

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, October 8, 2019 - 6:30 P.M.
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut

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

Present: Marie Smith, Lisa Schwartz, Jen Chaudhary, Jen Guman, Herb Rosenthal (arrived 6:35 p.m.), Margot Hall (arrived 7:08 p.m.)

Absent: none

Also Present: Operations Manager - Sheila Torres, Theater Manager - Tom Mahoney, Kim Chiappetta (clerk)

Call to Order: Jen Chaudhary called the meeting to order at 6:31 p.m.

Public Participation: None.

Report from Theater Coordinator:

Mr. Mahoney reported that this month's free movie, "Dora and the Lost City of Gold", did well. Next month's free movie is "The Lion King". Other upcoming movies are "The Fast and the Furious – Hobbs and Shaw" and "Scary Stories". The movie premiere of "Manipulated", (also titled "Oh' It's Personal"), also did well. Upcoming live performances include Fred Astaire Dance Studio's "Jukebox Dance Showcase" which is a free event on Sunday, October 13th, and "Echoes of Sinatra and Dean Martin" on Saturday, October 19th. The Cultural Arts Commission is presenting "Nosferatu" on Sunday, October 27th which will be shown with live piano accompaniment. "Downton Abbey" will be showing and a local gourmet British store expressed interest in doing something in coordination.

Approval of Minutes:

Ms. Guman motioned to approve the minutes of the regular meeting held on September 10th. Seconded by Ms. Schwartz. All in favor.

Report from Chairman:

Ms. Hall invited members to attend Ms. Torres' staff meeting on Thursday, October 24th.

Ms. Hall commended the prior evening's premier of the movie "Manipulated". The group discussed the success of the event.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented board members her report. The group discussed obtaining a liquor permit and bar tending for live events.

Review and Approval of Monthly Bills (Refer to Attachment B):

Ms. Smith reported the monthly bills to the board.

Mr. Rosenthal moved to approve the building and theater expenses totaling \$41,368.80 & \$10,545.58 total \$51,914.38. Ms. Schwartz seconded. All in favor

OLD BUSINESS:

none

NEW BUSINESS:***Hiring of p/t custodian:***

Ms. Torres told the board that she has hired a part-time custodian and that training is in progress.

Fund raising goals for theater and building improvements:

Ms. Torres explained to the group that she was asked by Ms. Hall to provide ideas for improvements. Recommendations include:

- Sound abatement between gym and theater
- Libation station (bar) that would include a wine tap to prevent waste and keep wine fresh
- Upgrades to theater lighting for safety
- Box office modernization
- Lobby modernizations including screens for wayfinding and digital movie and event ads
- Concession stand modernization including a digital menu for ease of updating.

Ms. Schwartz asked for general cost ideas that could be presented to the Mary Hawley Society at their next meeting.

NewArts proposal for 2020 event:

Ms. Chaudhary reminded members that NewArts has decided to wait until next year to hold their holiday show at the Edmond Town Hall. NewArts provided a counter proposal and Ms. Torres recommended countering their proposal. Ms. Chaudhary explained that NewArts is looking at things from a long-term perspective and recommended first solidifying an agreement for next year, and afterward consider the event go-forward.

The group then discussed the various annual events.

Ms. Chaudhary motioned to approve for Ms. Torres to counter the proposal for the NewArts 2020 event. Mr. Rosenthal seconded. All in favor.

Comments from Board members:

Mr. Rosenthal told the board he has received complaints that the hedges (in front of the Edmond Town Hall) have grown into the sidewalk area. Ms. Torres will follow-up.

Adjournment:

Ms. Chaudhary motioned to adjourn at 7:35 p.m. Ms. Schwartz seconded. All in favor.

ETH MANAGER'S REPORT – 8 Oct 2019 – Sheila Torres

Summary/Highlights

Most of my time this past month was spent doing work to support the live events and getting licenses in order etc. It was extremely busy. I also spent much time in hiring and training of new custodian and training alternate night managers. Scott Carmignani is our new custodian. He works here Thursdays, Fridays and Saturdays.

Met with Tanya Truax of Newtown Savings Bank. She indicated that they will likely support the next music series at a \$1500 sponsorship level. She also will be buying on screen advertising and she said that Stella Blues Band will probably do very well. She said that it would be okay to have other sponsors represented for the series as long as we call it the Newtown Savings Bank Music Series and we can have all logos, including theirs along the bottom. She said she would be happy to serve on Mary Hawley Society.

I am extremely grateful to have the technical support for the theater events. DNR has been providing Dave Booker on a consistent basis to support the live events as technical director and it has really helped reduce some of the stress associated with the live events.

I wish to thank Marianne Grennier and Jennifer Chaudhary for all the work they did to make the first Light Up the Theater fundraiser a great success. Jennifer got Monroe Diner as food sponsor and also the Newtown Rotary. Marianne got the bar sponsor and invited many guests. It was a fun and exciting event to kick off this effort.

