

# Edmond Town Hall Board of Managers

## Regular Meeting

Tuesday, January 8, 2019 - 6:30 P.M.

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

**Present:** Margot Hall, Marie Smith, Herb Rosenthal, Jennifer Chaudhary, Jen Guman, Lisa Schwartz (6:40)

**Also Present:** Operations Manager Sheila Torres, Theater Manager Tom Mahoney

**Call to Order:** Chairman Hall called the meeting to order at 6:30pm.

**Public Participation:** None

**Report from Theater Coordinator:** Mr. Mahoney shared the schedule for the 2019 Someday Cinema Series. (Attachment A) Jen Rogers (Cultural Arts) added an earlier 1:00 show. Mr. Mahoney reports the Nutcracker in the Four Realms and Miracle on 34<sup>th</sup> Street, both sponsored by Ingersoll, had good turnouts, as did The Polar Express, sponsored by the Newtown Police Dept. Concession sales for the Elf and Miracle on 34<sup>th</sup> Street were very good. The concerts also did well. The Newtown Education Foundation will use the theater/Alexandria Room for an event on the 19<sup>th</sup>. Cultural Arts will have the first show of the year, Harvey, on the 20<sup>th</sup>. Next weekend Ingersoll is sponsoring the entire weekend with The Grinch. Other films, The Old Man & the Gun currently playing, and Ralph breaks the Internet Martin Luther King week. A Star is Born, Bohemian Rhapsody and Mary Poppins in February.

**Approval of Minutes:** Ms Chaudhary motioned to approve the minutes of the December 11, 2018 meeting. Second by Ms Schwartz. All in favor.

**Report from Sub-Committee:** Ms Guman reports she met with George Benson, Director of Planning, regarding the Permanent Liquor License. Mr. Benson is reviewing Ms. Guman's letter and will make any necessary changes. The letter will then go to Doug Nelson, Chairman of the Borough Zoning Commission.

**Report from Chairman:** Ms Hall shared the town budget timeline. Ms Hall reports in November they attended a breakfast with local female authors sponsored by Newtown United. The Board of Managers received \$300 from the event which went to the Mary Hawley Society for theater repairs.

**Report from Operations Manager:** Ms Torres reports the Avielle Foundation events are well attended and they would like to use the Alexandria Room. Some of the dates conflict with Bridge Club. Ms Torres has been working with the purchasing agent Rick Spreyer. He did the bids for the theater safety improvements. There will be a walk thru this week with vendors. They were able to purchase ice melt at a discount.

There was discussion on a possible book signing event – Accordion Stories from the Heart. The theater will be closed from March 11 through April 5 for the theater safety project. Ms Torres would like to do programming in the Alexandria Room while the theater is closed. (Attachment B)

**Review/Approval of Monthly Bills:** Mr. Rosenthal motioned to approve the building expenses of \$48,296.39 and theater expenses of \$11,015.30, a total of \$59,311.69. Second by Ms Schwartz. All in favor.

**Old Business:** Ms. Guman reports Flagpole Radio Café will do 2 shows, February 9 and April 6. Their goal is to sell 300 tickets. If successful, they will do 6 more shows starting in the fall. The cost of the first 2 shows will be amortized over the next 6 shows. If not successful, the theater will still have the revenue from the concessions during the 2 shows. She is meeting with them again tomorrow to discuss details. There was discussion on how to sell and track the tickets for the shows. Ms. Chaudhary expressed concern there is not enough time to finish the contract with Flagpole Radio before February 9<sup>th</sup>.

**New Business:** Ms Hall spoke with Fred Hurley. He stated Energy Solutions is approved by Eversource. They were vetted for the Municipal Center project and the Senior Center and everyone is happy with their work. The Sustainable Energy Commission also approves. Mr. Rosenthal motioned to approve the proposal from Energy Solutions for the lighting project. Second by Ms Chaudhary. All in favor.

**Comments from Board Members:** Ms. Schwartz asked about a Newtown Community Organization Summit on January 18 and if the Board of Managers would be attending. Ms Torres explained the purpose of the meeting is to bring organizations together to find ways to work together.

