



Edmond Town Hall Board of Managers

Regular Meeting Minutes

Tuesday, April 11, 2023 - 6:30 P. M.

Edmond Town Hall, Mary Hawley Room 45 Main Street, Newtown, CT

The minutes are subject to approval at the next meeting.

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

Present: Jen Guman, Marie Smith, Margot Hall and Herb Rosenthal

Also Present: Fred Hurley and Lauren DiMartino

Absent: Armel Kouassi and Betsy Paynter

Public – none

Chairman Report – The Bridge Club sent a heartfelt thank you for the use of the kitchen for their Alzheimer fundraiser event.

Mr Rosenthal moved to accept the minutes of March 14, 2023 wit Ms Hall second. Approved

Business Manager Report – see attached

The Borough approved the Drive In for this season. Things have been running smoothly and rentals are up.

Unfinished Business –

Mr Hurley went over plans for the driveway. He brought two proposals and went over the time line of when decisions need to be made. Mr Hurley stated they would have paving done for the May 5th fundraiser Drive In. Once the paving is set they can add the walkways.

Need a decision on the lights because they take a long time to come in. Once the lights are chosen the bases can be made and installed.

Mr Hurley will order the electrical service tomorrow but there is a three month wait on equipment.

A permit will be needed for the charging station.

Rumble strips will be the last thing done.

Two large white pines need to come down. Public works will take care of them.

Plan details are attached.

Operations Mgr position – interviews to be set next week.

New Business –

Voices Concert – this is a local band that wants to do a Thursday concert with the profits going to ETH.

Comments – The Board is happy things are moving along.

Ms Smith moved to adjourn with Ms Hall second.

Ms Guman adjourned the meeting at 7:30pm

Respectfully submitted,

LeReine Frampton, clerk

Edmond Town Hall Board of Managers

Jennifer Guman, Chair

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

Business Manager Report- April 11, 2023

Financial

As of 2/28/23, total ETH revenue has surpassed the year end 2022/2023 budget. Including grant monies, building revenue is 14% over budget and theater revenue is 46% greater than budget. Total expenditures are holding steady at approximately 70% of budget. YTD net income is \$185,758 as compared to the previous period of \$322,949. Backing out the federal and state grant monies received, from an operational standpoint, YTD net income of \$116,758 compares favorably to the previous YTD net income of \$50,707.

The first CD contract, having a 3-month maturity, was renewed for another 3 months.

Edmond Town Hall was awarded a general operating support grant for theaters and performing groups in the amount of \$26,719. The grant was provided by the Department of Economic and Community Development, CT Office of the Arts.

A local restaurant expressed interest in joining the 2023 Dining Guide program, and although that program is full, the restaurant will become a dining sponsor through the use of the lobby monitors. The fee is similar to that of the Dining Guide program, and it's a nice way to gain supplemental income through the monitors.

Programming & Rentals

The week long summer culinary program is almost full! Twenty-four aspiring chefs are signed up for the 3 ½ hour program. There will be two sessions, morning and afternoon, for chefs ranging in age from 7-12. The camp will consist of a cooking portion and an art session that Kat will lead. I'm excited the program has been so well received.

The building is busy with rental tours throughout. There are a lot of inquiries for multiple room functions and the feedback is very positive. Rentals, on the whole, have increased as seen with theater and Alexandria room functions. The theater parties, both morning and afternoon sessions, have been booked almost every weekend when there isn't a theater production. Similarly, the Alexandria room is booked every Saturday night until July. We have been promoting the theater, gym and Alexandria rooms on social media and digital monitors and I think it's paying off!

Drive In

Borough approval has been received for the drive-in. The season will kick off with the NEWS fundraiser on May 5th that was presented to the Board at the last meeting. ETH does not have a drive in schedule confirmed as of yet, but advertising will now begin. The FOETH have agreed to help fundraise for the drive in to offset the expenses, and I will submit a press release to all local media outlets. Ingersoll Automotive and 11th Hour Productions are the sponsors of the fundraiser.

