THE FOLLOWING MINUTES ARE SUBJECT TO APPROVAL BY
THE BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Wednesday, January 25, 2023. The meeting was held in the Council Chambers at the Newtown Municipal Center. First Selectman Rosenthal called the meeting to order at 7:30 p.m. and opened the meeting with salute to the flag.

PRESENT: First Selectman Daniel C. Rosenthal, Selectman Maureen Crick Owen and Selectman Ed Schierloh.

ALSO PRESENT: Finance Director Robert Tait, Library Director Douglas Lord, C.H. Booth Library Board of Trustee Gregory Branecky, Betsy Litt, Amy Dent, Edmond Town Hall Board of Managers Jennifer Guman, Betsy Paynter and 10+ members of the public.

VOTER COMMENTS: Betsy Litt, 86 Great Hill Road spoke in support of the library. **Melinda Conlan,** 53 Taunton Hill Rd. spoke in support of the library; it is important to childhood development and the programs are important in the formative years, 0 through 8 years old, when children grow the most cognitively, emotionally and socially. **Peggy Jepsen,** 16 Main St., is a member of the garden club and spoke in support of the library; the library is very generous to the garden club. **Jessica & Lana Podrazk,** 30 John Beach Rd., spoke as someone who has working experience with programs for kids and as a fan of the library. There are children at many levels at the library programs and the staff makes the entire room feel comfortable. The staff is top notch; investing in the library is investing in the future of the children. **Judge William Lavery,** 3 Franklin Court spoke in support of the library saying the library is the best thing in Newtown and serves the youngest and the oldest; he asked that money be re-instated to the library.

ACCEPTANCE OF THE MINUTES: Selectman Crick Owen moved to accept the regular meeting minutes of January 23, 2023. Selectman Schierloh seconded. All in favor.

COMMUNICATIONS: The Newtown Bee article mentioned Board of Selectmen discussion on the fund balance of the C.H. Booth Library. The Edmond Town Hall trust was the topic of discussion, not the library. Two letters were received in support of the library budget.

FINANCE DIRECTORS REPORT: none.

OLD BUSINESS
Discussion and possible action:

1. **First Selectman FY 2023-2024 Budget**
   C.H Booth Library: Doug Lord and Gregory Branecky were present to discuss the Library budget (att.). Mr. Lord presented a power point (att.). Bob Tait confirmed there was no use of fund balance in the proposed budget. First Selectman Rosenthal noted financial statements show $200,000 for operations reserve and questioned the use. Mr. Branecky stated the library took a loss of $200,000 last year on expenditure; overspending the budget. First Selectman Rosenthal questioned if the budget was amended by the board for the expenditures, asking how it is managed from an accounting standpoint. Mr. Tait explained the budget process, if expenditures exceed budget, an increase in the budget about would have to be approved by the library board. Selectman Crick Owen asked why things aren't pushed out a year if the budget is being overspent. She also asked for actuals, as are presented by all departments, from July 1, 2022 thru December 31, 2022, undesignated, the designated and the operations. Mr. Tait said the library has flexibility in capital expenditures; there is a 2018-2019 CIP bond issue with $240,000 left, $160,00 for long range planning and development, phase two, including staff security, meeting room and flexible space. Partial replacement of furniture and upgrade in bathrooms is also included, if not done yet. Mr. Lord thanked the Board of Selectmen for their time and their support on the HVAC project.

Edmond Town Hall Board of Managers: Jen Guman, Edmond Town Hall Board of Managers Chair and Betsy Paynter, Vice Chair and Lauren DiMartino, Finance Manager were present to discuss the budget (att.) and share a power point presentation (att.) showing an overview of activities and concert series, challenges, improvements, etc. The staff wears many hats. First Selectman Rosenthal said the progress is impressive. The Board of Selectmen thanked them for their presentation.

Capital Non Recurring: (att.) The new voicemail system ($60,000) will replace an annual lease of $55,000. The First Selectman's certified pre-owned vehicle will be recycled to the Deputy Fire Marshal. Highway items include frame rail replacement. Lighting replacement at the Municipal Center will configure lighting and switches together.

Contingency: Selectman Crick Owen thinks contingency should be kept as is and not decreased.

Fire: The Town does not traditionally help fire departments with infrastructure. There is a rotating grant, each department receives every five years, with no strings attached. The grant can be used as they see fit. There is $50,000 for training (in APR funding).

Selectman Crick Owen is confused by the library budget, not knowing how it can operate at a loss, $200,000 last year and $150,000 this year. Actuals were again requested, as well as what was the reason for the loss. Mr. Tait will reword the contribution to outside agencies on the library budget for better clarification.

Registrars: Selectman Schierloh asked what the $29,000 in other expenditures is used for.

The 2023-2024 First Selectman Budget can be viewed at: https://www.newtown-ct.gov/finance-department/files/first-selectman-proposed-2023-24-annual-budget

NEW BUSINESS
Discussion and possible action:
1. **Appointments/Reappointments/Vacancies/Openings:** none.
2. **Driveway Bond Release/Extension:** none.
3. **Tax Refunds:** The question from the last meeting relative to the tax refund was clarified. Selectman Crick Owen moved the Tax Refunds #13, 2022/23 in the amount of $62,214.68. Selectman Schierloh seconded. All in favor.

VOTER COMMENTS: none.

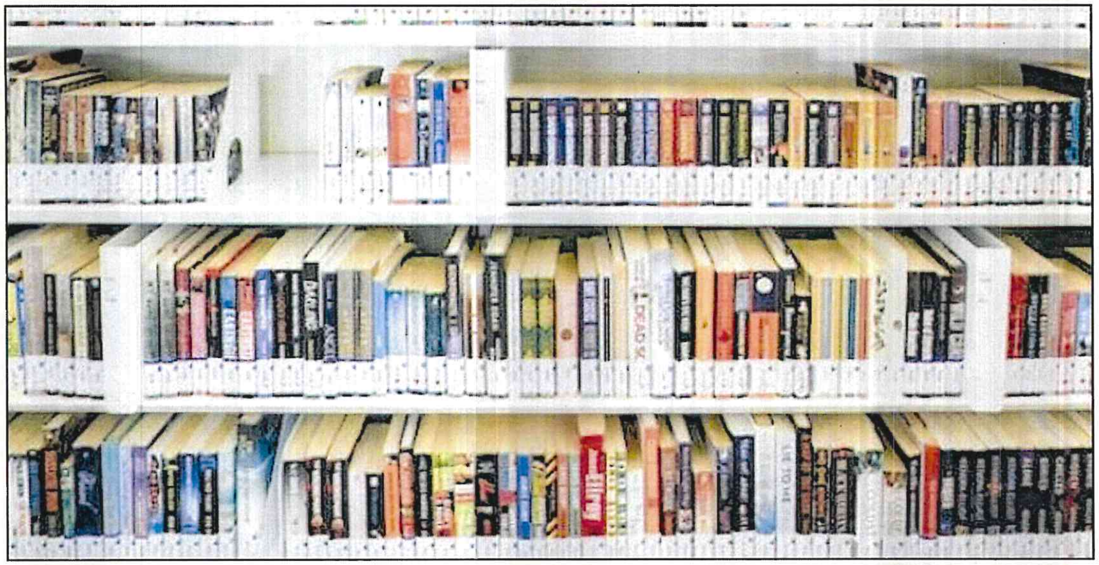
ANNOUNCEMENTS: none.

ADJOURNMENT: Having no further business the regular Board of Selectmen meeting was adjourned at 9:25 p.m.

Att.: Library Power Point and Budget pg. 205-211; ETH Budget pg. 220-223 and Power Point; Capital non-recurring, pg. 219

Respectfully submitted,
Susan Marcinek

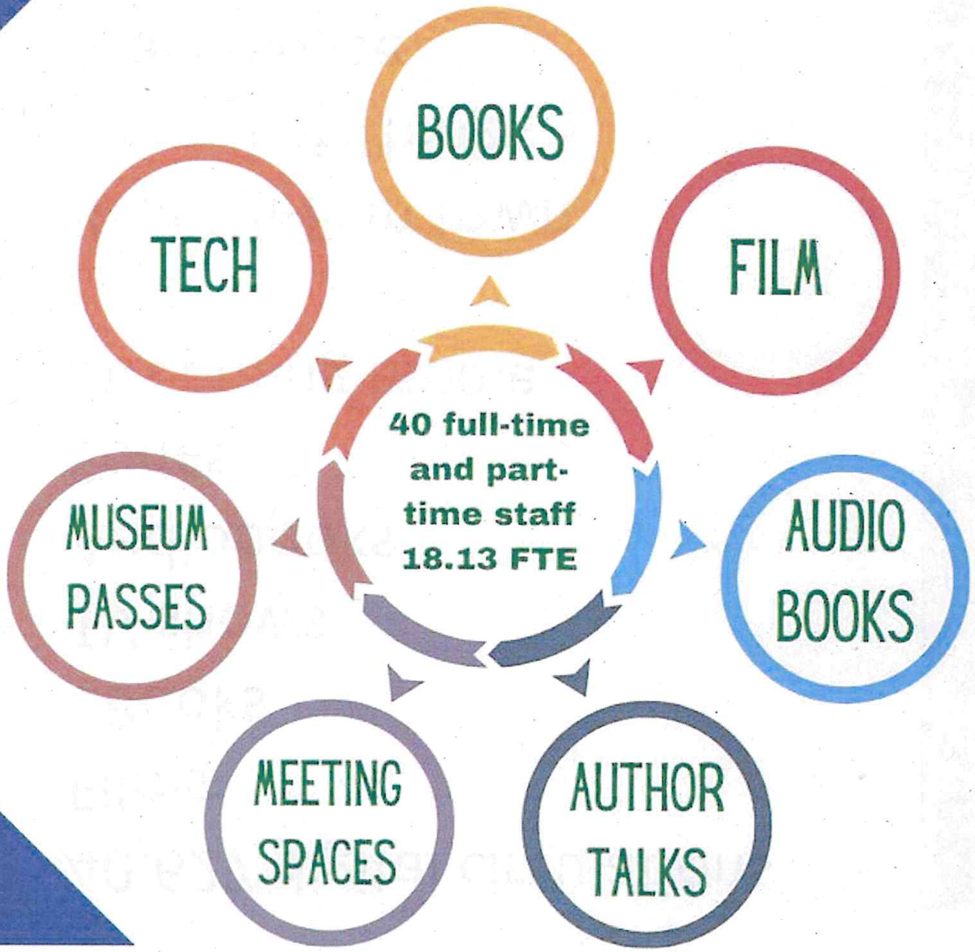

Philadelphia



Circulated 138,103 books last year

Fiction
Nonfiction
Children’s
Teens
Reference books
Art books
Business books
Bestsellers
Non-sellers
Hardcover
Paperback

WHAT IS C.H.B.?



