

Edmond Town Hall Board of Managers

Minutes March 8, 2022 Meeting

These minutes are subject to approval at the next meeting.

The meeting was held in Meeting Room 2 at the Edmond Town Hall.

Present: Jennifer Guman, Margot all, Betsy Paynter, Marie Smith and Armel Kouassi

Absent: Herbert Rosenthal

Ms Guman called the meeting to order at 6:35pm. No public attended the meeting.

Chairman Report and Comment – Ms Guman expressed her thanks for all the work Ms Torres, Ms DiMartino and The Friends of Edmond Town Hall have been doing to make the Music Series such a success. There have been so many new volunteers which saves on staff costs. It is very exciting to see so many new faces coming forward. Kudos to all.

Ms Paynter moved to accept the minutes of the February 8th meeting. Mr Kouassi 2nd. – approved

Manager's Report – attached - Ms Torres is trying to coordinate the time for painting the gym.

Discussion on the Chamber Office transfer of renters. Chamber is requesting help from Public Works to move their items. Storage in the old jail was suggested as an option for storage rental. Discussion on parking lot timing and usage. Discussion of the removal of the Fire Dept and barrier at the edge of the cliff.

New Arts will be using Masuk for their summer program due to larger stage. They were very happy at the accommodations for the holiday show and plan on returning again for the next holiday show. There was a discussion about theater camps for the summer. Sabrina has a few cabarets planned for Friday nights at the Alexandria Room.

COVID – The theater has been at full capacity for movies and no issues.

New Business - Discussion on the Alzheimer's event to be held in June using the Alexandria Room and kitchen.

NCAC – Arts Festival 10 year anniversary celebration. September 16th will be the Friday night extravaganza to open the festival. There will be a collaboration with the Edmond Town Hall to have the event at ETH. Both entities will equally split the expenses and the revenue.

Ms Regianno of Park and Rec is working with ETH to plan a combined Halloween event Friday, Saturday and Sunday before Halloween.

Mr Lord of the Library wants to put some items on the calendar for the summer.

Mr Maher of the Borough will bring up support of the ETH through the Arpa Grant.

Annual Lease Review – The tenants are on different lease schedules now. Once the transition of the old Chamber Office is complete the ETH will be fully occupied.

Board Member Comments – Many praises were sung over the show on Saturday night. Special mention of the tribute to Ukraine, it was beautiful and so well done. The Violinist played offstage to make it all about Ukraine. Many compliments for all the volunteers becoming involved with supporting the Edmond Town Hall. The new cooler made setting up, taking down and inventory so much easier and less time consuming.

Ms Hall moved to go into executive session regarding financial matters and include Ms Torres with Ms Smith 2nd approved.

The Board went into executive session at 7:30.

The Board returned to Public session at 8:06. Ms Paynter moved the motion for the approval of the financial scenarios for two potential season rental opportunities as discussed in executive session. Ms Hall seconded the motion – approved

Ms Smith moved to adjourn with Ms Paynter 2nd.

Meeting was adjourned at 8:08.

Respectfully submitted,

LeReine Frampton, temp clerk

ETH MANAGER'S REPORT – 8 Mar 2022 – Sheila Torres

Large TV Monitor Donation – S. Cicciari brought in a large 65" T.V. this week and worked with Scott Carmignani to get it installed on wheels. This will make it possible for renters to do zoom calls or presentations on the large monitor using their laptops.

TV Monitors for Lobby –S. Cicciari has confirmed that Synchrony's donation of the monitors for the lobby will probably be here around May time frame.

Gym Painting –R. Webb confirmed that his quote included trim and that the paint is Benjamin Moore. I am working to coordinate a time to complete the job when there is least disruption to customers.

Bar Refrigerator – Used the new refrigerator at the bar for the first time on Feb 25 and the staff enjoyed working with it. Made it easier and roomier and also allowed customers to see what was available. Fits great in the old elevator along with the liquor supplies and all is secure.

