



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, January 11, 2021 - 6:30 P.M.
Edmond Town Hall, Meeting Room 2
45 Main Street, Newtown, Connecticut

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

Present: Jen Guman, Marie Smith, Margot Hall, Betsy Paynter, Herb Rosenthal, Armel Romeo Kouassi (arrived 6:36)

Absent: none

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

Members of the Public: None.

Call to Order: Ms. Guman called the meeting to order at 6:34 p.m.

Public Participation:

None.

Chairman Report and Comment Chairman:

Ms. Guman told the Board that she met with Scott Cicciari who had attended the December Board of Managers meeting to discuss a 2 for 1 matching gift program. Mr. Cicciari was able to raise around \$15,000 in donations and a match. After the donations are processed they will be deposited into the Mary Hawley account. Ms. Guman said that she is hoping the Alexandria room project will cost around \$12,000 so remaining funds can be used for monitors in the lobby.

Approval of Minutes:

Mr. Rosenthal motioned to approve the minutes from the regular meeting on December 14th 2021. Seconded by Ms. Hall. All in favor.

Operations Manager/Theater Report (Refer to Attachment A):

Ms. Torres began by discussing the gym painting project. Ms. Paynter pointed out that *Paint Vendor #3* provided a considerably lower quote and recommended this vendor be considered. Ms. Torres explained that one reason for the lower cost was because the vendor did not need to rent any special equipment to reach the ceiling. She continued to let members know that *Paint Vendor # 3* is also using low VLC paint, but the quote provided was not for the Benjamin Moore brand. Members also discussed timelines provided with each quote. Ms. Paynter recommended asking *Paint Vendor # 3* for a quote using Benjamin Moore brand paint and Mr. Rosenthal agreed. All members agreed if *Paint Vendor # 3* provides a lower quote with Benjamin Moore brand paint, then Ms. Torres can move forward with the project.



Mr. Rosenthal motion to approve of *Paint Vendor Number 3* with the proviso that he is asked to quote an amount using Benjamin Moore brand paint, and will leave up to Ms. Torres discretion as to whether Benjamin Moore is used. Mr. Kouassi second. All in favor.

Ms. Torres continued to tell the group that the bar refrigerator is scheduled to be delivered January 12th. Also, she has been looking for someone who has the expertise necessary to address the issue with the stack on the building. Members discussed reaching out to Public Works for a recommendation. The stack had been patched in the past which addressed the issue for 5 years. Ms. Torres is to follow up with the Director of Public Works.

Ms. Paynter asked if installation of an electric charging station in the parking lot was ever considered and thought the best time would be during the paving project. Members agreed that an electric charging station would be beneficial and discussed Energize CT and Sustainable CT grants. Ms. Torres will reach out to the Sustainable Energy Commission Chair, Ms. Quinn.

Ms. Torres updated the Board that the Public Works Director, Mr. Hurley, advised that the cost to fix the parking lot drainage be included in the parking lot paving project. Ms. Guman asked what will happen with the additional costs. Ms. Torres said that the cost to fix the drainage was added and the First Selectman was already aware from a conversation with Mr. Hurley. Ms. Paynter asked if it would be possible to reconfigure the parking space layout to maximize number of spaces. Ms. Torres answered that this would be included in the specs, but sufficient space must be allow for trucks to navigate through the parking lot. Ms. Torres provided additional clarification that the additional cost for the drainage would be paid for by the town since it is the town who is asking that this work be done.

Ms. Torres updated the group on the WIFI. She met with the Technology and GIS Director, Mr. Miles. He explained that in order to establish WIFI redundancy, (to address outages), the ETH will need a second provider. Ms. Torres will look into a provider used by the Town for the ETH primary WIFI and then consider Spectrum as the backup provider. Mr. Miles also recommended replacing all equipment to newer, commercial grade.

Ms. Torres let members know that the T-Mobile Hometown grant application was completed by Ms. DiMartino and has been submitted. The group then discussed the Genium Foundation grant and that the funds would be used to address the issues with the many wires connecting to the outside of the building. Ms. Kouassi asked if the Town's WIFI service was faster than the current service being used by the ETH. Ms. Torres said that as she understands it, the service provided to the town is faster and more reliable.