By the numbers:
98,702 print books!

Number of films:
5,279

Number of audiobooks:
3,583

Author talks thru the Library Speakers Consortium!

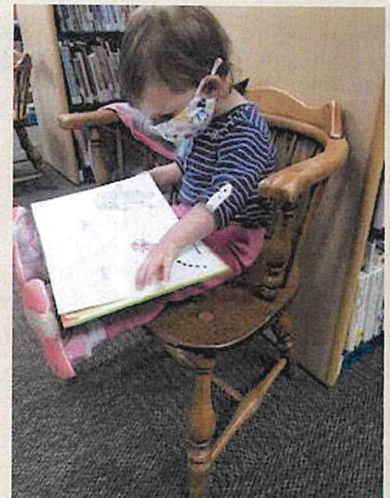
4 meeting spaces and quiet study spaces.

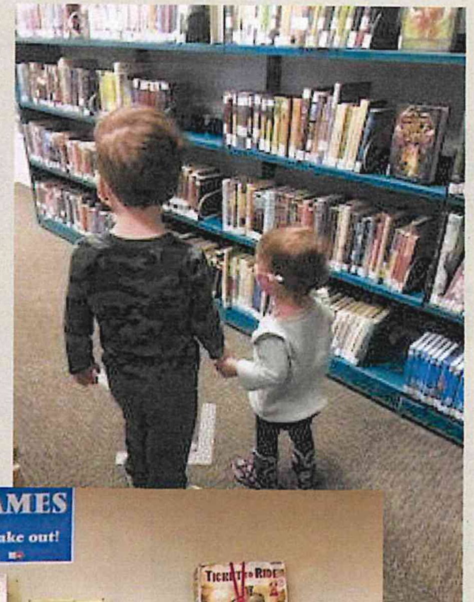
Passes for local attractions and museums.

We have the best WiFi in town!

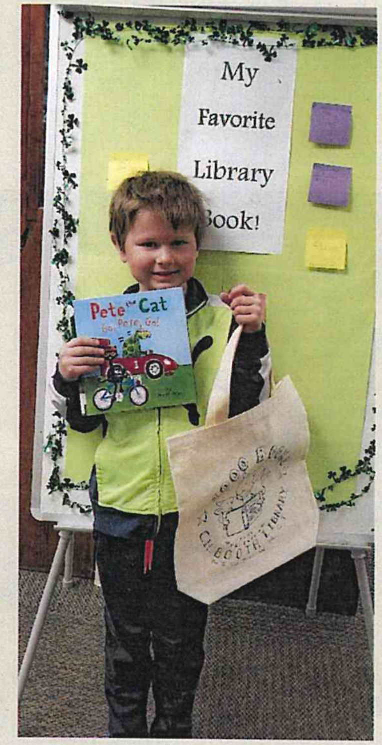
40,627 digital circulations
Films
eBooks
TV shows
Audiobooks
Songs
Streaming media

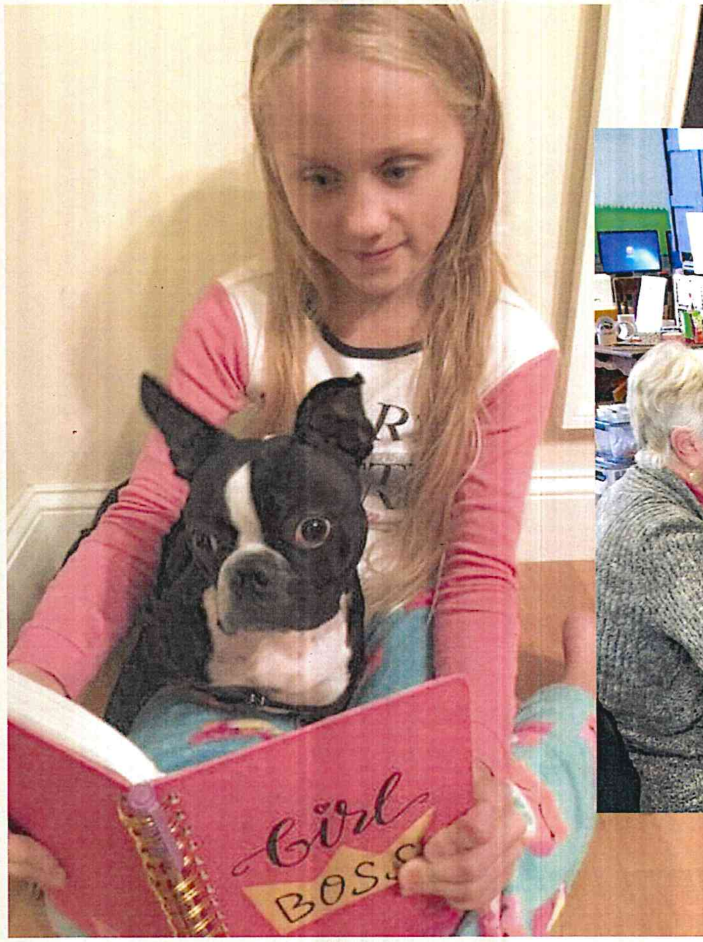
Best Wi-Fi in town
Library of Things
Makerspace

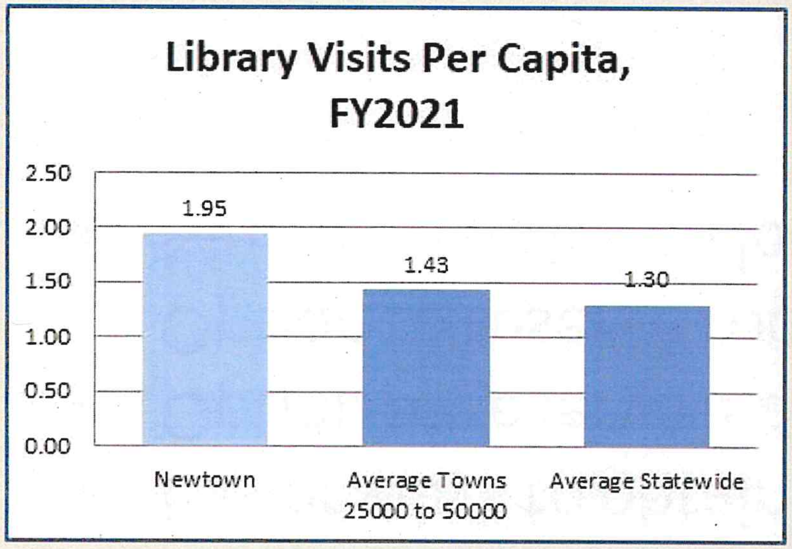


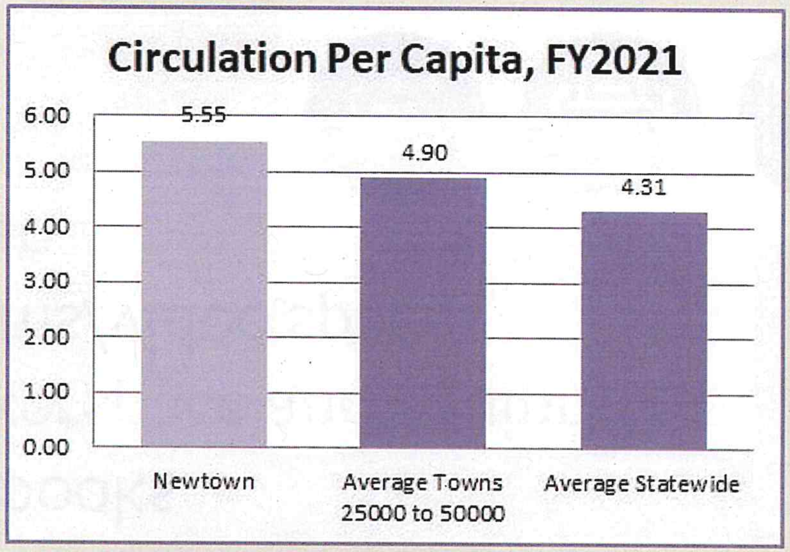


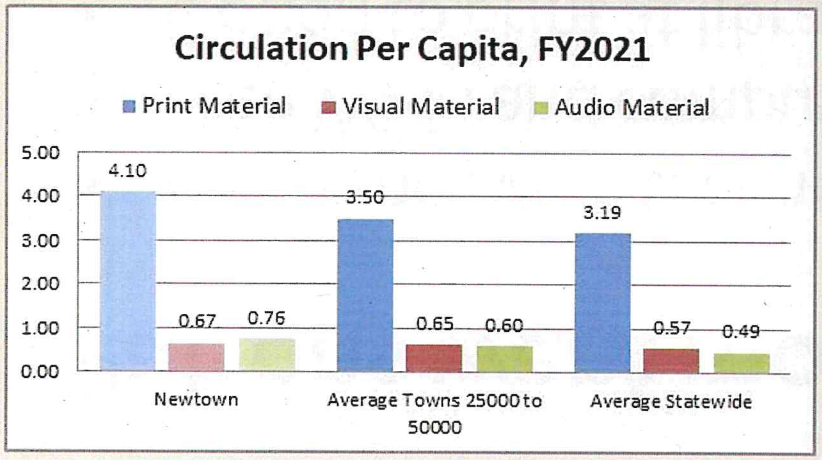

GAMES
to take out!
Dixit
Ticket to Ride

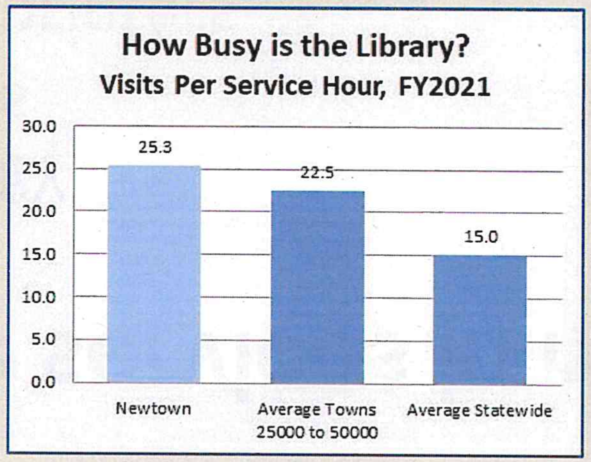

My
Favorite
Library
Book!
Pete the Cat


Girl
BOSS


Library Visits Per Capita, FY2021
2.50
2.00
1.50
1.00
0.50
0.00
1.95
1.43
1.30
Newtown
Average Towns 25000 to 50000
Average Statewide

