

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, July 9, 2019 - 6:30 P.M.

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

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING

Present: Margot Hall, Marie Smith, Lisa Schwartz, Jen Guman, Herb Rosenthal (7:00pm)

Absent: Jen Chaudhary

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney

Call to Order: Chairman Hall called the meeting to order at 6:32pm.

Public Participation: None

Report from Theater Coordinator: Mr. Mahoney shared the movie schedule. The summer is off to a slow start. Ingersoll will sponsor 3 free shows July 13th and 14th; Pet Cemetery on Saturday and Wonderpark on Sunday. Avengers Endgame is coming July 19th. He is trying to book more kids movies for the summer.

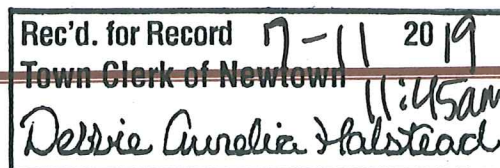
Approval of Minutes:

Ms Schwartz motioned to approve the minutes of the June 11, 2019 meeting with the following correction: Mr Rosenthal moved the forming of Development of Theater Staffing subcommittee consisting of Mr Rosenthal, Ms Smith and Ms Chaudhary. Second by Ms Smith. All in favor.

Mary Hawley Society: Ms Schwartz reports there was no meeting. Don Studley emailed everyone who expressed interest in the Society and received a good response. He will call a meeting and appoint new members.

Cultural Arts Commission: Ms Guman reports the commission has offered the Board of Managers a free booth at the Festival in September and the option for and Edmond Town Hall sponsor banner to hang on the stage. In exchange, Festival info will be sent to the Board of Managers email list.

Report from Chairman: Ms Hall attended the Board of Selectmen meeting. The Selectmen and Newtown Savings Bank have a \$1 lease agreement on the maintenance of the stairs in the parking lots between the bank and the Edmond Town Hall. The Bank is responsible for all maintenance including snow removal. Ms Hall received thank you notes from Diane at Lathrop School and the Bridge Club.



Report from Operations Manager: (Attachment A) Ms Torres reports name plates have not been put on balcony seats because the person doing the install has been unavailable due to surgery.

Theater Staffing Sub Committee: Mr Rosenthal reports the committee has not met.

Review/Approval of Monthly Bills:

Mr. Rosenthal motioned to approve the building expenses of \$11,477.09 and theater expenses of \$8,286.07, a total of \$19,763.16. Second by Ms Schwartz. All in favor.

Old Business:

Theater Regulations (Attachment B) Ms Torres would like to add a statement requiring theater users to do a site survey 2 weeks in advance of their program so renters know what their equipment needs will be and can hire appropriate people. She stressed only qualified tech people can use the theater equipment. Ms Schwartz suggested tech people should have some type of certification. Mr Rosenthal suggested changing "we ask that you observe the following" to "you must observe the following. Failure to do so may result in cancellation of event". Mr. Rosenthal suggested changing "approved vendors" to "list of vendors."

Mr Rosenthal motioned to take the tabled Theater Regulations off the table. Motion second and approved. Mr Rosenthal motioned to approve the Theater Regulations draft with the suggested changes. Second by Ms Guman. All in favor.

Tumblin Dice: Tumblin Dice, a 60's band, can do sound but they cannot do lighting. Lighting would be about \$200, bringing the total cost to approximately \$1,000.

Ms Guman motioned to take Tumblin Dice off the table. Motion second and approved.

Ms Guman motioned to approve Tumblin Dice for Saturday, August 31st. Second by Ms Schwartz. All in favor.

New Business: Ms Guman presented drafts of a Band Approval Form, Offer Template and Approval Form. (Attachments C, D, E) Discussion on the requirements to pay royalty companies for musical shows held at the Edmond Town Hall.

Mr Rosenthal motioned to refer the question to the town attorney. Second by Ms Guman. All in favor.

Mr Rosenthal motioned to approve the 3 forms as presented. Second by Ms Schwartz. All in favor.

Stella Blues Band: The band is scheduled to perform on November 2nd. There are two similar shows scheduled for the same night in the area. The band has suggested changing the date of their performance to February 1, 2020. Another band can be booked for November 2nd. Newtown Savings Bank will sponsor four bands. Four upcoming shows – Tumblin Dice on August 31st, Jukebox on September 21st, Sinatra on October 19th, and TBD for November 2nd.

