

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, November 12, 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: Lisa Schwartz, Herb Rosenthal, Margot Hall, and Marie Smith (attended by phone – left 7:56)

Absent: Jen Guman, Jen Chaudhary

Also Present: Operations Manager - Sheila Torres, Theater Manager - Tom Mahoney, Kim Chiappetta (clerk)

Call to Order: Ms. Hall called the meeting to order at 6:36 p.m.

Public Participation: Tom Maurath - Newtown Youth Wrestling Association

Report from Theater Coordinator:

Mr. Mahoney began by reporting that last week's animated feature "Abominable" did really well. This week "Once Upon a Time in Hollywood" is showing and is doing great. "The Peanut Butter Falcon" will be the Ingersoll sponsored free movie next week. On November 23rd there will be a short run of "Judy" starring Rene Zellweger. The film for the Thanksgiving break has not been determined at this time. On November 6th Immaculate High School held a talent show. The Flag Pole Radio Café is being held on 12/7. Cultural Arts will be showing "Bringing Up Baby" on 11/17. The Yale Whiffenpoof will have their show on 11/21. On 11/30 the Newtown Police department will be hosting *Movie with a Cop* and will be showing "The Grinch". It is currently planned to have "Maleficent the Mistress of Evil" for the December movie.

Report regarding Mary Hawley Society:

Ms. Schwartz told members that she recently attended her first Mary Hawley Society meeting where there were 4 members in attendance. The discussion was regarding the role and mission of the Mary Hawley Society. Ms. Schwartz shared with the group questions from the Society and asked the group for comments. Mr. Rosenthal noted that all questions were regarding public information that can easily be shared with them. Ms. Torres will draft responses and distribute to the group for review. Ms. Schwartz will send the final responses to the Mary Hawley Society. The group discussed fundraising opportunities for the Mary Hawley Society and that it would be nice for the two groups to meet.

Approval of Minutes:

Mr. Rosenthal motioned to approve the minutes of the regular meeting held on October 8th.
Seconded by Ms. Schwartz. All in favor.

Ms. Schwartz motioned to approve the minutes from the special meeting held November 7th.
Ms. Hall seconded. All in favor. Mr. Rosenthal abstained.

Report from Chairman:

Ms. Hall told the group that she and Ms. Schwartz attended the Edmond Town Hall staff meeting where a *state of the business* was presented to employees. Ms. Hall highlighted that the newest employee asked how events and movies at the Edmond Town Hall could be communicated to other communities.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented board members her report.

During the Edmond Town Hall staff meeting, concession staff recommended using social media to also advertise movies (not just events). One employee, Lauren, offered to supervise the postings. The group discussed the benefits of having the staff assist with the social media. Ms. Torres told the group that there will be 2 high school interns who will be helping out. She also noted that are 2 – 3 groups who expressed interest in doing light fundraisers for the ETH.

The LED interior lighting project is completed and Ms. Torres will be sending the kilowatt savings information to Kathy Quinn, chair of the Sustainability Energy Commission, to show that the Edmond Town Hall has done their part to meet the sustainability goals of the town.

Review and Approval of Monthly Bills (Refer to Attachment B):

Ms. Smith reported the monthly bills to the board.

Mr. Rosenthal moved to approve the building and theater expenses at \$47,321.20 and \$5,956.35 totaling \$53,277.55. Ms. Schwartz seconded. All in favor

OLD BUSINESS:

New/Arts proposal for 2020 event:

Ms. Torres drafted a document for New Arts based upon the last meeting and discussed next year's schedule with existing tenants. Ms. Torres will be sending a draft out to members for review.

NEW BUSINESS:

Wall Mats for Gym per NYWA DNR (Refer to Attachment C):

Mr. Tom Maurath, President of the Newtown Youth Wrestling Association, introduced himself to the group. He explained that Newtown Wrestling Association is in its 14th year and its 4th week at the Edmond Town Hall. The Association is composed of 7 board members and 9 paid staff members. This is the first location where Newtown Wrestling has been able to display their trophies in a new trophy case making this location feel like their home. There are currently near 100 students participating in the program.

He explained that Newtown Wrestling has mats that they would like to donate to the Edmond Town Hall that would be secured to certain areas of the wall to better protect the wrestlers. The group discussed how these mats would be secured to the walls. Mr. Maurath explained that the mats would not inhibit light sockets or a/c's and will not obstruct any fire exits. The mats will be secured at the bottom with a wood or metal cleat that would hold the weight and screws at the corners that will be covered with plastic caps. Mr. Maurath thanked the group and Ms. Hall thanked him for attending.