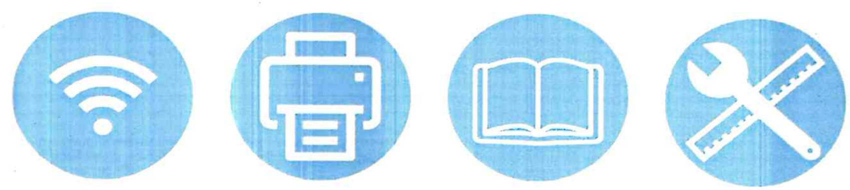

Circulation Per Capita, FY2021
6.00
5.00
4.00
3.00
2.00
1.00
0.00
5.55
4.90
4.31
Newtown
Average Towns 25000 to 50000
Average Statewide


Circulation Per Capita, FY2021
Print Material
Visual Material
Audio Material
5.00
4.00
3.00
2.00
1.00
0.00
4.10
0.67
0.76
3.50
0.65
0.60
3.19
0.57
0.49
Newtown
Average Towns 25000 to 50000
Average Statewide


How Busy is the Library?
Visits Per Service Hour, FY2021
30.0
25.0
20.0
15.0
10.0
5.0
0.0
25.3
22.5
15.0
Newtown
Average Towns 25000 to 50000
Average Statewide

Patrons want more services in more ways

- Assistance with technology
- Free Wi-Fi and computers
- Option to print at library printers
- Easier ways to obtain books
- Option to reserve makerspace and equipment
- Option to reserve rooms/video spaces
- Museum passes on loan

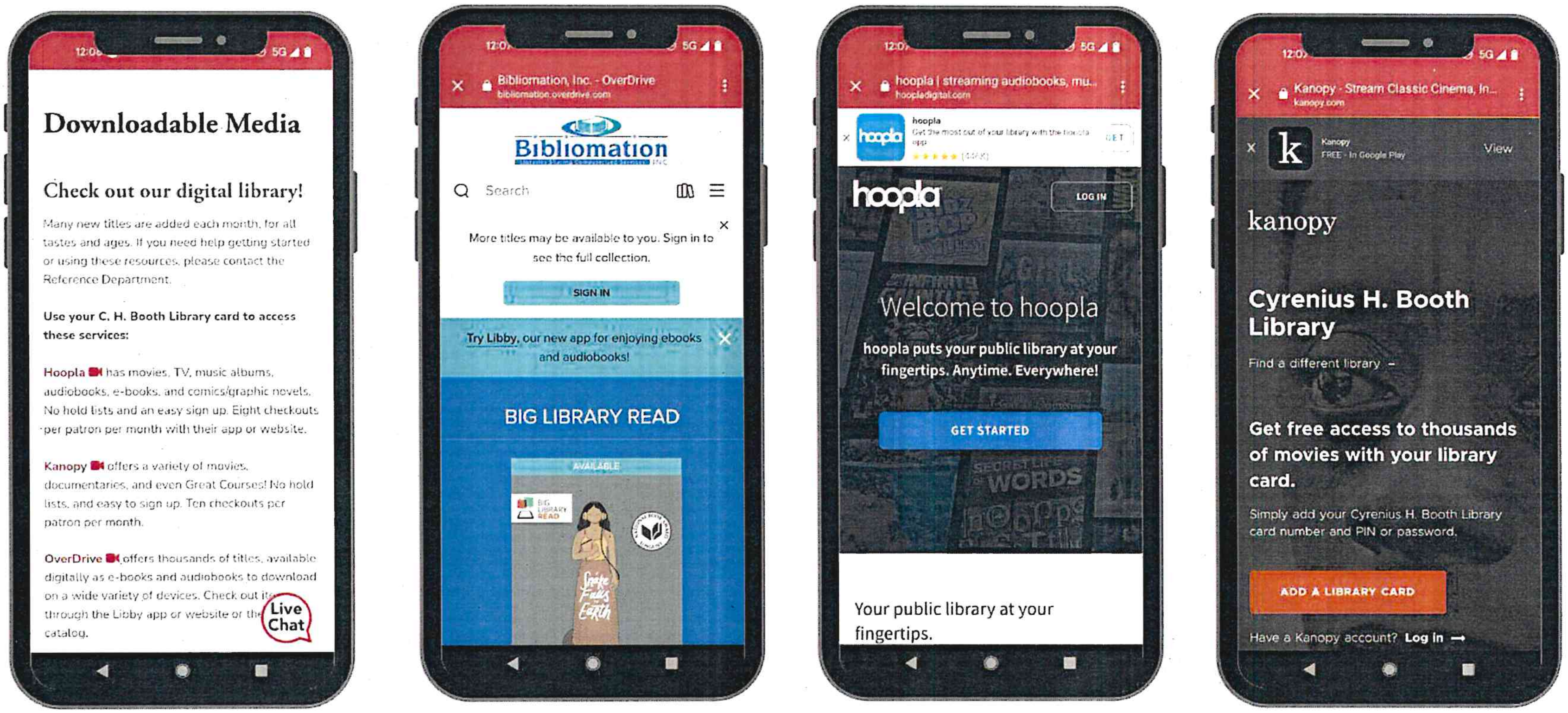


A Personalized Library Experience

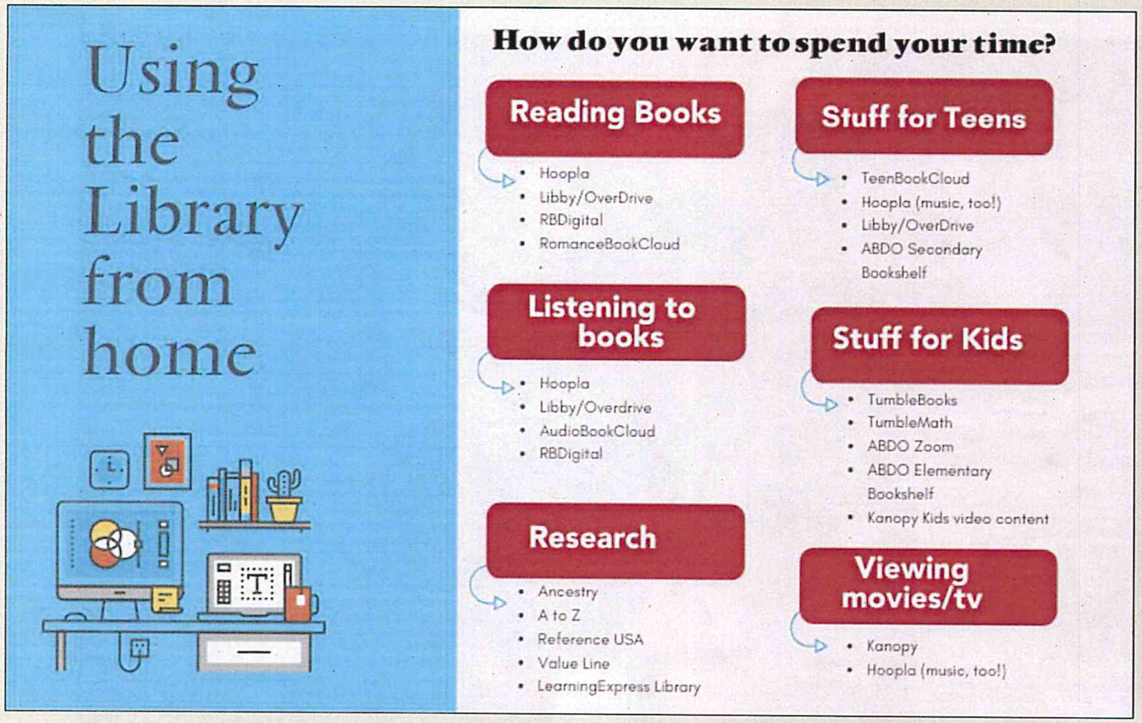
Did you know?

- Library usage increased during the pandemic
- In 2021 32% of adults said they had used or visited the library at *least* once a month, compared with 27% from 2020
- Library users want personalized services like those offered by online platforms.
  - 59% want the library to provide personalized lists of books to read.
  - 66% want the library to send personalized lists of resources, events, and services

Patron User Experiences



Hoopla, Kanopy, OverDrive, and so much more!



ancestry.com

THE GREAT COURSES®

YOUR PRIVACY IS IMPORTANT!

What does this mean?

- We will never divulge the details of your account to others.
- If you want others to pick up your holds, please give them your card, or let us know they have your permission so we can note it on your account.
- If you don't have your library card, you will be asked to show an ID.

C.H. BOOTH LIBRARY

MANGO

newsbank a world of information

C.H. BOOTH LIBRARY

Check out with a chat!

Our Circulation staff can help you find the book you didn't even know you were looking for!

