



## Edmond Town Hall Board of Managers

October 11, 2022 Minutes of Edmond Town Hall Board of Mangers Meeting

Tuesday October 11, 2022 – 6:30pm

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 6:32pm.

Present: Jennifer Guman, Margot Hall, Betsy Paynter, Marie Smith, Herb Rosenthal

Absent: Armel Kouassi

Staff: Sheila Torres and Lauren DiMartino

No Public

Chairman Report and Comments:

Ms Guman, Ms Paynter and Ms DiMartino will be attending the Cultural Alliance Breakfast at the mall this Thursday. Ms Guman has created a video which will be shown. This event is great for networking and fundraising.

Mr B Hawley met with Ms Guman and wanted to learn more about Edmond Town Hall. He is interested in helping keep the legacy alive. He attended Ms Torres' tour in honor of Mary Hawley's birthday and was very impressed with the knowledge and history. He could feel the passion.

*Mr Rosenthal moved to accept the minutes of the September 20, 2022 meeting. Ms Smith 2<sup>nd</sup> and motion was approved.*

Operations Manager/Theater report: attached

Ms Guman inquired about the final plans if they need to be approved by the board. Ms Torres will check to make sure the plans submitted are the final plans. The old firehouse is supposed to be down within the next two weeks. They are working on a plan for EV.

Business Manager Report: attached

The new hires are doing well. Discussion on keeping funds liquid but working. Ms DiMartino will discuss options with Mr Tait for next meeting.

Unfinished business:

Discussion on quotes, abilities, and annual license fee of cameras. Suggested perhaps with the third location the annual fees could be bundled and reduced. ARPA funds were granted to cover cameras and replacement doors from the town and supplemented with funds from the Borough.

*Ms Paynter moved to approve \$48,861 and \$7,231 of the ARPA funds for the cameras. Ms Hall 2<sup>nd</sup> Motion was approved*

A copy of the invoices is attached.

Budget review:

Discussion on projects and funding available to use. Discussion on designated funds in the fund balance. Budget needs to be approved at the November meeting.

Comments:

Good meeting

Mr Rosenthal moved to adjourn the meeting with Ms Paynter 2<sup>nd</sup>.

Ms Guman adjourned the meeting at 7:42pm.

Respectfully submitted,

LeReine Frampton, clerk

## **ETH MANAGER'S REPORT – 11 Oct 2022 – Sheila Torres**

**Gymboree Event** – The check presentation and celebration event for the T-Mobile grant went very well with approximately 125 attendees or more. It was heartwarming to see all the groups who use our gym come out in support of the gym, including the Rocking Roosters, Troop 270, The Newtown Art Honors Group, Lathrop School of Dance, Inspiring School of Music and Newtown Youth Wrestling and also Dan Rosenthal, Pat Llodra and members of the Board. It was a great family event. Everyone is looking forward to having the new amenities. The grant check has arrived. Dan Rosenthal has asked me to investigate the gym floor so that we don't have to take down the kitchen once the gym floor is replaced. I am meeting with a floor vendor on Tue Oct 11.

**Finance** – Lauren is working with Bob Tait and the auditors to resolve some auditing issues. The eFinance process makes it harder to do the reconciliations due primarily to timing of when the items we submit get completed by the town, etc. This is the first time in 10 years that we have been called about auditing issues. The eFinance transition continues to be challenging for us.

**Lobby Monitors & Alexandria Room Improvements** – This project is about 95 percent complete. We have already had one renter use the projector and screen in the Alexandria Room. The software for the lobby monitors is still not in place but DNR believes around the first or 2<sup>nd</sup> week of November we should be able to install that.

