



Edmond Town Hall Board of Managers

Minutes

Tuesday, June 14, 2022 - 6:30 P. M.

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

Minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:32.

Present: Jennifer Guman –Chair, Margot Hall, Betsy Paynter, Herb Rosenthal, Marie Smith, Armel Kouassi

No Public

Chairman Report – no official report

Ms Guman thanked Ms Torres and Ms DiMartino for their efforts with grants. There have been so many grants applied for and granted enabling items to be moved forward. The grants are a lot of work and their efforts are appreciated.

Ms Hall moved to approve the minutes of April 12, 2022 with Ms Smith 2nd. Approved with Mr Rosenthal abstaining

Mr Rosenthal moved to add discussion and possible action of job description updates for Business Manager, Business Manager Assistant, and Operations Manager to the agenda. Mr Kouassi 2nd the motion. Approved

Operation Manager Report – (see attached)

Ms Torres said that the fundraising premiere was very nice and successful..

The North Side stonework is falling off and needs to be repaired perhaps added to an item on the CIP. The sidewalk is breaking and needs to be repaired. In past years the cracks have been filled in, but after this winter it is getting dangerous. Perhaps it can be included in the scheduled driveway project. Ms Torres will have Mr Hurley come and take a look to see what can be done.

Pegpetia Grant – covers the cost of CEN but not the annual maintenance fee of \$4000 which is with Castle Crown. They will be coming out to inspect the building and do the planning. – attached

Grants – marketing, fundraising and branding are needed to move things forward

Discussion on contractual Director of Development. Some grant funds can be used to help support full time roles to build a foundation to increase the brand. Discussion on development of database of possible renters, help raise funds, raise funds for rebranding both through grants and private donations.

Mr Rosenthal suggested the use of CCM – they will do searches for grant writers.

Ms Guman was approached about allowing the theater be used for a non profit at no charge. While the Board are supportive of this non profit they felt they could not play favorites. There is a price for non profits and they can assist in the workforce for the event.

Mr Rosenthal moved to accept the 3 year contract from McKenney Mechanical with Mr Kouassi 2nd the motion – approved copy attached

Rental rates were discussed. A technical director is required for the theater. These charges are separate on the bill and is causing conflict.

Ms Paynter moved to update rental fees to include Technical Director . Mr Kouassi 2nd the motion – approved

Job Descriptions (see attached) all full time 32 hours. Ms Torres will discuss salary vs hourly and pay range with Ms Fahey and report back to the Board.

Mr Rosenthal moved to adopt the positions and strategies. Ms Paynter 2nd the motion – approved

The Board moved to Executive Session at 8:15 including Ms Torres.

The Board reconvened in public session at 8:30.

Ms Smith moved to approve the monthly leasing of the Lower Meeting Room as discussed in executive session. Mr Kouassi 2nd. – approved

Ms Hall made a motion to adjourn the meeting. Mr Rosenthal 2nd.

Ms Guman adjourned the meeting at 8:42.

Respectfully submitted,

LeReine Frampton, clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

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

ETH MANAGER'S REPORT – 14 Jun 2022 – Sheila Torres

Wedding Pact 2 Premiere – Writer/director Matt Berman returned to ETH on Wed Jun 8 with a premiere of his film. It's ETH first premiere involving well-known actors. Haylie Duff was in attendance along with several others from the cast

Lobby Monitors & Alexandria Room Improvements – Lobby monitors are scheduled for Wed. Jul 13 installation. During that week we also plan to complete the Alexandria Room improvements: blu ray player, HDMI connection on stage, large projection screen to cover entire proscenium opening.

Sewer Gas – Working on getting additional quotes for the lining of the sewer stack.

Live/Theater Shows – As of 6/9 we have sold 359 tickets to the rescheduled Back to the Garden 1969 Concert. Working on getting a new liquor license.

Library/Parks & Rec – The library has booked a magic show in our theater on a Tuesday in June.

CIP - Parking Lot - Fred Hurley asked for drawings. D. Rosenthal will be assigning a consultant for this project.

CIP - Roof Restoration Project – This project is supposed to start in June but I have no definitive date. Andrew Hall returned to the building last week with a new mason and a member of the Public Works commission assigned by Dan Rosenthal. The previous mason is deceased.

Ridgefield Symphony Orchestra Quartet – The performance has been confirmed and paid for. It will take place on Saturday, March 11, 2023.

Grants

- **PEGPETIA Grant** – I have been working with Al Miles from IS and Wendy Rego from CEN to iron out the details for this project. We received \$44,000 from the 66,400 requested. We need to make decisions about whether to move forward with the CEN implementation and the associated maintenance costs. A. Miles suggested offering the service to building tenants at a modest monthly price that would help offset the cost, while allowing them to get more reliable and robust service at the same or lower price than using their current provider.
- **T Mobile Grant** – Although this grant for gym improvements was denied during last quarter of 2021, I will submit it again and hope we can get some assistance.

Building Work Completed

- **Spectrum wi-fi issues resolved** – Since the completion of the wiring work in April, we have had six separate issues with wi-fi connectivity going down. Spectrum and Craig, our IT support vendor, have been here multiple times investigating the issue. Ultimately, Spectrum had to return and adjust their settings inside the building because when they made the exterior changes, they did not make the necessary inside adjustments. So far we have had no issues.
- **New Outlet in Suite 103B** – The electrician added a new outlet to Jeniam Foundation closet.
- **Fire inspection of alarms completed** – All alarms in the building were tested. Reports were sent to fire marshal. We will need to replace the battery next year because we are coming up on 5 years. I did request a quote and will work that into our upcoming year maintenance budget.

Network Access Service Agreement

This Network Access Service Agreement ("Agreement") is made by and between the State of Connecticut ("State") Connecticut Education Network ("CEN"), governed by the Commission for Educational Technology, acting herein by the Department of Administrative Services ("DAS") pursuant to Conn. Gen. Stat. Section 4d-80(c)(9), as amended, 55 Farmington Avenue, Hartford, CT 06105, and **Edmond Town Hall, having offices located 45 Main Street, Newtown, CT** (the "Participant").

SERVICES

1. CEN shall provide Participant with internet service through the private statewide broadband network known as the "Nutmeg Network" (the "Network"). The Participant shall be entitled to use up to the annual committed bandwidth amount set forth in Appendix B, attached hereto and made a part hereof, for combined network access. The Participant has the ability to burst to their circuit usage capacity. The Participant shall pay for the total bandwidth at the monthly price set forth in Appendix B. The monthly price will be fixed for the period of July 1st to June 30th (referred to as the "fiscal year"). The annual committed bandwidth and costs may be adjusted on an annual basis in accordance with paragraph 7 of this section.

