

Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, December 10, 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: Jen Guman, Jen Chaudhary, Herb Rosenthal, Margot Hall, Marie Smith, Lisa Schwartz

Absent: none

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

Call to Order: Ms. Hall called the meeting to order at 6:37 p.m.

Report from Theater Coordinator:

Mr. Mahoney reported that the comedy show on the Friday, December 6th sold out and was very successful. The Flag Pole Radio Café performed on Saturday, December 7th. Concessions did well at this show. The Holiday fest held Sunday, December 8th was a huge success. The Laser Light Spectacular is being held this Friday, December 13th with 2 performances; a family friendly show at 7 p.m. and a second show where wine and beer will be sold. Cultural Arts will be showing its last movie of the year "*The Shop Around the Corner*" on Sunday, December 15th. Finally on Saturday, December 21st Senator Tony Hwang is hosting a showing of "Elf" at 1 p.m. Movie goers who bring a non-perishable food donation for the Faith Food Pantry will receive a free pass to the movie sponsored by Ingersoll Auto of Danbury.

Mr. Mahoney made members aware of an issue with darkness experienced during the showing of Downton Abbey which made it difficult to see certain scenes in the movie. He has learned that the cause of this issue is that the projector size is too small in comparison to the size of the movie screen. This is only an issue for movies that have darker scenes but should be addressed.

Public Participation:

Mr. Robert Hall was recognized by Chairman Hall. He explained to the Board that he was attending as a member of the public in regards to the ETH Board of Managers efforts to obtain a liquor permit. He told members that it seemed the Board of Managers was giving significant rights to the Mary Hawley Society for no significant benefit, and that it is more than likely the liquor permit will be denied. His hope is that the Board suspend any further work to pass the permit off to the Mary Hawley Society. Mr. Hall recommended the group handle this from a legislative perspective. In order for the Mary Hawley Society to obtain a liquor permit for the Edmond Town Hall they would have to lease space within the building. Ms. Schwartz asked if anyone had approached the State to see if there is a category where the theater would fit. Ms. Guman replied that she had contacted the State and was informed that the best option for the ETH would be for a non-profit to apply for the permit. Mr. Rosenthal and Ms. Chaudhary expressed their appreciation of Mr. Hall's email and the information it provided. The group discussed their options and the need to meet with Mr. Grogins, the Town's attorney.

Report and Comment from Chairman:

Ms. Hall told the group that she and Ms. Torres attended the Legislative Council meeting on 12/4 to discuss the Edmond Town Hall CIP requests for funds to repair the exterior of the building, drainage repairs, etc. scheduled for 2020/2021. The repair of the parking lot is scheduled for 2022/2023. She noted that Ms. Torres made an excellent presentation. Legislative Council members had questions regarding marketing of the building spaces. Council members understood that improvements to the theater will help plans to increase live entertainment coupled with seeking sponsors to support that effort.

Ms. Hall told the Board of the 11/7 ETH staff meeting that elicited interesting and thoughtful comments from employees. She noted that the newest staff member, Scott, wondered how ETH offerings could be communicated to neighboring communities. The tenor of the meeting resonated commitment by employees and reflected the commitment that Ms. Torres exhibits daily, shepherding and directing staff with their duties, solving plumbing, heating, structural and other issues.

The ETH strategic plan of 2017 is moving along with many goals completed and many in progress.

Election of Chairman:

Chair Hall asked for a nomination for Chairman.

Mr. Rosenthal nominated Ms. Chaudhary for Chairman.

He expressed that she has shown allot of ingenuity and hard work and would be a good addition as Chairman. Mr. Rosenthal acknowledge the good work of Ms. Hall and expressed his appreciation.

Ms. Guman supported the nomination and requested a Democrat in the vice chair seat. All in favor.

Election of Vice Chairman:

Mr. Rosenthal nominated Ms. Guman for Vice Chairman.

He told the group that Ms. Guman has been an enthusiastic member of the board and has come up with great marketing strategies to help improve income generation.

Ms. Schwartz seconded. All in favor.

Appointment of Clerk:

Ms. Hall asked for a member to entertain asking Ms. Chiappetta accept appointment as clerk.

