



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, December 13, 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: Ms Guman, Ms Hall, Ms Paynter, Mr H Rosenthal, Ms DiMartino, Ms Torres (phone), Mr Hurley

Absent: Ms Smith, Mr Kouassi

No Public

Mr Rosenthal made a motion to add Mr Hurley, Director of Public Works to the agenda. Ms Hall 2nd – approved.

Mr Hurley spoke about the items needing to be addressed now that the old firehouse is gone. Decisions on many items will need to be made at next month's meeting.

There was a lot of discussion on handicapped parking. The need for more and the need for close level spots. Mr Hurley would like to move utility poles to make more room for spots in the same area as the elevator. There was lengthy discussion on other areas as well. Due to the slope of the property it is difficult in many areas.

With the firehouse gone, an issue of dumping has been discovered. This issue brought a lengthy discussion. Ms Paynter moved to define the North Side Property Line with a barrier with Mr Rosenthal 2nd. Approved

Discussion on conduit placement for wiring, security and lighting for the parking lot as well as islands for lamp posts.

Ms Torres requested an outlet for the band buses and the ability for the buses to park along the wall outside the gym.

Charging stations were discussed.

Placement of these items discussed will need to be decided for the next meeting. The Board was thankful for all of Mr Hurley's help and expertise with this project.

Chairman report – Ms Guman was very happy with the final concert of this year's series. On December 28th the budget will be presented to the First Selectman.

Mr Rosenthal moved to approve the minutes of November 8, 2022 with Ms Paynter 2nd. Approved

Operations Manager/Theater Report – attached

Business Manager Report – attached

Discussion on calendar for 2023 meetings. Mr Rosenthal moved to accept the schedule with Ms Hall 2nd – approved (schedule is attached)

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

Ms Guman adjourned the meeting at 7:36.

Respectfully submitted,

LeReine Frampton, clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

Margot Hall * Betsy Paynter * Herb Rosenthal * Marie Smith * Armel Kouassi

ETH OPERATION MANAGER'S REPORT – 13 Dec 2022 – Sheila Torres

New Projects/Issues

Computer and Phone Outages – Wi-fi and for the first time ever, phone outages occurred recently. On examination it was found that the systems went down due to an overall area outage and that the battery that backs them up also wore out because the systems ran on battery for two days before I came back to work. We are now investigating why the generator did not keep the back-up battery going. I have asked the electrician to determine whether the outlets in the communications closet are covered by the generator. If they are not, they must be changed so that they are covered. Will report on our findings at a later date.

Fire Door/Alarm System – The fire door alarms went off recently and the backup batteries for that system had to run for a couple of days until I returned to work. The batteries had to be replaced since they were near the end of their life.

Scott McConville is a new technology advisor with a broad background in engineering, IT, sound, entertainment industry, project management and more. He has been very helpful in providing guidance for our technical proposals and working with our vendors. Very fortunate that Betsy Paynter met Scott and was able to encourage him to get involved here.

Old Theater Battery Backup – The issues related to theater battery back-ups will be addressed with the signing of the support contract for our theater. All issues will not be completed in December. It will take as long as late January to complete all the work which was held up for the past few years due to lack of support.

Ongoing Issues/Projects

Lobby Monitors – The software for the lobby monitors continues to be a concern. The wi-fi card that the manufacturer sent to DNR did not work. Unfortunately, the monitors are performing inconsistently until this issue is resolved. However, when they work, they look very good and we have gotten great comments.

Work on Roof Drains and Sanitary Vents – I called the vendor and I'm trying to get a clear report of what is needed for each drain and vent in preparation for the CIP that's coming. We still have one or two drains that have not been videotaped because they are inaccessible except with special equipment. Trying to determine how we can get this completed so we have a complete picture of issues and needs with regard to the drains and sanitary vents in the building.

These two immediate needs will need to be done in advance and will be on my to do for January

- 1) The roof drain near Suite 103 (Borough) which continues to leak, despite new roof.
- 2) Roof drain #6 has hairline cracks (located near chimney and facing the back parking lot). This is likely the cause of the water damage to the plaster molding in back of the balcony.
- 3) Unlevel gutters on north side of building which may be causing water infiltration. This will likely require that the copper gutter, which is fixed into the mortar on the brick, be filled with a lead gutter at the right level so that water moves toward the gutter outlet, rather than sit in place or flow over the gutter as it does now.

Gym Kitchen – I started shopping for the refrigerator and have to go to different vendors because appliances are taking time to arrive or they're not available. Will be working with appliance vendors strictly. My goal is to get a good quality refrigerator at least 21 cubic feet so it can accommodate full baking sheets. It must also be simple to use, clean, and repair or replace if necessary. I received a quote to do the cement fill-in as requested by D. Rosenthal.

Parking Lot – The firehouse has been demolished. The land is being developed with a gentle slope filling in the large gap that was left behind. Fred Hurley will attend the Dec meeting to discuss the parking lot design and addressing the five goals: **1)** Add parking spaces **2)** Create staging area for events, for loading, unloading, parking bus, etc. **3)** Increase security and safety through lighting, cameras, design **4)** Increase handicap parking while preventing disabled patrons from having to cross in front of traffic **5)** Improve walkways and circulation

CEN Project – We have decided to move forward with the installation of the fiber network despite not having all the necessary equipment. That is because if we wait for all the moving pieces to line up we may delay the fiber install. Our IT support vendor has been out due to death in the family. However, he agrees that it's best to get the fiber in even if it means that we hook it up to the existing Spectrum equipment until all the new equipment is in place.