Live Events

The theater and live events, specifically, had great success in March. The 2nd comedy show in the Alexandria room sold out with 150 attendees and the Almost Queen show was ETH's first sell out of the

music series with 488 tickets sold and 528 people in attendance. The AQ concert generated a net profit of \$14,558. With such a grand production of Almost Queen, I am happy to say that the night went very smoothly from the parking lot to band hospitality to the running of two bars to the sound and lighting of the concert. It was wonderful to see so many volunteers from the FOETH, and our sponsors in attendance. The positive energy of the AQ show led people to purchase tickets to our upcoming concert, Bennie & The Jets, scheduled for May 13.

Theater Buzz

On April 30th, there will be a pinball themed event at ETH. Moviegoers will have the opportunity to play with real pinball machines before and after seeing the movie, Pinball: The Man Who Saved The Game. Andy Clure will donate the usage of his pinball machines and has been working with Kat to find a sponsor for the event.

Administrative

The general operation of the building, both from a facility maintenance and rental/programming standpoint, is in good standing while ETH looks to replace the Operations Manager position. Several vendors have been called in to maintain the concessions refrigerator, replace a condensate pump in a tenant's office and fix bathroom plumbing off the main lobby.

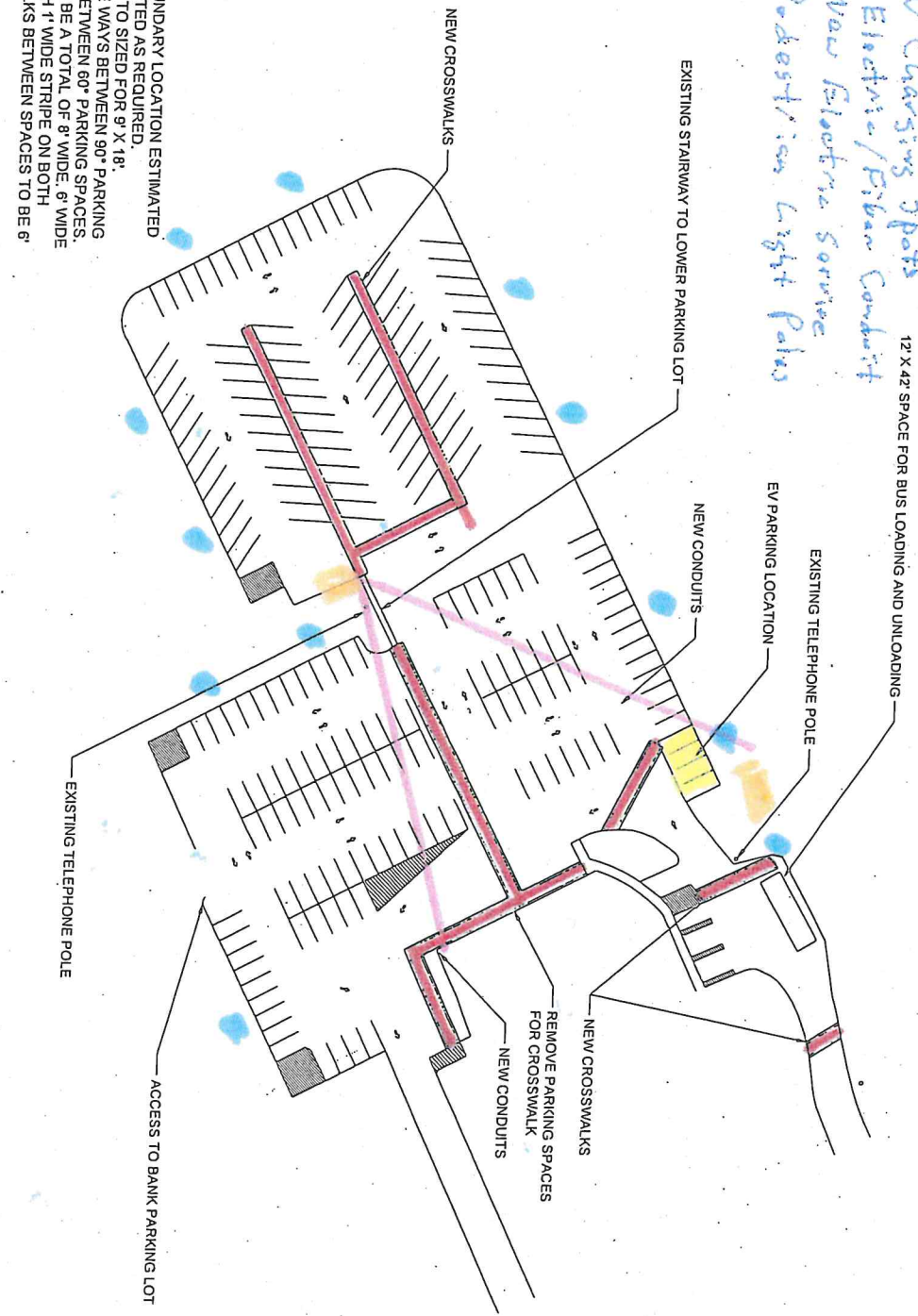
Operations

The CEN project continues to move forward with many hours of volunteer help from Jennifer, Betsy and Scott McConville, as does the parking lot project, led by Fred Hurley and his team.


Plan A

3 Handicap
4 EV Charging Spaces
188 Regular Parking Spaces
189 spaces total

- 6'-8' Walkways
- EV Charging Spots
- Electric/Bike Conduit
- New Electric Service
- Pedestrian Light Poles



- NOTES:
1. PARKING LOT BOUNDARY LOCATION ESTIMATED AND TO BE ADJUSTED AS REQUIRED.
 2. PARKING SPACES TO BE ADJUSTED AS REQUIRED.
 3. MINIMUM 24' AISLE WAYS BETWEEN 90° PARKING SPACES AND 18' BETWEEN 60° PARKING SPACES. CROSS WALKS TO BE A TOTAL OF 8' WIDE. 6' WIDE SIDES. CROSS WALKS BETWEEN SPACES TO BE 6' WIDE.