Ms. Smith entertained. Ms. Chaudhary seconded. All in favor.

Approval of Minutes:

Ms. Hall motioned to approve the minutes of the regular meeting held on November 12th.
Seconded by Mr. Rosenthal. All in favor. Ms. Chaudhary and Ms. Guman sustained.

Mr. Rosenthal motioned to approve the minutes of the special meeting held on November 25th.
Seconded by Ms. Smith. All in favor. Ms. Chaudhary and Ms. Guman sustained.

Report regarding Mary Hawley Society (L. Schwartz):

Ms. Schwartz told the group that she does not have anything new to report and said that the majority of the discussions at the Mary Hawley Society have been regarding the liquor permit. Members discussed next steps and asked Ms. Schwartz to notify the Mary Hawley Society of the change in approach to obtaining a liquor permit.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented board members her report.

She began by talking to Board members about the idea of holding a music series next year. Ms. Torres asked the group if they liked the idea of having “A Brothers Revival” perform as an end to this year’s music series. The group discussed the opportunity to have them perform when the band will be on their way to perform in Long Island.

Ms. Torres reminded members of the groups who offered fund raising opportunities for the ETH as part of their rental. One group is the Fred Astaire School in Southbury who has rented the theater in the past and will be renting again in the spring. The school offered 300 tickets to the ETH Board of Managers to sell and keep 100% of the proceeds from those tickets. This effort helps both the Fred Astaire School by helping to fill the audience and the ETH by raising funds.

New Arts has been provided next year’s calendar for them to review their options and will be visiting the ETH to take pictures of the stage for planning purposes.

Ms. Torres told the Board she has been working with the Purchasing Manager, Rick Spreyer, on next steps of the lighting project. The project requires 3 bids as it is estimated to cost over \$50,000. The group discussed the possibility of bid estimates varying greatly.

The ETH computers are still on Windows 7 which is going into de-support in January 2020. Ms. Torres explained that there may also be a need to replace hardware. She is most concerned with the computer used to run the projector. Mr. Rosenthal recommended that Ms. Torres contact the Director of Tech, Mr. Al Miles. He added that Ms. Torres could contact the First Selectman’s office for further assistance.

Ms. Torres reminded members that the ETH web developer left the company and she will be meeting a new web developer on 12/11 to discuss improvements to the website such as traffic and ease of maintenance. Ms. Torres is already prepared with examples of other theaters who have websites that present their shows well.

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

Ms. Smith reported the monthly bills to the board and told members of updates to the previously distributed expense report.

Ms. Chaudhary asked for motion to approve the bills.

Mr. Rosenthal moved to approve the building and theater expenses totaling \$61,778.16 and \$5,811.46 totaling \$67,589.62. Ms. Schwartz seconded. All in favor

Mr. Rosenthal told the group that they should actually be approving the financials. Ms. Chaudhary said they can look into this go-forward.

OLD BUSINESS:

2020/2021 Budget:

Ms. Torres told the Board that she would like their input on the budget request and would need their updates by Thursday, December 12th. The group reviewed the budget line by line and discussed and made changes. Other discussions were: 1) the Community Centers impact to the ETH rentals, 2) updating the website donation section to reflect the most current wish list, 3) the issue with the projector, 4) the possibility of adjusting the movie schedule, 5) the possibility of renting space to businesses other than not-for-profits.

Ms. Torres thanked the group for taking the time to review the budget line by line.

Ms. Chaudhary asked for a motion to approve the budget with the modifications discussed.

Mr. Rosenthal motioned to approve the budget. Ms. Guman seconded. All in favor.

Procuring a permanent liquor license for ETH functions:

Ms. Chaudhary said that Mr. Hall made wonderful points which the group needs to look into further. Mr. Rosenthal said that if the approach is to get to the State Legislature then it must be done quickly. Ms. Chaudhary recommended discussing information brought forward by Mr. Hall with the Town's attorney. The group also discussed the steps required for the ETH Board of Managers to become a 501c3.

Ms. Hall motioned to table the liquor permit. Mr. Rosenthal seconded. All in favor.