Library usage is up during the pandemic

Usage is up from
21% in 2019 to
27% in 2020 to
32% in 2021

Return on Investment Calculator:

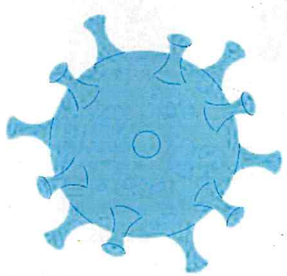
Service Comparison	Where to Find the Data	Enter Data	Service Value to Your Community	What it Means	How Value Was Calculated
Per Person Contribution to the Library	Enter Receipts Per Capita from Annual Report	$50.18		This is what the average person pays toward the library.	Total receipts divided by the population served.
Book Purchases - Adult	Enter Adult Book Circulation from Annual Report	61,486	$1,229,720.00	This is what the community would have paid if they had to buy books rather than borrow them.	Adult books circulated multiplied by $20 (price in between a hard and softcover book.)
Book Purchases - Children	Enter Children's Book Circulation from Annual Report	76,987	$1,539,740.00	This is what the community would have paid if they had to buy children's books rather than borrow them.	Children's books circulated multiplied by $20 (price in between a hard and softcover book.)
Classes/Programs	Enter Total Program Attendance from Annual Report	11,202	$100,818.00	This is what the community would have paid for entertainment at the movies or a class at the local college.	Program attendance multiplied by $9, based on the cost of a movie ticket.
Computer & Internet Access	Enter Users of Electronic Resources Annually from Annual Report	54,824	$657,888.00	This is what the community would have paid to use the Internet at a cybercafe.	Internet uses multiplied by $12, based on the cost of computer use per hour at Kinko's Copy Center.
DVD Rentals	*Enter Last Year's DVD circulation from web management reports.	12,989	$246,791.00	This is what the community would have paid to purchase a DVD	DVD's circulated multiplied by $19, the cost for purchasing a newly released DVD
eBook	Enter last year's ebook downloads	14,821	$133,389.00	This is what the community would have paid to download and purchase eBooks	ebook's circulated multiplied by $9
Downloadable Audio Book	Enter last year's downloable audio book circulation	17,426	$156,834.00	This is what the community would have paid to download an audio books.	Downloadable audiobook circ multiplied by $9, the average cost for a downloable book
Information Requests (Reference Questions)	Enter Annual Reference Transactions from Annual Report	6,604	$16,510.00	This is what the community would have paid for information requests through Google Answers.	Reference Questions asked multiplied by $2.50 per question, the minimum charge per question on Google Answers.

DRIVERS PUSHING CHB FOR CHANGE

Library Services

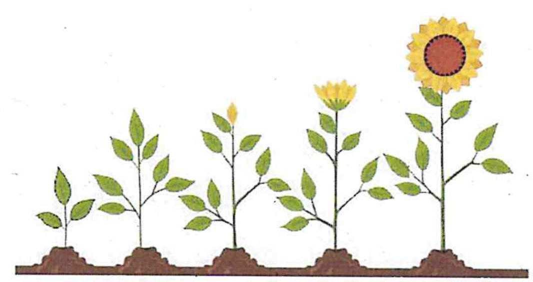
Demand for Personalization

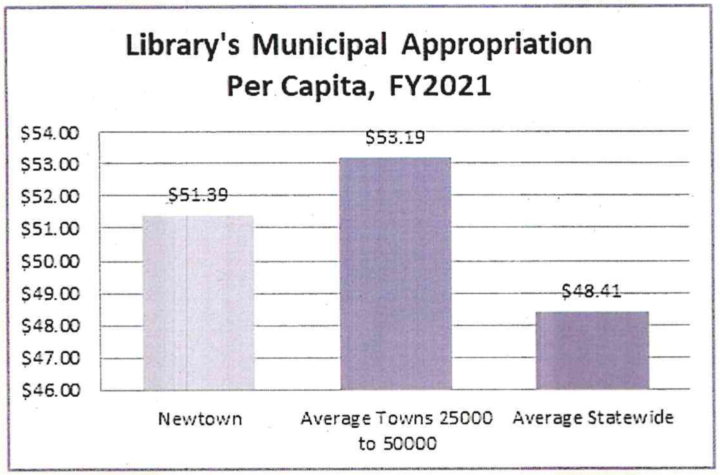
COVID

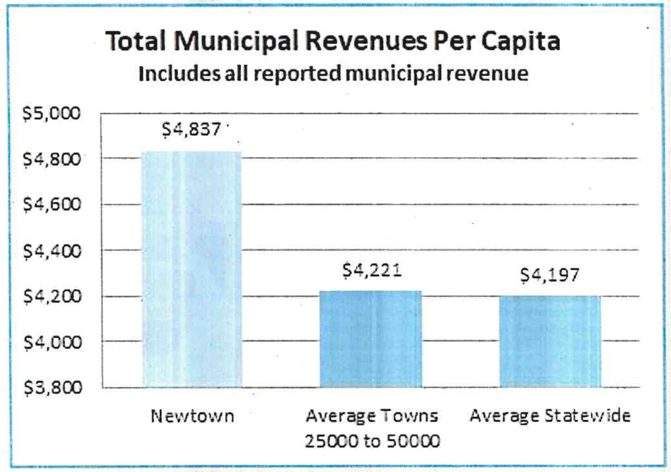


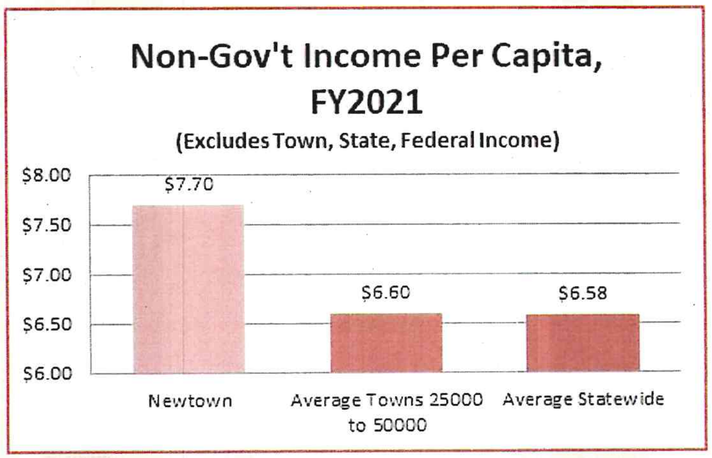
Multigenerational Patron Base

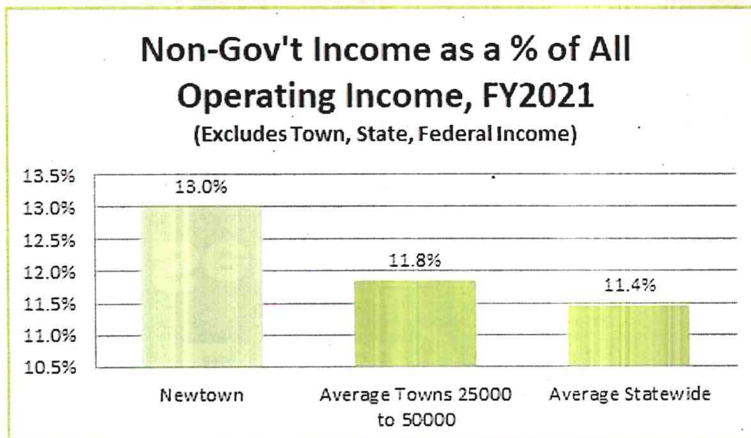
Expansion of collection and resources

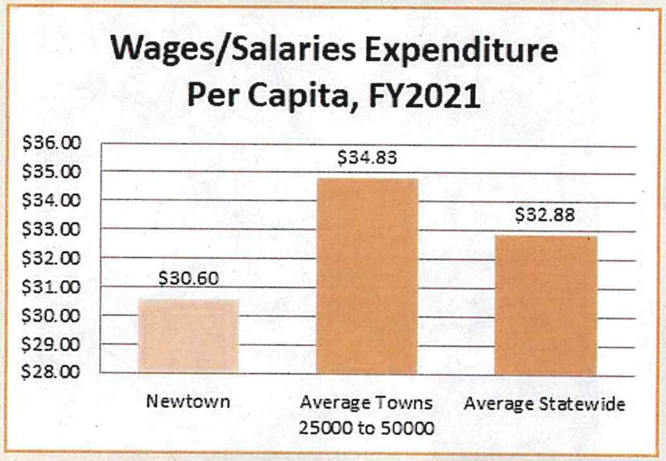


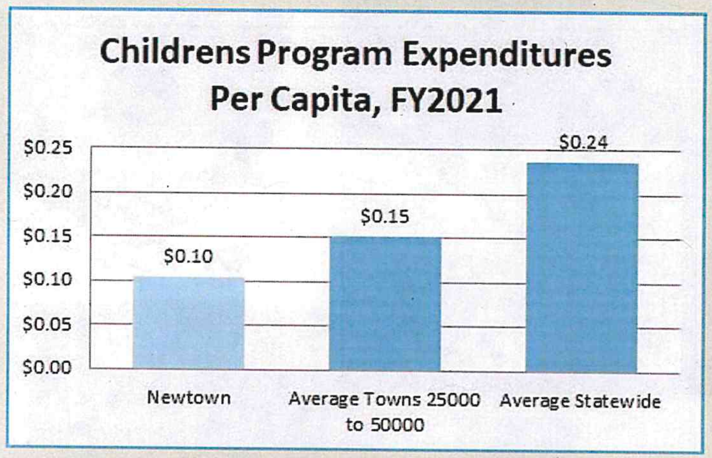

Library's Municipal Appropriation Per Capita, FY2021
$54.00
$53.00
$52.00
$51.00
$50.00
$49.00
$48.00
$47.00
$46.00
$51.39
$53.19
$48.41
Newtown
Average Towns 25000 to 50000
Average Statewide