2. CEN, at Participant's cost, shall provision a circuit for the purpose of providing internet service to Participant (the "circuit"). Any initial fiber construction or equipment costs will be quoted to potential Participants on an individual basis. Participant's use of the services in this Agreement may be subject to the rights and restrictions in that certain Lease Agreement ("Lease Agreement") by and between the State of Connecticut and Fiber Technologies Networks, LLC, dated August 27, 2001, as amended or updated. Participant acknowledges receipt of the Lease Agreement and letters dated January 21, 2011, and July 27, 2015, updating the Product Schedule of the Lease Agreement.

3. CEN may monitor the Participant's utilization of network bandwidth. CEN shall have the right to limit Participant's utilization of bandwidth under this Agreement if the Participant's usage exceeds the committed bandwidth on a monthly basis. Continued bandwidth usage above the Participant's committed amount for 60 days within a 90-day period may, at CEN's discretion, result in a charge for the increased amount and/or an update to Appendix B.

4. The Participant shall pay the monthly price for the bandwidth in accordance with Appendix B on a quarterly basis, billed in arrears. CEN will begin to charge Participant the monthly rate in Appendix B upon successful testing and activation of the circuit by CEN and will pro-rate the first quarterly bill based on the start date within the applicable quarterly billing cycle. At the option of the Participant, Participant may pay the annual amount in a single lump sum payment at the end of the first quarter. Payment shall be due within 15 days of the date of the invoice. Notwithstanding the foregoing, upon provisioning the circuit, Participant shall be responsible for paying the initial fiber construction or equipment costs, if any, quoted to Participant prior to provisioning of the circuit. CEN shall invoice Participant for the costs of provisioning the circuit and such invoice shall be due and payable within 15 days of the date of the invoice. Such invoice shall be payable regardless whether the other services under this Agreement have commenced, Participant is using the circuit or Participant terminates this

Agreement.

5. If attached, Participant shall receive managed wireless services in accordance with Appendix C attached hereto and made a part hereof. If Participant selects managed wireless services, Participant must commit to a five-year term. If the provision of managed wireless services is terminated prior to the completion of the five-year term, and CEN is not in default of the Agreement, Participant shall be responsible for all unpaid amounts for managed wireless services that would have been paid over the remainder of the term. Unless otherwise agreed in writing, the remaining unpaid amounts shall be paid in a lump sum at the time of termination.

6. CEN adheres to the guidelines for participation in the Internet2 program established by the University Corporation for Advanced Internet Development (UCAID). If Participant is a part of the Internet2 program, CEN will inform Participant of any changes in benefits or requirements of the Internet2 program.

7. The Participant may request an increase of its annual committed bandwidth at any time in writing to CEN at 55 Farmington Avenue, Hartford, CT 06105 or via email to billing@cteducation.net. Increases to annual committed bandwidth allocation and cost adjustments will become effective and commence upon a written update to Appendix B setting forth the increase. Participant may not request a decrease of its annual committed bandwidth, with cost adjustment, during a then current term. Participant may, however, decrease its annual committed bandwidth for the following fiscal year. Participant must submit its written request for the decrease to CEN, 55 Farmington Avenue, Hartford, CT 06105 or via email to billing@cteducation.net prior to June 1st of the then-current fiscal year. Approved changes in bandwidth will take effect at the start of the following fiscal year. If CEN does not receive and approve Participant's request for decrease in bandwidth by June 1st, CEN reserves the right to maintain the Participant's bandwidth and costs at the same levels as the previous fiscal year.

OPERATIONAL SUPPORT

1. CEN will support the equipment and connections to the Network. Standard Network monitoring includes all components of the Network necessary to provide Participant basic connectivity service and any equipment placed at the Participant's site by CEN.

2. In the event of a Network outage, the Participant should contact CEN, Network Operations Center at 860-622-4560, Option 1, or send an e-mail to servicedesk@cteducation.net and inform the operator that the service that is out is a priority service. If a call back is not received from a technician within 90 minutes, the Participant may use the trouble reporting escalation contact information provided in Appendix A attached hereto. At any point, the Participant may ask for additional support, upon which the service desk or other staff will make a best effort to escalate support.

3. As part of the service fees contained in this Agreement referenced in Appendix B, the Participant will receive 24x7x365 support of the connection through the CEN & Nutmeg Network, Network Operations Center. The escalation procedure for off- hours emergency

support issues that the CEN & Nutmeg Network, Network Operations Center is unable to resolve is set forth in Appendix A. Appendix A may be modified by CEN as CEN deems appropriate, subject to the reasonable consent of the Participant.

4. To address any operational concerns in a timely manner, the Participant shall provide CEN in writing an emergency contact person and procedure to ensure CEN 24x7x365 access to the Participant's network.

NETWORK SECURITY

1. Participant agrees to use the Network in a lawful and reasonable manner consistent with the purposes of this Agreement. Participant acknowledges and agrees that it is solely responsible for the content of its transmissions which pass through the Network. Except as otherwise provided herein, the Participant shall assume all risk or liability for use of the Network and shall be fully responsible for any incidents resulting from information transmitted from or to the Participant's Network connection(s).

2. CEN has the right to disable the Participant's circuit on the Network if activity originating to or from the Participant's network threatens continued operation or the security of the Network or external connections to the Network. If feasible, CEN will notify the Participant prior to disabling the connection port and will work with the Participant to isolate and resolve the threatening activity.

ADDITIONAL TERMS AND CONDITIONS

1. This Agreement shall be in effect from the date CEN signs below and continue uninterrupted, unless earlier terminated pursuant to provisions of this Agreement, for the term of 20 year(s), beginning _____ and ending on June 30, _____ ("Initial Term"). This Agreement further creates a fiber lease commitment in addition to and separate from the network access. Such fiber lease commitment shall be in effect for a term of 20 years, beginning with the effective date noted on the "Circuit Completion and Activation Notice Design Layout Record (DLR)" which will be supplied to the member, unless earlier terminated pursuant to the provisions of this Agreement. In each case, 60 days prior to the expiration of either the Agreement Term or the Fiber Lease Term, the parties must mutually agree in writing to either extend or terminate the agreement.