March 28, 2020 concert by 'A Brother's Revival':

The group discussed the questions emailed to Ms. Torres by Ms. Guman. Ms. Torres said she had additional questions, but was holding off until she confirmed with the Board that they wanted to move forward with having the band perform. Ms. Guman and Ms. Torres clarified that sound will have to be brought in to accommodate the band. The group discussed the details of holding the show. Ms. Guman added that one of the band members is from Newtown.

Ms. Guman motioned to approve the booking of 'A Brother's Revival' for a March show. Ms. Hall seconded. All in favor.

Moving forward with two additional bands for the next Music Series:

Ms. Torres reminded members of the various band videos she showed the group as recommendations for future shows. The group discussed approaching potential sponsors. Ms. Guman said she would like to sit with Ms. Torres and plan the calendar and determine costs.

Mr. Rosenthal motioned to table the next music series. Ms. Hall seconded. All in favor.

NEW BUSINESS:

2020 ETH Board Meeting Calendar (Refer to Attachment C):

Ms. Guman moved to accept the Edmond Town Hall Board of Managers meeting calendar for 2020. Ms. Smith seconded. All in favor.

Comments from Board members:

Ms. Smith welcomed Ms. Chaudhary and Ms. Guman to their new roles.

Adjournment:

Ms. Guman motioned to adjourn at 9:48 p.m. Mr. Rosenthal seconded. All in favor.

Respectfully Submitted, Kimberly Chiappetta, Clerk

Attachment A

ETH MANAGER'S REPORT – 10 Dec 2019 – Sheila Torres

Summary/Highlights

- Very successful weekend with comedy show Friday, Flagpole Saturday, Festival Sunday. 700 people in the building on Friday night and all went very smoothly. Don't yet know numbers for Flagpole. With parking lot attendants and excellent security all went very well and we learned a little about better use of the space.
- Boiler/heating replacement of solenoid valve has been taken care of. Better and more appropriate part has been installed on boiler number 1. Old solenoid valves from the previous boiler had to be replaced.
- Hannah Daly has returned to help in office this past week and is helping to work on web site. Two high school interns will be helping us on Thursday evenings, Saturday evenings and Sunday evenings for four hours.

Decisions Needed

- **Music Series** – Offer form draft has been completed, once Board approves I will send to promoter of A Brother's Revival. Important to begin working on the next series soon, if we are going to move forward. Based on numbers so far we may want to limit to three shows and having more time will allow us to be more selective.
- **Budget** – Town will begin meeting with departments on Friday Dec 13. Not exactly sure when our meeting will be but our budget must be submitted by Friday.
- **Fundraising** – Two or three groups are interested in helping us do lighting fundraisers. Perhaps Mary Hawley Society may wish to become involved with these efforts.

Work in Progress

- **NewArts** – Spoke with Raiza and sent her the dates on the calendar for December 2020. Michael Unger is coming to take photos of the stage on Thursday, Dec. 12.
- **Theater Lighting** – Bob Tait confirmed that the town will be able to assist with the majority of the lighting, but the project has to be rebid. I stopped by Rick Spreyer's office and he is very busy with Police Department work so I was unable to get a date for when the bids will be published.
- **ADA Bathroom** – John Poetl has confirmed that Belfor Construction stopped by to get the floor plans and will be preparing a quote based on the floor plan before actually pulling a permit.
- **Web Site Update** – I am meeting with the new developer at KatArt, Flynn Nicholas on Dec 11 at 10 a.m. to discuss web site changes to improve traffic, and maintenance.
- **Computers** – Since our computers and our software are so old, we need to get them installed before January 20. I am going to work with our IT vendor rather than wait for town assistance.