**Executive Session:** Ms Smith motioned to go into executive session for the purpose of discussing two possible renters. Second by Mr Rosenthal. All in favor. The Board entered Executive Session at 7:25pm.

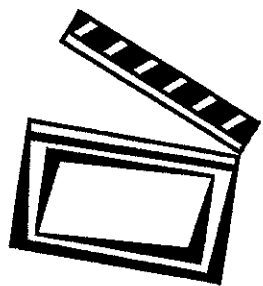
The Board returned to public session at 8:25pm. Mr. Rosenthal motioned to deal with two potential entities proposing to use theater space as discussed in executive session. Motion seconded by Ms Chaudhary. Motion unanimously passed.

**Adjournment:** There being no further business, the meeting was adjourned at 8:28pm.

Respectfully Submitted,  
Carey Schierloh

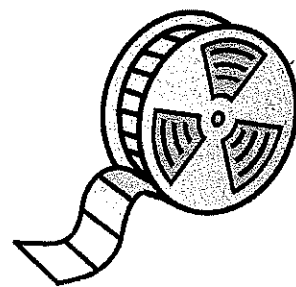


Attachment A – 2019 Someday Cinema Schedule  
Attachment B – Managers Report



# Someday Cinema

## 2019



DAY	DATE	MOVIE	SHOW TIMES
Sunday	Jan 20	Harvey	1 pm,* 7 pm
Sunday	Feb 10	Sleepless in Seattle	1 pm,* 7 pm
Sunday	Mar 10	The Great Escape	1 pm,* 7 pm
Sunday	Apr 7	Seven Brides for Seven Brothers	1pm,* 4 pm, 7 pm
Sunday	May 5	Mother	4 pm,* 7 pm
Sunday	Jun 23	Wizard of Oz	1 pm,* 4 pm, 7 pm
Thursday	Sep 5	True Grit	2 pm,* 7 pm
Sunday	Sep 29	Raiders of the Lost Ark	1pm,* 4 pm, 7 pm
Sunday	Oct 27	Nosferatu	4 pm,* 7 pm
Sunday	Nov 17	Bringing Up Baby	1 pm,* 7 pm
Sunday	Dec 15	The Shop Around the Corner	1 pm,* 4 pm, 7 pm

\* This showing is captioned for easier listening

## ETH MANAGER'S REPORT – 8 Jan 2019 – Sheila Torres

### Highlights

- Met with **Dan Rosenthal**, Jen Chaudhary, Margot Hall to discuss budget.
- Arranged and will attend meetings with **Allison Stockel** (Ridgefield Playhouse) and **Joe Hemingway/Jeff Wallace** (Live Nation) Playhouse. Meetings on 1/10 and 1/15 respectively.
- Pickleball class started in our Gym on Monday and around five players came. Janice Brown is the teacher.
- Worked with **Rick Spreyer** to submit specs for and gave him tour of our CIP projects (theater and bathroom). I also gave him the specs and vendor list necessary to start the bidding on the theater safety improvements. Bids went out last Friday for theater and there will be a Walk-Through this Thursday, 1/10 at 2 p.m.
- Have been working with Bridge and Avielle to address some **space issues**. Avielle needs to use the Alexandria Room for cocktail receptions with season holders. However, their events are not always on Thursdays, so it conflicts with Newtown Bridge Club. We met on Jan. 8 to discuss and work out some things for the upcoming season.
- Worked with Rick Spreyer to obtain pallet of ice melt and saved over \$1 per bag, about 20 percent of cost plus only \$20 for delivery instead of \$65. Will work on computers and paper next.