2. Any changes to this Agreement must be made in writing and signed by all parties.

3. CEN may, with at least thirty (30) days advance written notice, terminate this Agreement if (a) Participant fails to pay any sums due hereunder; (b) in the sole opinion of CEN, activity originating from the Participant's network threatens continued operation or the security of the Network or external connections to the Network or is illegal or otherwise impermissible under this Agreement; or (c) CEN deems termination to be in the best interests of the State. Notwithstanding the foregoing, if in the reasonable opinion of CEN, Participant is engaging in any activity that is illegal or endangers the Network, CEN may immediately, without advance notice, suspend Participant's access to the Network until such time Participant cures

such defect. CEN may, in its sole discretion, provide Participant an opportunity to cure any defect prior to the termination taking effect. In such instance, if Participant cures the defect, CEN shall confirm in writing that the notice of termination has been rescinded.

4. If this Agreement is terminated prior to the expiration of the Initial Term and CEN is not in default of the Agreement, Participant shall render payment for all goods and services delivered by CEN and for all actual or committed costs and reasonable obligations incurred by CEN under the Lease Agreement, including any de-installation costs, incurred after such early termination.

5. The Network access and services provided by CEN under this Agreement are provided strictly on an "AS IS" and "AS AVAILABLE" basis without any express guarantee or assurance of quality, reliability or functionality. Participant accepts all risk, including all risk with respect to suitability, use and performance of the Network. CEN DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

6. CEN shall not for any purpose capture or store any data transmitted by Participant over the Network.

7. CEN shall not be liable for any damage that Participant may suffer arising out of use, or inability to use, the Network. CEN shall not be liable for unauthorized access to or alteration, theft or destruction of Participant's data files, programs, procedures or information through accident, fraudulent means or devices, or any other method. Participant shall not be liable for indirect, consequential, incidental or special damages.

8. The transfer of technology across national boundaries, including electronic transmission thereof, is regulated by the U.S. government. Participant agrees not to export or re-export any technology transmitted through the Network without first obtaining any required export license or governmental approval.

9. Neither party shall be responsible for delays or failures in its obligations herein due to any cause beyond its control. Such causes shall include, but not be limited to, strikes, lockouts, riot, sabotage, rebellion, insurrection, acts of war or the public enemy, acts of terrorism, unavailable raw materials, telecommunication or power failure, fire, flood, earthquake, epidemics, natural disasters, and acts of God.

10. The parties deem the Contract to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Contract to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of

Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Contractor waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

11. This Agreement may not be assigned by either party without the express written consent of the other party.

12. Participant agrees to be bound by all the applicable statutes pertaining to the Department of Administrative Services - Bureau of Enterprise Systems and Technology, including but not limited to C.G.S. Sections 4d-1 et. seq.

13. The Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it. The Agreement may also be subject to Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, Executive Order No. 19 of Governor M. Jodi Rell, promulgated June 19, 2008 concerning use of System Development Methodologies in accordance with their respective terms and conditions and Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions. If Executive Orders 14, 19 or 49 are applicable, they are deemed to be incorporated into and are made a part of the Agreement as if they had been fully set forth in it.

14. Pursuant to the requirements of C.G.S. sec 1-101qq, the summary of State ethics laws developed by the State Ethics Commission pursuant to section 1-81b of the Connecticut General Statutes is incorporated by reference into and made a part of this Agreement as if the summary had been fully set forth in this Agreement.

15. The parties acknowledge and agree that nothing in the Agreement shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of the Contract. To the extent that this section conflicts with any other section, this section shall govern.

16. CEN or Participant may by written notice to the other change the addressee and/or address to which any notices or correspondence directed to the other party relating to this Agreement must be sent.

17. This Agreement, as thus constituted, contains the complete and exclusive statement of the terms and conditions agreed to by the parties hereto and shall not be altered, amended, or modified except in writing executed by an authorized representative of each party.

18. If the IRU created by this agreement is terminated prior to the expiration of the IRU Term, Participant shall render payment for all goods and services delivered by CEN and for all actual or committed costs and reasonable obligations incurred by CEN under the Lease Agreement, including any de-installation costs incurred as a result of such early termination.

SAMPLE

SIGNATURE PAGE OF AGREEMENT

PARTICIPANT

By: _____

Name: _____

Title: _____

Participant: _____

Date: _____

STATE OF CONNECTICUT

Connecticut Education Network

By: Department of Administrative Services

By: _____

Mark Raymond

ITS Chief Information Officer

ITS Chair of Commission for Educational Technology

Date: _____

Appendix A

Network Operations Center Escalation

Option 1: 24x7x365 Network Operations Center 860.622.4560
or e-mail servicedesk@cteducation.net

When emergency escalation beyond the CEN Network Operations Center is required, please use the following:

1st Escalation **GlobalNOC On-Duty Supervisor**
317.278.6625

2nd Escalation **Rick Cheung**
Sr. Network Engineer
Connecticut Education Network
Office: 860.622.4567
Mobile: 585.456.8943
Rick.Cheung@uconn.edu

3rd Escalation **Ryan Kocsondy**
Director
Connecticut Education Network
Office: 860.622.4563
Mobile: 860.785.4877
Ryan.Kocsondy@uconn.edu

CEN Home Page: <https://ctedunet.net>

CEN NOC Home Page: <https://cennoc.grnoc.iu.edu/>

Please submit problems, requests, and questions at:
<https://cennoc.grnoc.iu.edu/cennoc/support.html>

CEN NOC Operations Calendars (RSS and ICAL):
https://sn-tools.grnoc.iu.edu/operations-calendars/?network_name=Connecticut%20Education%20Network&

Appendix B

Pricing Schedule Effective Date of Latest Rate Change 7-1-22

| CIRCUIT SPEED: | COST PER MONTH: |
|----------------|-----------------|
| 25 Mbps | \$123 |
| 50 Mbps | \$245 |
| 100 Mbps | \$440 |
| 500 Mbps | \$735 |
| 1 Gbps | \$1,170 |
| 2 Gbps | \$1,860 |
| 3 Gbps | \$2,255 |
| 4 Gbps | \$2,646 |
| 5 Gbps | \$2,940 |
| 10 Gbps | \$3,920 |
| 100 Gbps | \$14,700 |

You will be minimally provisioned a /29 of IPv4 Addressing and a /48 of IPv6 Addressing for IP connectivity. Additional IPv4 addressing is available upon request.

Bandwidth Tier Commitment* (Mbps/cost per month): 25 Mbps / \$ 123.00/mo.

