



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, June 9, 2020 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING.

Present: Jen Chaudhary, Jen Guman, Margot Hall, Lisa Schwartz, Marie Smith, Herb Rosenthal (joined 6:37 p.m.)

Absent: none

Also Present: Operations Manager - Sheila Torres, ETH Bookkeeper/Finance – Ms. DiMartino, Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:32 p.m.

Public Participation:

None

Report from Theater Coordinator:

Ms. Torres informed members there was no theater report.

Report and Comment from Chairman:

Thank you:

Ms. Chaudhary thanked Ms. Torres and the ETH staff for their work on the drive-in theater. She received numerous compliments and suggestions that this should be done more regularly.

Ms. Schwartz is retiring from the ETH BOM and Ms. Chaudhary asked members for recommendations.

Approval of Minutes:

Ms. Schwartz motioned to approve the minutes from May 12th 2020. Seconded by Mr. Rosenthal. All in favor. Ms. Smith abstained.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented the Manager's Report.

Financial Review (Refer to Attachments B):

P&L / Aging Report:

Aging report:



Members reviewed details of the report. There were no questions.

P&L:

Members reviewed details of the report. There were no questions.

COVID-19 update:

Ms. Chaudhary told members that COVID expenses were sent to the town's Purchasing Agent, Rick Spreyer, for tracking purposes.

She said cancellation and postponements continue and that there is currently around \$40,000 in losses. Ms. Torres expressed that she didn't feel the money could be recovered this fall. Ms. DiMartino agreed with Ms. Torres that the revenue may have to be written off. The group continued to discuss concerns. Mr. Rosenthal asked what other places that have live performances are doing. Ms. Torres replied that the Ridgefield Playhouse moved their events to 2021. As of April, The Kate had moved their shows up to the fall, but this may have changed since then.

New Business:

None.

Unfinished Business:

Music Series:

Ms. Guman recommended the BOM look into moving the music series to next year. Since the shows have been promoted as a series there is no good way to split them up. She told members drive in concerts have been popping up, so this may be something they can look at for August - September. Ms. Torres highlighted to members that one band in the concert series may have to increase their price if the date is changed to next year. The conversation returned to drive-in concerts and Ms. Chaudhary said daytime events held 1 time per month may be more acceptable.

Lighting Update (Refer to Attachment A):

Ms. Torres told members the lighting project was completed today (6/9). She added that the ETH has received approval for signs in the lobby.

Next Phase Re-opening plan:

Ms. Chaudhary expressed concerns about the theater capacity going down to 76 and getting necessary staff in to clean it. She recommended opening on a limited basis and see how it goes. Ms. Torres said once the building is open to the public it will be necessary to continuously clean. Ms. DiMartino recommended doing a cost analysis considering the necessary increase in staff and the number of patrons. Ms. Torres clarified that for indoor movies there would be no increase in staff as she has allowed for more time in between movies so 1 person could clean the theater. Only the drive-in requires an increase in staff. Ms. Chaudhary said they need to evaluate between now and next meeting how indoor theater and the drive-in are doing. Mr.



Rosenthal asked if the theater would break even if all 76 seats were sold. Ms. Chaudhary asked if the theater should open with a full schedule, or with 2 – 3 days and have the drive-in. Ms. Guman reminded the group of discussions prior to social distancing about possibly reducing the movie schedule and that they should wait until the BOM receives feedback from the Director of Health. Ms. Chaudhary asked if the BOM should postpone opening the theater until after next meeting. Ms. Smith expressed that there are too many uncertainties to consider moving ahead and re-opening the theater. Ms. Chaudhary asked for motion.

Ms. Guman motioned to postpone the opening of the theater until there is more direction and guidance from the town as it relates to the theater and social distancing. Mr. Rosenthal seconded. All in favor.

Ms. Torres reminded members of the recommended amendment to borough zoning to allow for commercial businesses in buildings that would be considered landmark buildings. Ms. Chaudhary said the First Selectman is hoping to readdress this in the next couple of month. A public hearing is pending.

Executive Session:

Ms. Guman motioned to move to executive session at 7:55 p.m., inviting Sheila Torres, with the purpose of discussing strategy and lease negotiation. Mr. Rosenthal seconded. All in favor.

The Board of Managers went into executive session at 7:56 p.m.

The Board of Managers came out of executive session at: 8:22. No motions were made.

