



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, November 8, 2022 - 6:30 P.M.
Edmond Town Hall, Mary Hawley Room
45 Main Street, Newtown, Connecticut

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

Present: Jen Guman, Betsy Paynter, Marie Smith, Margot Hall, Herb Rosenthal, Armel Romeo Kouassi (arrived 6:34 pm)

Absent: None.

Also Present: Operations Manager - Sheila Torres, Business Manager – Lauren DiMartino, Kim Chiappetta (clerk)

Members of the Public: None

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

Public Participation:

None.

Chairman Report and Comment:

Ms. Guman acknowledged Kat's hard work on the very successful Rocky Horror Picture Show weekend. Kat encountered many roadblocks and challenges, and worked hard to ensure the weekend was a success. All members commended Kat for her work.

Approval of Minutes:

Ms. Smith motioned to approve the minutes from the regular meeting on October 11th 2022. Seconded by Mr. Rosenthal. All in favor.

Operations Manager/Theater Report (Refer to Attachment A):

Operations Manager Report:

Ms. Torres told the Board about the radiator leak in the Alexandria room. Ms. Guman asked if the repair was expensive. Ms. Torres explained that they have not received the invoice yet. Ms. Torres then reviewed the work needed on the roof drains and sanitary vents. Although repair work is in the CIP, there are items that may require repair prior to the scheduled CIP year. The next step will be to determine how to move forward. Ms. Paynter questioned the rescheduled date for the Recognition. Ms. Torres confirmed the rescheduled date is Monday, November 14th, not the 15th. Ms. Torres then told the Board that she met with the Director of Public Works who explained that the parking lot design should wait until the back building has been removed so the entire area could be considered. Ms. Torres then updated everyone on the digital thermostat installation. The new system will have sensors in the theater that will better monitor the temperature.



Theater report:

Ms. DiMartino reiterated the great success of the Rocky Horror Picture Show and noted that much was to do with Kat's work in getting the shadow cast. Ms. DiMartino has Kat working on plans for next events.

Business Manager report (*Refer to Attachment B*):

Ms. DiMartino began by telling the Board that it is that time of year when they need reach out for restaurant partners and music series sponsors. Ms. DiMartino then shared with the group that there have been conversations with the Director of Finance regarding opportunities for investing funds. Members discussed the benefits of investing and the percentage they would consider.

Mr. Kouassi motioned to invest 75% of funds at the Finance Director's direction. Mr. Rosenthal seconded. All in favor.

Unfinished Business:

Budget Review:

Members reviewed the budget actuals and discussed annual utilities and maintenance increases in comparison to tenant leases. Ms. DiMartino reviewed changes in the budget and noted that it was difficult to forecast grant awards, so if the ETH receives any awards those funds would be in addition. Ms. Torres noted that concert revenue is variable. Ms. Guman added that there is currently no theater support contract, and they are working on obtaining quotes. Ms. Paynter asked about the timeline for the budget. Ms. Torres explained that budget meetings begin in December. Ms. Guman asked for a motion to approve the budget as presented.

Mr. Kouassi motioned to approve the 23 – 24 budget with expenses totaling \$777,851. Ms. Hall seconded. All in favor.

New Business:

Leases:

The board discussed market rates and the need to consider annual utilities and maintenance increases, such as electricity, plowing, etc., when determining tenant lease charges.

Theater Support:

Ms. Torres reminded the group that the ETH has not had a theater support vendor since April 2020. Ms. Guman told the group that they are in the process of obtaining quotes. She further explained that since there has been no one managing for two years, it is necessary to have an overhaul performed which is estimated to cost \$10,000 to \$15,000. This is a one-time charge, and the cost for subsequent years is estimated to cost in the \$7,000 range. Ms. Torres highlighted that cinema support, IT support and theater support must all work together to ensure the theater runs smoothly. Mr. Rosenthal asked if there were funds in this year's budget to cover the cost. Ms. DiMartino explained that there is \$6,000 in contractual services for the



theater which would go toward part of the expense. The remaining would have to come out of another budget category.

Mr. Rosenthal motioned to allow ETH staff to select a theater support vendor. Ms. Paynter seconded. All in favor.

Comments from Board Members:

Ms. Hall informed the group of the wonderful presentation done by Ms. Torres at the October Newtown Women's Club meeting. The presentation was of the Edmond Town Hall Board of Manager's "Vision and Mission plan" which was developed to continue to create memories for patrons. Ms. Hall noted that members of the Newtown Women's Club were very impressed with Ms. Torres's thorough and engaging presentation, and with the progress being made.