Fiber Maintenance commitment (# of months/cost per month): 240 months / \$ 370.83/mo.

Total Cost per Month, recurring: \$493.83/mo.

Quarterly Billing Amount: \$1,481.49/qtr.

Annual Billing Amount*: \$5,925.96/year for 20 years

*based on bandwidth usage, subject to change

PARTICIPANT

By: _____

Name: _____

Title: _____

Participant: _____

Date: _____

STATE OF CONNECTICUT

By: _____

Name: Mark Raymond

Title: ITS Chief Information Officer

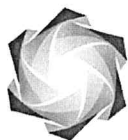
Date: _____

Fiscal Year 2021/2022

Edmond Town Hall
Friends of Edmond Town Hall

| Grant Name | Application Due Date | Date Awarded | Total Award | Payout Amount | Pending Awards | Grantor | Grantee | Purpose of Grant | Payout | Budget Period | Lead Writer | Notes |
|---|----------------------|--------------|--------------|---------------|----------------|---------------------------------------|-----------------|---|--|-------------------|-------------|--|
| SVOG | | 7/20/2021 | \$204,191.36 | \$204,191.36 | | SBA | ETH | Operating Support | Full Payout Rec'd 75% & balance paid upon receipt of Final Financial Report, Project Narrative Rec'd \$29,550 2/2/22 | 7/20/21-7/19/22 | Lauren | |
| CT Cultural Fund | | 12/22/2021 | \$39,400.00 | \$29,550.00 | \$9,850.00 | CT Humanities | ETH | General Operating Support- arts/humanities based | | 12/22/21-12/21/22 | Lauren | Late summer another funding application coming out |
| CT Office of the Arts | | 1/18/2022 | \$38,500.00 | \$38,500.00 | | CT Depart of Econic & Comm Dev (DECD) | Town of Newtown | General Operating Support- to support Theaters/arts | Rec'd 2/7/22 | By 6/30/22 | Jolie | |
| Infrastructure Grant | | 1/10/2022 | \$8,250.00 | \$8,250.00 | | Jeniam Foundation | FOETH | Infrastructure of network wiring | Full Payout Rec'd | | Stacey | |
| Alexandria Room Projector | | 2/1/2022 | \$15,000.00 | \$15,000.00 | | Synchrony Corp (S. Cictian) | FOETH | ALX projector/install | /12/22 | \$3,000 2/18/22 | | |
| Quick Humanities Grant | 2/4/2022 | 3/1/2022 | \$4,999.00 | \$3,749.25 | \$1,249.75 | CT Humanities | ETH | Arts/Humanities specific project | 75% 3/1/2022 | | Lauren | |
| Peggetia/CEN | 1/31/2022 | 4/27/2022 | \$44,000.00 | | \$44,000.00 | CEN | ETH | Fiber Internet Svc | June/July 2022 | | Shelia | Working Budget: \$66,400 (deficit: Boro ARPA) |
| TOTAL AWARDED TOTAL RECEIVED* TOTAL PENDING | | | \$354,340.36 | \$299,240.61 | \$55,099.75 | | | | | | | |

| DENIED | | | | \$ 50,000.00 | T-Mobile | ETH | Gym Renewal | Shella |
|----------------|--|--------|--|--------------|----------|-----|-------------|--------|
| Hometown Grant | | Denied | | | | | | |



McKENNEY MECHANICAL

Comprehensive HVAC Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 364-1035

www.McKenneyMechanical.com

PREVENTIVE MAINTENANCE AGREEMENT

Date: **May 6, 2021**

Service Location: **Edmond Town Hall
45 Main Street
Newtown, CT**

To: **Sheila Torres
Edmond Town Hall
45 Main Street
Newtown, CT 06470**

Effective Dates: **06/01/2021 Through 5/31/2022**
Contract Type: **Preventive Maintenance**

From: **Shilo Hunt**

Dear Sheila,

McKenney Mechanical Contractors will provide a complete program of preventive maintenance for the covered equipment at your facility, as detailed on the following page(s). To maintain the equipment in good working order, qualified technicians will perform preventive maintenance as detailed in the attached scope.

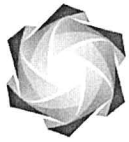
This maintenance program has been designed to meet the manufacturer's specifications for proper maintenance and service of your equipment. All work is to be performed during regular working hours unless otherwise indicated.

The Preventive Maintenance Program will be initiated, scheduled, administered, monitored and updated by McKenney Mechanical Contractors. The service activities will be directed and scheduled, on a regular basis, by our service coordinator based on manufacturers' recommendations, equipment location, application type, run time, and our own experience. The Customer will be informed of the progress and results of the program on an ongoing basis via detailed service reports.

Sincerely,

Shilo Hunt

Director of Operations
McKenney Mechanical Contractors Inc.



McKENNEY MECHANICAL

Comprehensive HVAC Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 364-1035

www.McKenneyMechanical.com

| COVERED EQUIPMENT - SUMMARY | | | | | |
|-----------------------------|------------|------------|------------------|------------|------------------------|
| Type | ID / Tag # | Make | Model | Serial # | Location / Area Served |
| RTU | 1 | Trane | YCH420AEH2B3EDIA | C09C13366 | Roof / Theater |
| RTU | 2 | Daikin | MPSH20BYCR | F021900271 | Roof / Alexandria Room |
| Split Cond Unit | 3 | Trane | TTA072D3000AD | Z241N22F | Roof / Lathrop Room |
| Split AHU | 3 | Trane | TWE090A300CA | Z254NUK5H | Ground |
| Split Cond Unit | 4 | Lennox | HP-26-024-12P | 5804L21875 | Roof |
| Split AHU | 4 | Lennox | CB30M-21/26 | 5805C26396 | New Attic Addition |
| Exhaust Fan | | Greenheck | TCB-1-09-4 | TBD | Roof |
| Boiler | 1 | HB Smith | 28HE-7 | | |
| Burner | 1 | PowerFlame | JR50A-15U | 071690137 | |
| Boiler | 2 | HB Smith | 28HE_7 | 162063 | |
| Burner | 2 | PowerFlame | JR50A-15U | 071690138 | |