Adjournment:

Lisa Schwartz motioned to adjourn at 8:30 p.m. Marie Smith seconded. All in favor.

Respectfully Submitted, Kimberly Chiappetta, Clerk

ETH MANAGER'S REPORT – 9 June 2020 – Sheila Torres

Discussion /Summary/Highlights

- **Staff Work** – Our staff continues to work on building projects. They have washed all the ceramic brick walls in the building. They washed all the gym walls and painted the wall on the closet side that was pockmarked by basketballs, etc. They also glued all the falling ceiling tiles and glued new ones where there were holes. The gym took a couple of weeks working with the scaffolding. The work on the Alexandria Room walls at top of stairs has been completed and they have painted the entry way to the Tax Assessors space to enhance the viewing of that space. They are now once again working on the walls that continue to erode on the north side due to moisture. It's a constant battle.
- **Drive-in Movies Launched** – It was so much work, but the staff and customers are very happy with the movies. See cancellation policy I am going to use attached at end of this report. We are receiving great feedback from customers. One customer suggested we do this every summer. We have also received media inquiries from News 12, Hearst Media, Voices and The Newtown Bee. Kat, Andrew and Belle have helped set up an online concession store with limited items that will allow us to offer more choices during the movie. We hope to launch it for Toy Story.
- Attended webinar on reopening for Arts places and received useful information regarding the types of filters we should use, etc. I am reaching out to our HVAC folks to make sure we are in compliance with the guidelines issued by the governor on Sunday.
- **Waterbury Symphony** would like to be able to use our theater and/or the Alexandria Room to record their musicians and be able to offer their patrons hybrid events digitally. This would involved their musicians performing here and being recorded.
- **Lathrop** would like to be able to conduct classes in the back part of our lower parking lot in the afternoons through the month of July. They would draw squares so that each dancer would stay within the bounds of the six feet.
- **Theater Schedule and Seating Arrangement** – Based on guidelines we will have only 76 seats and we will need additional time for disinfecting. We need to consider a 1 pm movie and a 5:30 pm movie. This gives us time for disinfecting and doing the drive in. We also may want to consider having the drive-in Thursday through Sunday only. Weekdays are a little slower and we have not hired additional staff, so the same staff is managing two venues.
- **Music Series** – Rich Goldberg is willing to move concerts to 2021, but ABR would be tough because it's part of a series. If they come back, it would be more costly. If we do it now and do

Attachment A

the other later we will break up continuity. I wonder whether we might be able to do it outdoors elsewhere in Newtown the same way the Arts Fest has its band outside at Fairfield Hills.

- **Outdoor Music Concerts** – After hearing that we had a drive-in, Rich Goldberg proposed doing outdoor music concerts. He said we could charge \$100 per car and people set up their chairs in the empty car space next to their car so there is a car between each party. He said the Tupelo Theater is having great success with this.

Work in Progress and Completed

- **Theater Lighting** – Sound Stage completed the lighting install today. DNR has come in to inspect to make sure all has been installed to work well with existing infrastructure. I will report back on their findings later to let you know if there are any strings left to tie up.
- **ADA Bathroom** – I have not yet received updates on this project from either Rick or the vendor. I will update you as soon as I know what is going on.
- **Reopening Plan Phase 2** – I called Donna Culbert and asked to meet with her and the other department heads so that I can get some clarity on opening requirements. It's not completely clear to me how to proceed with theater seating and with sports. Based on when we meet with Donna, I will meet with our staff to discuss changes either on Thu Jun 11 or Tue Jun 16.
- **Film Festival Event with Library** – Library has asked to work with us on a film festival on our outside screen but I have not been able to get back to Doug Lord. I will find out more about what he wants.
- **Plumbing Needs** – I have been unable to secure a plumbing quote for sink in the old tax collector's tenant space just due to time constraints, but I will get that done this month.

DRIVE-IN CANCELLATION POLICY

- If the movie is cancelled for any reason, e.g. large storm, etc. we will post it on the Edmond Town Hall Website and Facebook page by 6:30 p.m. We will also send an alert email to the ticket buyer. Ticket buyers will receive a credit code that can be used to buy tickets to another show.
- No refunds will be given if it rains during the movie.
- In case of cancellation due to technical issues that prevent us from showing the movie, we will refund ticket prices. We cannot refund online system fees.