Ms. Guman as the group if there were any questions on the financials. Mr. Rosenthal asked if there was anything that should be called to the attention of the Board. Ms. Torres said that the budget was in a good place. Ms. Paynter reminded members that the budget should be reviewed in a month or so to see if any funds are remaining that can be used to address a project prior to the end of the fiscal year.

Unfinished Business:

COVID – Governor Guidelines Update:



Ms. Guman asked members for their thoughts for the live show scheduled at the end of January. The Alpaca Gnomes show is scheduled before the most recent COVID variant outbreak is forecasted to decline. Ms. Torres explained that the ETH could be more stringent than the Town and require masks for the show, but need to notify ticket holders of a mask requirement. Mr. Kouassi noted that people wore masks to the NewArts show in December and there were no complaints. Members agreed that a mask requirement would be beneficial in making attendees feel comfortable. The Board discussed language that will be used to communicate the requirement.

Marketing Committee Update:

Ms. Paynter updated the Board that she and Mr. Kouassi met with a graphic designer for the spring concert series artwork. They are currently waiting for title sponsor to commit. They will also be working with the graphic designer on rebranding the ETH. Mr. Kouassi commended Ms. Paynter's work.

Sponsorship Update:

Ms. Paynter said that she is in active conversations with local businesses on the opportunity to sponsor the concert series. The group discussed reaching out to businesses in town for other sponsorship opportunities. Ms. Guman added that this is a group effort and Ms. Paynter has been leading.

Restaurant & Show Ad Update:

Ms. Paynter told the group that she and Mr. Kouassi are working on a dinner and a show event, with 8 restaurants participating so far. There will be information on the website landing page, and posters will be displayed in the lobby.

New Business:

Budget Discussion (Refer to Attachment B):

Ms. Guman told the Board that the initial meeting with the First Selectman and Finance Director had been held to review the budget. Ms. DiMartino went through the high-level line items. The First Selectman and Finance Director were happy to see the budget contribution remains the same as last year.

Comments from Board Members:

Ms. Guman asked Ms. Smith what she recalled of her investigation years ago to have the ETH name on a street sign. Ms. Smith said that it was explained to her the ETH could not be added because it is not part of a municipality. Members discussed that they would like to have a destination sign on i-84.

Adjournment:

Mr. Rosenthal motioned to adjourn at 7:38 p.m. Ms. Smith seconded. All in favor.

Respectfully submitted, Kim Chiappetta, Clerk

ETH MANAGER'S REPORT – 11 Jan 2022 – Sheila Torres

TV Monitors for Lobby – I sent quote to Board. For the time being I asked the vendor to purchase only the media server until we know whether we may be getting appropriate monitors from Synchrony.

Gym Painting – All three quotes have come in now. See table at end of report.

Bar Refrigerator – Refrigerator will be delivered Tuesday, February 11 between 1 pm and 2 pm

Sewer Gas issue continues. We deal with it daily by allowing fresh air into the building as needed.

Sandy Hook International Film Festival – Sattie Persaud stopped by and reserved the theater for a cultural event on October 1. The date was switched as requested. Sattie intends to move forward with the film festival.

Chamber Rental – No new tenant yet but plan to advertise the space during January.

Newtown Arts Festival – At the moment all three days of their weekend have been set aside.

Live Shows – Ticket sales for Alpaca Gnomes are slow but the pattern is not that much different from the other concerts. Many people wait until the last week to get their tickets.

CIP

Roof Restoration Project – Met with Tremco this week by phone due to illness and learned that the project could take 4 to 6 weeks but is subject to weather. Usually begin around March 15 or as soon as the weather breaks. The most time-consuming part of the project will be the masonry work on the steps and on the bricks. They will try to work only during the week and avoid Fridays if possible. I am going to send them a list of dates when we have events and they should avoid being here. There will be a dumpster, a lift here the whole time and a crane for four days, two days for loading stuff onto the roof at the start and two days at the end to take stuff off. Andrew will stop by for a visit later after he recovers from illness.