**Sewer Gas** – The offending leaky stack near the VNA closet has been lined. We will now wait and observe in hope that the odors disappear. There are four other pipes connected to that stack. If the odor continues, we will have to go pipe by pipe until we eliminate the problem. The vendor also video taped the leaky pipe in the Borough office along with the clogged drains on the roof. The plumbers were critical of the rock placement on our roof because all the drains had stone in them. They were surprised that the roof vendors had not protected the tops from the stone. I am going to try to screen the drain covers so that stones do not continue to fall due to rain, wind and foot traffic on the roof. It's possible that it's the new stone that may have caused the

**CIP** - The Board of Selectman approved the CIP plan at its last meeting.

- **Parking Lot** - George Benson expects to take down the firehouse within the next two weeks. They plan to demolish it with equipment, not through explosives. He said he would alert me before it happens.
- **Roof Restoration Project** – The leak in the probate judge office continues. The vendor who video taped the in-wall drains said that pipe has a lot of scale and will likely need to be lined. They think the leaking may be related to problems with the pipe. Once we get the report we will have a better idea of what is taking place. This will help address the Borough office leak and inform the CIP project that is planned and help us deal with water infiltration on the north side of the building.

**CEN Project** – CastleCrown would like to install the CEN fiber network in October. Unfortunately, we are not ready because there is a lot of IT and wiring work that needs to be completed in advance of that. This date is much sooner than the January date they had initially given us. I have started working on the IT piece with Craig Mason and need to solidify the wiring piece.

**Building and Parking Lot Cameras** – The third camera vendor has not yet gotten back to me with a proposal. The second vendor did provide additional information regarding licensing fees. I

am trying to reach the third vendor to understand what is holding up the proposal, but I spent at least four hours with them going over the entire building, parking lot, etc. I am trying to coordinate a meeting with the second vendor and our IT support provider to understand the IT needs because all players need to understand needs and specific roles.

**Concession Stand** – I reached out to Claris for assistance with the concession stand design. He said his staff is extremely busy right now and he cannot spare them for this. He left open the possibility of helping with this in the future

**Mary Hawley Open House** – Received another thank you note and a donation related to the building tour. See attachment.

**Recognition** – REMINDER. 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. I will be sending a picture.

**Digital Thermostat for Theater** – Met with Greg to determine whether we can get better temperature control in our theater by installing digital thermostat and sensors that allow us to control temperature digitally. I expect to get a couple of options this coming week.

**North Walkway Repairs** – The repair of the north walkway began the week of Oct 3<sup>rd</sup> but will need to be completed on Thu Oct 13 because the two rainy days took us off schedule. The color of the existing walk is no longer available so the repairs will look like repairs until we are able to fully fix that walk once the CIP project happens.

### **Building Work Completed**

- Leaky stack in VNA closet has been lined.
- In-wall drains have been video taped so we can have an assessment of the plumbing situation.
- The Alexandria Room projector and screen are installed and available for use by renters.
- Completed walkthrough with Craig Mason to confirm the wi-fi strength and access so that we can determine where additional wi-fi points and wiring may be needed prior to the CEN conversion. Craig will be providing a report and we will work with CrownCastle and the camera provider. I will need to schedule additional meetings to go over the work before we can begin the install.
- HVAC maintenance inspection was completed. Unfortunately, due to the roof work, a lot of dust and debris entered the AC unit on the roof (theater unit) and a couple of parts that hold our filters are now worn thin from the rocky debris. We may need to replace them. I'm getting costs.

### **Attachments**

Attachment A - Thank you letter from guests of Mary Hawley Open House. They also sent a donation.

## BUSINESS MANAGER REPORT

BOM Meeting 10/11/22

**Financial:** The Town's annual audit is in process, and I've been working with the auditors and the Finance Director to reconcile the bank accounts since the Quick Books to eFinance transition occurred in July 2021. Additionally, the Finance Director put me in contact with a financial advisor for short term investments. Potential income of \$5k can be recognized with short term CDs.

**Busy month with concerts:** Best of the Eagles- Sept 10, Amy Helm (in conjunction with Newtown Arts Festival)- Sept 16, David Wax museum- Sept 30. With significant support from the Friends of Edmond Town Hall, all the concerts received positive feedback and have netted a positive return of \$9,659. With the FOETH, ETH staff works the bar, ushers and provides hospitality.

**New Theater Staff:** Three people were hired to join the theater staff as replacements for those individuals who have recently left for college. There are currently 6 staff members, all of whom will be trained to work all the theater positions (concessions, projection, theater parties).