Designation of Income from Mary Hawley Trust Fund: Ms Torres would like to create a fund from the trust to save for future replacement of large ticket items. Mr Rosenthal noted this would begin with 20-21 fiscal year.

Church Hill Village: Ms Hall reports she received a request for an agreement from Church Hill Village for the Edmond Town Hall to be a refuge facility and a park & ride location. The Board has no issue with parking. The Village requested a written agreement for 24/7 shelter in the event of an emergency. Request will be sent to the First Selectman.

Fund Raising Goals: Ms Schwartz reports the Board of Managers has been offered the opportunity to premier the movie "Manipulated." She has been trying to reach the director for their vision on how this would work as a fund raiser. Discussion on fund raising projects to present to the Mary Hawley Society. Lighting and sound abatement were two suggestions.

Comments from Board Members: Mr Rosenthal mentioned the request from Finance Director Bob Tait for any recommended changes to the CIP. Ms Torres is working on it. The CIP has been extended to 10 years. Ms Smith noted the Chamber of Commerce Newtown Day is July 27th.

Adjournment: There being no further business, the meeting was adjourned at 9:12pm.

Respectfully Submitted,
Carey Schierloh

Attachment A – Managers Report
Attachment B – Theater Regulations
Attachment C – Band Approval Form
Attachment D – Offer Template
Attachment E - Approval Form

ETH MANAGER'S REPORT – 9 Jul 2019 – Sheila Torres

Highlights/New

- Newtown Savings Bank has agreed to become the title sponsor for our music series. Working on other potential sponsors.
- Workday allowed us to clean theater rugs, sanitize kitchen equipment, paint Alexandria Room walls, clean chandeliers and sanitize all booster seats. It also made it possible for MCR Construction to work in theater pit all day.
- Laser Show Fundraiser raised \$1177.11 for the Resiliency Center of Newtown
- Work on the pit has started moving forward now that I reversed the order of the work. Both MCR and DNR are working on the pit staging and we hope to have it in place for the Jul 21 concert.
- A new high intern named Hannah Daly has started working in our office effective July 8. My plan is to have her become our social media and web site person to help keep all social media and digital channels updated. I am also suggesting that she work with Jen Guman to do the monthly events newsletter and Instagram updates. I will also ask her to document all processes so that we have written instructions. This last item will happen only if she is able to stay beyond the summer, which she might be able to do because the grant may be expanded.

Decisions Needed

- Tumblin Dice Band has agreed to provide sound for \$150, but they will need lighting assistance. We would need to provide that and I believe we should do that.
- **Standard process/contract template** needed for ETH concert bookings. J. Guman has Hayden's file. Could be helpful in helping us develop a draft contract.
- **Bar** - I have added more live shows to our calendar, which is great news, but we need a bar services solution.
- **LED Interior Lighting Project** - This project has not yet begun.

In Progress

- **Trophy cases for Newtown** - I reached out to T. Maurath to get the statement needed, he said he would send but I have not yet received.
- **Live Events** - I have updated and attached spreadsheet with live shows expected so far. Have not received confirmation from Flagpole Radio regarding their upcoming shows. The concern is that
- **Theater Regulations** - Need input from Board on the changes I provided in the latest draft. I have added item 2 regarding the use of our equipment and access to the attic.
- **ADA Bathroom Project** - We are ready to move forward on this, but I'm waiting for architect to add some additional notes to her drawing.
- **Theater** - Rick has finally been able to contract with a firm that can do the railing in front of the pit. The last two items are the ramp and ladders and I will reach out to him again on those items.
- **Web Site Update** - working on updated forms, Q&A and potential redesign that will feature sponsors more prominently and allow all events/movies to be seen on landing page. While I have completed the rental form changes, I need to develop an additional form for 4-hour rentals, because they have very specific needs.

Completed

- **Alexandria Room AC Project** - The issues related to this unit seem to have been resolved. McKinney installed a metal damper to counteract the issue of negative pressure in our building. They also removed the thermostat from the kitchen because it was creating issues with the zones, due to the hotter temperatures in there. In addition, a faulty temperature sensor is being replaced in the Daikin unit. Ever since these changes were implemented we have had no complaints or issues.
- **AC Maintenance** has been completed during the past month per our maintenance contract
- **Outlet has been installed for coffee maker** - per fire marshal
- **Upgrade smokeheads** - This work was completed in the theater
- **Ice machine maintenance** - All filters have been installed.
- **Dishwasher** - repairs have been completed.