Proposal for Live Events Management 2020/2021 Budget (Refer to Attachment D):

Mr. Don Gamsjager, CEO of DNR Productions, distributed to the group a proposal for a Technical Director and began by explaining to the group the role of his company in theater

productions at the Edmond Town Hall. DNR has received an influx of calls from renters who do not necessarily know how to use the theater equipment. DNR has seen cases where equipment was not set-up or put back properly by the renter. Mr. Gamsjager explained the need for a Technical Director and Production Manager for live events. These roles would work with the renter in advance and throughout the whole show to ensure there is the necessary equipment and level of expertise resulting in a quality production. Currently needs are being fulfilled by DNR on a per diem basis. He continued to explain that DNR employees have ESTA certification which means they are production. He told the group of additional benefits of hiring DNR such as staff availability, employees with at least 10 years of "roading" experience and that the ETH does not have to carry another employee. The group discussed further and Mr. Gamsjager clarified that this arrangement would not be a contract so the ETH could cancel at any time. Ms. Schwartz asked about service and maintenance fee. Mr. Gamsjager clarified that these fees are only charged when necessary. He added that there are many tasks that are necessary to keep the theater running. With this agreement there is a discounted rate to keep the theater maintained. The group thanked Mr. Gamsjager for taking the time to explain the proposal.

Mr. Rosenthal moved to accept the proposal from DNR. Ms. Schwartz seconded.

Mr. Rosenthal then asked if these new costs will be added to the current rental charges. Ms. Torres explained that activities associated with this cost are already considered part of the rental fee. He noted that go-forward this must be considered in the budget.

Motion passed all in favor.

Comments from Board members:

None

Adjournment:

Ms. Smith left the meeting at 7:56 p.m.

The meeting ended at 8:10 p.m. without a quorum.

ETH MANAGER'S REPORT – 12 Nov 2019 – Sheila Torres

Summary/Highlights

- Live events and rentals have been keeping us busy. Having live event support has been very helpful.
- Boiler/heating breakdowns occurred. Old solenoid valves from the previous boiler had to be replaced. There are two of these and one was replaced last year, but it failed again and the warranty was only 125 days. This time we had to replace both valves. If they break again we may need to consider a different brand, which would be pricier.
- Gymnasium heating valves and other valves in the building broke off the radiators and were spewing heat full blast with the gym walls getting extremely hot. We had to make repairs. We had hoped to re
- Received positive feedback from audience members who attended live events
- The Rotary Pancake Breakfast will take place at the Community Center.
- The building generator was serviced and we will need to replace the battery on it, for about \$300.
- Held State of the Business staff meeting on 11/7. Staff asked questions about marketing. Concession staff expressed interested in doing more with Instagram to promote the movies. They believe using Instagram only for live events is missing the audience we need for the movies. Lauren offered to help supervise the postings if we develop a process for updating Instagram on a weekly basis. I think we can start on this now that we will have some help from the high school interns and then transition to some concession staffers.
- Two high school interns will be helping us on Thursday evenings, Saturday evenings and Sunday evenings for four hours. Luke Wellman started last Saturday and another intern soon.
- All rugs in theater, offices, MHR and office lobby were shampooed.

Decisions Needed

- **Bar** – All permits for this year have been used. What next steps can we take to secure the permanent license. Temporary permits are time consuming. Also, the purchase of bar equipment would help facilitate the bar.
- **Music Series** – Important to begin working on the next series soon, if we are going to move forward. Based on numbers so far we may want to limit to three shows and having more time will allow us to be more selective.
- **Budget** – Any additional budget questions please send to me ASAP so that Lauren and I can answer and adjust the numbers accordingly and we have a chance to send the revised budget to the Board in time for approval at next meeting.
- **Fundraising** – Two or three groups are interested in helping us do lighting fundraisers. I have asked for the numbers and will be forwarding that to you

Work in Progress

- **Theater Lighting** – Spoke with Bob Tait about the theater lighting. He believes we may be able to apply some funds to the Lighting but approval from other Boards is needed.
- **ADA Bathroom** – Approved by Building Department, fire marshal's office said they do not approve bathrooms, the vendor needs to pull the building permit.
- **Theater Lighting** – I spoke with
- **LED Interior Lighting Project** – This project is complete.
- **Personnel** – Have not yet had a chance to post bar tender job
- **Web Site Update** – I have not met with Flynn Nicholas, the new developer. He has asked that we meet in person and I would like to do that, but it will need to happen during November or early December.