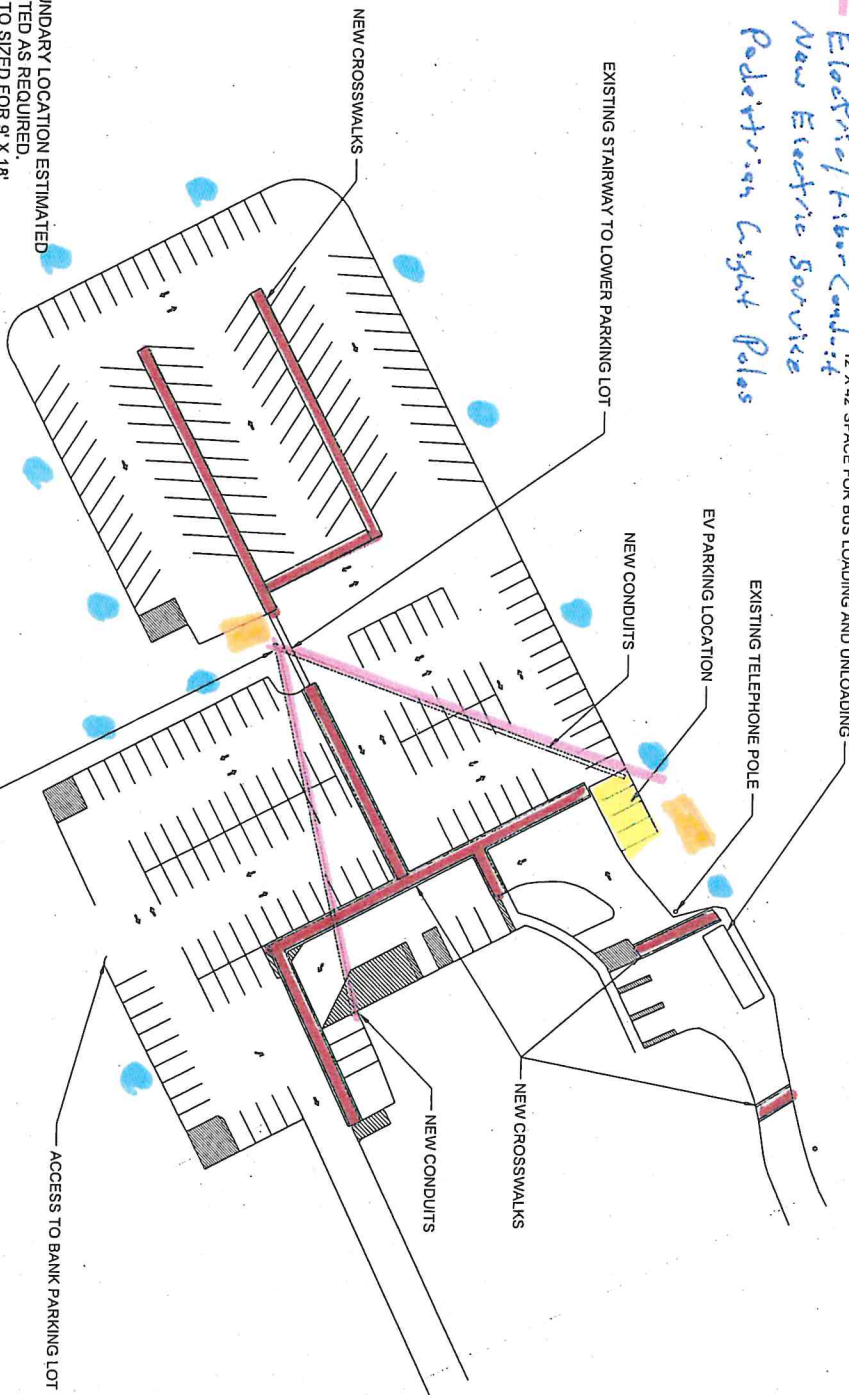
REV.	DATE	DESCRIPTION	TOWN OF NEWTOWN DEPARTMENT OF PUBLIC WORKS ENGINEERING DEPARTMENT	PROJECT TITLE: EDMOND TOWN HALL	DRAWING TITLE: PARKING LOT LAYOUT	SCALE:
						DATE:
						DRAWING NO.:
						SHEET NO.:

Plan B


3 Handicap
4 EV Charging Spaces
189 Regular Parking Spaces

196 Spaces total

- 6'-8' Walkways
- EV Charging Spaces
- Electric/Fiber Conduit
- New Electric Service
- Pedestrian Light Poles

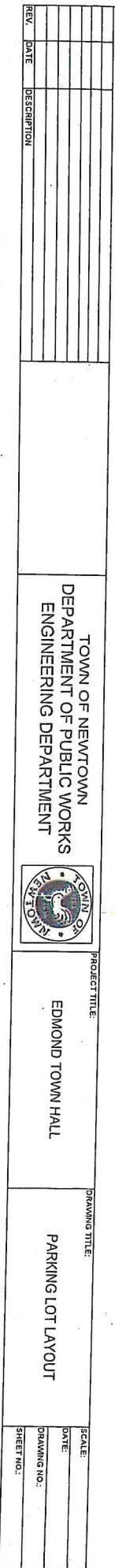


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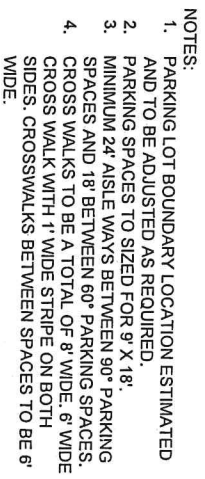
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3 Handicap
4 EV Charging Spaces
188 Regular Parking Spaces

189 spaces total



196 spaces total

[illegible]

Submitted by Illuminate	Job Name: SANDY HOOK STREETScape - ADDS Landscape Architect: DIDONA ASSOCIATES (DANBURY) Distributor: Graybar - Wallingford (WALLINGFORD)	Catalog Number: PROL2-72L-700-4K7-5W-DL-BLT- STND_MNT-UNV Notes: CONFIRM FINISH	Type: V19-73359
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PROL

