	March/April		\$2,900	
	Canceled	ALX	4/19		\$1,200	
	Canceled	ALX	6/27		\$248	
	Canceled	ALX	5/23		\$275	
	Canceled	ALX	4/4		\$275	
	Canceled	THR	3/21		\$2,340	
	Canceled	MR3	April		\$330	
	Canceled	ALX	5/30		\$425	

Customer	Postponed?	Event Room	Event Date	/Credit	Amount	Notes
	Canceled	LMR	April, May		\$90	
	Canceled	Gym	3/15-4/30		\$490	
	Postponed	Gym	3/21			
	Canceled	ALX	4/26		\$425	
	Canceled	ALX	5/2		\$275	
	Canceled	ALX	10/25		\$1,225	wedding
	Canceled	ALX	May/June		\$4,000	
	Canceled	Gym	May/June		\$630	
	Canceled	Gym	March-June		\$720	
	Postponed	THR	May/June		\$5,000	rescheduled for August
	Canceled	Gym	April&May		\$360	
	Canceled	MR3	May		\$330	
	Canceled	Gym	May/June		\$400	
	Canceled	Gym	April&May		\$406	
	Postponed	THR	May		\$1,800	TBD with Reschedule
		THR	May		\$2,000	
		THR	May		\$788	
		ALX	May		\$275	
	Canceled	Gym	April		\$383	
	Canceled	Gym/ALX	July		\$1,180	
	Canceled	Gym/ALX	July		\$275	
	Canceled	ALX	6/20		\$425	
	Canceled	Gym	June		\$184	
	Canceled	Gym	June		\$280	
	Canceled	Gym	July-Oct		\$1,260	
	Canceled	MR3	mid June		\$150	
	Canceled	Gym	July/Aug		\$420	
	Canceled	Gym	July-Oct		\$800	
	Canceled	Gym	July-Oct		\$8,000	
	Canceled	ALX	Aug		\$275	
	Canceled	Gym	Sept-Oct		\$1,000	
	Canceled	Gym	Sept		\$742	
	Canceled	Gym	July/Sept		\$252	

[illegible]

Attachment C

Customer	Postponed?	Event Room	Event Date	/Credit	Amount	Notes
Movie Tickets					\$27,880	
Movie Concessions					\$35,581	
<i>* 50% of Theater income from 3/2019-12/2019</i>				Total:	\$73,450	
					TOTAL	\$173,895
** List does not include those events that were never \$ committed because Covid occurred, i.e reserved in Feb for a later month						



Edmond Town Hall Board of Managers

2021 Meeting Calendar

Time: 6:30 pm
Day: 2nd Tuesday of each month
Location: *Edmond Town Hall
Mary Hawley Room
45 Main Street
Newtown, CT 06470

Tuesday, February 9th
Tuesday, March 9th
Tuesday, April 13th
Tuesday, May 11th
Tuesday, June 8th
Tuesday, July 13th
Tuesday, August 10th
Tuesday, September 14th
Tuesday, October 12th
Tuesday, November 9th
Tuesday, December 14th
Tuesday, January 11th 2022

*Meetings will be held remotely when in-person meetings cannot be held.