



## **Edmond Town Hall Board of Managers**

Regular Meeting

Tuesday, August 18, 2020 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

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

**Present:** Jen Chaudhary, Margot Hall, Marie Smith, Herb Rosenthal(left at 8:21pm), Jen Guman

**Absent:** none

**Also Present:** Lou Romano, Johnathon DaSilva, Operations Manager - Sheila Torres, Theater Coordinator - Tom Mahoney

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

### **Public Participation:**

Johnathon DaSilva discussed the possibility of doing a Newtown's Got Talent at Edmond Town Hall. They would like the town to come together and celebrate something fun. They would look for sponsors and charge a small fee to cover costs. The intent is not to make money but also not to lose money. Members of the board applauded them for the idea which is innovative and creative. They asked that they consider all of their costs associated and put it in a plan and come back to the board.

### **Report from Theater Coordinator:**

T. Mahoney reviewed his report. The Drive in is at the mercy of the weather but overall it has been doing well. The next show is Ferris Bueller's day off and the next will be Grease. S. Torres asked T. Mahoney to work with Bell and Cat to prepare a flow diagram and steps as to how he picks the movies. T. Mahoney will work with them and have it done by the end of the month.

### **Report and Comment from Chairman:**

Welcome, Drive-In Communications and MSH – J. Chaudhary received communication from Jill Previs who was thankful for the Drive-In and the children are enjoying it.

**Approval of Minutes:** H. Rosenthal moved to approve the minutes from the 7/14/20 meeting. J. Guman seconded, all in favor.

**Report from Operations Manager (Refer to Attachment A):** S. Torres reviewed her report.

### **Financial Review (Refer to Attachments B):**

**P&L / Aging Report:** \$18,200.11 is the operating expenses but they are not bringing that amount of revenue in.



**COVID related budget Update:** The COVID expenses are almost \$4,000. They are sending the town the invoices in hopes for reimbursement.

**Unfinished Business:**

**Music Series:** They were denied for a zone change. J. Guman is reaching out to the Borough Zoning Board to understand why.

**Re-Opening Plan Update** - S. Torres reported that they did have a good live event with the Lathrop dance recital. The gym is able to host events for 150 people and still keep social distancing based on the guidelines. In the theater there are 74 places. It is more flexible than thought. If you have two or three people, they sit together than then next group would have to be 3 seats apart so you can get more than 74 seats and still stay in the guidelines. S. Torres suggested giving the movies a try. J. Chaudhary is concern that the cost will out way the revenue.

**Building Sub-Committee Update:** The recommendations from the sub-committee is to continue working on programing (parties, partnership with the community), working more through communication with the newsletter and costing reductions working the Town's Purchasing Agent. The sub-committee has completed its charge and is now dissolved.

**New Business:**

**CIP:** The two major projects is the parking lot and the roof/gutters in walls. Currently, the parking lot is in years 22-23 and the building renovations are 25-26. The board chose to flip them because there is water coming into the building and can't be put off. S. Torres will flip it when she prepares the CIP and present it at the next meeting.

**Partnerships**

*Ice Cream Vendors* – L. Romano has a waffles and ice cream trailer which he would like to have at the Drive-In movies and work out a revenue share with ETH. J. Chaudhary feels they should hold off right now and reduce their concession inventory. The Board members agreed.

*B.D. Provisions* – Wants to do something as well. They are looking into something savory that would go with beer and wine. At this time, they are going to reduce their concession inventory and possibly when they reopen they can do some upscale to the concessions.

*Return 2 Learning* – The Community Center has been asked to provide space for school children that need to distance learn during the day. The Community Center has overflow and they have asked if ETH can help with space. They will pay for the space monthly and staff the rooms. They are looking at the lower meeting room, old court room and suite 103 (former homeschool hub). They would be there until November. H. Rosenthal moved to approve the rental of the space at the monthly rental rate. A. Weidemann seconded, all in favor.



**EXECUTIVE SESSION – lease Terms:** A. Wiedemann moved to go into executive session at 8:22pm and invited S. Torres to joint. J. Guman seconded, all in favor. Executive session ended at 8:58pm. J. Guman moved to have the Operations Manager prepare the lease terms as agreed upon. A. Wiedemann seconded, all in favor.

**Comments from Board Members:**

none

**Adjournment:**

M. Smith motioned to adjourn at 8:59 p.m. A. Wiedemann seconded. All in favor.

*Respectfully Submitted,*

*Arlene Miles, Clerk Pro Tem*

*A recording of the meeting can be found using the link below, or contact  
Kimberly.Chiappetta@newtown-ct.gov.*

[Edmond Town Hall Board of Managers 8/18/2020 meeting](#)