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www.McKenneyMechanical.com

MAINTENANCE SCOPE DETAIL – ROOFTOP UNIT

| Task # | Frequency | Detail |
|--------|----------------------|--|
| 1 | Biannual | Inspect safety controls |
| 2 | Biannual | Inspect belts. Replace as required. |
| 3 | Biannual | Replace all filters |
| 4 | Biannual | Inspect unit for refrigerant leaks |
| 5 | Biannual | Lubricate motor bearings. Lubricate & adjust damper, if applicable |
| 6 | Biannual | Inspect electrical connections. Tighten terminals as required. |
| 7 | Annual – Pre-Heating | Inspect crankcase heater operation |
| 8 | Annual – Pre-Heating | Inspect gas burner operation |
| 9 | Annual – Pre-Heating | Inspect heating controls. Inspect heating element operation. |
| 10 | Annual – Pre-Cooling | Chemically clean condenser coils |
| 11 | Biannual | Check for proper operation |

MAINTENANCE SCOPE DETAIL – SPLIT SYSTEMS

| Task # | Frequency | Detail |
|--------|----------------------|---|
| 1 | Biannual | Check all safeties |
| 2 | Biannual | Replace filters |
| 3 | Annual – Pre-Cooling | Replace belts |
| 4 | Annual – Pre-Cooling | Chemically clean condenser coils |
| 5 | Biannual | Inspect and tighten all electrical connections. Record voltage and amp draw |
| 6 | Annual – Pre-Cooling | Check condenser fan motor bearings and shaft. Lubricate if required |
| 7 | Biannual | Inspect for any signs of refrigerant leaks |
| 8 | Biannual | Inspect and flush condensate pan, drain line, and condensate pump if applicable |
| 9 | Biannual | Measure and record delta T |
| 10 | Biannual | Check system operation |

MAINTENANCE SCOPE DETAIL – EXHAUST FAN

| Task # | Frequency | Detail |
|--------|----------------------|---|
| 1 | Biannual | Inspect and tighten all electrical connections |
| 2 | Biannual | Inspect controls and check for proper operation |
| 3 | Annual – Pre-Cooling | Replace belt |
| 4 | Annual – Pre-Cooling | Check motor and motor bearings. Lubricate if required |

MAINTENANCE SCOPE DETAIL – BOILERS / BURNERS

| Task # | Frequency | Detail |
|--------|-----------|---|
| 1 | Annual | Inspect for leaking pipes and/or corrosion |
| 2 | Annual | Inspect and tighten all electrical connections |
| 3 | Annual | Inspect and check all safeties. Test low water cut-off. |
| 4 | Annual | Examine Gas Train, heat exchanger, gas burner |
| 5 | Annual | Examine boiler, relief valves, expansion tank, automatic feed and hand valves |
| 6 | Annual | Vacuum clean all combustion surfaces and breeching |
| 7 | Annual | Test gas pressure, perform flue gas analysis |
| 8 | Annual | Perform combustion efficiency test |
| 9 | Annual | Adjust burner operation for maximum efficiency |



McKENNEY MECHANICAL

Comprehensive HVAC Solutions

15 Commerce Road
Newtown, CT 06470

P (800) 853-3450
F (203) 364-1035

www.McKenneyMechanical.com

CONTRACT PRICING AND PAYMENT SCHEDULE

| | | | |
|------------------------|---------------------------------------|---------|-----------|
| Effective Dates | 6/1/2021 | Through | 5/31/2022 |
| Pricing | \$5,100.00 per year, sales tax exempt | | |
| Payments | Biannual, following service | | |

LABOR RATES

| | Regular Time 7am – 3:30pm Weekdays | Over Time Before 7am / After 3:30pm Weekdays All Day Saturday | Premium Time Sundays & Holidays |
|--------------------|--|--|---|
| Service Technician | \$130.00 | \$195.00 | \$260.00 |

Note:

Labor rates apply to any work not covered under this service agreement. We will not perform any additional services without prior approval.

Travel charge on all service calls is \$100.00

Minimum charge for service related calls is one hour

Technicians are available 24-Hours per day, 7 days per week for emergency circumstances.

CONTRACT RENEWAL, REVISION AND TEMINATION

Revisions to the conditions of this agreement, including monetary consideration, may be made annually by written request and acceptance from one to the other within 30 days of the anniversary date of the agreement. Either party may terminate this agreement without obligation at any time with 30 days written notice. If additional equipment is added to the scope of this contract, McKenney Mechanical Contractors Inc. will furnish a written proposal to modify the contract accordingly.

ACCEPTANCE AND APPROVAL

If you find the terms and conditions acceptable, please sign in the spaces provided and return to fax number above.

CUSTOMER: _____

CONTRACTOR: **McKenney Mechanical Contractors Inc.**

BY: _____

BY: *Shilo Hunt*

Name: _____

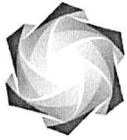
Name: **Shilo Hunt**

Title: _____

Title: **Director of Operations**

Date: _____

Date: **5/6/2021**



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Standard Terms and Conditions