**Assistance with Office Work:** There are two theater staff members who have been assisting with office work such as business development, administrative and organizing the operations closet. Athletic coaches from Newtown High School and neighboring schools have been contacted and made aware of our rental space. Two teams have already booked their banquets in the Alexandria room. Additionally local businesses have also been contacted and introduced to our rental space, and a Danbury company booked an event for November.

**Theater Assistant (Business Mgr. Assistant):** The theater assistant has been working with an outside social media firm and is focusing on ETH's social media, the website and the newsletter. The planning for the Rocky Horror event (Oct 21-23) is in full swing with the making of prop bags and shadow cast rehearsals. Prospective businesses have been identified for individual event sponsorships and screen advertising. There will be a focus on securing new partners.

**Business Development:** I recently attended a welcome celebration for the new Director of Church Hill Village. They indicated that they would like to be a sponsor for the Spring music series, as well as attend movie matinees and ETH events (Yale Whiffenpoofs) with their residents. Discussions have also taken place with the Newtown Senior center. There will be contact made with the current restaurant partners to renew their partnerships.

**Grant Applications:** There have been two recent grant applications submitted, CT Humanities and CT Office of the Arts, and rewards are expected to be announced by mid-November. In 2021 ETH generated nearly \$80,000 in operational grants from these two organizations.



## Quote

Date	Quote #
8/3/2022	ES31276

<b>Bill To:</b>	Town of Newtown CT 3 Primrose Street Newtown CT 06470
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<b>Ship To:</b>	Town of Newtown CT Sandy Hook Memorial 32A Riverside Rd. Sandy Hook CT 06482
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Title	Terms	Rep
Town Hall Door Access + LPR	Net 30	Torres, Hector

Ln #	Qty	Description	Unit Price	Ext. Price
1	1	Verkada AC41 4 Door Controller <i>Manuf. Part #: AC41-HW</i>	\$1,198.00	\$1,198.00
2	1	Verkada 4AH Backup Battery for AC41 <i>Manuf. Part #: ACC-BAT-4AH</i>	\$74.25	\$74.25
3	1	AD32 Multi-format Card Reader <i>Manuf. Part #: AD32-HW</i>	\$224.25	\$224.25
4	1	Bullet Camera for LPR <i>Manuf. Part #: CB61-30TE-HW</i>	\$1,424.25	\$1,424.25
5	1	Verkada 1 Year License	\$149.00	\$149.00
6	1	Verkada 1 Year Door License <i>Manuf. Part #: LIC-AC-1Y</i>	\$186.25	\$186.25
7	1	Electric Strike for Rear Gym Doors <i>Manuf. Part #: 310-6-X</i>	\$575.00	\$575.00
8	1	LABOR-FLAT RATE	\$3,000.00	\$3,000.00
9	1	Cable, Conduit and Fittings	\$400.00	\$400.00

<b>Subtotal</b>	<b>\$7,231.00</b>
Sales Tax	\$0.00
<b>Total</b>	<b>\$7,231.00</b>

## **SCOPE OF WORK**

A+ to add LPR Capable Camer to side of Edmond Town Hall building and run cabling back to nearest IDF. A+ to add Access Control to rear gym doors and wire back to nearest IDF. A+ to program and configure both units into verkada system.