CEN Follow-Up – I have not had an opportunity to follow up with Spectrum about the cost of fiber. I will work on that in the coming month so that I can compare that to the cost of CEN.

Sewer Gas – So far have not detected the sewer gas odors so we are hopeful that the repair to the cracks at the VNA thrift shop access point will continue to work.

Chamber Rental – The Chamber has asked for an additional two weeks in March to be able to remove all the items in their space. The new renter has agreed to move in around the middle of March and pay prorated rent for the days in March that they use.

Live Shows – Stone Cold & Jackal was successful, and they want to return. Jen Guman is working with their agent to see what's possible. **Alpaca Gnomes** ticket sales as of Friday, March 1 is around 230.

CIP - Parking Lot - Ron Bolmer, town engineer is retiring but his coworker will be helping with the work for the parking lot drawings, etc. C. Preszler confirmed that she does not yet have a vendor selection for the demolition of firehouse. Work in parking lot will need to wait until that.

CIP - Roof Restoration Project – Met with Rick Spreyer and Andrew Hall from Tremco as well as with mason. Work will begin around April 18 and finish around June 18 (6 weeks) weather permitting. Went through list of dates when we have weekend events. They will try to avoid weekend (Saturday) work when possible unless they need to make work up due to weather. They will not need to leave their dumpster here for a long period because they plan to put all litter in buckets and leave them on the roof until they're ready to get rid of the trash all at once. They will need to have a crane here for several hours at the start to get materials up and at the end to get rubbish down. That will be about three hours each time. There will be some noise, but we will avoid event days, etc.

NewArts – Have not heard a response from New Arts yet on whether they wish to use ETH this summer. We have resumed taking bookings for the theater and if NewArts wishes to return they will likely need to make some adjustments.

Grants

- **PEGPETIA Grant** – The grant administrators confirmed that they will announce grant winners on April 6.
- **Quick Arts Grant** – This grant was approved. Lauren worked very hard to obtain this \$5,000 grant to bring a cultural event component to the Woodstock concert we're planning in the spring. She is now trying to nail down the documentary and attend to other details of the panel and event, which will include a discussion of the Woodstock era from a political and cultural perspective and will feature John Voket as moderator.
- **Staffing** – Still no progress on custodian so far, due to time constraints on my part. We are also going to lose Belle Phelps our employee of many years who started in concession and became our team leader taking on some administrative and scheduling duties for the movies and also performing social media and website work. I have interviewed two floor staff potential hires and hope to hire folks this coming week.

Building Work Completed

- **Radiator Valves in Theater** – McKinney came to see the in-wall radiators house right. They put out heat full blast and have no valves to control output. They can put in valves but we will need to wait until the weather is warmer so we can turn off the boilers. Probably next month.
- **Exit Lights** – Fire Lite repaired all broken exit signs. All exit lights are now working well.
- **Screening of Bridge Tables** – A screen was put together on the 2nd floor elevator lobby to hide the stored bridge tables, improving the look of the space.
- **Elevator** – Maintenance company is coming Monday to repair spirolator and to check on issue related to the lights and fan going off.

Attachment B – Comparison of Current Spectrum Internet Service Costs vs CEN			
	SPECTRUM	CEN	Notes
CURRENT SPEED	600 mbps Upload 600, download is 35	1 gbps for both upload and download. Also consistent, reliable speed and robust bandwidth.	
CURRENT COST	114.99 for Ultra (\$160 total)		
UPGRADE SPEED	1 gbps	1 gbps	
UPGRADE COST	250/mo		
INSTALLATION COSTS		34,400 – fiber from street 12,000 – fiber in building 12,000 labor <u>3,000</u> labor 66,400	
EQUIPMENT COST	\$500 (new CISCO switch)	\$5,000	
ONGOING COSTS – 1 Gig	\$250 More bandwidth and more speed 940 by 35, Upload 940, 35 download \$145 to install	\$1,170/mo. plus \$333 for fiber maint. Or about \$1500/mo.	