Attachment A

Edmond Town Hall - Board of Managers

Attachment B

A/P Aging Summary

As of May 31, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alliance Locksmiths	749				749
Aquarion	146.17				\$146.17
Artech	325.00				\$325.00
Associated Refuse	381.00				\$381.00
BOM- Minutes					\$0.00
Crystal Rock	27.00				\$27.00
DJ Melodia Plumbing	1,505.00				\$1,505.00
DNR	149.50				\$149.50
Eversource - Electric	5,172.21				\$5,172.21
Eversource - Flood	15.99				\$15.99
Eversource -Gas					\$0.00
Fire Out	325.00				\$325.00
Frontier Communications	166.83				\$166.83
Frontier Communications	41.09				\$41.09
Holmes Fine Gardens	935.00				\$935.00
Katart Graphics	82.5				\$82.50
McKenney Mechanical	412.50				\$412.50
Newtown Hardware	318.29				\$318.29
Refunds	365.00				\$365.00
Silvermine	550.00				\$550.00
Spectrum	104.98				\$104.98
Town of Newtown (credit card)					-
Town of Newtown (payroll)					-
Total Building Expenses	\$11,023.06	\$0.00	\$0.00	\$0.00	\$11,023.06
Commissioner of Revenue Svc	0.00				0.00
Deluxe Echostar	39.95				39.95
Manchester Tobacco					0.00
Prime Publishers					0.00
Sony Pictures					0.00
Terry's Popcorn					0.00
The Bee Publishing					0.00
Total Theater Expenses	\$39.95	\$0.00	\$0.00	\$0.00	39.95
GRAND TOTAL	\$11,063.01	\$0.00	\$0.00	\$0.00	\$11,063.01

March 10, 2020 Updated: 6/3/20						
BUSINESS LOSSES DUE TO COVID- 19						
Customer	Cancelled or Postponed?	Event Room	Event Date	Postponed /Credit	Cancelled Amount	Notes
	Postponed	Theater	3/11/20	\$250		no name on ST notebook
Pomperaug Woods	Postponed	THR	3/1/20	\$250		
Rocking Roosters	Canceled	Gym	3/20, 4/3, 4/17		\$150	
Clocks						
Jimenez	Canceled	ALX w/KIT	4/9		\$300	
Scalzo	Postponed	ALX	6/26	\$275		
Fabrizzi	Canceled	THR	3/14		\$250	
Newtown Wrestling	Canceled	Gym	3/12		\$87	
Ingersoll	Canceled	THR	3/13-3/15		\$2,672	Avg. amount this fiscal year
Armato	Postponed	Gym	3/14	\$123		
McCleary	Canceled	Gym	mid Mar/April		\$625	
Park & Rec	Postponed	Gym	3/16-3/30		\$189	
Oconnor	Canceled	Gym	5/16		\$140	
SNBL	Canceled	Gym	3/15,3/22, 3/29		\$184	April TBD
Sentementes	Canceled	Gym	3/14		\$105	
Vickers	Canceled	ALX	3/14		\$275	
Luff	Canceled	Gym	4/5		\$175	
Grace Church	Postponed		3/29	\$145		
Zoot	Canceled	THR	May events		4,100	
Eigen	Canceled	Gym	4/4		155	
Lathrop	Canceled	Gym	3/14, 3/21, 3/28		150	
Bridge Group	Canceled	ALX	March/April		2900	
Rock Elite	Canceled	ALX	4/19		1200	
Kelkar	Canceled	ALX	6/27		247.5	
Sanchez	Canceled	ALX	5/23		275	
Matos	Canceled	ALX	4/4		275	
Flagpole Radio	Canceled	THR	3/21		2340	
Rock Elite	Canceled	MR3	April		330	
P.Damasceno	Canceled	ALX	5/30		425	
NCTPW	Canceled	LMR	April, May		90	
Womens Hoops	Canceled	Gym	3/15-4/30		490	
Angela Downey	Postponed	Gym	3/21			
Vega	Canceled	ALX	4/26		425	
Rodriguez	Canceled	ALX	5/2		275	
Portillo	Canceled	ALX	10/25		1225	wedding
Bridge Group	Canceled	ALX	May/June		4000	
Womens Hoops	Canceled	Gym	May/June		630	
Kennel Group	Canceled	Gym	May/June		420	
Lathrop	Postponed	THR	May/June		5,000	rescheduled for August
Wurtze BBall	Canceled	Gym	April&May		360	