Ms. Smith reiterated the Boards appreciation of Kat's hard work on theater events.

Adjournment:

Ms. Hall motioned to adjourn at 8:01 p.m. Ms. Smith seconded. All in favor.

Respectfully submitted, Kim Chiappetta, Clerk

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

New Projects/Issues

Radiator Leak in Alexandria Room led to water staining the theater lobby. McKenney came to look at the leak and the leaking pipe disintegrated in the technician's hand. This was the second radiator from the stage. The technician had to rebuild the pipe. He checked all the other radiators behind the window wall, and they do not have any leaks. (See photo)

Old Theater Battery Backup - Many issues related to old theater battery and other equipment have created problems for us. We have been operating the theater without a support contract for almost three years and items are beginning to crumble around us leading to: **1)** no longer being able to use the existing building cameras **2)** no longer on battery backup, which led to other issues with both movie projectors. **3)** no longer able to provide assistive listening devices to our patrons. It is critical that we get theater support in place and that the configuration of the equipment and network be done in such a way that all support vendors are able to assist our staff when there is a problem.

Ongoing Issues/Projects

eFinance –Bob Tait indicated that there will be additional eFinance training and Lauren plans to attend. Bob also met with Lauren to discuss process improvements involving the use of QuickBooks that will simplify the finance process related to eFinance.

Lobby Monitors –The software for the lobby monitors is still not in place. DNR expected to be able to install it by the 2nd week in November. I will follow up to see where that stands. The manufacturer did not have what we needed on hand.

Work on Roof Drains and Sanitary Vents – The vendor that lined the compromised sanitary vent near the VNA closet also completed videotaping and inspection of all the roof drains, including the roof drain near Suite 102 (Borough) which has been leaking for at least a decade. Unfortunately, the lined sanitary vent near the VNA is still emitting sewer gas odor, which means that one, several or all of the four lateral pipes that connect to that drain are also compromised so additional lining may be needed. I will request quotes.

I will be providing a map of all the roof drains and their needs along with the costs to address repairs as soon as I receive the official map from the vendor. That information will inform the work that needs to happen for the CIP project in a couple of years. Here are the two immediate needs that should not wait until the CIP:

- 1) The roof drain near Suite 103 (Borough) which continues to leak, despite new roof.
- 2) Roof drain #6 has hairline cracks (located near chimney and facing the back parking lot). This is likely the cause of the water damage to the plaster molding in back of the balcony.
- 3) Unlevel gutters on north side of building which may be causing water infiltration. This will likely require that the copper gutter, which is fixed into the mortar on the brick, be filled with a lead gutter at the right level so that water moves toward the gutter outlet, rather than sit in place or flow over the gutter as it does now.

CIP - The Board of Selectman approved the CIP plan at its last meeting.

Gym Kitchen – I now have quotes for most of the work for the kitchen including plumbing, electrical and cement floor fill, pulldown metal doors. I will need to start pricing the appliances and counters next.

Parking Lot – The firehouse demolition has been delayed and will not start until Monday, Nov 7, per C. Preszler. I met with F. Hurley on 11/2 to discuss the plan for the parking lot and confirm the goals. He is unable to provide a plan with options until the firehouse is demolished and they know what they can do with the slope of the land. After the demolition he will present some options to the Board at the December 13 meeting. Here are the primary goals we confirmed: **1) Add parking spaces 2) Create staging area for events, for loading, unloading, parking bus, etc. 3) Increase security and safety through lighting, cameras, design 4) Increase handicap parking while preventing disabled patrons from having to cross in front of traffic 5) Improve walkways and circulation**

CEN Project – I spent several hours with an electrical vendor doing a walkthrough and discussion of the wiring needs to bring ethernet cable to all tenant spaces and other areas as needed so that they can begin to use the CEN fiber network if they choose. I am expecting a quote within the next two weeks. I have another quote request out with the same specs but have not heard from that vendor. Will follow up.

Building and Parking Lot Cameras – I arranged meeting with camera vendor and with Craig Mason, our IT support person to make sure we understand the wiring needs. There is still more work to be done but I was able to confirm the needs the camera

Recognition – RESCHEDULE. Mon, Nov. 15 at 5 p.m. at 84 Federal Rd. Margot Hall, Marie Smith, Jen Guman, Betsy Paynter and Kat Moran will be there. The Newtown Bee will cover it.

Digital Thermostat for Theater – McKenney came out and provided guidance and a quote for this thermostat. They have ordered it and will come to install it when it arrives.