ARCHITECTURAL AREA/SITE

FEATURES

- Reliable, uniform, glare free illumination
- 3000K, 4000K, 5000K CCT
- Superior BUG ratings
- Type II, III, IV, V, and custom distributions



DATE:	LOCATION:
TYPE:	PROJECT:
CATALOG #:	

Providence



Providence Large

RELATED PRODUCTS

θ PROV

θ PROS

θ PROB

SPECIFICATIONS

CONSTRUCTION

- All housing components shall be die-cast aluminum 360 alloy, sealed with continuous silicone rubber gaskets
- Standard configurations do not require a flat lens, optional lenses shall be tempered glass
- All internal and external hardware shall be stainless steel
- Luminaire finish shall consist of a five stage pretreatment regimen with a polymer primer sealer, oven dry off, and top coated with a thermoset super TGIC polyester powder coat finish.
- Optical bezel finish shall match the luminaire housing

OPTICS

- Optical cartridge system consisting of a die cast heat sink, LED engine, LED lamps, TIR optics, gasket and bezel plate.
- Cartridge is easily disassembled to replace components. Optics are held in place without the use of adhesives.
- Molded silicone gasket ensures a weather-proof seal around each individual LED.
- Features revolutionary individual LED optical control based on high performance TIR optical designs.
- House Side Shield is available on Standard and Clear Lens options except any Type 5 distribution. House Side Shield is not available for any distribution using a Diffused Lens.

INSTALLATION

- Luminaire shall be attached to the arm assembly with three stainless steel bolts. The connection shall be sealed with a silicone compression gasket

INSTALLATION (CONTINUED)

- Post top arms and brackets shall slip over a 4"/100mm O.D. or a 5"/127mm as configured and secured with six stainless steel set screws.
- Wall mounted arms and brackets shall require mounting hardware by others

ELECTRICAL

- Luminaires shall have integral surge protection that shall be U.L. recognized and have a surge current rating of 10,000 Amps using the industry standard 8/20uSec wave and surge rating of 372J
- Drivers shall be U.L. recognized with an inrush current maximum of <20.0 Amps maximum at 230VAC
- Drivers shall not be compatible with current sourcing dimmers, consult factory for current list of known compatible dimming systems, approved dimmers include Lutron Diva AVTV, Lutron Nova NDTV and NTFTV
- Driver and surge suppressor shall be mounted to a prewired tray with quick disconnects that may be removed from the gear compartment

CONTROLS

- Egress adapter(s) shall slip over a 4"/100mm DIA. pole with the luminaire or arm slipping over the adapter to add a total of 4.5"/114mm to the overall height. Adapter(s) shall be prewired, independently rotatable 359°, and have a cast access cover with an integral lens and lanyard.
- Photocell adapter shall include an internal twist lock receptacle. Photocell by others.

CONTROLS (CONTINUED)

- Egress adapter shall require an auxiliary 120 volt supply for operation of an integral MR16 lamp in the event of emergency. The lamp may be aimed and locked into position with an adjustment range of 15°-45°. Adapter shall have a socket that accepts miniature bi-pin MR16 lamps up to 50 watts, lamp by others

CERTIFICATIONS

- Luminaire shall be listed with ETL for outdoor, wet location use, UL1598, UL 8750 and Canadian CSA Std. C22.2 no.250.
- IDA approved, 3000K and warmer CCTs only.

WARRANTY

- See HLI Standard Warranty for additional information

KEY DATA

KEY DATA	
LUMEN RANGE	2,526-17,415
WATTAGE RANGE	75.7-159.8
EFFICACY RANGE (LPW)	29-125.5
LIFE (HOURS)	L70/60,000
INPUT CURRENT RANGE (mA)	335/500/700 mA
WEIGHT	47 lbs / 21.3 kg
EPA	133



SAL-NY17-12' New York Series Aluminum Pole

CONSTRUCTION:

The one piece lighting pole shall be made of ASTM 356.1 cast aluminum construction. The base casting shall be approximately 24" tall with a fluting pattern topped off with (4) flower medallions. The shaft shall have a $\text{Ø}5\frac{1}{2}"$ to $\text{Ø}3\frac{1}{2}"$ taper with 12 flutes. The base shall have a $\text{Ø}17"$.

