

**Edmond Town Hall Board of Managers  
Regular Meeting**

**Tuesday, August 14, 2018**

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

Chairman Margot Hall called the meeting to order at 6:30 pm

**Present:** Marie Smith (until 7:58), Margot Hall, Lisa Schwartz (6:57), Jennifer Chaudhary, Jennifer Guman.

**Absent:** Herb Rosenthal.

Also Present: Theater Manager Tom Mahoney, Sheila Torres, Andy Clure, and 1 member of the public.

**Election of Vice Chairman** – Ms. Smith moved to nominate Jennifer Chaudhary as Vice Chairman of the Edmond Town Hall Board of Managers. Ms. Guman seconded, motion unanimously approved.

**Public Participation** – *Brigette Scolfani* provided information about the Biden Cancer Initiative and upcoming September 21, 2018 Biden Cancer Summit. Former Vice President Joe Biden and Dr. Jill Biden are hosting a national Biden Cancer Summit to focus on the patient's journey from prevention through a cancer diagnosis, treatment through survivorship, and determine what must be done to accelerate progress. The Summit will be held in Washington D.C. and will be available to live-stream to communities throughout the country. The subject is personal to Ms. Scolfani who is caregiver for her husband who has brain cancer. She would like to honor him, get involved with the community, and host a Biden Cancer Community Summit. Ms. Scolfani spoke with Ms. Torres about hosting the Summit at ETH. The event would be open to the public from approximately 9-5, with opening remarks by Joe Biden live-streamed from Washington D.C. Throughout the day there would be panel discussions, break-out sessions, videos. Ms. Scolfani requested the use of Edmond Town Hall for the Summit. Ms. Scolfani will be on a conference call this week and have more details, this event should not be a fundraiser, but an introduction. Ms. Scolfani and Ms. Torres will continue the discussion. (Attachment)

*Andy Clure* asked the BOM to consider at the next meeting to assign a board member to a subcommittee to address declining attendance of ETH movies, maybe look at marketing and ways to boost attendance for movies. He offered his time to serve on the committee.

**Report from Theater Coordinator** – Mr. Mahoney reported it has been a short summer, school starting soon. Ball room dance on 18<sup>th</sup> in the theater after dance party upstairs, called 7 Deadly Sins, Arielle on the 24<sup>th</sup>. Trying to get films for kids. Many of the good summer films will come after school starts. One movie per day when kids go back to school unless there is a holiday, then two showings per day. There may be an increase in costs at the refreshment stand due to vendor increase. Ms. Chaudhary suggested to look at other vendors, table for future discussion.

**Sub-Committee Report – OSR** – Ms. Chaudhary reported that the committee met in July, in transition with scope of jobs, working on some yearly items, reviews, Ms. Torres has started the process. There may be some changes to the calendar process, may need to make slight adjustments, will have a new staff meeting soon, will schedule in September.

**Approval of Minutes** – Ms. Smith moved to approve the minutes of the 7/17/2018 meeting. Ms. Hall seconded, motion unanimously approved. Ms. Chaudhary moved to approve the minutes of the July 6, 2018 Organizational Realignment Sub-Committee meeting. Ms. Guman seconded, motion unanimously approved.

**Report from Chairman** – Ms. Hall reported on one of the renters, blue lights for autism, and shared a thank you from Linda Jones.

**Report by Operations Manager** – Ms. Torres reported on operations. (Attachment) Ms. Torres is working on potential joint effort with the Library to bring a documentary movie event related to the Fairfield Hills Hospital. The event would include a panel discussion from the producer and others involved with the movie. The movie is Dorothea's Tears and is part of an effort called the Vision Project. Patrons to be charged for the event.

**Approval of monthly bills** – Ms. Guman moved to approve the monthly bills totaling \$59,236.97. Ms. Chaudhary seconded, motion unanimously approved.

## **OLD BUSINESS**

*October Event – suggested co-sponsorship with Cultural Arts Comm. (J. Guman)* – Ms. Guman described an upcoming event to be co-sponsored with the Cultural Arts Commission, The David Wax Museum band on October 19. Arrangements discussed include to share profits with ETH and CAC. Approximate costs include \$2,700 for the band, cost of lighting is \$200-300, cost of sound \$200-300, plus other additional costs. The CAC is looking to expand cultural arts program and market as an arts festival. This could be a soft launch for future concert series. Funding sources can include sponsors, possible donations from the Mary Hawley Society, theater restoration fund. Ms. Hall said there will need to be a review of the terms of the proposal for the event. Ms. Chaudhary moved to approve up to \$2,500 for the October Event co-sponsorship with the Cultural Arts Commission. Ms. Schwartz seconded, motion unanimously approved.