1. Limited Warranty: All materials, parts and equipment are warranted by the manufacturers or suppliers written warranty only. All Labor performed by McKenney Mechanical Contractors, Inc. (Hereinafter called the Contractor) is warranted for ninety (90) days or as otherwise indicated in writing. The contractor makes no other such warranties, express or implied, and its agents or technicians are not authorized to make any such warranties on behalf of the Contractor. The Contractor will extend to customers the benefits of any warranty it receives from the manufacturer or supplier. Removal and reinstallation of any equipment, parts or materials repaired or replaced after the 90 days warranty period (unless otherwise stated in writing) will be at the customer's expense at the service rates then in effect. Service covered under this warranty will be provided at no cost during normal work hours Monday – Friday 7:00 AM to 3:30 PM except holidays.
2. The Contractor agrees to undertake additional work in its field as may be authorized and directed by the customer during the course of this contract and will provide reasonable prompt service for any trouble or emergency calls during the term of the agreement.
3. Customer shall provide reasonable means of access to the equipment and to allow The Contractor to stop and start the equipment as necessary to perform our required services.
4. Customer shall promptly notify us of any unusual operating conditions of the covered equipment, operate the covered equipment per our instructions and provide normal maintenance as outlined in the installation and service instructions or owner's manual.
5. The Contractor shall retain title to any equipment or materials furnished until final payment is received in full.
6. Customer agrees to pay all invoices upon receipt. Service charges at the highest rate permitted by law will be applied to any past due accounts.
7. The Contractor reserves the rights to stop all work until outstanding balances are received.
8. Should it become necessary to collect past due accounts through an attorney, by legal proceedings or otherwise you will be liable for costs of collection including reasonable attorney's fees.
9. Under no circumstances, whether arising in contract, tort (including negligence), equity, or otherwise will the Contractor be liable for damages arising from loss of profit, loss of use, increased maintenance expense, increased operating expense, claims of customer's clients punitive damages or any indirect, special or consequential damages.
10. Any alterations to, or deviation from, this agreement involving extra work, cost of material or labor will become an extra charge (fixed-priced amount to be negotiated or on a time-and-material basis at the Contractor's service rates then in effect) over the sum stated in this agreement.
11. Customer is responsible for any applicable taxes.
12. Removal, alteration and replacement of any part of the building support or structure are excluded from this agreement.
13. Any damage caused by negligence, acts of God, freezing conditions, electrical power failures, abuse or misuse of systems, loss of water or water pressure, burnt out wiring or fuses, vandalism or other causes beyond The Contractor's control are excluded from this agreement.
14. The Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay or carriers strikes including those by contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
15. To the fullest extent permitted by law, customer shall indemnify and hold harmless contractor, its agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of customer, anyone directly or indirectly employed by customer, or anyone for whose acts customer may be liable, regardless of whether it is caused in part by the negligence of contractor.
16. Customer shall make available to the contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
17. McKenney Mechanical employees will not be subject to any audio or video recording while performing services at the customer's location.
18. The Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, The Contractor's sole obligation will be to notify the Customer of the existence of such products and materials. The Contractor shall have the right thereafter to suspend its work until such products or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent cause by the suspension and the contract price equitable adjusted.
19. The Buyer can cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. Saturday is considered a legal business day in the State of Connecticut.
20. This proposal will become a contract solely between us if accepted by you and approved in writing by an authorized representative of The Contractor and any rights that you have will be only against us. There are no other parties to this agreement.
21. If a trouble call, at the customer's request reveals a condition that is not covered under this agreement, The Contractor reserves the right to charge the customer at the rates in effect at the time for such service.
22. The Contractor is not liable or responsible for the quality of the indoor air of the customer's facility, including without limitation injury or illness to anyone arising out of or in connection with the contractor's work under this agreement.
23. The contractor is not responsible for obtaining obsolete or unavailable parts. If a part is not available and it becomes necessary to alter your equipment or piping in order to replace the part, the labor and material costs for the alteration will be billed to the customer at The Contractor's rates.
24. The Contractor excludes any and all liability, loss, sickness or bodily injury damage caused either directly or indirectly by mold of any kinds regardless of its cause or event of its cause.



Company Address 55 Farmington Ave
Hartford, CT 06105

Created Date 1-20-2022
Quote Number 00001445

Prepared By Wendy Rego
Phone (860) 622-4571
Email wendy.rego@uconn.edu

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

Bill To Name Edmond Town Hall
45 Main Street
Newtown, CT

Description:

CEN is pleased to offer lit fiber, Ethernet service to the Edmond Town Hall. The 20-year fiber IRU (Indefeasible Right of Use) is a one-time payment with annual fiber maintenance that accompanies the 20-year IRU.

| Product | List Price | Quantity | Pricing |
|---|-------------|----------|-------------|
| Transport - Fiber IRU 20-year NRC (one-time payment) | \$34,400.00 | 1.00 | \$34,400.00 |
| Fiber Maintenance (accompanies Fiber IRU product-annually for 20 years) | \$4,450.00 | 1.00 | \$4,450.00 |

CEN Fiscal Year 2023 Pricing

Effective July 1, 2022

2020-12-06
Announcement Date

| FY22 ISP (for reference) | | |
|--------------------------|-------------------------------|--------------------|
| Handoff Speed (in Gbps)* | Committed Data Rate (in Mbps) | FY22 Monthly Price |
| 1 Gbps | 25 | \$123 |
| | 50 | \$245 |
| | 100 | \$440 |
| | 500 | \$735 |
| | 1000 | \$1,170 |
| | 2x1000 | \$1,860 |
| 10 Gbps | 3x1000 | \$2,255 |
| | 4x1000 | \$2,646 |
| | 2000 | \$1,860 |
| | 5000 | \$2,940 |
| 100 Gbps | 10000 | \$3,920 |
| | unlimited | \$14,700 |

| FY 23 ISP | | |
|--------------------------|-------------------------------|--------------------|
| Handoff Speed (in Gbps)* | Committed Data Rate (in Mbps) | FY23 Monthly Price |
| 1 Gbps | 25 | \$ 123 |
| | 50 | \$ 245 |
| | 100 | \$ 440 |
| | 500 | \$ 735 |
| | 1000 | \$ 1,170 |
| | 2x1000 | \$ 1,860 |
| 10 Gbps | 3x1000 | \$ 2,255 |
| | 4x1000 | \$ 2,646 |
| | 2000 | \$ 1,860 |
| | 5000 | \$ 2,940 |
| 100 Gbps | 10000 | \$ 3,920 |
| | unlimited | \$14,700 |

| Firewall Services | |
|-------------------|-------------------------|
| Virtual Firewall* | Fully Managed (add-on)* |
| \$125 | + \$ 79 |
| \$160 | + \$ 85 |
| \$250 | + \$ 93 |
| \$750 | + \$ 117 |
| \$1,200 | + \$ 141 |
| \$2,400 | + \$ 163 |
| \$3,600 | + \$ 187 |
| \$4,800 | + \$ 234 |
| \$2,400 | + \$ 163 |
| \$6,000 | + \$ 280 |
| \$12,000 | + \$ 466 |
| Call | ICB |

| Additional IPv4 | | | |
|-----------------|-------------------|-------|----------|
| CIDR | Address Allocated | MRC | Price/IP |
| / 29 | 8 | \$28 | \$3.50 |
| / 28 | 16 | \$48 | \$3.00 |
| / 27 | 32 | \$80 | \$2.50 |
| / 26 | 64 | \$128 | \$2.00 |
| / 25 | 128 | \$192 | \$1.50 |
| / 24 | 256 | \$256 | \$1.00 |

- All ports require minimum commit level
- ISP prices do not include transport
- Please contact you member services representative for new or changes to existing services
- IPv4 address based on availability
- * = Setup charges may apply