There shall be (1) access door in the base openings 4" x 8". All hardware shall be stainless steel. A grounding bar with $\frac{3}{8}" \times 16$ UNC stud shall be supplied inside the base adjacent to the access door.

DIMENSIONS:

The post shall have a luminaire mounting height of 12'-6". The base shall have a $\text{Ø}17"$.

LUMINAIRE MOUNTING:

A $\text{Ø}3"$ by 3" tall tenon shall be an integral part of the pole provided for post top mounting of luminaire.

INSTALLATION: (see drawing for details)

The lighting pole shall be provided with (4) $\text{Ø}3/4" \times 24"$ long "L-type" anchor bolts. Each anchor bolt shall be supplied assembled with (1) nut, (1) flat washer and (1) split lock washer. The pole shall have a $\text{Ø}12"$ bolt circle and requires a 3" anchor bolt projection. All anchorage hardware shall be fully galvanized.

FINISH:

The pole shall be painted with a multistage process that includes phosphate pretreatment, electrostatic powder application, and convection curing. Color to be specified.

Catalog #: SAL-NY17-12'
Color: BLACK

Options:

☐-Receptacles*

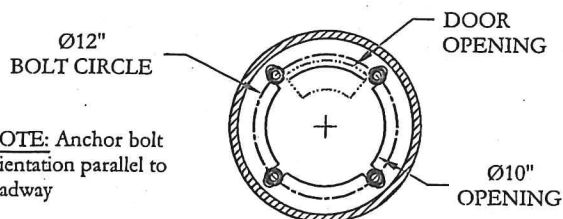
☐-Banner Arms*

☐-Flag holders*

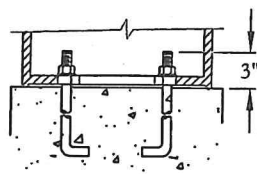
☐-Plant Hanger*

*See Accessories

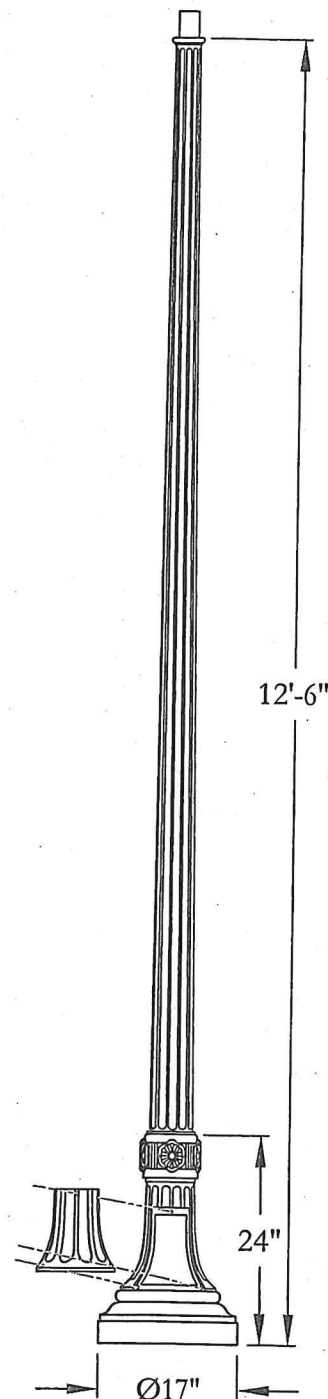
ANCHORAGE DETAIL



NOTE: Anchor bolt orientation parallel to roadway



--- ROADWAY ---



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DATE 05-10-2021

DRAWN M.S.

ENGINEER S. KAY

SCALE 1=22

SHEET 1 OF 1

DWG NO.

21-145-S4740-C101

REV

Approved *[Signature]* NEWTOWN, CT 5/21/21