Attachment B

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of November 31, 2019

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alarms By Precision	648.50	0	0	0	648.50
Aquarion	213.39	0	0	0	213.39
Artech	325.00	0	0	0	325.00
Associated Refuse	381.00	0	0	0	381.00
BOM- Minutes (inc. special meeting)	250.00	0	0	0	250.00
Crystal Rock	13.50	0	0	0	13.50
DNR Labs	2,931.50	0	0	0	2,931.50
Eversource - Electric	2,465.51	0	0	0	2,465.51
Eversource- Gas	1,517.32	0	0	0	1,517.32
Frontier Communications	51.19	0	0	0	51.19
Frontier Communications-2	174.82	0	0	0	174.82
Hearst Media Group	750.00	0	0	0	750.00
Kinsley Power Sys	807.00	0	0	0	807.00
McKenney Mechanical	4,221.73	0	0	0	4,221.73
Newtown Hardware	183.81	0	0	0	183.81
NHS Hockey	100.00	0	0	0	100.00
Security Deposit Refunds	2,607.00	0	0	0	2,607.00
Silvermine	550.00	0	0	0	550.00
Solomon, Greg (Stella Blues)	4,000.00	0	0	0	4,000.00
Spectrum	99.98	0	0	0	99.98
The Whiffenpoofs	375.00	0	0	0	375.00
The Bee Publishing	683.60	0	0	0	683.60
Town of Newtown (credit card)	1,771.77	0	0	0	1,771.77
Town of Newtown (payroll)	36,656.54	0	0	0	36,656.54
Total Building Expenses	\$61,778.16	\$0.00	\$0.00	\$0.00	\$61,778.16
CineVizion	40.00	0.00	0.00	0.00	40.00
Commissioner of Revenue Svc	270.00	0.00	0.00	0.00	270.00
Columbia Pictures	250.00	0.00	0.00	0.00	250.00
Deluxe Echostar	119.85	0.00	0.00	0.00	119.85
Kino Lorber Films	275.00	0.00	0.00	0.00	275.00
Manchester Tobacco & Candy	1,334.55	0.00	0.00	0.00	1,334.55
Northeast Beverage	183.80	0.00	0.00	0.00	183.80
Pepsi Beverages Company	454.93	0.00	0.00	0.00	454.93
Prime Publishing	346.50	0.00	0.00	0.00	346.50
Roadside Attractions	704.20	0.00	0.00	0.00	704.20
Sony Pictures	388.15	0.00	0.00	0.00	388.15
Terry's Popcorn		0.00	0.00	0.00	0.00
Universal Studio	835.45	0.00	0.00	0.00	835.45
Vistar	127.53	0.00	0.00	0.00	127.53
Walt Disney	521.50	0.00	0.00	0.00	521.50
Total Theater Expenses	\$5,811.46	\$0.00	\$0.00	\$0.00	5,811.46
GRAND TOTAL	\$67,589.62	\$0.00	\$0.00	\$0.00	\$67,589.62

Attachment B continued



2020 Holidays for Edmond Town Hall

Edmond Town Hall **will be closed or will close early**, where indicated, on these 2020 dates:

January Jan 1, Wednesday - New Year's Day - Closed	September Sep 7-- Monday Labor Day - Closed
April Apr 12, Sunday -- Easter - Closed	October Oct 31, Saturday -- Halloween Early Close at 4 p.m.
May May 25, Monday -Memorial Day - Closed	November Nov 25, Wednesday -- Early Close at 4 p.m. Nov 26, Thursday -- Thanksgiving Day -- Closed
July Jul 3, Friday -- Closed Jul 4, Saturday -- Closed	December Dec 24, Thursday -- Christmas Eve -- Closed Dec 25, Friday -- Christmas Day -- Closed Dec 31, Thursday -- New Year's Eve Early Close at 4 pm
August Thursday Aug 6 -- Closed* * Shutdown days are scheduled to allow staff and vendors to conduct necessary plumbing, electrical or other repairs or maintenance that cannot be done when the building is occupied.	

Attachment C

Edmond Town Hall Board of Managers

2020 Meeting Schedule

The Edmond Town Hall of Managers will hold a regular meeting at 6:30 P.M. in the Mary Hawley Room, Edmond Town Hall, 45 Main Street, Newtown, CT on the second Tuesday of the month.

Tuesday, January 14, 2020

Tuesday, February 11, 2020

Tuesday, March 10, 2020

Tuesday, April 14, 2020

Tuesday, May 12, 2020

Tuesday, June 9, 2020

Tuesday, July 14, 2020

Tuesday, August 11, 2020

Tuesday, September, 8, 2020

Tuesday, October, 13, 2020

Tuesday, November 10, 2020

Tuesday, December 8, 2020

Tuesday, January 12, 2021