Building and Parking Lot Cameras – I arranged meeting with camera vendor and with Craig Mason, our IT support person to make sure we understand the wiring needs. There is still more work to be done but I was able to confirm that the camera only needs wiring outside. The conduit will be provided by Public Works, and we will need an electrician to run the wiring from the communications room to the post in the lot so that a NEMA box can be mounted. The camera vendor will use existing wire runs for the inside camera work. I will be discussing this with the wiring vendor so we can move forward but I want to make sure that our IT vendor understands that the camera folks plan to use one of "his" existing wire runs.

Recognition – The recognition of Todd Ingersoll for his support of the theater took place on Nov 14 at his place of business and went very well. He was very surprised and seemed pleased by the gesture. *The Newtown Bee* covered the story and took photos. Margot Hall, Marie Smith, Betsy Paynter, Jennifer Guman, Kat Moran and Sheila Torres were able to attend. Mr. Ingersoll expressed interested in supporting some comedy shows and concerts.

Building/Other Work Completed

- **Digital thermostat** was installed in the theater and use has begun. Much easier to regulate temperature from telephone using the app. Four sensors have been installed, two near the stage on the exit door pediments, one in back of the theater near the entry door and one in the balcony. The thermostat senses the temperature and provides an average reading/temp based on the sensor readings.
- **Radiator valve** in front right wall radiator in theater was replaced.
- **Radiator valve** in Jeniam Foundation office 2nd window, replaced due to leak and break
- Pot holes on exit driveway were filled.
- **Replaced battery backup for fire doors.** The current batteries were 4 years old and after the recent power interruption they wore out because we were operating on battery power for several days.

- Held integration meeting with Theater support vendor, cinema support, IT support and Scott McConville. Scott has been very helpful in providing advice about the technical needs of the building and working with me and with our vendors, including reviewing
- Completed snow removal contract with existing vendor. So far the competition is either not shoveling walks or is charging more than current vendor.
- Completed theater support contract.

Board of Managers Meeting

December 13, 2022

Financial

The month of October generated significant income, roughly 16% of the total budget. The main contributors were theater rentals, special events and movie ticket sales. YTD income of \$456k is 73% of the budget and compares favorably to the Total ETH expenses of \$239k, or 36% of budget. Total net income is \$218k.

ETH entered four CD contracts, totaling \$400,000, with MBS Securities, recommended by Bob Tait. The investments entered into range from 3-12 month maturities and will generate approximately \$19,000/year of investment income:

\$ 50,000 The State Bk 4.20% 3mo
\$150,000 Northeast 4.65% 6mo
\$100,000 Bank of China 4.70% 9mo
\$100,000 Pinnacle 4.75% 12mo

The investment income generated in the 2022/23 fiscal year will be outside of projected revenue and will have a substantial effect on our year end results. Net of the CD investments, ETH has approximately \$250,000 in cash.

Events

It was a busy month at ETH. The Sambovian Circus of Dreams kicked off the month with a successful show in the theater, allowing us to generate a profit of \$4k. The Stone Cold & The Jackal rented the theater and ETH staff was hired to assist them as ushers. They have a big following and attendees came from many neighboring towns. It was a nice opportunity to talk with people about all that goes on at ETH. There were theater parties every weekend and we continue to book the parties several months in advance.

Marketing

We have been working on ways of making ETH more visible to the community. Our newsletter and social media are very active with posts that advertise renters' events and our own events. Getting people through the door is key and once here, they become aware of everything we have to offer. Kat posts all of our movies and live events, as well as the movie posters ETH is selling. Kat is finalizing a photo gallery tab on our website. It will be organized according to room and easily accessible to potential renters. Additionally, ETH room rental awareness is being enhanced with social media posts and marketing materials. We are also looking into getting STAFF shirts, vs. ETH Live shirts to sell.

Sponsorships

Seeking sponsorships are always a challenge. However, we have secured Connie Widmann as a title (or co-title) sponsor for the Spring music series. Others are slowly signing on as well. Additionally, the

restaurant sponsors are beginning to commit to our Dining Guide program. Evan has been helping with securing restaurants. The new year of sponsors will start in January.

Staff Highlights

Sheila and I had a full staff meeting on November 17, discussed items relating to the ETH organizational structure, job roles and expectations, and diversity awareness. It was a good meeting and allowed the new employees to ask questions and understand the relationship between the Board and "us". Evan made a presentation about a gaming event he'd like to plan at ETH. He is in the researching stage and will come back to me with his ideas.

Staffing is at the optimal level now and we are cross training all employees with projection, concession and theater parties. The staffing schedule has become more consistent as it is now published the last week of the current week for the upcoming month.



Edmond Town Hall Board of Managers

Edmond Town Hall Board of Manager meetings to be held the second Tuesday of each month. Below is a list of the dates for 2023:

January 10, 2023
February 14, 2023
March 14, 2023
April 11, 2023
May 9, 2023
June 13, 2023
July 11, 2023
August 8, 2023
September 12, 2023
October 10, 2023
November 14, 2023
December 12, 2023
January 9, 2024