Attachment B

Edmond Town Hall - Board of Managers
A/P Aging Summary
As of October 31, 2019

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alarms By Precision	1,056.00	0	0	0	1,056.00
All Clean	645.00	0	0	0	645.00
Aquarion	207.19	0	0	0	207.19
BOM- Minutes	125.00	0	0	0	125.00
Crystal Rock	51.50	0	0	0	51.50
DNR Labs	1,950.00	0	0	0	1,950.00
Dumouchel	544.09	0	0	0	544.09
Effective Pest	155.00	155	0	0	310.00
Elevator Service Co	1,375.00	0	0	0	1,375.00
Eversource - Floodlight	13.73	0	0	0	13.73
Eversource - Electric	3,195.45	0	0	0	3,195.45
Eversource- Gas	706.96	0	0	0	706.96
Frontier Communications	51.17	0	0	0	51.17
Frontier Communications-2	177.72	0	0	0	177.72
Jim Birch	140.00	0	0	0	140.00
Katart Graphics	150.00	0	0	0	150.00
MCR Construction	776.00	0	0	0	776.00
Newtown Hardware	10.48	0	0	0	10.48
Rock Elite (Sinatra Show)	1,000.00	0	0	0	1,000.00
Security Deposit Refunds	710.00	0	0	0	710.00
Sheila Torres	259.85	0	0	0	259.85
Silvermine	550.00	0	0	0	550.00
Tony T. Entertainment	2,500.00	0	0	0	2,500.00
Spectrum	99.98	0	0	0	99.98
The Bee Publishing	1,503.00	0	0	0	1,503.00
Town of Newtown (credit card)	3,876.23	0	0	0	3,876.23
Town of Newtown (payroll)	25,336.85	0	0	0	25,336.85
Total Building Expenses	\$47,166.20	\$155.00	\$0.00	\$0.00	\$47,321.20
A24 Films	\$250.00	0.00	0.00	0.00	250.00
Commissioner of Revenue Svc	446.00	0.00	0.00	0.00	446.00
Columbia Pictures	250.00	0.00	0.00	0.00	250.00
Deluxe Echostar	239.70	0.00	0.00	0.00	239.70
Northeast Beverage	192.43	0.00	0.00	0.00	192.43
Pepsi Beverages Company	123.66	0.00	0.00	0.00	123.66
Paramount	1,585.20	0.00	0.00	0.00	1,585.20
Prime Publishing	1,067.20	0.00	0.00	0.00	1,067.20
Terry's Popcorn	520.00	0.00	0.00	0.00	520.00
Twentieth Century Fox	732.16	0.00	0.00	0.00	732.16
Universal Studio	250.00	0.00	0.00	0.00	250.00
Warner Bros	300.00	0.00	0.00	0.00	300.00
Total Theater Expenses	\$5,956.35	\$0.00	\$0.00	\$0.00	5,956.35
GRAND TOTAL	\$53,122.55	\$155.00	\$0.00	\$0.00	\$53,277.55

Attachment C

Date: October 29th, 2019

To: Edmond Town Hall – Board of Directors

From: Newtown Youth Wrestling Association

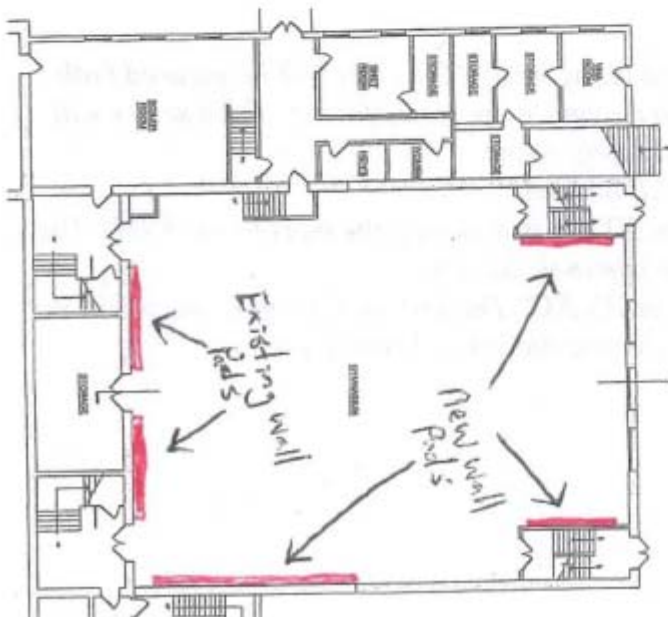
Re: Offer to Donate & Install Fifteen (15) Wall Pads