*Rock Elite Academy – Theater event –*

Ms. Torres said that Grant Ossendryver had asked for approval for a dance event on Thursday nights, one Thursday per month. Consideration is needed to compare revenue lost for movie night to space rental cost for the dance event. A projector is needed and big screen, but the Alexandria Room could be proposed as an alternative as the dance event gets off the ground. Ms. Torres will discuss details and costs with Grant.

*Screendollar Advertising* – Ms. Torres said she met with a new company and looking at terms, length of commitment, wrap their national advertising around local, 20 minutes long. Ms. Guman and Ms. Chaudhary asked for more information, and Ms. Torres will arrange for a conference call.

## **NEW BUSINESS**

*Approval of CIP Requests* – Ms. Torres reviewed CIP items. (Attached) Recently reviewed CIP items with First Selectman Dan Rosenthal. Ms. Torres reviewed need to continue to make capital improvements in Edmond Town Hall to help generate revenue and remain competitive. Possibly funds may come through grants or federal grant options. Need to be prepared to respond to return on investment. In order to shift to become more self-sufficient, help is needed to make improvements, repairs, and maintenance. Fundraising efforts are needed. Ms. Smith moved to approve and send to the Board of Selectman the 10-year CIP request. Ms. Chaudhary seconded, motion unanimously approved. (Attachment)

*Designation of "ETH Personnel Committee"* – Ms. Smith, Ms. Hall, and Ms. Torres generally interview candidates, Ms. Guman is interested in being involved in the interview process. Phone screening may be a first option, then in-person interviews. Positions are generally advertised locally in the Newtown Bee, Voices.

Farm to Barn Fundraiser – Ms. Guman moved to add an agenda item - Farm to Barn fundraiser. Ms. Chaudhary seconded, motion unanimously approved.

Ms. Guman moved to approve a Farm to Barn Fundraiser, waive the kitchen fee, and no charge for tables and folding chairs. Second by J. Chaudhary. Ms. Guman described this fundraiser, to be held in her barn, Flagpole Barn at 38 Main Street, invitation only, fee charged, funds after expenses, to support Edmond Town Hall. Ms. Guman has a caterer interested in the event who would like to use the ETH kitchen to prep the food and borrow tables and chairs from ETH to set up in her barn for the event. Possible date of Saturday, October 27. Ms. Schwartz said that this could raise the level of awareness about the theater restoration project and this event could be a kickoff to fundraise for ETH. All in favor, motion unanimously approved.

J. Guman moved to add an agenda item - painting of gym walls. Ms. Chaudhary seconded, motion unanimously approved. Ms. Torres said that the gym is #1 income-generating space, there have been some complaints from renters about the condition of the paint in the gym. Ms. Torres got quotes to paint the walls, replace ceiling tiles, paint parts of the ceiling. Ms. Torres would like to move forward with these unbudgeted items. Last year the gym generated \$45,427 in revenue. Ms. Chaudhary expressed concern over costs and hesitant to spend a significant amount of money for paint. Ms. Guman asked for breakdown of costs. Ms. Torres will ask for quote to replace ceiling tiles and not paint.

## **EXECUTIVE SESSION**

The Board of Managers went into Executive Session at 8:36 pm to discuss lease/rental rates and charges for/income from Edmond Town Hall Board activities and returned to regular session at 9:26 pm.

Ms. Guman moved to adjust the rental fee for a certain tenant as discussed in Executive Session. Adjustment to commence as of January 1, 2019. Second by Ms. Chaudhary, motion unanimously approved.

Having no further business the meeting was adjourned at 9:32 pm.

Respectfully submitted,

*June Sgobbo, clerk pro tem*

JOSEPH R. BIDEN, JR.

June 21, 2018

Mr. Paul Sclafani  
27 New Lebanon Road  
Sandy Hook, CT 06482

Dear Paul:

I recently learned about your ongoing battle with GBM from your brother-in-law John. I'm deeply sorry that you are experiencing this struggle. Over the past few years, I have heard from many Americans about cancer, its dire consequences, and the hopeful prospect of ending cancer as we know it. It's a subject that is personal for me, but it's also personal for nearly every American, and millions of people around the world. It pains me to know that cancer is personal for you and your family as well.