EDMOND TOWN HALL SPACE RENTAL APPLICATION DRAFT - JULY 2019
THEATER USE REGULATIONS

Attachment B

We welcome you to the Edmond Town Hall (ETH). In order that this building may be enjoyed by all, we ask that you observe the following:

- NOTE:** Edmond Town Hall does not provide audio/visual, lighting or sound technical expertise. All live performance renters must bring lighting and sound experts with the necessary qualifications or they must hire expertise from our list of approved vendors. (See Page **x** for details on our equipment and approved vendors **x**)
1. All live event renters must hire AV, sound and lighting expertise. This is not provided by ETH.
 2. Only qualified personnel can operate the theater's equipment, including trusses, lighting connections, and access to house truss. No entry to attic by non-qualified personnel is allowed.
 3. No blocking of fire doors at any time. Any chair, table or display used in the front lobby must not block any of the fire exits.
 4. No smoking in the building. Smokers may use the smoking area and ash dispenser outside the building at the bottom of the front stairs.
 5. As a Theater renter, you have use of the theater dressing rooms, theater lobby and box office. Use of other rooms/spaces is subject to approval and additional rental fees.
 6. You must submit an Event Registration form to the Office of the Fire Marshall (See pages 11 – 12). If you plan to have tables or displays, you must include with your registration form a floor plan showing the location of the displays.
 7. This building closes at 11 PM. Audience and equipment must be out of the building by that time. Additional time will be charged at the rate of \$45 per hour.
 8. You must return the loading cart to the ground level next to the elevator immediately after unloading so that it is available for use by other renters.
 9. Before leaving, all light and sound cabinets must be locked and you must return all light and sound equipment and keys to building staff.
 10. Remove all items that you brought with you. **Edmond Town Hall is not responsible for ANY items left behind. We cannot store items and left items will be discarded.**
 11. Do not have any food on stage or backstage. Water must be in plastic bottles with a lid and must be kept on side table. **Never put any water or any other liquid or food near or on top of the lighting board, sound board other equipment or piano.**
 12. **Do not sit, stand or place food or liquid on the piano.** Use only the four theater dressing rooms for costume changes. Main level bathrooms cannot be used for this purpose.
 13. Failure to abide by these regulations could result in closing down of the event. You will be responsible for any damages caused by you, your crew or members/guests of your party/event. You will be responsible for payment of replacement of the screen.

Your Signature

Date

Printed Name

Event/Production Dates Page 8

Attachment C

Band Name:
of band members:
Web site:
Social Media:
Cost:
Last venues played:
Ticket Price:
Does band have their own mailing list:
Is sound needed?
If yes to sound, how much? (band should provide rider)
Production Manager?
Lights?

Artist:

Attachment D

Date of Show:

OFFER

FEE:

Plus (backend/vs,etc): (please attach expenses if applicable)

Backline: Yes/No

Rooms: Yes/No

Ground Transpo: Yes/No

Ticket Price:

Merch rate

Support budget (if applicable):

Organization/Promoter of Event

Name:

Organization address:

Organization/Promoter Contact: (Main contact info)

Contact: CELL PHONE & Office Phone:

Contact Email:

Name on signatory of contract:

Venue info

Name: Edmond Town Hall

Venue Capacity: 500

Venue Address: 45 Main Street, Newtown CT 06470

Venue Contact:

Venue Contact Phone:

Venue Contact Email:

Publicity

Contact: (For Admats, posters, photos, bio)

Publicity Contact Phone:

Publicity Contact Email:

Production

Contact: (For advance, etc)

Production Contact Phone:

Production Contact Email:

Load In Time: (If you have it at this time)

Sound Check Time:

Door Open:

On Stage Time:

Set Length:

Box Office

Contact: (For ticket buys or ticket counts)

Box Office Contact Phone:

Box Office Contact Email:

Website of festival or club: www.edmondtownhall.org

Announce date/On Sale Dates: (important)

Additional band notes/requests:

Any Additional info we should be aware of or you'd like to add:

APPROVAL SHEET

Submitted by: _____

New Contract _____

Amendment _____

Date: _____

Vendor/Partner: _____

Deal Summary:1. Was project included in the initial budget:☐ Yes ☐ No

If yes, what was the approved budget dollars? _____

If no, what is the proposed money to spend? _____

2. Which budget line item will the funds come from:3. Additional quotes received for project:☐ Yes ☐ No

If yes, please attach quotes and list here the dollars. _____

If no, why? _____