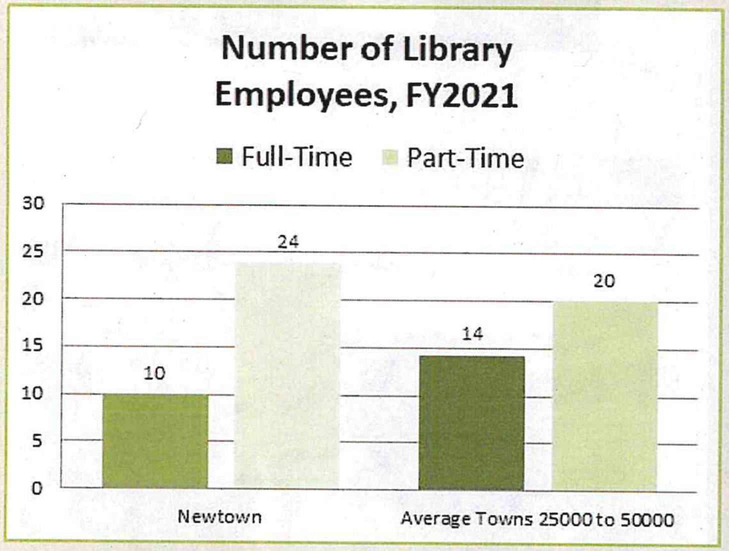

Total Municipal Revenues Per Capita
Includes all reported municipal revenue
$5,000
$4,800
$4,600
$4,400
$4,200
$4,000
$3,800
$4,837
$4,221
$4,197
Newtown
Average Towns 25000 to 50000
Average Statewide

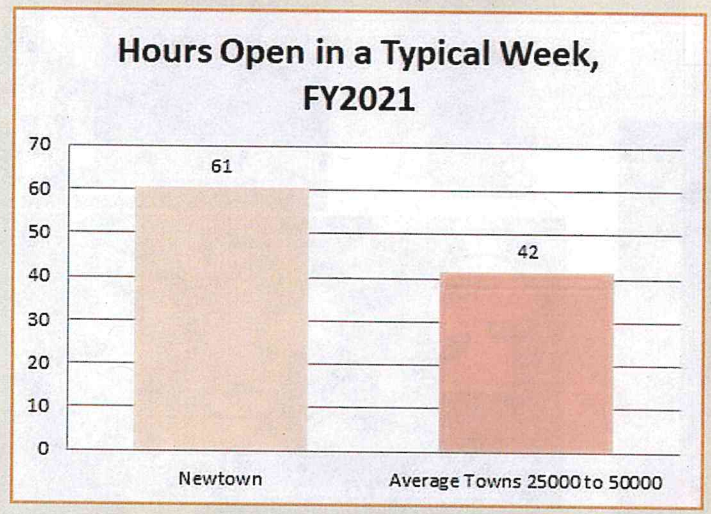

Non-Gov't Income Per Capita, FY2021
(Excludes Town, State, Federal Income)
$8.00
$7.50
$7.00
$6.50
$6.00
$7.70
$6.60
$6.58
Newtown
Average Towns 25000 to 50000
Average Statewide

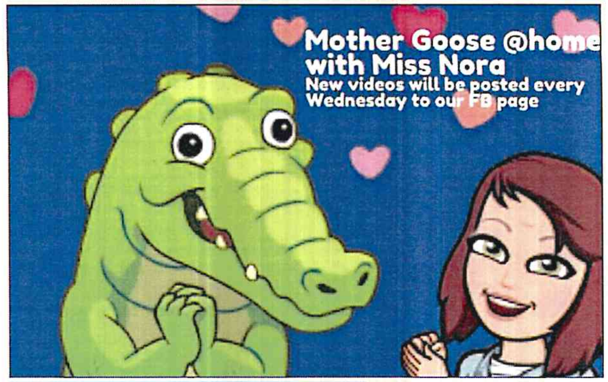

Non-Gov't Income as a % of All Operating Income, FY2021
(Excludes Town, State, Federal Income)
13.5%
13.0%
12.5%
12.0%
11.5%
11.0%
10.5%
13.0%
11.8%
11.4%
Newtown
Average Towns 25000 to 50000
Average Statewide


Wages/Salaries Expenditure Per Capita, FY2021
$36.00
$35.00
$34.00
$33.00
$32.00
$31.00
$30.00
$29.00
$28.00
$30.60
$34.83
$32.88
Newtown
Average Towns 25000 to 50000
Average Statewide


Childrens Program Expenditures Per Capita, FY2021
$0.25
$0.20
$0.15
$0.10
$0.05
$0.00
$0.10
$0.15
$0.24
Newtown
Average Towns 25000 to 50000
Average Statewide

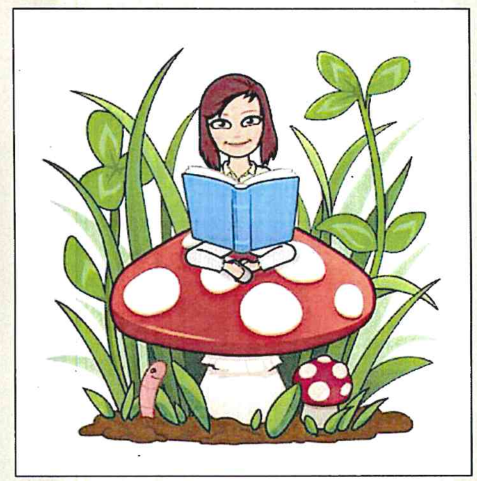

Number of Library Employees, FY2021
Full-Time
Part-Time
30
25
20
15
10
5
0
10
24
14
20
Newtown
Average Towns 25000 to 50000


Hours Open in a Typical Week, FY2021
70
60
50
40
30
20
10
0
61
42
Newtown
Average Towns 25000 to 50000



Mother Goose @home
with Miss Nora
New videos will be posted every
Wednesday to our FB page

MASON



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DEPARTMENT: LIBRARY

MISSION/DESCRIPTION

The Cyrenius H. Booth Library's mission is to promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place for our community. The library accomplishes this with free educational programs and materials resources.

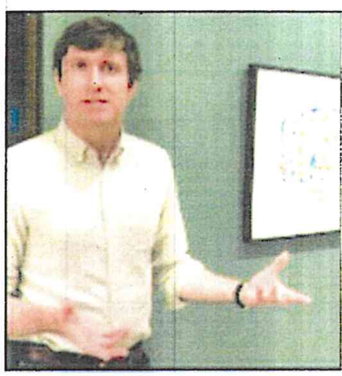
Web site: http://chboothlibrary.org/

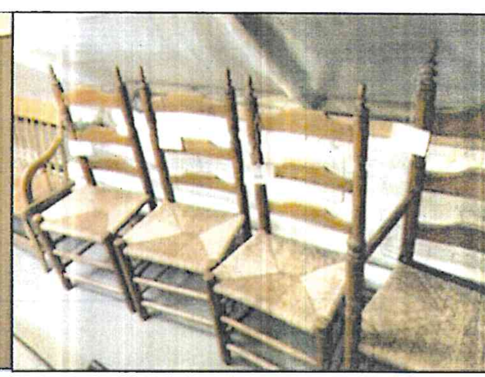
Library annual reports: http://www.chboothlibrary.org/annual-reports/

BUDGET HIGHLIGHTS

The budget request for the library contribution is $1,421,469 (excluding town contributions for life insurance and pension) for fiscal year 2023-2024, which is an increase of $40,000 or 2.81%.

For the first time, the budget reflects expenditures for the **museum**. The library has for many decades preserved some of Newtown's most unique cultural and educational treasures; this line specifies funding specifically for interpretation these exceptional documents and artifacts for the community and the public. The funding will be used for archival supplies, begin a process of space transformation, providing free educational programs, and research opportunities for scholars and students. Exhibits will strive to conform to state learning standards and are designed to nurture a love of learning in young children.






DEPARTMENT: LIBRARY

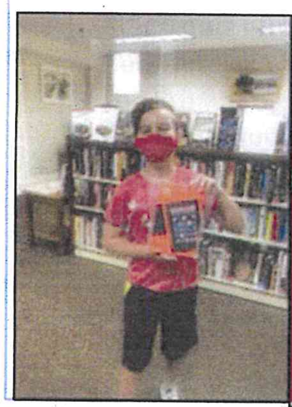
LIBRARY BUDGET

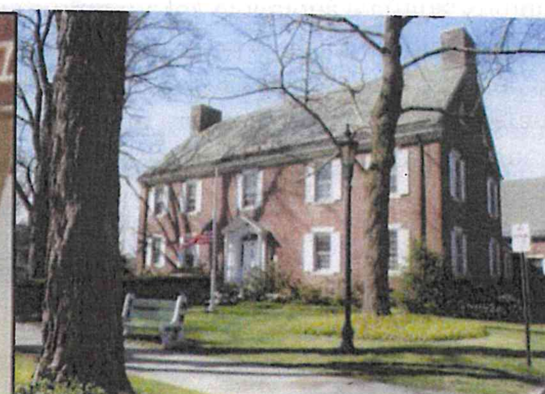
LIBRARY	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023 ADOPTED	2022 - 2023 AMENDED	2022 - 2023 12/31 ACTUAL	2023 - 2024 BUDGET 1st SELECTMAN PROPOSED	2023 - 2024 BUDGET BOS PROPOSED	2023 - 2024 BUDGET BOF RECOMMENDED	2023 - 2024 BUDGET LC ADOPTED	CHANGE $	CHANGE %
GROUP INSURANCE	2,000	1,889	2,000	2,000	1,112	2,000				-	0.00%
RETIREMENT CONTRIBUTIONS	26,557	25,124	24,152	24,152	16,419	23,762				(390)	-1.61%
CONTRIBUTIONS TO OUTSIDE AGENCIES	1,395,351	1,381,000	1,381,469	1,381,469	874,866	1,421,469				40,000	2.90%
	1,423,908	1,408,013	1,407,621	1,407,621	892,397	1,447,231	-	-	-	39,610	2.81%

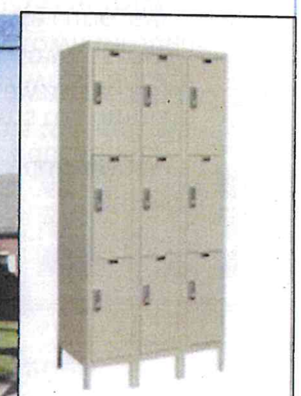
ACCOUNT DETAIL

Group Insurance; Retirement Contributions: **Group Insurance** – This amount includes life insurance and long term disability. **Retirement Contributions** – this amount reflects a portion of the annual required contribution (ARC) that is needed to properly fund the pension plan. The ARC is expressed as a percent of payroll See the Pension Fund section starting on page 293 for a description of the pension plans and a breakdown of the ARC (by department).