North Walkway Repairs – The repair of the cracked and broken north walkway has been completed. It is a repair done with cement, since the stamped concrete color is no longer available. The repairs will provide safety by preventing people from stumbling on the previous holes and cracks.

Building/Other Work Completed

- Elevator maintenance was completed and hallway buttons rebuilt to prevent issues that were beginning to surface.
- Generator maintenance was completed on 11/3. Rolling blackouts this winter are possible.
- Leaking radiator pipe in Alexandria Room was rebuilt
- Attended Department Head Diversity Training on 11/3. Will share lessons at staff meeting on Nov. 17.
- Met with electrician to obtain quotes for kitchenette outlets. Waiting for another quote.
- Met with vendor to walkthrough and discuss door and hardware needs. Waiting for quote.

Photo Attachments

Attachment A

- North walkway repairs completed by Euro Masonry and Concrete.
- Ceiling leak in Main lobby due to radiator pipe leak.
- Reconstructed pipes in leaky Alexandria Room radiator done by McKenney

Board of Managers Meeting

November 8, 2022

Financial

The financial results for the QE 9/30/22, were positive and better than expected. The quarter finished with net income of \$224,067. This includes the town contribution of \$140k and the Hawley Trust contribution of \$55k. Total revenues, including \$58k of grants, brings us to 63% of budgeted revenues after the first quarter of the 2022/2023 fiscal year. Backing out the grant monies brings us to approx. 53% of budgeted revenues for the year. Total expenses are 26% of the year's budgeted expenses. This is right on target with budget; however film rentals and concession costs have increased and will exceed budget. The expense is offset by the increased revenues being generated by the movies.

The 2023/2024 budget review process is in full swing, and we will be ready to meet with the First Selectman and Finance Director in mid-December to early January.

Events

A Brother's Revival performed at ETH on October 8th. It was an excellent show with 186 in attendance that generated a profit of \$1,181. Kat ran the production of the Rocky Horror Picture Show and it was a huge success! She coordinated the shadow cast on Saturday night, organized the prop bags and managed the marketing and promotion of the event. There was a bar serving wine and beer for both events. Rocky Horror generated a profit of almost \$11,000! Part of Kat's responsibility is to plan theater/movie events and she is brainstorming the next event.

Rentals

As the weather changes, the rental requests have really picked up. The gym is almost fully rented with parties and sport organizations booked throughout the fall/winter. The theater is also booked almost every weekend with morning parties. Evan, who works in the office as well as in the theater, has been tasked with reaching out to local companies to make them aware of corporate rental space in our rooms and theater. We've already secured Cheesecake Factory for an event and hoping to book others.

Sponsorships

It is that time again to reach out to sponsors for the music series as well as to the restaurant partners. The restaurants have all received a package of information requesting their renewal in the program and I am following up with them now. I will also be seeking new partners. Similarly, the existing music series sponsors will be approached and asked to continue for the Spring series. There are a handful of new and previously contacted companies that I will reach back out to for support. Sponsorship income is the driving force that makes the series work. I would like to ask that each board member please commit to asking their favorite restaurant or local business to help support Edmond Town Hall in 2023. I will bring sell sheets for each program.

Staff Highlights

Kat spent a good part of the month prepping for Rocky Horror, planning upcoming movies for ETH, and booking theater parties, as well as managing social media by promoting the music series and our sponsors. Additionally, she has been training Evan on various theater responsibilities in order to have a back up to operate the happenings surrounding the theater. Some items include selecting and testing the movies, creating the marketing materials, and assisting with the social media posts.

Our new staff members are coming up to speed and are being cross trained in all aspects of the theater (concessions, projection, tickets).

Sheila and I have scheduled a staff meeting for November 17, and plan to discuss items related to the ETH organizational structure, job roles and expectations, and diversity awareness.