If there is a silver lining in all of this, it is that the scientific community has made more progress this past year than ever before. And while there is still much work to be done, I am optimistic about the future of patients like yourself. From new research targeting GBM stem cells to increase the effectiveness of chemotherapy, to scientists understanding more about the mechanism by which GBM tumors grow so that they can halt its progress, to repurposing a drug typically used for Leukemia and Lymphoma that has shown great promise, we are closer to an effective treatment than we ever have been.

The goal of the Cancer Moonshot that I led as Vice President was to seize this moment—to accelerate our efforts and to unleash new discoveries and breakthroughs for GBM and other deadly diseases. This initiative was not just about the development of game-changing treatments, but also about the delivery of effective prevention, detection, and treatments to those in critical need. With this Cancer Moonshot, we took a new approach to conquering cancer.

Over the course of 2016, the White House Cancer Moonshot Task Force catalyzed novel, innovative, and impactful collaborations among twenty government agencies, departments, and White House offices and over seventy private sector collaborations designed to achieve a decade of progress in five years in the prevention, diagnosis, and treatment of cancer. We created the Cancer Moonshot Blue Ribbon Panel at the National Cancer Institute, which delivered a report identifying priority research areas that hold the most promise for additional investment. And we passed the 21<sup>st</sup> Century Cures Act, which provides \$1.8 billion over seven years for the Cancer Moonshot's scientific priorities.

Now, through the Biden Cancer Initiative, I look forward to working with you and individuals and organizations around the globe to build on this progress by injecting a sense of urgency and changing the way we do business in cancer research, development, and care. The Initiative is focused on convening doctors, researchers, patients, caretakers, and others to develop and drive implementation of solutions to accelerate progress across the spectrum of care—from prevention to survivorship.

When President Kennedy described sending humankind to the moon, he talked about the commitment that the nation was "unwilling to postpone." In our fight against cancer, we must be unwilling to postpone.

This is our moonshot. I know that we can help solidify a genuine global commitment to end cancer as we know it today, inspire a new generation of scientists to pursue new discoveries, and eclipse the bounds of human endeavor. That is the spirit of the American experiment. If there's one word that defines who we are as Americans, it's "possibility." These are the moments when we show up.

As you continue your fight, please know that Jill and I—and the whole Biden family—will keep you in our thoughts and prayers. We're in this with you. Keep the faith, and God bless you.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Biden", written over a diagonal line that extends from the word "Sincerely,".

Joseph R. Biden, Jr.

## ETH MANAGER'S REPORT – August 14, 2018 – Sheila Torres

### Highlights

- Met with Dan Rosenthal to discuss CIP needs. Based on this year's movie revenue results he has suggested we begin signaling to the community that movies will likely be going away.
- Continue to work on personnel needs and filling staffing holes where necessary until we fill our custodial vacancy. I have been opening the building on Saturdays and staying until 2 p.m. to ensure we have necessary coverage. Chris Clark has been very helpful stepping in to act as Saturday custodian. He comes in at 10 am and stays until 2 p.m. Bruce Caulkins has been coming in a couple of hours early on Saturdays to help fill the gap. I appreciate the help of these two staff members.
- Working on potential collaboration with library to bring a movie event related to the old Fairfield Hills Hospital and making an event out of it with a panel from the producer, etc. The movie is called Dorothea's Tears and it's part of an effort called The Vision Project.

### In Progress

- **Alexandria Room AC Project** - Asbestos sampling was done and there will be a need for remediation, which will drive up the original estimate. Tom Catalina is working with the engineer to review the drawings and with Daiken to ensure the contract protects town interests.
- **ADA Bathroom Project** – Working with vendors to get quotes for this project and get it completed. The town approved it and we can move forward. I expect to meet with another vendor tomorrow morning.
- **Gym Floor Repairs** – looking at potential refurbishing of gym floor to make it easier to play on and improve the taping and aesthetics. Have had some complaints from gym users. The floor is beyond repairs. Three quarters of the floor was refurbished in 1978, 30 years ago.
- **Temporary Masonry Repairs** – trying to get a temporary fix to the bricks that are loose in the back of the building so that we can be safe until the project is completed by the Town in a couple of years.
- **Permanent Liquor License** – Jen Guman is working on this.
- **Leslie Ballard** – Met with with Leslie Monday, July 23 and I have a list of to dos for publicity of this event. Also trying to see whether we can get some sponsorship dollars.
- **Mike Casey** - Have not connected with Mike Casey, the jazz musician. He was initially a little expensive and I need to see whether I can get some answers to questions that were sent by Jen Guman. As soon as I do, I will share responses with the Board by email.
- **UConn Marketing Project** – I have not had an opportunity to reach out to the Department to find out what happened with the work that Dr. Satornino's students completed. As soon as I know I will report back.