### Decisions Needed

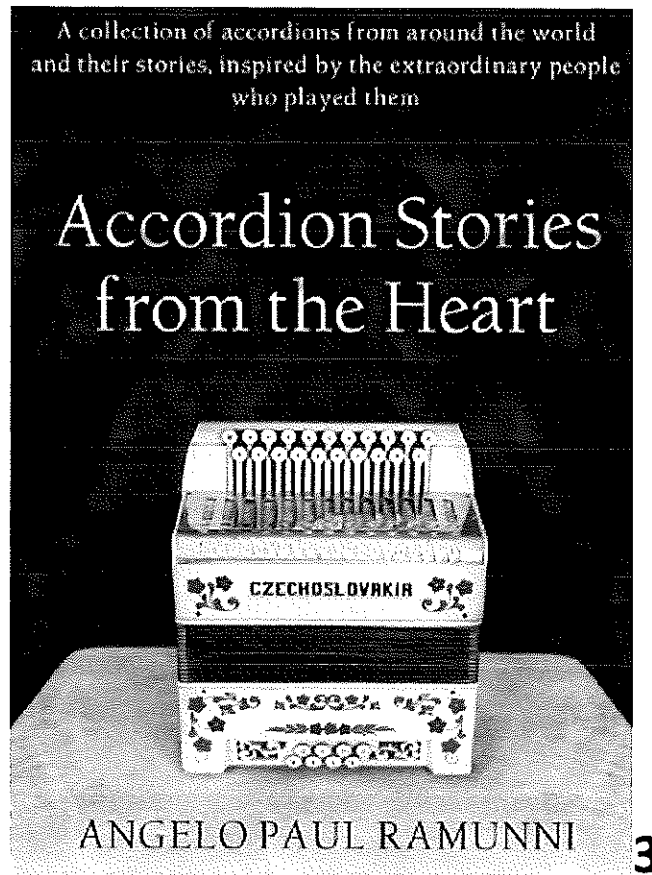
- Are we moving forward with the **Lighting Project**. If so, **Tom McShane** will come back to test the recommended products before we proceed.
- **Valentine's Day Event: Accordion Stories from the Heart** book signing and mini concert in Alexandria Room February 16 (see attached materials and book). \$5 for tickets to benefit ETH.
- **Board programs**. Organize a few events during closure to keep folks gathering in the building.

### In Progress

- **Alexandria Room AC Project** – The project is in full swing. I am coming in at 6:30 am or 7 am every morning until April to allow vendors to work with minimal disruption. The remediation group came this week. Thur, Jan. 10, the old elevator will be decommissioned. January 17 a large crane will come to hoist things up and take things down from the roof.
- **ADA Bathroom Project** – I met with architect again and with Belfor Construction. **Clariss** has provided us with signed plans free of charge. My next step is to work with Rick Spreyer and John Poetl.
- **Theater Safety Project** – Once a bid is accepted, the project will begin March 11 and end April 5<sup>th</sup>. No use of the theater. I expect the first event after the repairs will be Flagpole Radio on Saturday April 6, but have not received confirmation.
- **Temporary Masonry Repairs** – I have included this expense in next year's budget.
- **Permanent Liquor License** – The state has made this process easier by putting it on line. I have provided the link to Jen Guman.
- **Budget** – Next step on process will be
- **Chair Tags** – Began tag orders. I am still receiving forms and trying to reach those who have not submitted forms, but we are going to proceed with the tags.
- **Lighting Project** – Tom McShane called to follow up on

### Issues/Repairs/Work Completed

- **Theater Seats (Orchestra Section)** – The vendor that manufactured our seats has gone out of business and I cannot contact anyone. I am trying to find the original specs, so that I can try to get another vendor to help us make necessary repairs. It is concerning because the seats are starting to show wear and tear and some are ripped.



## **A Book Signing and Mini-Concert**

**At Edmond Town Hall Saturday, February 16 at 2:00 PM**

Join Canaan, Conn. author Angelo Paul Ramunni

who will share stories from his newly-published book ***"Accordion Stories from the Heart"*** plus perform several accordion songs and answer questions.

Books will be available for purchase and author's signature before and after event.

**Open to the Public – Fun Family-Event**

**Admission \$5/person to benefit Edmond Town Hall**

No reservations necessary

Edmond Town Hall Alexandria Room, 45 Main Street, Newtown, Connecticut

[www.edmondtownhall.org](http://www.edmondtownhall.org) 203-270-4285

***New England Accordion Connection & Museum, Canaan, Conn.***

**Free & Open By Appointment Only - 860-833-1374 - [www.neacmc.com](http://www.neacmc.com)**