Contributions to Outside Agencies - Library Contribution: The Town of Newtown funds the library's operating and capital budget before the application of grants, fees, fund raising and investment income. The Library has requested a Town contribution of $1,449,376 which is $67,907 more than the prior year request or a 4.92% increase. The following is the library's internal budget for 2023-2024 (next page):







DEPARTMENT: LIBRARY

BUDGET OVERVIEW

The Cyrenius H. Booth Library's budget goals for FY23-24 are to respond to the needs expressed by the community with free educational programs and supporting materials, emerging technologies and supports that patrons need to thrive, efforts through programs to stimulate the growth of Newtown's small businesses, improving building safety, and preserving and protecting objects related to Newtown's heritage and culture. Another important goal for the 23-24 year is to continue the program of raising the level of civil discourse in Newtown through grassroots efforts. The library's 2023-2026 long-range plan charges the library to: Promote the joy of lifelong learning, stimulate curiosity, support the exchange of ideas, and provide a welcoming gathering place.

INCOME/EXPENSE HIGHLIGHTS

Total Income

- $97K increase in total revenue (6.1%)
- Capacity for fundraising reflects the community's strong support of the library which can help close the funding gap
- Reduced operational revenues due to automatic renewals and elimination of fines; less this is .15% of income

Expense:

- 70% of total budget is salary and related costs; 2.5% raises and 6% benefits are offset by fewer staff hours
- 95% of occupancy increase goes to maintenance of facility
- Prior decreases in facility/occupancy & maintenance costs have been ineffective; this is an aging facility with significant needs
- Friends of the C.H. Booth Library: Income and expenses from the independent Friends of the C.H. Booth Library, which support library materials and programming, net to zero are not included in the above and are detailed in the library's Financial Statement.

DEPARTMENT: LIBRARY

	Actual 21/22	Budget 22/23	Budget 23/24	Budget Comparison $ Difference	% Change
INCOME					
GRANTS					
Town of Newtown	$1,381,000	$1,381,469	$1,449,376	$67,907	4.92%
Other Grants	$24,924	$15,000	$15,000	$0	0.00%
State of Connecticut	$23,557	$0	$0	$0	0.00%
Total Grants	$1,429,481	$1,396,469	$1,464,376	$67,907	4.86%
OPERATIONS					
Fines & Misc. Sales	$4,224	$5,000	$2,500	($2,500)	(50.00%)
Photocopy Revenue	$3,187	$5,000	$5,000	$0	0.00%
Other Operating	$1,299	$1,500	$1,500	$0	0.00%
Total Operations	$8,710	$11,500	$9,000	($2,500)	(21.74%)
FUND RAISING					
Annual Fund Drive	$70,058	$50,000	$61,000	$11,000	22.00%
Turkey Trot Road Race	$63,565	$40,000	$42,500	$2,500	6.25%
Bequests/gifts	$20,704	$25,000	$36,000	$11,000	44.00%
Fund Raising Other	$2,735	$15,000	$17,500	$2,500	16.67%
Total Fund Raising	$157,062	$130,000	$157,000	$27,000	20.77%
INVESTMENT INCOME					
Knotts Estate	$15,650	$15,000	$15,000	$0	0.00%
Income from interest				$12,500	
Hawley Trust	$43,402	$45,000	$37,600	(7,400)	(16.44%)
Restricted Funds	$66	$450	$450	$0	0.00%
Total Investment Income	$59,118	$60,450	$60,450	$0	0.00%
INCOME SUBTOTAL	$1,654,371	$1,598,419	$1,695,926	$97,507	6.10%

DEPARTMENT: LIBRARY

EXPENSES	Actual 21/22	Budget 22/23	Budget 23/24	Budget Comparison $ Difference	% Change
PERSONNEL					
Salaries	$874,100	$933,938	$907,287	($26,651)	(2.85%)
Benefits	$225,777	$194,294	$205,952	$11,658	6.00%
Social Security	$66,208	$71,446	$69,410	($2,036)	(2.85%)
Total Personnel	$1,166,085	$1,199,679	$1,182,649	($17,030)	(1.42%)
LIBRARY OPERATIONS					
Museum	$0	$0	$5,000	$5,000	100%
Maintenance	$366	$3,000	$3,150	$150	5.00%
Equipment	$2,723	$6,500	$6,887	$387	5.95%
Contractual Services	$69,058	$52,500	$54,250	$1,750	3.33%
Digital Content	$27,494	$26,500	$25,500	($1,000)	(3.77%)
Bibliomation	$46,734	$47,902	$48,241	$339	0.71%
Total Books	$64,720	$55,000	$48,822	($6,178)	(11.23%)
Total Databases	$11,872	$16,000	$16,000	$0	0.00%
Memberships	$2,920	$2,700	$2,700	$0	0.00%
Other Grants	$24,515	$15,000	$15,000	$0	0.00%
Periodicals	$5,003	$5,000	$5,000	$0	0.00%
Total Programs	$19,557	$19,500	$20,000	$500	2.56%
Professional Development	$4,269	$3,000	$3,000	$0	0.00%
Technology (including CEN costs)	$34,208	$25,500	$26,775	$1,275	5.00%
Total Library Operations	$313,394	$278,552	$280,775	$2,223	0.80%

DEPARTMENT: LIBRARY

EXPENSES (cont'd)

	Actual 21/22	Budget 22/23	Budget 23/24	Budget Comparison $ Difference	% Change
OCCUPANCY					
Supplies	$9,008	$6,000	$6,180	$180	3.00%
Contractual Services	$30,345	$26,358	$27,149	$791	3.00%
Electricity	$50,068	$44,000	$45,320	$1,320	3.00%
Heat	$19,292	$14,000	$14,420	$420	3.00%
Maintenance	$57,529	$29,500	$80,385	$50,885	172.5%
Telephone	$3,746	$2,000	$2,060	$60	3.00%
Water	$2,112	$4,000	$4,120	$120	3.00%
Equipment	$4,852	$2,300	$2,369	$69	3.00%
Total Occupancy	$176,683	$128,158	$182,003	$53,845	42.01%
ADMINISTRATION					
Annual Fund Drive	$8,615	$6,500	$6,500	$0	0.00%
Turkey Trot Road Race	$15,393	$15,000	$15,000	$0	0.00%
Fund Raising Other	$1,500	$2,000	$2,000	$0	0.00%
Postage/petty cash	$1,207	$2,000	$2,000	$0	0.00%
Professional Services	$45,316	$15,000	$15,000	$0	0.00%
Supplies	$8,642	$9,000	$9,000	$0	0.00%
Working contingency	$1,325	$1,000	$1,000	$0	0.00%
Total Administration	$81,998	$50,500	$50,500	$0	0.00%
EXPENSE TOTAL	$1,738,160	$1,656,889	$1,695,926	$39,038	2.36%

DEPARTMENT: LIBRARY

C.H. BOOTH LIBRARY MEASURES & INDICATORS

2023-2024

Measure/Indicator	2018	2019	2020	2021	2022
# of Items Circulated	206,373	209,216	163,937	150,784	178,730
# of Patron Visits Per Day	399	367	356	184	222
# Registered Borrowers	11,466	10,968	10,015	9,692	10,787
# of eBooks & eAudiobooks Circulated	20,135	29,385	39,236	44,568	40,627
# of Database & Electronic Resource usage	50,399	53,568	48,695	32,555	13,991
Average Daily Wireless Bandwidth Usage §	16.1GB	17.7GB	17.7GB	17.4GB	18.3GB
# of Reference Transactions	21,000 (est)	13,416	12,530	6,227	6,604
# of Programs	711	919	642	467	595
Program Attendance	15,012	18,303	11,890	12,467	11,202
Average attendance per program	21	20	19	27	19
Value of Library Services/Return on Investment*	$4,281,729	$4,695,230	$2,944,007	$3,254,779	$4,386,669

* Calculated with American Library Assoc Value Calculator

§ Technology's evolution allows for less resource usage for online sessions; uses less bandwidth

DEPARTMENT: TOWN HALL BOARD OF MANAGERS

MISSION/DESCRIPTION

Edmond Town Hall's mission is to enrich the community by providing a place for generations of residents and neighbors to make memories by gathering to celebrate and enjoy arts, social, civic, sports, entertainment and milestone events and activities. The building is owned by the Town and overseen by a bi-partisan elected Board of Managers. A full-time manager supervises the building's operation and staff.

Edmond Town Hall is a multi-functional facility that includes: a 500-seat proscenium theater for live performances and movies, the Alexandria banquet hall for weddings, parties and recitals; a gymnasium for sports, parties and craft shows; and several smaller meeting rooms as well as tenant rental spaces. For arrangements, call the manager's office at (203) 270-4285.

The Board of Managers is composed of six members serving six-year terms. At each regular Town Election, two members are elected, both of whom may not be members of the same political party. According to Town Charter, the Board "shall have the exclusive care and maintenance of Edmond Town Hall and all grounds and buildings appurtenant thereto, together with all powers and duties prescribed for said Board by Special Act No. 98 of the 1931 session by which it was created, as amended by Special Act No. 517 of the 1953 session".

Web site: www.edmondtownhall.org

BUDGET HIGHLIGHTS

The budget for THBOM has been increased by $12,803 or 6.50%.

The Town continues to support the THBOM for major capital items thru the CIP process (Capital Improvement Plan).

