



Edmond Town Hall Board of Managers

September 20, 2022 Minutes

Tuesday, September 20, 2022 - 6:30 P. M.

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

Minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:33.

Present: Jennifer Guman, Margot Hall, Betsy Paynter, Marie Smith, Herb Rosenthal, Armel Kouassi
Staff: Sheila Torres and Lauren DiMartino

No public

Chairman Report

Thank you for all the help on the Labor Day parade. It was a great event and Edmond Town Hall was well represented.

Mary Hawley's birthday tours at the open house were a great success 70 people took the tours which were thoroughly enjoyed.

September 10th was the first show of the Fall Concert Series. It was the 2nd most attended concert. The building was packed and it was a great show.

The Amy Helm concert to open the art festival was well received. There was about 300 attendees. It is a huge step forward in joint organizations working together. Thank you to all that helped with this success.

Ms Hall moved to accept the minutes of August 9, 2022 meeting. Mr Kouassi 2nd the motion. Approved

Manager's report – see attached

The roof project is finished but they are still having a leak in the old Probate office. Sheila is getting the pipe in the wall checked for leaks. The Firehouse demo started today. This will take about three months to finish.

Unfinished business

Discussion on CIP. CIP needs to be revised due to items covered due to grants obtained and ARP funding.

A suggestion was made regarding offering a scholarship. They would need to be self-sufficient before offering a grant. The friends could possibly offer one.

Members were given a copy of the first draft of the budget. The budget needs to be approved at November meeting. The budget given does not show designated dollars in grant funding. These funds should be deducted from the bottom line. Discussion on utility costs which are included in the rent fees. Members were asked to review and send ideas and comments to Ms DiMartino as soon as possible to prepare for October 11th meeting.

Comments

Members agreed it was a good meeting. They are happy with the progress being made.

Ms Paynter moved to adjourn the meeting with Mr Kouassi 2nd.

Ms Guman moved to adjourn the meeting at 7:57

Respectfully submitted,
LeReine Frampton, clerk

ETH MANAGER'S REPORT – 20 Sep 2022 – Sheila Torres

Mary Hawley Open House – The Mary Hawley Open House was a huge success this year. About 70 people attended and we received much positive feedback (see Attachment A) on the building tours that were offered during the Open House for the first time. We also changed the event to Sunday afternoon after her birthday, rather than having the Open House strictly on her birth date. There were five tours, one each hour from 1 pm – 5 pm. Having the secondary entrance available was very helpful and was a good place to launch the tour, since the cornerstone is located at that entrance.

Finance – Town processing of invoices during August was delayed due to illness, vacations and staffing. As a result, this month's vendor report may not reflect all payments that were due in August. September reports will likely be heavier than usual.

Lobby Monitors & Alexandria Room Improvements – Lobby monitors have been installed and unfortunately one has been vandalized. While we had planned to put frames on the monitors, the cost will be high and it may not be worth the expense. The software for the monitors has not yet been installed. DNR will be providing a new date sometime next week. They're having problems sourcing the software.

Sewer Gas – Have called vendor who provided original quote in order to schedule the job.

CIP - Parking Lot - Fred Hurley is expecting the firehouse to be demolished by mid-November. Public Works will then do some drainage work on the north side of the building. The expectation is that the parking lot will be paved in spring 2023.

CIP - Roof Restoration Project – The roof work has been completed. Unfortunately, the leak in the probate judge office resurfaced after the heavy rain. The roofing company came, along with Tim Whelan from Public Works to relook at everything and believes the problem is not the roof or the masonry. They believe the cast iron pipe may be rusted or possibly clogged. This means we will need to get plumber to look at the cast iron pipe, which had been patched more than 10 years ago with a Fernco patch. In the process of checking all this we went up to the roof and found that one of the drainpipes on the north side is not draining as it should. I will again ask the plumbing company to look at that drain. It may be damaged or clogged.

CEN Project – CastleCrown the vendor that will install the CEN fiber network came for a second visit and told us they expect to install the fiber for our building by January 2023, if not earlier.

Vestibule – This work will begin Monday, Aug 8. It will be great to open up the office vestibule and entrance to allow for more flexibility in the main lobby.