CEN Internet - Base Service Feature Set

- 1 Gbps, 10 Gbps, and 100 Gbps fiber optic Ethernet handoff options
- Symmetrical up/download speeds and dedicated bandwidth
- On-demand burst-ability up to the full handoff speed
- /29 Static IPv4 and /48 IPv6 Publicly Routable IP Addresses
- BGP Routing (optional) for multi-homing multiple ISP networks
- Jumbo Frame (9100 MTU) Support
- Advanced Layer 2/3 Private Ethernet Circuits for point-to-point or point-to-multipoint (E-LINE, E-LAN)
- 24x7x365 Network Operations Center (NOC) monitoring and dedicated support team
- DDoS (distributed denial of service) Monitoring, Mitigation & Advanced Threat Protection
- CIPA-compliant Web Filtering (K-12 and Libraries)
- Name Server (DNS) Hosting (CEN Manages k12.ct.us)
- Adherence to the principals of 'Net Neutrality'
- Internet2 national backbone and Community Anchor Services
- Cloud Connectivity to AWS, MER, GCP
- Multiple Global Internet backbone providers
- Mutually Agreed Norms for Routing Security (MANRS) compliant
- Access to CEN Video Conference Bridge



Job Title: Business Manager

General Job Description:

Reporting directly to the Edmond Town Hall (ETH) Board of Managers (BOM) and working cooperatively with the Operations Manager, in service of the residents of Newtown. Oversee the financial and business development functions, assist to improve productivity and efficiency of Edmond Town Hall. Management of financial matters within ETH including daily financial transactions, working with municipality, manage municipal budget, CIP financial preparation, BOM monthly reports, point of contact for tenant leases and space rentals including scheduling of rentals. Marketing management of rental spaces, events, leveraging ETH website, social media channels, print media, public relations, etc. Business development supporting events/theater, working with sponsors to develop relationships, grow support of ETH. Business Manager will oversee floor/concession staff and production staff for movies and events as needed coordinating efforts with Operations Manager.

Education and Experience:

A Bachelor's degree preferably or Associate's degree with 3+ years' experience in similar industries. A degree or its equivalent from a recognized college or university preferably with a major in financial/business management, experience can be considered, marketing experience a plus.

***Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required Knowledge of:

- Knowledge of administrative and clerical procedures, managing files and records.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Project management, marketing tools, computer skills, financial software aptitude

Requires Ability to:

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Managing one's own time and the time of others.
- Apply accounting principles and practices, business analysis and reporting of financial data.
- Utilize software, including Microsoft Office/emailing applications and Quickbooks. Knowledge of basic office equipment.
- Project management, marketing knowledge, social media execution
- A pleasant relationship with the public, tenants and renters

Essential Duties and Responsibilities include, but are not limited to, the following:

- Regular and consistent attendance handling of emergency situations when called upon to do so
- Maintain regular office hours for the public and tenants, compliance with our company dress code

Typical Duties:

- Prepare monthly financial reports. Compile statistical, financial, or auditing reports pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Daily recording of theater and concession earnings and expenditures
- Manage team who maintains inventory of resale items: Concession items, liquor, paper products,
- Create financial reports that conform with the Town of Newtown municipal standards.
- Work with automated payroll systems, record and reconcile all accounts receivables and payables
- Receive, record, and bank cash, checks, and vouchers
- Comply with federal, state, and company policies, procedures, and regulations.
- Reconcile or note and report discrepancies found in records.
- Manage team responsible for ETH social media accounts including: Facebook, Twitter, Instagram
- Manage team responsible for ETH website, regular content updates, design upgrades as needed
- Maintain event and marketing calendars
- Point of Contact for ETH tenants, annual leases, management of files and process
- Point of contact and documentation management of rentals of Alexandria Room/gym/theater/meeting space rentals including security deposits, insurance documents and other requirements established by the BOMs, or Municipality
- Timely follow up on all phone calls and emails pertaining to rental requests, vendors, tenants, the public
- Interacting with the public in a positive manor (phone calls and walk-ins)

Personal Attributes

- Ability to maintain confidentially, work ethically as it pertains to personnel, financial and other business records.
- Ability to work with the public and represent ETH while attending municipal/community meetings
- The ability to demonstrate time management
- Ability to communicate information and ideas in writing so others will understand.
- The ability to choose the right mathematical methods or formulas to solve a problem.

Supervision

Reports to the Edmond Town Hall Board of Managers.

Communicating with Supervisors, Peers or Subordinates:

Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email or in person.

Hours and/or Benefits: See Employee Handbook for more information

Vacation: Vacation time will reflect years of service, with distribution of days not to exceed two consecutive weeks at a time, unless prior approval is given by Edmond Town Hall Board of Managers (ETHBOM). **See Employee Handbook for more information.**

EDMOND TOWN HALL
BOARD OF MANAGERS



LISTED ON NATIONAL REGISTER
OF HISTORIC PLACES

Employee Mission Statement

The Edmond Town Hall employs fun, enthusiastic and engaging people. In return, we strive to match that enthusiasm and create a welcoming work environment that is exciting, safe and enjoyable.

We expect our employees to create memorable experiences for our guests by providing them with superior service and creating a welcoming environment.

Acceptance of position of: Business Manager

**** I accept this appointment on the terms and conditions stated above:**

(Employee Signature)

(Date)

(Board of Managers Member Signature)

(Date)



Job Title: Business Manager Assistant

General Job Description:

Reporting directly to the Business Manager, in service of the residents of Newtown. Responsible for ETH website, social media channels, print media, movie booking and scheduling, creating movie themed events, management of ETH email newsletter, assist with theater event programming. Business development supporting events/theater, working with sponsors to develop relationships, grow support of ETH. Assistant to schedule and oversee floor/concession staff and production staff for movies and events as needed coordinating efforts with Operations Manager.

Education and Experience:

A Bachelor's degree preferably or Associate's degree. A degree or its equivalent from a recognized college or university preferably with a major in financial/business management, experience can be considered, marketing/social media experience a plus.

***Qualifications:** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Required Knowledge of:

- Knowledge of administrative and clerical procedures, managing files and records.
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Project management, marketing tools, computer skills, financial software aptitude

Requires Ability to:

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Managing one's own time and the time of others.
- Utilize software, including Microsoft Office/emailing applications. Knowledge of basic office equipment.
- Project management, marketing knowledge, social media execution
- A pleasant relationship with the public, tenants and renters

Essential Duties and Responsibilities include, but are not limited to, the following:

- Regular and consistent attendance handling of emergency situations when called upon to do so
- Maintain regular office hours for the public and tenants, compliance with our company dress code

Typical Duties:

- Maintain up to date inventory of resale items: Concession items, liquor, paper products,

- Comply with federal, state, and company policies, procedures, and regulations.
- Management of ETH social media accounts including: Facebook, Twitter, Instagram
- Management of the ETH website, regular content updates, design upgrades as needed
- Maintain event and marketing calendars
- Timely follow up on all phone calls and emails
- Interacting with the public in a positive manor (phone calls and walk-ins)

Personal Attributes

- Ability to maintain confidentially, work ethically as it pertains to personnel, financial and other business records.
- Ability to work with the public and represent ETH while attending municipal/community meetings as needed
- The ability to demonstrate time management
- Ability to communicate information and ideas in writing so others will understand.