DEPARTMENT: TOWN HALL BOARD OF MANAGERS

TOWN HALL BOARD OF MANAGERS BUDGET

TOWN HALL BOARD OF MANAGERS	2020 - 2021 ACTUALS	2021 - 2022 ACTUALS	2022 - 2023 ADOPTED	2022 - 2023 AMENDED	2022 - 2023 12/31 ACTUAL	2023 - 2024 BUDGET 1st SELECTMAN PROPOSED	2023 - 2024 BUDGET BOS PROPOSED	2023 - 2024 BUDGET BOF RECOMMENDED	2023 - 2024 BUDGET LC ADOPTED	CHANGE $	CHANGE %
GROUP INSURANCE	48,938	50,035	51,430	51,430	51,301	54,488				3,058	5.95%
RETIREMENT CONTRIBUTIONS	6,407	5,760	5,455	5,455	5,455	5,200				(255)	-4.67%
CONTRIBUTIONS TO OUTSIDE	125,000	139,329	140,000	140,000	140,000	150,000				10,000	7.14%
	180,345	195,124	196,885	196,885	196,756	209,688	-	-	-	12,803	6.50%

ACCOUNT DETAIL

Group Insurance; Retirement Contributions: <u>Group Insurance</u> – This amount includes medical benefits, life insurance and long term disability. The medical benefit piece reflects the amount charged by the Medical Self Insurance Fund for the employer's share of employee medical benefit costs. See the Medical Self Insurance Fund section, starting on page 295, for a breakdown of medical benefit costs and the distribution of costs to the various departments. . The life insurance piece reflects the cost of the life insurance benefit per union contract. The long term disability piece reflects the cost of the long term disability benefit per union contract. **<u>Retirement Contributions</u>** – this amount reflects a portion of the annual required contribution (ARC) that is need to properly fund the pension plan. The ARC is expressed as a percent of payroll. See the Pension Fund section starting on page 293 for a description of the pension plans and a breakdown of the ARC (by department). It also includes any contributions to a defined contribution plan (if the employee is not eligible for the pension plan).

Contributions to Outside Agencies: The contribution to the Edmond Town Hall Board of Manager's Special Revenue fund has increased $10,000 or 7.14%. The Town has included major capital expenditures for the ETHBOM in its Capital Improvement Plan. $530,000 in 2025-26 and $425,000 in 2027-28.

TOWN HALL BOARD OF MANAGERS DETAIL BUDGET:

#	EDMOND TOWN HALL	PROPOSED BUDGET 2023-2024					BOARD APPROVED 01.10.23
2		2020-2021	2021-2022		2022-2023		2023-2024
3	ACCOUNT TITLE	Actual	Actual	Approved Budget	Actual 7/1-9/30/22	Approved Budget	Proposed Budget
5	BUILDING REVENUE						
6	RENT FEE - ALEX	11,568	49,629	41,624	15,395	35,000	48,000
7	RENT FEE - GYM	20,202	27,601	25,543	2,856	23,657	33,000
8	RENT FEE - THEATRE	38,940	116,493	31,292	11,858	45,000	98,000
9	RENT FEE - ROOM	8,106	11,169	6,204	5,964	9,054	6,200
10	RENT FEE - MISC	635	651	220	977	735	300
11	LEASE - 100		-	-		-	
12	LEASE - 101 CVH	13,600	13,881	13,488	3,508	13,645	16,704
13	LEASE - 102 BOR	4,000	4,000	3,000	4,000	4,000	6,500
14	LEASE - 103 JEN	658	4,824	-	1,236	4,800	5,670
15	LEASE - 200 LAT	15,300	18,873	14,025	4,154	15,338	16,800
16	LEASE - 201/202 RCK	4,532	6,297	5,000	915	5,000	13,090
17	LEASE - 203 KVD		-	-	542	-	5,250
18	LEASE 103A SAB		5,793		929	5,400	6,930
19	DONATIONS	250	3,170	1,957	1,124	500	3,000
20	ADVERT FEES		-	-		-	
21	SPEC EVENTS	3,000	125,721	31,985	37,023	140,000	150,000
22	OTHER (CIP Alloc)	859	-	-		-	
23	GRANTS		327,316		58,700		-
24	BANK INTEREST	145	242	78	112	150	15,000
25	HAWLEY TRUST INTEREST	45,937	37,720	47,000	-	45,937	37,600
26	CC PROCESSING FEE	443			51	847	850
27	Total Building Revenue	168,175	753,380	221,416	149,344	349,063	462,894
28	THEATER REVENUE						
29	TICKET SALES	32,118	66,447	33,870	23,388	40,000	65,000
30	CONCESSIONS	15,965	50,977	37,000	25,640	36,000	55,000
31	GIFT CERT	-		259		-	
32	ADVERT SALES	1,100	3,300	7,128	1,037	7,500	5,000
33	OTHER				120	-	
34	Total Theater Revenue	49,183	120,724	78,257	50,185	83,500	125,000
35			505,657				
36	TOTAL EARNED REVENUE BUILDING & THEATER	217,358	874,104	299,673	199,529	432,563	587,894
37	BUILDING EXPENSES						
38	SALARIES - REGULAR	185,702	234,559	226,675	74,862	253,792	314,315
39	EMPLOYEE APPRECIATION						5,241
40	SOCIAL SEC CONTRI	14,301	17,786	16,000	5,663	20,303	25,145
41	PROF SVC: SPECIAL EVENTS & BAR	(2,875)	76,677	28,000	6,842	110,000	110,000
42	PROF SVS - LEGAL	288	240	1,000	-	500	500
43	WATER/SEWERAGE	2,113	3,410	2,350	681	2,079	3,400
44	REPAIR & MAINTENANCE SERV	36,591	33,923	25,800	10,704	28,000	35,000
45	CONTRACTUAL SERVICES	26,351	42,175	27,672	6,657	28,051	35,000
46	POSTAGE	55	6	198	13	110	50
47	ADVERTISING/MARKETING	3,905	6,381	3,600	4,796	18,700	19,000
48	DUES, TRAVEL & EDUCATION	1,572	1,013	1,850	289	1,900	1,500
49	MEETING CLERKS	1,500	1,875	1,500	250	1,500	1,500
50	OFFICE SUPPLIES	3,882	6,827	2,765	238	8,595	8,500
51	GENERAL MAINTENANCE SUPPL	10,833	20,653	14,503	4,877	12,573	19,000
52	GROUNDS MAINTENANCE SUPPL	2,775	-	4,600		2,500	2,500
53	TELEPHONE/INTERNET/CABLE	5,848	5,657	17,867	1,392	5,444	9,400
54	ENERGY - NATURAL GAS	22,026	26,271	35,026	2,193	21,571	26,000
55	ENERGY - ELECTRICITY	40,556	45,292	3,000	13,487	36,012	42,000

TOWN HALL BOARD OF MANAGERS DETAIL BUDGET (continued):

2		2020-2021	2021-2022		2022-2023		2023-2024
3	ACCOUNT TITLE	Actual	Actual	Approved Budget	Actual 7/1-9/30/22	Approved Budget	Proposed Budget
56	CAPITAL OUTLAY	9,827	5,798	6,194	110	15,000	5,000
57	OTHER EXPENDITURES		7,757		10	1,000	1,000
58	CC EXPENSE	1,002	-		993	1,255	1,300
59	GRANT EXPENSES (reimbursed by grant monies)				5,797		
60	Total Building Expenses	366,251	536,296	418,600	139,975	568,885	665,351
61							
62	THEATER EXPENSES						
63	SALARIES - REGULAR	49,199	33,703	19,742	9,155	36,450	37,500
64	SOCIAL SEC CONTRI	4,004	2,579	2,020	700	1,916	3,000
65	FILM RENTAL	14,459	26,979	8,971	11,124	16,000	20,000
66	CONTRACTUAL SERVICES	10,664	7,798	5,000	452	6,000	8,000
67	ADVERTISING/MARKETING	8,656	13,123	10,300	2,538	15,000	11,000
68	GENERAL SUPPLIES	739	361	-	-	1,000	1,000
69	CONCESSIONS	7,745	20,947	15,622	6,501	12,600	21,000
70	OTHER EXPENDITURES	1,062	-		16	1,000	1,000
71	Total Theater Expenses	104,514	105,490	71,655	30,487	88,966	112,500
72							
73	TOTAL EXPENSES	470,765	641,786	490,255	170,462	657,851	777,851
74			(136,130)				
75	NET OPERATING INCOME	(253,408)	232,318	(190,582)	29,067	(225,290)	(139,957)
76	HAWLEY TRUST MAINTENANCE DIST.	55,000	-	-	55,000	55,000	
77	NOI - SPECIAL MAINT DISTRIBUTION	(198,408)	232,318	(190,582)	84,067	(170,290)	(139,957)
78	TOWN CONTRIBUTION	125,000	139,329	139,329	140,000	140,000	110,000
79	NET INCOME (LOSS)	(73,408)	371,647	(51,253)	224,067	(30,290)	(29,957)
80			3,199				
81	9/1/2022	ASSETS	LIABILITIES				
82	NEWTOWN SAVINGS BANK						
83	Checking Account	$200,272					
84	Savings Account	$268,276					
85	Designated Account	$95,337					
86	TOTAL NSB ASSETS	$563,885					
87							
88	Current Due To: Town of Newtown *		$73,158				
89							
90	SUB TOTAL: ASSETS/LIABILITIES	$563,885	$73,158				
91	Estimated Revenue collected FY22-23	$627,563					
92	Estimated Expenses remainder FY22-23		$657,851				
93	TOTAL: ASSETS/LIABILITIES (a)	$1,191,448	$731,009				
94	Payoff Liabilities (b)	$731,009					
95	Estimated Cash Balance 7/1/22 (c)	$460,439	a-b=c				
96	Planned Projects-paid with cash reserves						
97	Building security cameras (and CEN wiring)		$10,000				
98	Repair walkway		$3,300				
99	Total Planned Projects (above budget)		$13,300				
100	Estimated Loss Budget 2022/2023	-$30,290					
101	EST. TOTAL NSB ASSETS 6/30/23	$416,849	(incl. ETH projects)				
102	*confirmed 9/1/22 (accts 1000, 1001, 2030 from trial balance)*						