Parking Lot - I reached out to Rick Spreyer about the project. He advised me to get the necessary specs. I then reached out to Public Works and was advised to contract with a consultant to provide the necessary advice about the specs and timing and to submit that to Public Works for review. However, at the budget meeting with Dan R. he suggested I make use of the town engineer for the consult, so I am reaching out to him. After the specs are drafted, reviewed and approved, I have to get three quotes. Then the information goes to Rick Spreyer who will submit it for bid.

NewArts – New Arts finished its production and left the building in good shape. Ryan Loucks mentioned that they sold 1800 tickets, which I think was 200 over their goal. Lauren will be following up with them to see whether they wish to return next year because we need to plan the calendar. I have put together a list of lessons learned that will be useful for us

Wi-Fi – Our IT Support company spoke with Spectrum about the glitches we have been having and his belief that they needed to replace their wi-fi router. On December 15, Spectrum replaced the wi-fi router and we have not had any issues since then. You may recall that they had replaced the

internet modem on September 17 after the issues we had the day of the first concert. So, all Spectrum equipment has now been replaced and we hope to not encounter any more problems.

- **Grants**

- I submitted the **Hometown T-Mobile Grant** on Dec 31 with a letter of support from Pat Llodra. The grant was submitted on behalf of ETH and Friends of Edmond Town Hall. We expect to hear back within 30 to 60 days of the submission date.
- **IT Infrastructure Grant** – I drafted grant application draft on behalf of Friends of ETH for improvement of internet connectivity for the offices on the North side of the building. Stacey has submitted the grant to the Jeniam Foundation with a letter from Friends of ETH.
- The **Arts Grant** Lauren had applied for from Lisa Scail's organization has been approved.
- **Another grant** that Lauren had applied for and was told Friends of ETH were ineligible, has come back after Lauren asked for consideration. An award may be coming. Will keep you posted.
- **Custodian** – Have contacted some applicants but have not heard back. Will be calling them again.

Building Work Completed

- **Boiler maintenance** - completed
- **Boiler repair** – the vents on top of the boiler broke down so we had to repair them. Last month the bottom vent motor had to be replaced.
- **Water pump/water heater** – McKenney checked the water pump and indicated that the knocking sound did not indicate any problems. The pump goes on and off at different times based on the clock setting and it makes those noises, usually at night, when we are not in the boiler room.
- **Bar Outlet for Elevator Closet** – Has been installed and will power up the bar refrigerator

Paint Vendor #1	Paint Vendor #2	Paint Vendor #3
\$17,500	\$12,500	\$6,900*
Scope of Work: Paint Gym Walls (not brick) (2 coats); Paint Gym Entry up to First Landing on Back Stairs; Paint Gym Ceiling (2 coats) and Glue any Loose Tiles, Paint Inside Doors Paint Inside of Outside Gym Door *Checking on this to make sure the door trim is included. Will update at meeting.		