### CIP

- Submitted plan and met with Dan Rosenthal. He understands that the numbers for the projects submitted may have to change because this is the first time we have been asked to submit a ten-year plan. I am trying to get vendors to come in and give me numbers, not always possible to get them to come on a timely basis.

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## **Theater Team**

- Will meet on August 30. Met with lighting expert Marilyn Rennagel on Saturday July 28. She has made some suggestions and will continue to work with us to help us achieve some of the renovation goals. Lisa Schwartz will be

## **Repairs/Maintenance Completed**

- **Iron sewage stack** with large hole and slit in cast iron stack located in old elevator room was repaired. In addition, smaller leaks from the sewage pipes in the boiler room were temporarily repaired. We continue to struggle with eradicating the odors. We will try a large Those cast iron pipes will need to be upgraded at some point and I'm waiting for an estimate so that I can have better numbers for the CIP, which includes this upgrade in it.
- **Gutters** – gutters were vacuumed out, but the vendor said that slate litter is clogging up the wall drains leading to water falling over the edge. He suggested we have the wall drains drained with a power hose. I asked for an estimate.

Town of Newtown  
Department CIP Summary Worksheet  
For the Ten Fiscal Years 2019/2020 to 2028/2029

DEPARTMENT: **Town Hall Board of Managers**

Item #	Capital Item	PROJECT COST - TOTAL / BONDED									
		2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
Item # 1	Theater Safety Repair Project	-	-	-	-	-	-	-	-	-	-
Item # 2	Edmond Town Hall Exterior Renovations	268,000	-	-	-	-	-	-	-	-	-
Item # 3	Gymnasium Air Conditioning	-	-	252,000	-	-	-	-	-	-	-
		-	-	252,000	-	-	-	-	-	-	-
Item # 4	Parking Lot Improvement Project	-	-	-	450,000	-	-	-	-	-	-
		-	-	-	450,000	-	-	-	-	-	-
Item # 5	Theater Revitalization	-	250,000	-	-	-	-	-	-	-	-
		-	250,000	-	-	-	-	-	-	-	-
Item # 6	Building Floor/Walls/Ceilings Renewal	-	-	-	-	265,000	-	-	-	-	-
		-	-	-	-	280,000	-	-	-	-	-
Item # 7	Main Lobby/Tenant Space Renewal	-	-	-	-	-	250,000	-	-	-	-
		-	-	-	-	-	250,000	-	-	-	-
Item # 8	Large Event Space Revitalization	-	-	-	-	-	-	275,000	-	-	-
		-	-	-	-	-	-	-	-	-	-
Item # 9	Old Elevator Removal and Space Repurpose	-	-	-	-	-	-	-	250,000	-	-
		-	-	-	-	-	-	-	250,000	-	-
Item # 10	Plumbing/Radiator Renewal	-	-	-	-	-	-	-	-	-	250,000
		-	-	-	-	-	-	-	-	-	-
Item # 11	Livable Communities/Access Project	-	-	-	-	-	-	-	-	250,000	-
		-	-	-	-	-	-	-	-	250,000	-
Item # 12	0	-	-	-	-	-	-	-	-	-	-
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Item # 13	0	-	-	-	-	-	-	-	-	-	-
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Item # 14	0	-	-	-	-	-	-	-	-	-	-
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Item # 15	0	-	-	-	-	-	-	-	-	-	-
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Item # 16	0	-	-	-	-	-	-	-	-	-	-
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Item # 17	0	-	-	-	-	-	-	-	-	-	-
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Item # 18	0	-	-	-	-	-	-	-	-	-	-
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TOTAL COST OF ALL PROJECTS		268,000	250,000	252,000	450,000	265,000	250,000	275,000	250,000	250,000	250,000
TOTAL TO BE BONDED		-	250,000	252,000	450,000	280,000	250,000	-	250,000	250,000	-