



Edmond Town Hall Board of Managers

Regular Meeting - Virtual

Tuesday, March 14, 2023 - 6:30 P. M.

Edmond Town Hall, Old Courtroom, 45 Main Street, Newtown, CT

The minutes of this meeting are subject to approval at the next meeting.

Ms Guman opened the virtual meeting at 6:33 on March 14, 2023.

Present: Jennifer Guman, Margot Hall, Betsy Paynter, Herb Rosenthal, Marie Smith

Absent: Armel Kouassi

Also Present: Lauren DiMartino and Abigail McManus

Public: none

Chairmans comments: none

Ms Hall moved to accept the minutes of the February 14th meeting with Ms Smith 2nd – approved with Ms Paynter abstaining

Operations; none

Business Report: attached

Ms DiMartino explained that while some of the expenses are higher than anticipated the revenues are also up so the budget is still on target.

Old Business: none

New Business: Subcommittee met and reviewed the job description for the Operations Manager. The minutes and description are attached.

Ms Smith amoved to start advertising with revised job description with Ms Paynter 2nd. Discussion started and the Board decided to finish discussion in the executive session scheduled for this meeting.

Earth Day/FOETH – Would like to have monthly consistent events in conjunction with the FOETH. Discussion on rates and rooms available. There will be fundraising involved. Ms Paynter stated that there would have to be a means for the FOETH to benefit from the fundraising as well. They were considering using the theater but might prefer using the Alexandria Room at night. Ms DiMartino stated that April 20th was mentioned but no details. Ms DiMartino will get the details to the Board members.

Drive In: Ms McManus would like to do a Capstone project using the back parking lot for a Drive In movie to benefit the Newtown Ecumenical Work Service through Newtown Congregational Church. The tentative date is May 5th and the movie is Grease. Ms McManus talked about her experience with the NEWS program. Ms McManus has sponsors lined up. She gave a very thorough and professional event plan.

The benefits to ETH are that the screen will be donated to ETH and she will get the sponsors for the \$8000 projected for the projector rental for the ETH to hold some drive ins this summer.

The paving is supposed to be finished in April so that goes along with the time frame.

The Borough Zoning Officer will have to allow an exception. It was done during covid through exception but that exception has expired.

Mr Rosenthal moved to approve the drive in going forward in the lower lot contingent on the Borough Zoning approval. Ms Paynter 2nd – approved

Ms Guman asked for information on history and usage of the grand piano on the stage. Renters have asked if it could be removed. This will be revisited at a future meeting.

Ms Torres and Ms Weidemann currently have authority to sign on the bank accounts.

Mr Rosenthal moved to remove Ms Torres and Ms Weidemann from authorized signers and add Ms DiMartino as an authorized signer on the account at NSB. Ms Hall 2nd – approved

Ms Hall moved to allow the Bridge Club use of the kitchen for their Annual Alzheimer's Fundraiser with Ms Smith 2nd. – approved

Member comments: The Board members thanked Ms DiMartino for all her hard work and wearing so many hats during this transition.

Ms Hall moved to enter Executive Session and include Ms DiMartino to discuss staffing and salary at 7:37 with Ms Paynter 2nd – approved.

Resumed open meeting at 8:25.

Ms Hall moved to adjourn the meeting with Ms Paynter 2nd.

Ms Guman adjourned the meeting at 8:26

Respectfully submitted,

LeReine Frampton, clerk



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, including but not limited to live event performances and assist with Front of House duties. The Operations Manager will work with municipality on capital 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

Skill in:

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- Employee and customer relations
- Manage a staff and 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, 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
- Manage building supplies and inventory using cost effective measures and tracking against budget

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 and managing 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: assignation 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
- Follow the town purchasing policy by obtaining a minimum of 3 quotes and keeping on file
- 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
- Attending Board of Selectmen, Board of Finance and Legislative Council Meetings as needed
- Formulate policy and procedures in conjunction with the ETH Board of Managers
- Developing CIP requests in conjunction with the ETH Board of Managers
- Maintaining theater advertising software/system and equipment
- Manage and oversee office machinery (copiers, computers, etc)
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- Interviewing and hiring Edmond Town Hall staff for positions reporting to the Operations Manager
- Provide AV support to renters for leased equipment
- On call 24x7 for emergencies, fire system issues, breakages, etc
- Assist with building tours to perspective renters
- Assist with live event performances by helping to set up on day of event, be present at the event, help secure all staffing, and other requirements as needed for a successful event
- 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, Health Benefits, 401K, 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.



Edmond Town Hall Board of Managers

AGENDA

Sub-Committee Meeting

Tuesday, March 14 2023 - 6:00 P. M.

Edmond Town Hall, Virtual (link below), 45 Main Street, Newtown, CT

ETH Sub-Committee Meeting

Tuesday, March 14 · 6:00 – 6:30pm

Google Meet joining info

Video call link: <https://meet.google.com/zkn-onqb-ihm>

NEW BUSINESS - *Discussion and Possible Action*

- Review job descriptions

ADJOURNMENT

Jennifer Guman – Chair

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

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



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 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)