



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

### **Regular Meeting**

Tuesday, January 10, 2023 - 6:30 P. M.

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

### **Minutes are subject to approval at the next meeting.**

Ms Guman called the meeting to order at 6:33pm.

Present: Ms Guman, Ms Hall, Ms Paynter, Mr Rosenthal, Ms Smith, Mr Kouassi, Ms Torres and Ms DiMartino

There was no public.

Chairman Report – The budget meeting with Mr D Rosenthal and Mr Tait went well. Mr Tait asked that the amount of earned interest be increased due to higher interest rates available.

Mr Rosenthal moved to accept the minutes of December 13, 2022 with Ms Hall 2<sup>nd</sup>. – approved.

Operations Manager Report – attached

Ms Torres had to have 11 chairs reupholstered due to gouging damage.

The camera vendor came to do a second walk through. They checked to see the paths the wires will go through and will be sending Ms Torres a list of items needed. They made sure the theater wiring will remain separate. There was discussion over distance Ethernet will reach for the outside cameras. If the distance is too far fiber will be needed.

Ms Torres is waiting for a revised quote for the doors. She requested doors with new hardware but was given doors with lubed hardware. The hardware is at a stage that it needs to be replaced.

Business Manager Report – attached

Ms Di Martino reported that revenues are up with the events going better than anticipated.

Unfinished Business – Mr Tait requested the interest earned be changed and resubmitted (attached) He also would like a fund balance detail showing the items already approved and not yet paid for to account for the balance.

Mr Kouassi moved to approve the amended 2023-2024 budget as presented at the January 10, 2023 meeting.

Ms Smith seconded. Approved

New Business

A Newtown Resident would like to rent office space for his roofing and home improvement company. It would be open during normal business hours. Only two people would have keys. This would be a professional office not storage place.

A discussion took place regarding parking and moving meetings.

Mr Rosenthal moved to approve a lease of The Old Courtroom on the condition of reasonable truck traffic.  
Ms Paynter second. Approved

Good 2 Go Grant –

Any amount over \$50,000 they want a 20% match. The grant ties in with art and culture in CT tourism. They are looking for stories on historical aspects and preservation.

Ms Torres spoke of adding to the list of First Selectmen to bring it current and applying a finish on the mural to preserve it. She would also like to have the key for the mural available for tourists.

Modernizing the concession stand and dressing rooms would fall into this grant as well as replacing the windows and adding splits in the dressing room area.

Completing the women's ADA bathroom could be included.

The Mary Hawley tour was a big success and could be offered to increase tourism.

The letter of intent is due February 3. Ms Torres need architectural drawings and pricing to do the finalization which is due in March. The decision is scheduled for June.

Comments –

Ms Hall stated that the renovation plaque needs to have the date added and rehung.

Ms Smith moved to adjourn and Ms Hall 2<sup>nd</sup>.

Ms Guman adjourned the meeting at 7:21.

Respectfully submitted,

LeReine Frampton, clerk

**Edmond Town Hall Board of Managers**

Jennifer Guman, Chair

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

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

**January 10, 2023**

### **Business Manager Report**

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#### **Financial**

November generated significant income and the Edmond Town Hall is close to meeting its revenue projections at five months into the budgeted fiscal year. The main contributors were Alexandria room rentals, special events and movie ticket sales. Although gym revenue looks as though it is dragging, it is seasonally generated, and will greatly increase during the winter/spring months. YTD income of \$510k is 81% of the budget and compares favorably to the Total ETH expenses of \$296k, or 45% of budget. Total net income is \$214k.

There is a locally owned business interested in entering into a one-year lease and renting the Old Court room. Over the past five years, the Old Court room has generated \$8,300 in rental income. Leasing this room could generate over \$6,000 in one year, over more than \$30,000 in the next five years.

#### **Events**

The Whiffenpoofs performed on our stage Dec 1 and was a great success. The concert sold 385 tickets and generated a profit of nearly \$13,000. Overall, the 5 shows in the Fall music series sold 1,317 tickets and generated a total of \$28,444. Every show, and music series, becomes a better run production as we gain more experience, and improve upon the logistics of each show. The support we continue to receive from sponsors and attendees makes every series better and better!

#### **Website**

A photo gallery was created and added to the website. The gallery is separated by room and displays photos of various events. It is a great tool for potential renters to utilize when considering renting space at ETH.