## ETH MANAGER'S REPORT – 18 August 2020 – Sheila Torres

### Discussion /Summary/Highlights

- **Technology Improvements** Spending time trying to establish the best way to use our internet/IT expenses to improve the speed and bandwidth of our IT infrastructure. Also exploring the ability to live stream, since may become more important in light of the pandemic. I am trying to coordinate conversations between Al Miles, Craig Mason (our IT support person) and a local streaming vendor who has provided a pretty competitive quote to see what makes sense for us.
- **Ticketing Vendor Changes** - Spending time trying to decipher issues related to Vendini, our ticketing vendor for live shows. They were bought out recently by AudienceView and new changes require a monthly fee to participate. We use Vendini primarily for live shows and for email marketing through our newsletter. Other vendors have this capability and I met with a new ticketing vendor called Sound Stage that does streaming as well as other ticketing functions. They have set up a demo to show how they could help us with streaming and I will attend that demo on Thursday.
- **CIP Updates** – I am updating the CIP and will be sending it to all of you. Nothing has changed from last year in terms of projects, but I have to redo the template because we have been asked to take certain years “off” as town incorporates some debt holidays. I will send you the updated template.
- **Live and Other Events/Bookings** – We had our first large live event in the theater on August 1<sup>st</sup> with the 68<sup>th</sup> Stardust Revue for Lathrop School of Dance. All went very well, but definitely had to use additional staff.
- **BD Provisions** – met with owner to discuss potential sale of their product here particularly with beer and wine. He gave me samples. Suggestion was to have packets that could be purchased in advance along with tickets and they could be made fresh so there is no inventory sitting and no waste. Lauren and I will do the tasting on Thursday and you are welcome to come if you wish. John can prepare packets in compostable cellophane. Our share of profits would be in the same range as our usual concession and we don't have to buy and store the inventory in advance. More to come on this after our taste testing on Thursday!
- **Rentals** are slowly picking up. I am hoping to get more interior birthday party requests. I will be putting out new flyers for the Mary Hawley Open House on Saturday. I also plan to open the theater and hope that visitors will enjoy seeing the changes.
- **Theater Schedule and Seating Arrangement** – I would like to correct the seating numbers, I had said 76 seats were available but actually we have 74. This is the number of marked spots that are socially safe. Cohorts can sit together at each of these spots so we can host more

- More -

people provided we do not exceed half our capacity and the “groupings” are seated 3 chairs apart from other grouping.

- **Drive-in Movies** - Administering the drive-in has been taking up much of my time. Ticketing, refunding, updating websites and social media, etc. We have been approved to add ten more cars to our set-up by Donna and by the Borough and to extend the drive-in through October 31st. I have asked T. Mahoney to mark out the additional ten spaces so that I can add them to the ticket inventory. We are getting more calls for special events using the drive-in.
- **Outdoor Music Concerts** – The Borough turned down our request to do outdoor concerts in the back on Sunday afternoons. They cited noise and health concerns.

### **Work in Progress and Completed**

- **Staff Work** – Staff continues to spend time sanitizing and cleaning. I have asked Bruce to close the building at 7 p.m. on evenings when the drive-in is closed because we are not yet operating at full capacity in the evenings. I inform the tenants as needed. This is temporary and will not apply when we have an evening event planned, or there is a rental or if a tenant needs for the building to be open, for example if the
- **Theater Lighting** –The final part of this will be a walkthrough with DNR to teach me how to work the basic lights so that I can show renters the space. DNR will program a “demo setting” to help with this.
- **ADA Bathroom** – Rick Spreyer has just returned from vacation so I hope to get an update on this project soon as well as other information I have requested. I will update you when I hear more.
- **Reopening Plan Phase 2** – We have opened and based on the governor’s orders, including the 25 person limit on indoor gatherings. The theater allows us to sit 76 safely so we are able to use that space for birthdays and other events as long as they do not gather after. Donna Culbert has clarified that if we rent to sports groups, it should be organized groups who have the insurance and resources to do wellness checks and enforce masking and distancing requirements. As a result.
- **Plumbing Needs** – Had to repair girls’ bathroom in gym due to breakage. Installed hands-free flushometer on right stall. The battery in the new men’s urinal flusher also had to be replaced. Al learned how to install it so he can do that in the future, rather than the plumber. I have ordered four of them to have on hand, since the flushing happens every hour.
- **Vacation/Time Off** - I will be off Wednesday, Aug 19. I will be taking vacation starting Tue Aug 25 and will return Tuesday Sep.1<sup>st</sup>.



## Edmond Town Hall - Board of Managers

Attachment B

## A/P Aging Summary

As of July 31, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alarms by Precision	\$ 345.00				\$ 345.00
Allstate Fire	\$ 290.00				\$ 290.00
Aquarion Water	\$ 136.00				\$ 136.00
Associated Refuse	\$ 381.00				\$ 381.00
BOM- Minutes	\$ 125.00	\$ 125.00			\$ 250.00
DJ Melodia Plumbing	\$ 1,000.00				\$ 1,000.00
DNR Labs	\$ 2,500.00				\$ 2,500.00
Eversource - Electric	\$ 2,418.72				\$ 2,418.72
Eversource - Flood	\$ 15.98				\$ 15.98
Frontier Communications	\$ 165.96				\$ 165.96
Frontier Communications	\$ 41.09				\$ 41.09
Kathleen Fellows Graphic	\$ 250.00				\$ 250.00
Nagel Electric	\$ 1,981.45				\$ 1,981.45
Newtown Color	\$ 118.76				\$ 118.76
Newtown Hardware	\$ 124.95				\$ 124.95
Refunds	\$ 1,718.54				\$ 1,718.54
Silvermine	\$ 550.00				\$ 550.00
Spectrum	\$ 104.98				\$ 104.98
Town of Newtown (credit card)					\$ -
Town of Newtown (payroll)					\$ -
<b>Total Building Expenses</b>	<b>\$ 12,267.43</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 12,392.43</b>
Commissioner of Revenue Svc	350.00				350.00
Manchester Tobacco	787.20				787.20
Northeast Beverage	384.50				384.50
Pepsi Beverages	214.32				214.32
Prime Publishing	71.25				71.25
Terry's Popcorn	520.00				520.00
Vistar	135.41				135.41
Swank Productions	3,345.00				3,345.00
<b>Total Theater Expenses</b>	<b>\$5,807.68</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>5,807.68</b>
<b>GRAND TOTAL</b>	<b>\$18,075.11</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,200.11</b>