Attachment B - P & L

EDMOND TOWN HALL								
MONTH END: 11/30/2021								
	ACCT	ACCOUNT TITLE	2020-21 ACTUAL	MONTH OF 11/30/2021	ACTUAL YTD 11/30/2021	2021-22 BUDGET	% YTD/BUD	
BUILDING OPERATIONS								
BLDG OPS - REVENUES								
	4900	RENT FEE - ALEX	11,568	1,111	17,062	41,624	41%	
	4901	RENT FEE - GYM	20,202	3,639	7,758	25,543	30%	
	4902	RENT FEE - THEATRE	38,940	23,922	42,345	31,292	135%	
	4903	RENT FEE - ROOM	8,106	740	5,648	6,204	91%	
	4904	RENT FEE - MISC	635	-	70	220	32%	
	4911	LEASE - 101 CVH	13,600	1,146	5,786	13,488	43%	
	4912	LEASE - 102 BOR	4,000	-	4,000	3,000	133%	
	4913	LEASE - 103 JEN	658	400	2,000			
	4914	LEASE - 200 LAT	15,300	1,626	7,363	14,025	52%	
	4915	LEASE - 201 CHA	4,532	388	1,940	5,000	39%	
	4917	LEASE 103A SAB	-	1,350	3,930			
	4920	GRANTS	-	-	204,191			
	4925	DONATIONS	250	-	-	1,957	0%	
	4950	SPEC EVENT FEES	3,000	18,301	43,976	31,985	137%	
	4990	OTHER	859					
	TOTAL BLDG OPS - REVENUES		121,650	52,622	346,069	174,338	199%	
					w/out SVOG grant		81%	
BLDG OPS - EXPENSES								
	5110	SALARIES - REGULAR	185,702	18,097	96,795	211,675	46%	
	5220	SOCIAL SEC CONTRI	14,301	1,380	7,320	16,000	46%	
	5301	FEES & PROF SERVICES	(2,875)	4,663	20,852	28,000	74%	
		PROF SVS-LEGAL	288	240	240	1,000	24%	
	5411	WATER/SEWERAGE	2,113	386	717	2,350	31%	
	5430	REPAIR & MAINTENANCE SERV	36,591	1,235	12,846	25,800	50%	
	5505	CONTRACTUAL SERVICES	26,351	1,086	11,949	27,672	43%	
	5531	POSTAGE	55	-	-	198	0%	
	5540	ADVERTISING	3,905		758	3,600	21%	
	5580	DUES, TRAVEL & EDUCATION	1,572	26	513	1,850	28%	
	5590	MEETING CLERKS	1,500	250	625	1,500	42%	
	5611	OFFICE SUPPLIES	3,882	111	2,143	2,765	78%	
	5615	GENERAL MAINTENANCE SUPPL	13,608	353	2,963	14,503	20%	
	5620	TELEPHONE/INTERNET/CABLE	5,848	384	1,662	4,600	36%	
	5621	ENERGY - NATURAL GAS	22,026	1,534	4,222	17,867	24%	
	5622	ENERGY - ELECTRICITY	40,556	3,042	16,237	35,026	46%	
	5800	OTHER EXPENDITURES		-		6,194	0%	
		CAPITAL OUTLAY	9,827	-	580	3,000	19%	
		CREDIT CARD EXPENSE	1,002	241	1007.03			
	TOTAL BLDG OPS - EXPENSES		366,252	33,025	181,430	403,600	45%	
	BLDG OPS - NET INCOME (LOSS)		(244,602)	19,597	164,639	(229,262)		
					(39,552)	w/out SVOG grant		
THEATER OPERATIONS								
THEA OPS - REVENUES								
	4930	TICKET SALES	32,118	1,675	22,364	33,870	66%	
	4931	CONCESSIONS	15,965	4,562	15,230	37,000	41%	
	4940	ADVERT FEES	1,100	-	-	7,128	0%	
		OTHER				259	0%	
	TOTAL THEA OPS - REVENUES		49,183	6,237	37,594	78,257	48%	
THEA OPS - EXPENSES								
	5110	SALARIES - REGULAR	49,199	2,552	16,317	29,742	55%	
	5220	SOCIAL SEC CONTRI	4,004	195	1,248	2,020	62%	
	5444	FILM RENTAL	14,459	2,905	8,521	8,971	95%	
	5505	CONTRACTUAL SERVICES	18,664	1,444	2,439	5,000	49%	
	5540	ADVERTISING	8,636	534	1,091	10,300	11%	
	5610	GENERAL SUPPLIES	739	-	272	-		
	5635	CONCESSIONS	7,745	1,295	4,303	15,622	28%	
	5800	OTHER EXPENDITURES	1,068			-		
	TOTAL THEA OPS - EXPENSES		104,515	8,925	34,192	71,655	48%	
	THEA OPS - NET INCOME (LOSS)		(55,332)	(2,688)	3,402	6,602		
GEN OPS - REVENUES								
	4996	CC PROCESSING FEE	443	99	-			
	4997	BANK INTEREST	145	25	59	150		
	4998	HAWLEY TRUST INT	45,937	-	9,430	47,000		
	4999	TOWN CONTR	125,000	-	139,329	139,329		
		HAWLEY TRUST- MAINTENANCE CONTR	55,000	-				
	TOTAL GEN OPS - REVENUES		226,525	124	148,819	186,479		