DEPARTMENT: RESERVE FOR CAPITAL NONRECURRING

ACCOUNT DETAIL

Reserve Cap & Non Recurring: The requested $ 600,680 comprises the following:

Description		
INFORMATION TECHNOLOGY		
New VM system to replace lease (resulting in savings)		60,000
POLICE		
1 new police vehicle		65,500
FIRE		
Personal protective equipment		50,000
Truck mounted traffic flow board		14,800
light tower lupgrade		9,000
edrauulic ram		11,380
	Dept.Total	85,180
Highway		
1 new all season body replacement for a 2008 Volvo 8 ton six wheel dump truck, and replace outer frame rails from truck cab rearward. This frame/body is severly rotted and will extend the life of this truck for another 6 to 8 years		85,000
Frame rail replacement 2004 Mack 10 wheel dump truck. This frame is severly rotted, and is in danger of breaking. Rail replacement will extend the life of the truck for 8 to 10 years.		60,000
Certified pre-owned Chevy Traverse of Ford Explorer to replace 1st Selectmans car, current 2017 Chevy Traverse to be recycled to the Deputy Fire Marshal		40,000
Replace one 11 ft. Wausau snow plow, this plow has been in service many years and has reached its end of service life.		15,000
	Dept.Total	200,000
PUBLIC BUILDING MAINTENANCE		
Continued window abatement & refurbishment at the Municipal Center		30,000
Sidewalk repair & replacement at the Municipal Center		30,000
Municipal Center cupola (3) lead paint removal, prep, prime & paint		80,000
Low voltage lighting replacement at Municipal Center		55,000
	Dept.Total	165,000
PARKS & RECREATION:		
Graco 5900 line painter - replace 12 year old line painter		25,000
BOARD OF EDUCATION:		
BOE building & site maintenance projects		
BOE technology equipment		
	Dept.Total	-
TOTAL DESIGNATED		600,680
UNDESIGNATED		-

EDMOND TOWN HALL

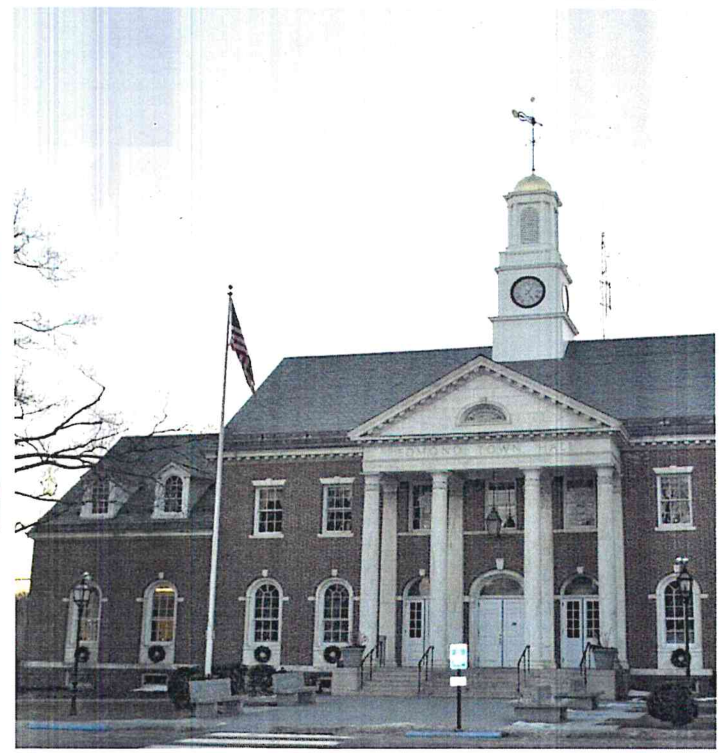
EDMOND TOWN HALL

2023-2024 BUDGET

EDMOND TOWN HALL

Mission Statement

- The mission of Edmond Town Hall is to enrich the community by providing a place for generations of residents and neighbors to make memories by gathering to celebrate and enjoy arts, social, civic, sports, entertainment and milestone events and activities.



2022-2023 CHALLENGES

Unexpected

- Building Repairs
- Network issues
- Rising costs for movie expenses and building expenses
- NewArts was dismantled
- Expected to obtain a permanent liquor license
- A daily renter cut back to 2 days/week due to the pandemic

Marketing

- Limited Funds:
  - Have tried several approaches with various vendors and results have been successful but inconsistent
  - The marketing universe is multi-faceted and there is not one person or firm who can do it everything, especially given our modest budget
  - Still need to implement a comprehensive brand and marketing plan

Staff

- Limited staff
- Junior staff is learning the roles and requires more time and on-hands support
- Rely on Friends of Edmond Town Hall to volunteer as ushers, bartenders, and other duties during live events

2022-2023 SUCCESSES

Community Partnerships

- Collaborated with Newtown Cultural Arts Commission Arts Festival for their Friday night show
- Partnership with local restaurants to create a Dining Guide
- Continue to work with the Library on hosting events
- Western CT Alliance for the Arts—valued partner: produced video and attended breakfast

Friends of Edmond Town Hall

- Over the last year we've built the volunteer list to over 40+ volunteers
- FOETH hosted several fundraiser events in the Alexandria Room and also participated in offsite fundraising events
- Were helpful in being able to apply for grants, such as the T-Mobile grant and others that required a 501C3
- Have helped save approximately $2,500 total in staff costs for live events

Concert Series

- Continues to be a success drawing people not only from other towns but from other states. As a result, patrons use our Dining Guide for local restaurants contributing to Newtown's economic development.
- Continue to lean on the support of local sponsors
- With every concert we become more proficient on putting on shows
- Improved hospitality with use of bar refrigerator

2022-2023 SUCCESSES

Public Relations

- More interest in Edmond Town Hall from residents, audience and arts organizations
- Partly through social media, newsletter and tours, goodwill continues to build
- More artists reaching out to us to appear on our stage

Theater

- Cultural dance recitals are utilizing ETH as a one-stop shop venue using Theater for recital and Gym for post show gathering
- Theater is booked almost every weekend from May – July with dance rehearsals & recitals

ETH Improvements

- Bringing fiber to the building to improve data needs
- Cameras and security through door and hardware replacements/repairs
- Painted Gym walls and trim
- Theater AC temperature improvement
- Roof and stairways repaired
- Vestibule in managers' offices completed and now open for use
- Lobby monitors installed
- Alexandria Room projector installed along with blue ray player/HDMI connection on stage

2022-2023 CREATIVE THINKING

Rentals/Events

- Gym
  - Birthday parties; event gathering space; community emergency shelter
- Theater
  - Birthday Parties: added an afternoon timeslot for parties
  - Movie Experiences
    - Engaging movies that allow for audience participation; i.e Rocky Horror Picture Show
    - Movie Premieres
    - Celebrity Events

Marketing

- One free movie weekend a month through existing sponsor. Goal is to secure another sponsor in order to provide the community with 2 free movie weekends a month
- Movie Poster Sale

OTHER ETH GOOD NEWS

Good News

- ARPA Funds:
  - Borough supported funds towards upgraded internet
  - Town contributed funds towards new/repaired doors/hardware
- Grants:
  - PEGPETIA Grant—Wifi/infrastructure upgrade to a more stable fiber network (CEN)
  - T-Mobile Grant—Enhancements to gym to build a kitchenette area
  - CT Office of the Arts—Operational support

GRANT SNAPSHOT

Grant Name	Date Awarded	Total Award	Grantor	Grantee	Purpose of Grant
Pegpetia/CEN	4/27/2022	$44,000.00	CEN	ETH	Fiber Internet Svc
T-Mobile	9/21/2022	$48,000.00	Tmobile	FOETH	Kitchen -Gym
CT Office of the Arts	9/19/2022	$4,140.00	CT Depart of Econicm & Comm Dev	Town of Newtown	General Operating Support- to support Theaters/arts
Operating Support for CT Theaters	1/1/2023	$18,500	CT Office of the Arts	ETH	General Operating Support- to support Theaters/arts—Marketing

FUND BALANCE

Fund Balance	$ 416,849	
Ending Fund Balance	$ 301,749	
Projects Towards Fund Balance	COST*	Target Dates
Safety/Structural Improvements		
Replace or repair ceiling and paint (cover only, no asbestos removal). Use sound proofing paint additive on ceiling	$ 12,000	Q2/Q3 2023
Safe Marquee Install (does not require ladder)	$ 8,000	TBD
Commercial doors: gymnasium, handicap entry and gym fire exit doors, one with electronic and keyed access	$ 24,000	TBD
Electrical Assessment for Building Systems	$ 10,000	TBD
AC Thermostat in theater, upgraded to digital to save energy	$ 2,000	Completed
Security cameras - Box office, theater , south entry, concession stand BALANCE	$ 4,800	Q1 2023
Replace rusted and inefficient electric heaters in new addition	$ 10,000	TBD
Replace/repair stamped concrete	$ 3,300	Completed
Replace one ruster stack in back of building (may need to replace 4 more stacks)	$ 10,000	Completed
Repair leaking pipe in Probate Judge Office	$ 10,000	Q1 2023
Repair Roof leak in Alexandria Room Chimney cap	$ 15,000	TBD
Truss 3-year maintenance	$ 1,000	Completed
Electrician/Materials to install high voltage wiring to FEMA Box	$ 5,000	TBD
Repair of ceilings, walls and plaster molding in balcony	TBD	TBD
Repair of gutter in new addition	TBD	TBD
Repair, repair and replace carpeting in Borough office	TBD	TBD
Install 6 replacement windows in theater dressing rooms	TBD	TBD
New Computers to support security camers	TBD	TBD
Total	$ 115,100	

* Cost is an estimate unless noted as completed.

FINANCIAL SNAPSHOT

2022-2023 Budget

- Net income loss: ($30,290)

2023-2024 Budget

- Net income loss: ($29,957)

ADDENDUM

CIP Projects

- ‘22/’23: Parking Lot Improvements (in progress)
- ‘25/’26: Building Renovations
- ‘27/’28: Space Revitalization-Elevator Removal
- ‘28/’29: Plumbing/Radiator Renewal/LC Access