Supervision

Reports to the Edmond Town Hall Business Manager.

Communicating with Supervisors, Peers or Subordinates:

Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email or in person.

Hours and/or Benefits: See Employee Handbook for more information

Vacation: Vacation time will reflect years of service, with distribution of days not to exceed two consecutive weeks at a time, unless prior approval is given by Edmond Town Hall Board of Managers (ETHBOM). **See Employee Handbook for more information.**

EDMOND TOWN HALL
BOARD OF MANAGERS



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OF HISTORIC PLACES

Employee Mission Statement

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We expect our employees to create memorable experiences for our guests by providing them with superior service and creating a welcoming environment.

Acceptance of position of: Assistant Business Manager

**** I accept this appointment on the terms and conditions stated above:**

(Employee Signature)

(Date)

(Board of Managers Member Signature)

(Date)



Job Title: Operations Manager

General Job Description:

Reporting directly to and working cooperatively with the Edmond Town Hall Board of Managers, alongside the Business Manager and in service of the residents of Newtown to oversee the physical structure of the building, assist to improve productivity and efficiency of Edmond Town Hall. The Operations Manager will manage, plan, and coordinate the building construction, maintenance, upgrades, efficiency of the physical structure, offices, public spaces, concession, gym and Alexandria Room. The Operations Manager will oversee the maintenance and custodial staff and coordinate efforts with Business Manager for events as needed. The Operations Manager will work with municipality on capitol improvement projects, vendor management and purchasing of building maintenance and enhancements. Forecast building/structural needs and planning of anticipated opportunities and needs including a maintenance budget

Education and Experience:

An associate degree or its equivalent from a recognized college or university preferably with a major in theater management or three years of full-time paid experience in the coordination of business operations associated with theatrical or other entertainment-oriented productions, activities, and events.

OR

Graduation from high school or its equivalent AND three years of full-time paid experience in the coordination of business operations and preferably associated with theatrical or other entertainment-oriented productions, activities, and events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledges, Skills, and Abilities Required

Knowledge of:

- Principles of business management
- Principles of training, written composition, communication skills
- Building and structural knowledge, construction, maintenance knowledge
- Equipment, processes, and materials used in the theater industry
- Capabilities of computer applications, systems, and hardware common to a theater
- Human resource fundamentals

Skill in:

March 2022

- Employee and customer relations and overall management of personnel.
- Able to provide direction to staff to maximize their time and efficiency while working at ETH
- Preparedness, planning, timeline development, and time management
- Communication, municipal planning and forecasting
- Conflict resolution and critical thinking
- Leadership and logistics management, building construction, maintenance procedures

Ability to:

- Manage third party relations, vendor management
- **Proactive, Operational strategizing**
- **Manage support services**
- Budget management
- Establish and maintain effective relationships with staff, peers, superiors, and town government
- Train staff in all aspects of the business
- Communicate effectively
- Keep detailed and accurate records
- Learn general and specialized computer applications
- Manage material resources efficiently
- Manage personnel resources efficiently
- Be flexible and manage a fast-paced environment with calm disposition
- Maintain interpersonal relationships

Essential Duties and Responsibilities for each position include, but are not limited to, the following:

- Maintain regular office hours and consistent attendance, available to handle emergency situations when called upon
- Compliance with our company dress code

Typical Duties:

The Building Operations Manager's duties and responsibilities include but are not limited to:

- Daily inspection of grounds and building
- Establish and maintain maintenance schedule for facility: daily, weekly, monthly, semiannual and annual
- Establish and maintain professional rapport with staff and tenants
- Determine if outsourcing of labor is needed for specific projects, collecting necessary estimates for such labor
- Report building needs to the Board of Managers in a timely fashion. ASAP
- Point of Contact for BOM, representing a Municipality, department head meetings, Budget and CIP timelines
- Prepare documentation and reports in preparation for attendance to monthly Board of Managers meeting
- Responsible for oversight of custodial staff including, but not limited to: assignment of daily assignments, scheduling of hours, scheduling of vacations, oversight of pre/post event room preparedness and evaluations

- Interface with other town agencies to assure compliance with codes and OSHA training requirements
- Establish and maintain relationship with vendors and contractors
- Proactively maintain supplies needed for internal and external care of facility including but not limited to: proper storage and inventorying of materials and equipment, accept and sign for deliveries, compare costs for purchase from local vendors, maintain product inventory
- Submission of purchase orders and receipts to ETH Business Manager
- Fulfillment of other job-related duties as requested by the Board of Managers should the need arise.
- Support in development of Five-Year Business/Financial Plan with ETH Business Manager
- Hiring and management of interns and maintenance crew as needed
- Representing ETH at Board of Selectmen, Board of Finance and Legislative Council Meetings
- Formulate policy and procedures in conjunction with the ETH Board of Managers
- Developing CIP requests in conjunction with the ETH Board of Managers
- Developing Budget in conjunction with the ETH Board of Managers
- Interviewing and hiring Edmond Town Hall staff
- Other duties as needed and assigned

Supervision

Directly reports to the Edmond Town Hall Board of Managers.

Communicating with Supervisors, Peers, or Subordinates

Providing information to supervisors, co- workers, and subordinates by telephone, in written form, e-mail, or in person.

Wages, Benefits and Vacation Structure**Hours and/or Benefits**

See Employee Handbook for more information

Vacation

Vacation time will reflect years of service, with distribution of days not to exceed two consecutive weeks at a time, unless prior approval is given by Edmond Town Hall Board of Managers (ETHBOM). See Employee Handbook for more information.



Employee Mission Statement

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We expect our employees to create memorable experiences for our guests by providing them with superior service and creating a welcoming environment.

Acceptance of position of Operations Manager, Edmond Town Hall

I accept this appointment on the terms and conditions stated above:

(Employee Signature)

(Date)

(Board of Managers Member Signature)

(Date)