Attachment B - P & L

EDMOND TOWN HALL								
MONTH END: 11/30/2021								
	ACCT	ACCOUNT TITLE	2020-21 ACTUAL	MONTH OF 11/30/2021	ACTUAL YTD 11/30/2021	2021-22 BUDGET	% YTD/BUD	
		ETH NET INCOME (LOSS)	(73,409)	17,033	316,860	(36,181)		
					112,669	w/out SVOG grant		
		SUMMARY	FYE 6/3021	MO 11/30/2021	YTD 11/30/2021			
		TOTAL ETH REVENUE (BLD & THR)	397,358	58,983	532,482	439,074	75%	
		TOTAL ETH EXPENSES (BLD & THR)	470,767	41,950	215,622	475,255	45%	
		TOTAL NET INCOME (LOSS)	(73,409)	17,033	316,860	(36,181)		

EDMOND TOWN HALL BALANCE SHEET 11/30/2021	
<u>ASSETS</u>	
CASH x1752	393,056
CASH - SAVINGS	184,882
CASH- Desig	46,686
PETTY CASH	221
ACCOUNTS RECEIVABLE	1,313
TOTAL ASSETS	626,158
<u>LIABILITIES</u>	
ACCOUNTS PAYABLE	2,713
DUE TO/FROM GENERAL FUND	287,252
CUSTOMER DEPOSITS	3,866
TOTAL LIABILITIES	293,831
<u>FUND BALANCE</u>	
FUND BALANCE	332,327
TOTAL LIABILITIES & FUND BALANCE	\$626,158

EDMOND TOWN HALL

VENDOR PAYMENTS

December 31, 2021

BUILDING EXPENSES	Current				TOTAL
	1 - 30	31 - 60	61 - 90	> 90	
A&J Productions	\$5,550.00				\$5,550.00
Accurate Lock	\$1,290.00				\$1,290.00
Aquarion Water	\$188.67				\$188.67
Artech Water	\$650.00				\$650.00
Associated Refuse	\$400.00				\$400.00
Belfor Contractors	\$4,896.33				\$4,896.33
Beyond Fab	\$2,500.00				\$2,500.00
Brooker, Dave	\$3,800.00				\$3,800.00
Dumouchel Paper	\$563.84				\$563.84
Effective Pest	\$310.00				\$310.00
Eversource - Electric	\$2,840.51				\$2,840.51
Eversource - Flood	\$16.16	\$16.47			\$32.63
Eversource - Gas	\$3,222.51				\$3,222.51
Ferrier's Electric	\$347.50				\$347.50
Frontier Communications	\$222.57				\$222.57
Hearst Media	\$4,000.00				\$4,000.00
John O'Grady Security	\$375.00				\$375.00
KatArt Graphics	\$32.50				\$32.50
Kat Moran	\$185.09				\$185.09
Kinsley Power	\$807.00				\$807.00
Manka Construction	\$175.00				\$175.00
McKenney Mechanical	\$2,986.63				\$2,986.63
Newsylum	\$396.00				\$396.00
Newtown Hardware	\$164.69				\$164.69
Niva Membership	\$50.00				\$50.00
Premier Wine	\$727.37				\$727.37
Tim Conlan	\$275.00				\$275.00
Spectrum	\$284.59				\$284.59
Town of Newtown (credit card)	\$3,086.00				\$3,086.00
Town of Newtown (payroll)	\$22,224.00				\$22,224.00
Total Building Expenses	\$62,566.96	\$16.47	\$0.00	\$0.00	\$62,583.43
THEATER EXPENSES					
Bee Publishing	\$552.00				\$552.00
Deluxe Echostar	\$ 80.00				\$80.00
DNR Laboratories	\$ 2,730.00				\$2,730.00
Pepsi	\$ 453.94				\$453.94
Prime Publishers	\$ 284.92				\$284.92
The Manchester	\$709.45				\$709.45
United Artists	\$ 365.75				\$365.75
Universal Pictures	\$ 1,307.08				\$1,307.08
Warner Bros. Dist	\$ 269.50				\$269.50
Total Theater Expenses	\$ 6,752.64	\$0.00	\$0.00	\$0.00	\$6,752.64
GRAND TOTAL	\$69,319.60	\$16.47	\$0.00	\$0.00	\$69,336.07

Attachment B - Theater

EDMOND TOWN HALL THEATER/MOVIE RESULTS

[illegible]