EDMOND TOWN HALL						
MONTH END: 9/30/2022						
ACCT	ACCOUNT TITLE	2021-2022 ACTUAL	MONTH OF 9/30/2022	ACTUAL YTD 9/30/2022	2022-2023 BUDGET	% YTD/BUD
BUILDING OPERATIONS						
BLDG OPS - REVENUES						
4900	RENT FEE - ALEX	49,629	5,237	15,395	35,000	44%
4901	RENT FEE - GYM	27,601	2,576	2,856	23,657	12%
4902	RENT FEE - THEATRE	116,493	3,459	11,858	45,000	26%
4903	RENT FEE - ROOM	11,169	4,602	5,964	9,054	66%
4904	RENT FEE - MISC	651	877	977	735	133%
4911	LEASE - 101 CVH	13,881	1,169	3,508	13,645	26%
4912	LEASE - 102 BOR	4,000	-	4,000	4,000	88%
4913	LEASE - 103 JEN	4,824	412	1,236	4,800	n/a
4914	LEASE - 200 LAT	18,873	1,488	4,154	15,338	8%
4915	LEASE - 201 & 202 Rock Elite	6,297	-	915	5,000	83%
	Lease 203-KD		350	542		
4917	LEASE 103A SAB	5,793	464	929	5,400	n/a
4920	GRANTS	327,316	-	58,700	-	n/a
4925	DONATIONS	3,170	-	1,124	500	11740%
4950	SPEC EVENT FEES	125,721	20,771	37,023	140,000	1%
4990	OTHER			-		
	TOTAL BLDG OPS - REVENUES	715,418	41,406	149,181	302,129	49%
BLDG OPS - EXPENSES						
5110	SALARIES - REGULAR	234,559	32,939	74,862	253,792	29%
5220	SOCIAL SEC CONTRI	17,786	2,494	5,663	20,303	28%
5301	FEES & PROF SERVICES	76,677	8,442	6,842	110,000	6% (credit 9/22)
5350	PROF SVS-LEGAL	240	-	-	500	0%
5411	WATER/SEWERAGE	3,410	681	681	2,079	33%
5430	REPAIR & MAINTENANCE SERV	33,923	10,247	10,704	28,000	38%
5505	CONTRACTUAL SERVICES	42,175	5,003	6,657	28,051	24%
5531	POSTAGE	6	13	13	110	12%
5540	ADVERTISING	6,381	3,900	4,796	18,700	26%
5580	DUES, TRAVEL & EDUCATION	1,013	53	289	1,900	15%
5590	MEETING CLERKS	1,875	125	250	1,500	17%
5611	OFFICE SUPPLIES	6,827	144	238	8,595	3%
5615	GENERAL MAINTENANCE SUPPL	20,653	3,480	4,877	12,573	39%
	GROUND MAINTENANCE SUPPLY	-	-	-	2,500	
5620	TELEPHONE/INTERNET/CABLE	5,657	482	1,392	5,444	26%
5621	ENERGY - NATURAL GAS	26,271	732	2,193	21,571	10%
5622	ENERGY - ELECTRICITY	45,292	4,536	13,487	36,012	37%
5800	OTHER EXPENDITURES	7,757	220	18	1,000	2%
5749	CAPITAL OUTLAY	5,793	2	220	15,000	1%
	CREDIT CARD EXPENSE		393	993	1,255	79%
	GRANT EXPENDITURES	-	5,797	5,797		
	TOTAL BLDG OPS - EXPENSES	536,295	79,682	139,975	568,885	25%
	BLDG OPS - NET INCOME (LOSS)	179,123	(38,276)	9,206	(266,756)	
THEATER OPERATIONS						
THEA OPS - REVENUES						
4930	TICKET SALES	66,447	2,978	23,388	40,000	58%
4931	CONCESSIONS	50,977	6,648	25,640	36,000	71%
4940	ADVERT FEES	3,300	-	1,037	7,500	14%
	OTHER			120	-	
	TOTAL THEA OPS - REVENUES	120,724	9,626	50,185	83,500	60%
THEA OPS - EXPENSES						
5110	SALARIES - REGULAR	33,703	4,055	9,155	36,450	25%
5220	SOCIAL SEC CONTRI	2,579	310	700	2,916	24%
5444	FILM RENTAL	26,979	8,010	11,124	16,000	70%
5505	CONTRACTUAL SERVICES	7,798	226	452	6,000	8%
5540	ADVERTISING	13,123	2,538	2,538	13,000	20%
5610	GENERAL SUPPLIES	361	-	-	1,000	0%
5635	CONCESSIONS	20,947	2,579	6,501	12,600	52%
5800	OTHER EXPENDITURES		-	16	1,000	2%
	TOTAL THEA OPS - EXPENSES	105,490	17,718	30,487	88,966	34%
	THEA OPS - NET INCOME (LOSS)	15,234	(8,093)	19,698	(5,466)	

