

Edmond Town Hall Board of Managers
Regular Meeting
Tuesday, October 12, 2021
The Old Courtroom, Edmond Town Hall
45 Main Street, Newtown, Connecticut

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING

Present: Jen Guman, Betsy Paynter, Margot Hall, Herb Rosenthal, Marie Smith, Armel Romeo Kouassi

Absent: None

Also Present: Operations Manager - Sheila Torres, Stephanie Wiedemann (clerk)

Members of the Public: None

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

Chairman Report and Comment:
Ms. Guman had nothing to report

Approval of Minutes:
Ms. Guman asked for a motion to approve the minutes. Ms. Paynter motioned to approve the minutes as written. Seconded by Mr. Rosenthal. All in favor.

Operations Manager/Theater Report (Refer to Attachment)
New Arts met this past month. They will be moving forward with renting the theater. They will temporarily be extending stage. They will be returning stage to the way it was, when done after December. Fire Marshall will approve.

Lathrop hasn't gotten back to BOM.

Theater advertising – Mr. Clure doesn't want a contract. Ms. Paynter volunteered to be the contact person and do advertising for the theater. Ms. Paynter will meet with Mr. Clure. Ingersoll is still on screen. We have our own ad as well. Library has advertising.

Ms. Paynter had an idea for dinner and a show. She will put something together. Ms. Paynter will put something in the lobby to advertise this. Ms. Paynter is taking ownership of the event.

Ms. Guman said website and gutters add advertising there as well. Mr. Clure was going to gut businesses. Ms. DiMartino explained to Ms. Paynter that Mr. Kouassi asked if advertising included social media.

As of September 30, 2021, Ms. DiMartino abandoned QuickBooks. We are using efinance, which is what the Town uses. QuickBooks is solely for customers now. Payables are difficult to keep up with for both companies so she stopped QuickBooks and only uses efinance. Efinance is very labor manual. You have to enter everything and can't click and have financial reports as she was able to with QuickBooks. We report numbers on an accrual basis. Town reports it on cash basis until the end of the year when they go to an accrual system. Ms. Torres admires Ms. DiMartino's positivity during these changes. Ms. Torres said she does feel as though Ms. DiMartino has a good handle on this system. It's been a challenging process. She looks forward to becoming more fluid with the system. Mr. Tait has been a big help.

Mr. Rosenthal asked about the Community Center and Park and Rec because they use the same system. Ms. DiMartino spoke with Mr. Arieniello at the Community Center because his customer base is different than the Town Hall. Ms. Paynter asked if efinance can be used to pay bills and things. Ms. DiMartino said yes, certain constructs have to go through QuickBooks. Ms. DiMartino had to re-categorize things for efinance. The Town wanted everyone on the same program which is efinance.

Unfinished Business:

COVID – no mask mandate has eased security concerns for the show this past Saturday.

Destination Motown – there was an altercation on the balcony. People wouldn't wear masks. Security asked to put their mask on and they fought it. This shows people were wearing masks on their own.

Recap of the Art's Festival – great event, great feedback from people. Takes a lot of work. Everyone helped out. Mary Hawley could have had a box out. Art's Commission said it was the best Art Festival they have had.

Mary Hawley Update:

Meeting every week. Three people first week. Second week they needed a treasurer. Third week needed nine people to change any Bylaws. The Bylaws have a plan to move forward with how to structure. Discussing a press release before the year ends. They will use volunteers for events and fundraisers. Ms. Guman stated it's good to have them established and push forward.

New Business:

Currently there is no Vice Chair. Ms. Guman stated that Ms. Paynter would make a great Vice Chair. Mr. Koussai made a motion to have Ms. Paynter be Vice Chair. Ms. Smith seconded motion. All in favor.

Recap of Destination Motown Eagles. Had some kinks with lobby set up for first concert. Not as well attended due to COVID. Second one had a much better turnout and all of the kinks were worked out. Mr. Voket is working on something for the next concert to get the word out.

Ms. DiMartino called Town – Tim Whelen to advertise on the Town's flashing boards. He will advertise our events moving forward. Ms. DiMartino gave him the dates. Jennifer added to Ms. Torres comments. Destination Motown did not have as many people at this concert. More people from other towns came to this concert. Ms. Guman has a meeting Friday with Selectman Rosenthal to discuss.

CIP Roofing Project – Roof project is coming in \$10,000 over budget. The over cost comes out of the Town Hall budget. Ms. DiMartino asked why Town used their vendors and General Contractors but Town Hall has to cover the extra costs? Ms. Torres said estimates are usually a couple of years out and quotes are different by the time it comes to doing the job. Mr. Rosenthal said CIP is just a plan. If you exceed their plan, money has to come from somewhere. Ms. Torres said it has happened before with the lighting project. Aside from that, all other projects have come in at budget. Ms. Torres thinks the Town should help with the extra \$10,000 since the extra \$10,000 is for having a General Contractor. Ms. Torres is very happy with the General Contractor. She has met with him before and said he is very thorough.

ADA Bathroom Project – Ms. Guman is meeting with Selectman Rosenthal. When Selectman Llodra was in office, there was no handicap bathroom. ADA bathrooms were needed at Town Hall. The work was completed this past August. The project came in \$5,600 over budget. It is now being sent to the Town Hall to pay. This was a Town project. Not a Town Hall project. Town paid for it, but the extra \$5,600 is being asked to be paid for by Town Hall. A change order for power had to be tapped from a different area than original thought. Ms. DiMartino stated usually we spend \$50,000 to \$60,000 in maintenance repairs.

Budget Review – refer to discussion on budget.

SVG Investments – will be part of conversation with Selectman Rosenthal on Friday. Using funds for gym or Alexandria Room, ceiling, floor and painting walls.

CT Cultural Fund – Ms. Paynter gave Ms. DiMartino the information about this grant. Grants starts at \$5,000 and goes up to \$50,000. Everyone that applies gets something.

COMMENTS FROM BOARD MEMBERS

Mr. Rosenthal asked if Town covered a lot of bills. Ms. Guman said currently the Town is helping to pay vendor payables? Grant monies going towards some of this. Town expects to get funding that will hopefully wipe away what's owed.

Adjournment:

Ms Hall Motioned to adjourn at 8:54pm. Seconded by Ms. Smith. All in favor.

Respectfully submitted, Stephanie Wiedemann, Clerk

Executive Session Minutes

Tuesday, October 13, 2021

Attendees: Jennifer Guman, Margot Hall, Betsy Paynter, Marie Smith, Herb Rosenthal, Armel Kouassi

Also in attendance: Sheila Torres (until 9:05)

Entered into Executive session at 8:57

Entered into Public session: 9:09

Herb moved the motion to authorize the Edmond Town Hall Chair and Operations Manager to sign release form per litigation as discussed in Executive Session.

Margot seconded the motion.

Unanimous vote by the Board.

Margot made motion to adjourn the meeting.

Betsy seconded the motion.

Unanimous vote by the Board to adjourn at 9:14.