Building and Parking Lot Cameras – Met with another vendor from Shelton and their electrician to look at the camera project. They have done work in town as well as with Sikorsky and Yale New Haven Health. I am waiting for a proposal from them.

Women's Bathroom and Concession Stand – Have not had an opportunity to reach out to the architects on this. Will do so during the coming month.

Gymboree –This event will take place Sat Sep 24 from 1 pm – 3 pm to celebrate the grant we won. The following people will be here to accept the check: D. Rosenthal, P. Llodra, Senator Hwang, Betsy Paynter, Armel Romeo-Kouassi, Jay Maher (maybe). The following groups will take part: The Rocking Roosters, Newtown Youth Wrestling, The Inspiring School of Music, Lathrop School of Dance, Boy Scouts Troop 270, Newtown Bridge Club, Face Painting by Honor Society Students, etc. The donor was very impressed with the event design and plans to have heavy media presences and photos. Upped the budget for event expenses. The donor will announce the winners on Sep. 22.

Recognition – This event will take place Thu, Nov. 3 at 5 p.m. at 84 Federal Rd. Herb Rosenthal, Margot Hall, Jen Guman and Betsy Paynter will be there. The Newtown Bee will cover it.

Building Work Completed

- Additional outlets have been installed in both large theater dressing rooms. One set of four is near the refrigerator/food area. The other set of four is near the window, bathroom area for potential window AC units, blow dryers, etc. The work took a couple of days and lots of drilling.
- Outlet was installed above kitchen cabinets in butler's pantry to power the new laser projector that services the Alexandria Room. The existing outlets did not work.
- Vestibule in Managers' Offices was completed and the lock on the outside door changed for safety. We have begun using that entrance and it has proved very useful.
- Required bi-annual hood cleaning in kitchen was completed.
- Rugs were professionally shampooed this month in theater, Mary Hawley Room, office lobby and offices.
- Balcony exit safety lights were repaired.

Attachments

See Attachment A for thank you letters and guest comments from Mary Hawley Open House.



ur
essages

ricia Conway <pmconw@aol.com>
"manager@edmondtownhall.org" <manager@edmondtownhall.org>

Sun, Aug 28, 2022 at 10:03 P

Hi Sheila,

Just wanted to say how enjoyable the Edmond Town Hall tour was! The history is fascinating and just discovering who Mary Hawley was and what she did was very interesting.

You gave a lively and very historical and entertaining tour!

Thank you very much.

Sincerely,
Pat Conway

H Manager <manager@edmondtownhall.org>
Patricia Conway <pmconw@aol.com>

Mon, Aug 29, 2022 at 8:27 A

Dear Pat,
So glad you enjoyed the tour. Thank you for the feedback.
Quoted text hidden]

-
Sheila Torres Edmond Town Hall 475-529-5187

H Manager <manager@edmondtownhall.org>
"Armel Romeo Kouassi (ETH)" <armelromeo@gmail.com>, Betsy Paynter <paynterbetsy@gmail.com>, Herb Rosenthal
CRosenthal@aol.com>, Jennifer Guman <jenguman@gmail.com>, Margot Hall <margotshall@earthlink.net>, Marie Smith
lsmith4620@charter.net>

Tue, Aug 30, 2022 at 10:17 A

YI.
Sheila E. Torres, Operations Manager, manager@edmondtownhall.org
Edmond Town Hall - Board of Managers, 45 Main Street, Newtown, CT 06470
Phone: 203-270-4285/ Fax: 203-270-4287

Office Hours: Tuesday - Saturday 9 a.m. - 5:30 p.m

Building Hours: Monday - Sunday 8 a.m. - 11 p.m

Visit Website: www.edmondtownhall.org

Virtual Tour: https://edmondtownhall.org/video/Edmond_Town_Hall_Virtual_Tour.mp4

CLICK for Reservations Calendar

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God
Bless-

and I had
a in
of your
personality.

Love

• GUESTS •

Car Hagah - wonderful tour - thank you!

Great tour. Learned a lot! Pat

John & Nancy (Welter) Aug. 28, 2022 Wonderful tour!

Bronson & Marcia Huebner

Wonderful Tier

Miss Admirel Pineda Hushin I lived in town for
30 years but never
saw so much of this
wonderful building!