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GEN OPS - REVENUES																																				
4996	CC PROCESSING FEE		-	51	847																															
4997	BANK INTEREST	242	41	112	150	75%																														
4998	HAWLEY TRUST INT	37,720	-	-	45,937	0%																														
4999	TOWN CONTR	139,329	-	140,000	140,000	100%																														
	HAWLEY TRUST- MAINTENANCE CONTR		-	55,000	55,000																															
	TOTAL GEN OPS - REVENUES	177,291	41	195,163	241,934	81%																														
	ETH NET INCOME (LOSS)	371,648	(46,327)	224,067	(30,290)																															
<table border="1"> <thead> <tr> <th></th> <th>FYE 6/30/2022</th> <th>MO 9/30/2022</th> <th>YTD 9/30/2022</th> <th>2022-2023 BUDGET</th> <th></th> </tr> </thead> <tbody> <tr> <td>SUMMARY</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL ETH REVENUE (BLD & THR)</td> <td>1,013,433</td> <td>51,073</td> <td>394,529</td> <td>627,563</td> <td>63%</td> </tr> <tr> <td>TOTAL ETH EXPENSES (BLD & THR)</td> <td>641,785</td> <td>97,400</td> <td>170,462</td> <td>657,851</td> <td>26%</td> </tr> <tr> <td>TOTAL NET INCOME (LOSS)</td> <td>371,648</td> <td>(46,327)</td> <td>224,067</td> <td>(30,290)</td> <td></td> </tr> </tbody> </table>								FYE 6/30/2022	MO 9/30/2022	YTD 9/30/2022	2022-2023 BUDGET		SUMMARY						TOTAL ETH REVENUE (BLD & THR)	1,013,433	51,073	394,529	627,563	63%	TOTAL ETH EXPENSES (BLD & THR)	641,785	97,400	170,462	657,851	26%	TOTAL NET INCOME (LOSS)	371,648	(46,327)	224,067	(30,290)	
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EDMOND TOWN HALL BALANCE SHEET 10/31/2022	
<u>ASSETS</u>	
CASH x1752	246,092
CASH - SAVINGS	268,321
CASH- Desig	110,478
PETTY CASH	400
ACCOUNTS RECEIVABLE	1,312
TOTAL ASSETS	626,603
<u>LIABILITIES</u>	
ACCOUNTS PAYABLE	2,714
DUE TO/FROM GENERAL FUND	23,212
CUSTOMER DEPOSITS	5,714
TOTAL LIABILITIES	31,640
<u>FUND BALANCE</u>	
FUND BALANCE	594,963
TOTAL LIABILITIES & FUND BALANCE	\$626,603

credit from town contrib \$140k

**EDMOND TOWN HALL
VENDOR PAYMENTS
10/31/2022**

BUILDING EXPENSES	Current				TOTAL
	0-30	31 - 60	61 - 90	> 90	
A&J Production	\$2,650.00				\$2,650.00
Aquarion Water	\$202.49				\$202.49
Associated Refuse	\$435.00				\$435.00
Berkshire Broadcasting	\$1,550.00				\$1,550.00
Birch, Jim	\$485.00				\$485.00
Brooker, Dave	\$2,850.00				\$2,850.00
CT Sales Tax	\$1,953.00				\$1,953.00
Dumouchel Paper	\$296.60				\$296.60
Effective Pest	\$155.00				\$155.00
Eversource - Electric	\$3,837.47				\$3,837.47
Eversource - Flood					\$0.00
Eversource - Gas	\$740.61				\$740.61
Frontier Communications	\$231.84				\$231.84
KatArt Graphics	\$125.00				\$125.00
Manka Const	\$98.00				\$98.00
McKenney Mechanical	\$2,650.00				\$2,650.00
Nagel Electric	\$5,300.00				\$5,300.00
Newtown Hardware	\$224.38				\$224.38
Padilla, Jennifer	\$76.00				\$76.00
Premier Wine	\$272.43				\$272.43
Rob Rozz	\$965.00				\$965.00
Silvermine	\$550.00				\$550.00
Spectrum	\$194.05				\$194.05
Tim Conlan Plumbing	\$456.00				\$456.00
Town of Newtown (credit card)	\$9,012.00				\$9,012.00
Town of Newtown (payroll)	\$24,768.00				\$24,768.00
					\$0.00
Total Building Expenses	\$60,077.87	\$0.00	\$0.00	\$0.00	\$60,077.87
THEATER EXPENSES					
Bee Publishing	\$1,094.40				\$1,094.40
Deluxe Echostar	\$80.00				\$80.00
Disney					\$0.00
Manchester CNC	\$788.55				\$788.55
Paramount					\$0.00
Pepsi					\$0.00
Prime Publishing	\$307.50				\$307.50
Sony	\$250.00				\$250.00
Universal	\$979.10				\$979.10
Vistar					\$0.00
Warner Bros					\$0.00
Total Theater Expenses	\$3,499.55	\$0.00	\$0.00	\$0.00	\$3,499.55
GRAND TOTAL	\$63,577.42	\$0.00	\$0.00	\$0.00	\$63,577.42