Decisions Needed

- **Bar** – All permits for this year have been used. Curious about where we stand timing for permanent license.
- **Music Series** – Clarity needed around the marketing for these events. I am not familiar with buying of radio ads, etc. and technical support for live events and the items mentioned in the plan, who is doing them and when, also the timing of the acts. Much work needs to be done up front before acts are booked. These are marketing, box office and technical functions, for which we have no staff. Also, a more realistic budget and time line needs to be developed.
- **Budget** – Have sent draft budget to Board. Would appreciate questions and input sent to me during the month so that we can refine it for the next meeting. Board will need to decide when they want to vote on final budget. It needs to happen by the December meeting because the selectman will be meeting with departments starting December 13. No official budget timeline has been communicated but Bob Tait gave me this info.

Work in Progress

- **CIP** – Nothing new on this.
- **Theater** – Filling in of footlights gutter has been completed. We plan to stain the floor boards as soon as possible. DNR has not yet provided a lighting plot for review, I requested an update in writing from Rick Spreyer on the lighting request I made but have not heard. As soon as I do, I will forward it to you.
- **LED Interior Lighting Project** – This project is complete except for one light in the gym, which they are planning to fix during this month. The lights are much brighter and the automatic switches are very helpful.
- **Newtown Wrestling** – Would like to add mats to the Gym. I'm not exactly sure where they want to put them, I need to find out from Tom. I will call him tomorrow to try to understand.
- **ADA Bathroom Project** – I spoke with John Poetl on this and he agreed to sign off on the design with the written in change. The construction company asked that I clear it with the fire marshal and then we should be good to go.
- **Personnel** – We still need bar tenders. None of the ones that I called have been interested, so I plan to place an ad to get at least two or three bartenders on our list for per diem work.
- **Training** – Lauren DiMartino and Kelly Murphy had their second training session. Lauren feels pretty confident about the work needed on the inventory side of things.
- **Web Site Update** – Our web developer has left the company and I am learning to work with a new person whose name is Flynn Nicholas. We have had some technical issues lately.
- **Chair Tags** – We have put up the tags that go on wood and tested one tag on the plastic. We have also marked every chair with pilot holes using a template developed by MCR. In the future we can put the tags up as they are ordered and received because the pilot holes will be in place.

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of September 30, 2019

	Current				TOTAL
	1 - 30	31 - 60	61 - 90	> 90	
Aquarion	235.41	0.00	0.00	0.00	235.41
Associated Refuse	381.00	0.00	0.00	0.00	381.00
BOM- Minutes	125.00	0.00	0.00	0.00	125.00
Crystal Rock	51.50	0.00	0.00	0.00	51.50
Dumouchel	916.66	0.00	0.00	0.00	916.66
Effective Pest	155.00	0.00	0.00	0.00	155.00
Eversource - Floodlight	13.53	0.00	0.00	0.00	13.53
Eversource - Electric	3,990.84	0.00	0.00	0.00	3,990.84
Eversource- Gas	710.94	0.00	0.00	0.00	710.94
Frontier Communications	164.69	0.00	0.00	0.00	164.69
Frontier Communications-2	49.98	0.00	0.00	0.00	49.98
Gerald Fanfarelli (Jukebox45)	3,000.00	0.00	0.00	0.00	3,000.00
In Phase Audio (Jukebox45)	1,000.00	0.00	0.00	0.00	1,000.00
McKenney	1,360.75	0.00	0.00	0.00	1,360.75
MCR Construction	1,678.48	0.00	0.00	0.00	1,678.48
Newtown Color	102.47	0.00	0.00	0.00	102.47
Newtown Hardware	162.96	0.00	0.00	0.00	162.96
Newtown Florist	30.00	0.00	0.00	0.00	0.00
Security Deposit Refunds	390.00	0.00	0.00	0.00	390.00
Silvermine	550.00	0.00	0.00	0.00	550.00
Spectrum	97.00	0.00	0.00	0.00	97.00
Starr Lighting (Jukebox45)	650.00	0.00	0.00	0.00	650.00
The Bee Publishing	785.20	0.00	0.00	0.00	785.20
Town of Newtown (credit card)	1,636.34	0.00	0.00	0.00	1,636.34
Town of Newtown (payroll)	23,161.05	0.00	0.00	0.00	23,161.05
Total Building Expenses	\$41,398.80	\$0.00	\$0.00	\$0.00	\$41,368.80
Commissioner of Revenue Svc	539.00	0.00	0.00	0.00	539.00
Columbia Pictures	388.85	0.00	0.00	0.00	388.85
Coz Associates	230.00	0.00	0.00	0.00	230.00
Manchester Tobacco & Candy Co.	1,352.88	0.00	0.00	0.00	1,352.88
Pepsi Beverages Company	212.24	0.00	0.00	0.00	212.24
Paramount	250.00	0.00	0.00	0.00	250.00
Prime Publishing	1,112.53	715.84	0.00	0.00	1,828.37
Terry's Popcorn	680.00	0.00	0.00	0.00	680.00
Universal Studio	947.45	0.00	0.00	0.00	947.45
Vistar	894.89	484.00	0.00	0.00	1,378.89
Walt Disney	2,737.90	0.00	0.00	0.00	2,737.90
Total Theater Expenses	\$9,345.74	\$1,199.84	\$0.00	\$0.00	10,545.58
GRAND TOTAL	\$50,744.54	\$1,199.84	\$0.00	\$0.00	\$51,914.38