• GUESTS •

Happy Birthday Mary

Love Scott Carmignani God Bless-

Paul D. Vann
8/28/22

Anne M. Spade
Joan Gilbertson

So proud to organize & lead
these building thrust in
celebration and honor of your
birthdays and your generosity.

Very interesting history.

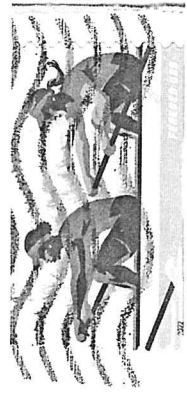
Car

Great!

Robert

Bronson

Has a



full of into;
we were in the 3pm
tour and all seemed
so glad to partake.—

maybe you'll have it
again? We will repeat
for sure.

Sincerely,
Ed & Peg
Simonovich

Tues,
2/20/22



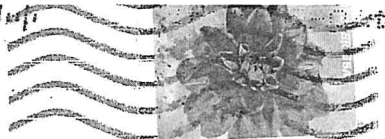
Thank you! Thank you!
my husband and I had a
wonderful tour of our
lovely Edmund Town Hall
this past Sunday, 2/20/22.
Our guide (so I do not
know her name) was just
perfect. Cheerful and so



HARTFORD CT 060
Ms Margaret Simonovich
132 Louis Hill Rd
Sandy Hook, CT 06486
2022 PM 1 L

112/Boys Hall
Newtown, CT 06470

HARTFORD CT 060
21 MAR 2022 PM 4 L



Sheila Torres

Edmond Town Hall

45 Main Street

Newtown, CT 06470

21 MAR 2022 PM 5 L

HARTFORD CT 060

Dear Sheila,

Just wanted to thank you for
the wonderful tour on Sunday.

I am a new comer to Newtown
and really appreciated learning so
many interesting facts. Mary Hawsey
was an incredible woman + so
generous to our town. Many thanks.
Cian Hayek



Kenneth B. Hugo
6 Jeremiah Rd
Sandy Hook, CT 06482-1465

August 28, 2022

Dear Manager -

I was an attendee to your 1 PM.
tour of the Town Hall today. It was
an extremely beneficial event. I have
lived in Newtown since 1983, and I
learned more about the Town Hall in
one hour today than I have in all of
the intervening time. over



Kenneth B. Hugo
6 Jeremiah Rd
Sandy Hook, CT 06482-1465



Thank you for taking the time,
answering all the questions, and
enthusiastically conveying the information.
I appreciate it.

Sincerely,

Ken Hugo

EDMOND TOWN HALL EXPENSE CATEGORIES

Acct	eFinance Accounts	QuickBook Accounts
BUILDING		
5110	Salaries	Salaries & Per Diem Staff
5301	Fees & Prof Service	Bar Expenses Consulting Fees ETH Sponsored (artists/production expenses) Liquor Licenses Special Events
5350	Prof Svs- Legal	Legal Services
5411	Water/Sewerage	Aquarion Water
5430	Repair & Maintenance	Abatement (asbestos) Boiler Contractors (MCR) Elevator HVAC McKenney Plumbing Alarm
5505	Contractual Service	Computer/Website Contractual Maintenance Equipment Maintenance KatArt Graphics Outside Svc "misc" Pest Control Refuse Non-ETH Production Expenses Water Cooler Piano Tuning
5531	Postage	
5540	Advertising	Building Adv/Mkt Print Marketing Social Media Live Events
5580	Dues, Travel, Edu	Calendar Google Apps
5590	Meeting Clerks	BOM Meetings
5611	Office Supplies	Amazon Staples Computers
5615	General Maint Supplies	Building Repairs Cleaning supplies, hardware, paint, locksmith

5620	Telephone/Internet	Frontier & Spectrum
5621	Energy - Natural Gas	Eversource
5622	Energy - Electricity	Eversource
5749	Capital Outlay	Special projects (lighting/curtain)
5800	Other Expenditures	
THEATER		
5110	Salaries	Movie staff
5444	Film Rental	Films,transportation
5505	Contractual Services	Maintenance/Support Contracts, Total Cinema
5540	Advertising	Newspaper, printing
5610	General Supplies	Theater/Projector supplies
5635	Concessions	Snacks, drinks, paper supplies