## **ASSUMPTIONS**

- Remote Access is required for A+ for duration of the project.
  - Patching and painting by others.
  - Client is to provide all Network Routing, Required Bandwidth, IP Addresses, POE data ports, Battery Backup, Patch Panels Ports, 110V Electrical Outlets, Rack Space and Wall Space with Plywood Backing
  - Unless listed in the Scope of Work, Onsite Construction Meetings are not included in this pricing.
  - Use of Bucket Truck/Man Lift not included in price.
  - Electrical Outlets must be within 3 Ft of Equipment Location.
  - Training provided will be done remotely, if onsite training or additional remote training is requested, an additional estimate will be needed.
  - Installation will occur during normal business hours Monday - Friday 8:00am - 5:00pm
  - Client responsible for any permits required.
  - Core Drilling not included. Customer responsible for providing clear pathways in between floors for A+ wiring.
  - Cable Certification is not included. If required, this can be provided at an additional cost.
  - All work areas to be asbestos free.
  - All devices to be install at a serviceable ladder height.
  - Client responsible for any tree trimming needed for wireless lines of sight.
  - High Voltage Electrical Work Not Included.
  - All IDF Locations to have available uplink ports for new equipment on this proposal.
  - Proof of tax exemption is required
  - Due to the nature of this type of a project, A+ suggests that the customer budget for an additional 10% contingency. This will come in useful if we come across any customer requested changes or unforeseen variables/challenges. All requests to utilize a contingency will require a proposal from A+ and approval from the Customer.
  - A+ has done their best to choose locations that will be within 328 cable feet of the nearest IDF Closet. There can always be unforeseen variables that cause the cable lengths to exceed 328 feet of the IDF location. We suggest the customer carry a contingency for switches or PoE extenders, if a 10% contingency budget is carries, this should be more than enough to cover these types of variables."
  - A+ will use existing cabling pathways, J-Hooks, and conduit sleeves.
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Sign here to acknowledge that you have read and understand the Scope of Work, Assumptions & Notes/Customer's Expectations.

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Signature

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Print Name

Due to the current supply chain shortages and material price increases, all proposals are only valid for 30 days from date listed.

## TERMS & CONDITIONS

**1. REMITTANCES:** All invoices shall be due and payable upon receipt in United States currency, free of exchange, or any other charges, or as otherwise agreed upon and set forth in writing by A+ Technology & Security Solutions, Inc. (hereinafter called "Seller"). The Customer, if so requested agrees to furnish Seller with all information including financial statements, necessary to make a proper credit appraisal. Refusal to supply information may cause this proposal to be withdrawn. Terms of payment originally granted are subject to the approval of continued credit status. Prices are subject to correction for error.

**2. PROPOSALS:** Proposals are based upon straight-time labor. Any request by the Customer for overtime work shall be considered an extra. This proposal expires 30 days after date received.

**3. PROGRESS PAYMENTS:** All equipment either delivered directly to the job site or received at seller's offices for configuration will be billed upon receipt. Seller reserves the right to invoice Customer as the work progresses. Invoices are due upon receipt (or based on approved terms) by Customer. If the Customer becomes overdue in any undisputed progress payment, Seller shall be entitled to suspend work & shall be entitled to interest at the annual rate of 18% or the maximum permitted by the State of NY and also to avail itself of any other legal remedies.

**4. (RMA) RETURN MERCHANDISE AUTHORIZATION:**

- Items returned for credit may be subject to a 25% restocking fee. In order to be considered for an eligible return, items must be returned to the Sellers office within 30 days of order. Credit return privileges may not apply to certain Third Party Distributed items. A 25% restocking fee applies to those Third Party items that are accepted for return.
- Items returned for credit must be in NEW, UNUSED, RESELLABLE condition and in their original packaging. Items showing any signs of use will not be accepted for return for credit.
- All items returned are subject to inspection and acceptance by A+ Technology & Security Solutions, Inc.
- In the event that a return is refused, the customer will be contacted to arrange for the product return and a \$125.00 test and inspection may be applied.
- Custom fabrication orders and special orders cannot be returned for credit as their purchase is considered final.

**5. CANCELLATION AND SUSPENSION:** Any contract resulting from this proposal is subject to cancellation or instructions to suspend work by the customer only upon agreement to pay Seller adjustment charge. Seller adjustment charge is equal to all invoices for work performed, all invoices for hardware delivered, plus 15%.

**6. TAXES:** The amount of any sales, use, occupancy, excise, or other tax, federal, state, or local which Seller hereafter shall be obligated to pay, either on its own behalf of the Customer or otherwise, with respect to the material and other service covered by this proposal, shall be added to such invoices and paid by the Customer.

