



Edmond Town Hall Board of Managers

Edmond Town Hall Board of Managers regular meeting minutes

April 12, 2022

Edmond Town Hall, Meeting Room 2, 45 Main St, Newtown, CT

These minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:37.

Present: Jennifer Guman, Chair, Margot Hall (via phone), Betsy Paynter, Armel Kouassi

Absent: Herb Rosenthal and Marie Smith

Also Present: Sheila Torres

Public Participation – (end of meeting) Alexa Larsen, no address given, referred to email sent 4/4 to manager regarding rental space for yoga and pickleball. She will be going in to see manager tomorrow.

Ms Paynter moved to accept the minutes of the March 8, 2022 meeting. Mr Kouassi 2nd – approved

Ms Guman stated that the Edmond Town Hall project will be on the referendum April 26th.

Managers Report: Attached with the following updates

The decision of the Pegpetia Grant has been moved to the end of April. The gym painting has been scheduled. Roof project has been delayed until June.

There was a discussion on the monitors being installed and the different uses.

Unfinished Business: The performer for Friday Sept 16 has been secured with a local opener.

The costs will be split between the Arts Festival and ETH. They are looking for sponsors to help increase the profits. May 16th there will be a press release naming the performer.

New Business:

A repair to the main sewer pipe lining is needed. The building has to be closed for two days.

Looking to schedule in slow time of August..

April 23 is Earth Day Festival being held at Newtown Middle School. Ms Guman will set up a booth. It is a busy weekend for ETH and will need a lot of volunteers.

Drive In discussion is tabled for next month.

Rental Rate Review – Subcommittee of Ms Guman and Mr Kouassi will submit suggestions at the May meeting to be effective July 1st.

Lauren is looking into a Capacity Grant valued at \$1500 to \$10,000. It is a 1 to 1 match. The deadline is November 2022 and has very broad uses. Ms Paynter will assist with this.

Discussion on website updates and branding possibilities.

Discussion on survey monkey for customer assessment. Discussion on questions and different venues for emails they have acquired.

Ms Hall moved to adjourn the meeting with Mr Kouassi 2nd.

Ms Guman adjourned the meeting at 7:33.

Respectfully submitted,

LeReine Frampton, temporary clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

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

ETH MANAGER'S REPORT – 12 Apr 2022 – Sheila Torres

Large TV Monitor Donation – S. Cicciari brought two additional large 65" T.V. s this month as donations. We now have a total of three large TVs, one of which does not yet have a wheeled cart, so it is in storage. The TVs can be used for meetings to do presentations, virtual calls and audio phone calls.

TV Monitors for Lobby – These have not yet arrived but the media server that will be attached to these finally arrived. We had purchased it back in January. I have asked Kat Moran to begin experimenting with the media server if possible so that we are prepared with something to display as soon as the TVs arrive.

Gym Painting –The painting of the gym will take one week. I am trying to schedule a week in July when the Gym is free, provided we can keep the same price.

Cabling Project – The electrician completed the project, but Charter has to come out and connect to his work. They both have to be here at the same time to get this to the finish line. I am trying to coordinate that.

Sewer Gas – Sewer gas odors have returned. Requested a camera inspection of the pipe. There are four two-inch pipes all connecting to the 4-inch sewer pipe.

Chamber Rental – The Chamber has rented space in the vault for its records.

Live/Theater Shows – As of 4/8 we have 159 tickets sold to Back to the Garden 1969 concert and 108 reservations to the Documentary Film Screening.

Library/Parks & Rec – Working with the library to do a couple of events here in April and during the summer. The April event is the second Conversation on Race, in the event the registration is larger than the library can handle. Parks & Rec is working with Ryan Loucks to develop a Haunted House event at Edmond Town Hall with proceeds to benefit Edmond Town Hall and Parks & Rec.

CIP - Parking Lot - This project will be on the referendum. Fred Hurley informed me that the drainage plan for the lot will be ready May 1, provided the voters approve the project. Christal Preszler has selected a vendor to do the firehouse demolition and they were there on Wed

CIP - Roof Restoration Project – Communicated with Andrew Hall regarding importance of ensuring that theater capacity is not diminished by masonry work on front steps. Also requested a project outline for the first three weeks so that we can be prepared for that they will be doing during the time that I am out of the office on leave.

NewArts –NewArts will have its summer show at the high school, but they have confirmed that they will be returning for A Christmas Carol in December.

Ridgefield Symphony Orchestra Quartet – I gave them a couple of tours last month and they have booked a show for March 18, 2023.

Grants

- **PEGPETIA Grant** – The grant administrators confirmed that the decision on this grant has been moved to the end of April. Will keep you posted.

- **Quick Arts Grant** – This grant was approved. Lauren and I met with the Executive Director on 4/8 to discuss the budget and some changes. He gave Lauren information on the capacity grants that she and the Board committee will be working on.
- **Staffing** – Hired two new floor staff employees: Adam Wielebinsky and Milan Pranger as well as one more security employee, Marcello Pavia. I had one potential walk-in candidate for custodian. Waiting to hear from two that I called to see if they are interested. All the candidates so far have cleaning skills, but no fixing skills or experience. Spent time training Miranda Daly on the tasks that Belle Phelps used to do for the theater and concession. The training will continue on Saturday.

Building Work Completed

- **Radiator Valves in Theater** – Two new valves have been installed in two of the theater radiators. One is house right near the production table. The other is house right behind the production table. We can now control the heat from those two radiators.
- **Elevator** – Spirolator was repaired. They attributed the lights going off to my being inside the elevator for a long time without pressing the floor buttons. I was trying to insert the state certificate of operation at the time.
- **Kitchen Steamer** – Serviced the steamer, changed filter, descaled it. Technician indicated that the timer is not working but users can set the steamer to manual operation and keep track of the time. I think this is the best approach because a new timer costs \$500 but this piece of equipment has been used twice in the past ten years.
- **Last Boiler Water Analysis** – The boiler water and use is very good according to the analyst. His last service was on 4/8. We will be turning off the boilers on 5/15 and unplugging the water treatment system.