The following information details our organizations request to donate & install fifteen (15) wall pads at the Edmond Town Hall.

Background

- Jenn Hensel from the Arielle Foundation gifted fifteen (15) mats to the NYWA. These are commercial grade high-end mats that are approximately 6' x 3' each.
- The NYWA would like to donate them to the ETH and install on the gym walls.
- Similar to the back wall under the basketball hoop that already have wall pads, these would add more protection for our wrestlers and others that use the gym.

Proposed Location



Picture of Mat Section



Question & Answers

- How will the mats be adhered to the wall? *The mats will be secured both vertically and horizontally to maximize the safety factor. Each screw will include a washer and hinged safety cover.*
- Can they be removed? *Yes...If needed.*
- Who will own the mats? *The NYWA is donating the mats to the ETH. The value of the donation is approximately \$2,250.*
- Will they cover any electric or HVAC? *The installation of the mats will not be in the way of an existing electric outlets or heating vents.*

Attachment D



Technical Director Agreement

Date Prepared 10/10/2019

Prepared for: Edmond Town Hall
45 Main Street
Newtown CT 06470

Contact Name: Sheila Torres
Contact Phone: 203-270-4285
Contact Email: manager@edmondtownhall.org

Technical Director

Scope of Work	<p>1- The Technical Directors #1 Task is to ensure safe and secure operation of the Edmond Town Hall's Theatrical Systems, including lighting, sound, stage supervision and equipment maintenance/upkeep. The TD will be first in, last out for every show to ensure the room is returned to a safe and ready status for daily movie operation or the next production. They will account for the Edmond Owned equipment after each production.</p> <p>2- Meet with renters and producers in advance of the show to discuss technical and logistical needs of the event/performance.</p> <ul style="list-style-type: none"> • Manage the expectations of the room's capability; make very clear the limits and features of the space. Discuss what is possible within the time-frame and budget. Cover all aspects related to: Technical riders, hiring/staffing extra crew if needed, arranging for additional equipment and acting as liaison between production and ETH staff and crew. • Manage the expectations of the staff at ETH and explain the need to hire in professionals or provide professional operators within the scope of the show. • Provide a Detailed list of approved and qualified Vendors for Renters to choose from for advance technical needs that are outside of the house ability with currently owned equipment. • Make it clear the Technical Director is to represent the ROOM day of and does not provide actual production assistance, for example calling cues in the show or running errands to fulfill riders • Provide Renters and Producers Tour of the facility prior to booking and shows • Advance additional technical needs with renters staff like Audio personnel and lighting personnel <p>3- The Technical Director will be responsible for on-going service, maintenance and changes to infrastructure. This is normal preventative maintenance and will allow a person with the most intimate knowledge of the room to provide service with the most efficient results.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1. The Technical Director shall have a full set of building keys and stage keys – the keys will be kept on the Person for the entire length of contract 2. The Technical Director shall have contact info to the fire alarm company and the local fire marshal to coordinate fire alarm shut down for heavy hazing shows 3. The Technical Director shall have all contact numbers of Key personal at Edmond and Key board members in the event of a urgent matter 4. The Technical Director will report to AV Vendor and manager of the building 5. An Edmond branded Email shall be provided so renters and management can email to one location. No personal email address shall be used . 6. The Technical Director shall be given a reasonable space for which to conduct administrative functions, Edmond Town Hall client meetings, store equipment, and other uses in the normal course of his duties.
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Labor

Description	Rate		Notes
Production Manager (ETH Produced Shows)	\$600.00		Day Rate
Technical Director (Visiting Shows)	\$450.00		Day Rate
Service and Maintenance	\$75.00		Hourly Rate

DNR Laboratories

Signature of Vendor

Date of Signature

Edmond Town Hall

Signature of Customer

Date of Signature