**7. LOSS, DAMAGE OR DELAY:** Seller shall not be liable for any loss, damage, or delay occasioned by any causes beyond Seller's control, including, but not limited to, governmental actions or orders, embargoes, strikes, differences with workmen, fires, floods, accidents, or transportation delays. Client has full responsibility for disclosing to A+ any hazards including but not limited to asbestos locations prior to A+ beginning work. A+ is not responsible for damages caused by undisclosed hazards including but not limited to removal or remediation of any hazardous materials in relation to the work being performed. In no event shall seller be liable for any consequential or special damages.

**8. WARRANTY:** Seller warrants that the equipment installed and services furnished by it and covered by this proposal are free from defects under normal use and service and equipment found to be so defective in material or workmanship will be repaired or replaced, if written notice of failure is received by Seller within one (90) ninety days after date of installation, provided said equipment has been operated in accordance with Seller's instructions and provided such defects are not due to abuse, fire or decomposition by chemical or galvanic action. This express warranty is in lieu of and excludes all other warranties, guarantees, or representations, express or implied. There are no implied warranties of merchantability or of fitness for a particular purpose. Seller assumes no responsibility for repairs made on Seller's equipment unless done by Seller's authorized personnel, or by written authority from Seller. Seller makes no guarantee with respect to material not installed by it.

**9. CUSTOMER'S REMEDIES:** The Customer's remedies with respect to equipment found to be defective in material or workmanship shall be limited exclusively to the right of repair or replacement of such defective equipment. In no event shall seller be liable for claims (based upon breach of implied warranty) for any other damages, whether direct, immediate, foreseeable, consequential, or special or for any expenses incurred by reason of the use or misuse of equipment which or does not conform to the terms and conditions of any contract resulting from this proposal.

**10. GOVERNING LAW:** Any contract resulting from this proposal shall be governed by, construed, and enforced in accordance with the laws of the State of NY

**11. LICENSING/SOFTWARE AGREEMENTS/MANUFACTURER WARRANTIES:** All licensing/Software Agreements and Manufacturer Warranties commence on the day the the Seller procures them from the manufacturer.

**12. ACCEPTANCE OF TERMS:** This proposal shall become a binding contract between the Customer and Seller when accepted in writing by signature of Authorized Representative of Customer and Seller receipt of 50% Deposit. Such acceptance shall be with mutual understanding that the terms and conditions of this proposal are a part thereof with the same effect as though signed by both parties named herein and shall prevail over any inconsistent provision of said order. No waiver, alteration, or modification of the terms and conditions on this and the attached hereof shall be binding unless in writing and signed by an authorized representative of Seller.

**13. PAYMENT TERMS:** After initial 50% deposit is received; the customer will be invoiced for progress payments due upon receipt based on the percentage of job completion. For example, if job is 50% complete, customer will owe the original 50% deposit plus 50% of the remainder due.

<b>Bill To:</b> Town of Newtown CT 3 Primrose Street Newtown CT 06470	<b>Ship To:</b> Town of Newtown CT Sandy Hook Memorial 32A Riverside Rd. Sandy Hook CT 06482
<b>Remarks</b>  Work will be scheduled upon the receipt of an authorized signature and purchase agreement. An invoice from A+ Technology & Security Solutions, Inc. will be submitted for 30% of the project upon award for mobilization and equipment purchase. A+ Technology & Security Solutions, Inc. will perform all walkthrough's during normal business hours (8am - 5pm) Monday-Friday. Work requested outside of these days and times will be charged at the then current rates for overtime, premium time and holiday time.  As a condition of performance, payments are to be made on a progress basis. Invoice payment must be made within thirty (30) days of receipt. Any alteration of deviation from the proposal involving extra cost of material or labor will become an extra charge over the sum stated above. The proposal will become a binding agreement only after the acceptance by Customer and approved by an authorized employee of A+ Technology & Security Solutions, Inc. as evidence by their signature below. This agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise, or condition on behalf of A+ Technology & Security Solutions, Inc. which is not expressed herein.  A+ Technology & Security Solutions, Inc. is authorized to proceed with the work as proposed.  _____ Signature  _____ Print Name  _____ Date	