	A	B	C	D	E	F	G	H
1	EDMOND TOWN HALL PROPOSED BUDGET 2022-2023 BOM MEETING 9/20/22							Notes
2		2020-2021	2021-2022		2022-2023		2023-2024	** 1st Qtr #s of fiscal 2022/23- provided after first round of budget discussions
3	ACCOUNT TITLE	Actual	Actual	Approved Budget	Actual	Approved Budget	Proposed Budget	
4								
5	BUILDING REVENUE							
6	RENT FEE - ALEX	11,568	\$ 49,629	41,624		35,000	45,000	less \$8k Bridge, +\$3k ALX \$25/hr inc.
7	RENT FEE - GYM	20,202	\$ 27,601	25,543		23,657	33,000	+6k Gym \$10/hr inc
8	RENT FEE - THEATRE	38,940	\$ 116,493	31,292		45,000	93,000	deduct \$28k (new arts,zoot)
9	RENT FEE - ROOM	8,106	\$ 11,169	6,204		9,054	6,200	Aprox. \$5k from RCK EL, bridge
10	RENT FEE - MISC	635	\$ 651	220		735	300	
11	LEASE - 100		\$ -	-		-	-	
12	LEASE - 101 CVH	13,600	\$ 13,881	13,488		13,645	14,600	
13	LEASE - 102 BOR	4,000	\$ 4,000	3,000		4,000	4,000	
14	LEASE - 103 JEN	658	\$ 4,824	-		4,800	5,245	
15	LEASE - 200 LAT	15,300	\$ 18,873	14,025		15,338	16,718	
16	LEASE - 201/202 RCK	4,532	\$ 6,297	5,000		5,000	11,650	
17	LEASE - 203 KVD		\$ -	-		-	4,326	
18	LEASE 103A SAB		\$ 5,793			5,400	5,838	
19	DONATIONS	250	\$ 3,170	1,957		500	1,500	
20	ADVERT FEES		\$ -	-		-	-	
21	SPEC EVENTS	3,000	\$ 125,721	31,985		140,000	150,000	tickets,sponsors,bar
22	OTHER (CIP Alloc)	859	\$ -	-		-	-	
23	GRANTS		\$ 327,316				-	unsure of state budgetting
24	BANK INTEREST	145	\$ 242	78		150	200	
25	HAWLEY TRUST INTEREST	45,937	\$ 37,720	47,000		45,937	37,600	
26	CC PROCESSING FEE	443				847	850	
27	Total Building Revenue	168,175	\$ 753,380	\$ 221,416	-	349,063	430,027	
28	THEATER REVENUE							
29	TICKET SALES	32,118	\$ 66,447	33,870		40,000	65,000	
30	CONCESSIONS	15,965	\$ 50,977	37,000		36,000	55,000	inc. tkts to \$4, CNC 15%?
31	GIFT CERT	-		259		-	-	
32	ADVERT SALES	1,100	\$ 3,300	7,128		7,500	5,000	
33	OTHER				-	-	-	
34	Total Theater Revenue	49,183	\$ 120,724	\$ 78,257	-	83,500	125,000	
35								
36	TOTAL EARNED REVENUE BUILDING & THEATER	217,358	\$ 874,104	\$ 299,673	-	432,563	555,027	
37								
38	BUILDING EXPENSES							
39	SALARIES - REGULAR	185,702	\$ 234,559	226,675		253,792	314,315	Office staff, + \$22k PT cust
40	SALARIES- BONUS						5,241	
41	SOCIAL SEC CONTRI	14,301	\$ 17,786	16,000		20,303	25,145	
42	PROF SVC: SPECIAL EVENTS & BAR	(2,875)	\$ 76,677	28,000		110,000	110,000	
43	PROF SVS - LEGAL	288	\$ 240	1,000		500	500	
44	WATER/SEWERAGE	2,113	\$ 3,410	2,350		2,079	3,400	
45	REPAIR & MAINTENANCE SERV	36,591	\$ 33,923	25,800		28,000	35,000	
46	CONTRACTUAL SERVICES	26,351	\$ 42,175	27,672		28,051	35,000	non-eth prod, monthly serv
47	POSTAGE	55	\$ 6	198			110	Katart budget for website?
48	ADVERTISING/MARKETING	3,905	\$ 6,381	3,600		18,700	19,000	TD \$11k
49	DUES, TRAVEL & EDUCATION	1,572	\$ 1,013	1,850		1,900	1,500	
50	MEETING CLERKS	1,500	\$ 1,875	1,500		1,500	1,500	
51	OFFICE SUPPLIES	3,882	\$ 6,827	2,765		8,595	8,500	
52	GENERAL MAINTENANCE SUPPL	10,833	\$ 20,653	14,503		12,573	19,000	included outdoor supplies
53	GROUND MAINTENANCE SUPPL	2,775	\$ -	4,600		2,500	2,500	snow/spring maintenance
54	TELEPHONE/INTERNET/CABLE	5,848	\$ 5,657	17,867		5,444	10,000	** CEN + approx \$6k **
55	ENERGY - NATURAL GAS	22,026	\$ 26,271	35,026		21,571	26,000	
56	ENERGY - ELECTRICITY	40,556	\$ 45,292	3,000		36,012	42,000	
57	CAPITAL OUTLAY	9,827	\$ 5,793	6,194		15,000	5,000	Bld Equip, Improvements
58	OTHER EXPENDITURES		\$ 7,757			1,000	1,000	
59	CC EXPENSE	1,002	\$ -			1,255	1,300	
60	Total Building Expenses	366,251	\$ 536,296	418,600	-	568,885	665,951	
61								
62	THEATER EXPENSES							
63	SALARIES - REGULAR	49,199	\$ 33,703	29,742		36,450	37,500	\$15/hr- THR/office staff
64	SOCIAL SEC CONTRI	4,004	\$ 2,579	2,020		2,916	3,000	
65	FILM RENTAL	14,459	\$ 26,979	8,971		16,000	30,000	
66	CONTRACTUAL SERVICES	18,664	\$ 7,798	5,000		6,000	8,000	
67	ADVERTISING/MARKETING	8,636	\$ 13,123	10,300		13,000	11,000	reduced - elim hearst
68	GENERAL SUPPLIES	739	\$ 361	-		1,000	1,000	
69	CONCESSIONS	7,745	\$ 20,947	15,622		12,600	21,000	
70	OTHER EXPENDITURES	1,068	\$ -			1,000	1,000	
71	Total Theater Expenses	104,514	\$ 105,490	71,655	-	88,966	112,500	
72								
73	TOTAL EXPENSES	470,765	\$ 641,786	\$ 490,255	\$ -	657,851	778,451	
74								
75	NET OPERATING INCOME	(253,408)	\$ 232,318	\$ (190,582)	-	(225,288)	(223,424)	

	A	B	C	D	E	F	G	H
76	HAWLEY TRUST MAINTENANCE DIST.	55,000	\$ -	\$ -	55,000	55,000	-	No distributions
77	NOI + SPECIAL MAINT DISTRIBUTION	(198,408)	\$ 232,318	\$ (190,582)	55,000	(170,288)	(223,424)	
78	TOWN CONTRIBUTION	125,000	\$ 139,329	\$ 139,329		140,000	175,000	
79	FEDERAL GRANT							
80	NET INCOME (LOSS)	(73,408)	371,647	(51,253)	55,000	(30,290)	(48,424)	
81								
82								
83								
84								
85								
86	9/1/2022	ASSETS	LIABILITIES					
87	NEWTOWN SAVINGS BANK							
88	Checking Account	\$200,272.00						
89	Savings Account	\$268,276.00						
90	Designated Account	\$95,337.00						
91	TOTAL NSB ASSETS	\$563,885.00						
92								
93	Current Due To: Town of Newtown *		\$73,158.00					
94								
95	SUB TOTAL: ASSETS/LIABILITIES	\$563,885.00	\$73,158.00					
96	Estimated Revenue collected FY22-23	\$572,563.00						
97	Estimated Expenses remainder FY22-23		\$657,851.00					
98	TOTAL: ASSETS/LIABILITIES (a)	\$1,136,448.00	\$731,009.00					
99	Payoff Liabilities (b)	\$731,009.00						
100	Estimated Cash Balance 6/30/22 (c)	\$405,439.00	a-b=c					
101	Estimated Loss Budget 2022/2023	-\$30,290.00						
102	EST. TOTAL NSB ASSETS 6/30/23	\$375,149.00						
103	* confirmed 9/1/22 (accts 1000, 1001, 2030 from trial balance)							