#### **Sponsorships/Fundraising**

The Spring 2023 Music Series will be co-sponsored by Connie Widmann and The Colonial Automobile Group. In total, we have three gold sponsors, two silver sponsors and one bronze sponsor. In Kind sponsorship will again be Aquilia's Nest, Newsylum and My Place. Revenue generated from spring sponsorship is \$19,000.

We have ten Dining Guide partners for 2023. Income generated from the dining guide partners is \$4,400. The local restaurants will receive social media awareness, print and digital advertising. They will be linked from the ETH website to their restaurants.

The poster sale was hugely popular! It was advertised on social media and the ETH newsletter. With nearly 200 posters sold, ETH generated \$3,400.





# ETH OPERATION MANAGER'S REPORT – 10 Jan 2023 – Sheila Torres

## New Projects/Issues

**Computer and Phone Outages** – A second phone outage and wi-fi outage occurred during the month after recent power outages. I had an electrician come to assess the problem to ensure that the electrical outlets in the communications room were connected to the generator. He determined that the outlets do work and that the problem is not the electrical, but rather the battery back-up. This equipment is due for replacement during January in preparation for CEN implementation.

**Fire Door/Alarm System** – The batteries to the fire doors were replaced and on the advice of the alarm vendor, I had an electrician replace the circuit breaker that powers the system/battery.

**Scott McConville** has returned from his vacation to Italy and I will be getting him involved in the many projects we have ongoing which include: CEN implementation, ethernet wiring, cameras, potentially cell boost and wiring/wi-fi/IT isolation of Gym, Theater and Alexandria Room so that vendors can troubleshoot problems more easily.

**Theater Proposal** – Have requested that the Alexandria Room projector be added to the theater support proposal and have requested that the vendor sign the contract to agree. No additional fee.

**Wi-fi and IT Wiring Project** – I will be meeting with Craig Mason on Jan 10 to finalize the equipment and needs for the communications room and the necessary isolation of rental spaces as determined by the vendor integration meeting I organized back in November.

## Ongoing Issues/Projects

**Lobby Monitors** – The software for the lobby monitors will be sent on January 16. The last software sent did not work and Kat continues to rely on flash drives. We hope the issue will be resolved with the new software.

**Work on Roof Drains and Sanitary Vents** – I am meeting with drain vendor on Jan. 10 to look at the two roof drains that are most important (See 1 and 2 below). Roof drain #6 has started leaking more aggressively and we had issues with water coming into the building in a new location on the ceiling of the Alexandria Room ceiling in front of the south balcony doors. These two drains, along with the drain on the north side need to get done. They cannot wait for the plumbing CIP project.

- 1) The roof drain near Suite 103 (Borough) which continues to leak, despite new roof.
- 2) Roof drain #6 has hairline cracks (located near chimney and facing the back parking lot). This is likely the cause of the water damage to the plaster molding in back of the balcony.
- 3) Unlevel gutters on north side of building which may be causing water infiltration. This will likely require that the copper gutter, which is fixed into the mortar on the brick, be filled with a lead gutter at the right level so that water moves toward the gutter outlet, rather than sit in place or flow over the gutter as it does now.

**Gym Kitchen** – I have purchased the refrigerator, oven and microwave. I had the carpenter return to look at the measurements with the appliances we have and he recommended a 30 inch cabinet base for the sink. I now have to meet with the door fabricator again and then request that the electrician pull a permit for the work he has proposed. Finally, I will contact the mason to

come look at the final plan so that he can fill the gym floor with cement so that we can start building the walls and installing the doors.

**Parking Lot** – According to F. Hurley, the next step is to cut down the trees along the side where the firehouse was and the ones in the back lot so that they can start putting up stakes to set up boundaries. Then, they will get aggressive about bringing in fill to level the area more so that they can determine its final shape and design the lot from there. They expect to start the tree work sometime this month.

**CEN Project** – The CEN installers have not yet connected us to fiber. They had expected to connect us earlier than the end of January, but it's likely that end of January will remain as the install date.

**Building and Parking Lot Cameras** – Met with camera vendor for

#### **Building/Other Work Completed**

- **Three Year Truss Inspection** – Completed with some adjustments made to the curtain and some hardware on the lights. Based on current use we will need another inspection in three years.
- **Replaced circuit breaker that supports fire door battery** based on alarm vendor recommendation.
- **Met with camera vendor for 2<sup>nd</sup> walkthrough** to confirm that they can run the necessary wires back to our offices from the communications room. There is space available above the ceiling in my office and above the ceiling in Lauren's office so we will be able to accomplish what we need to do.
- **Purchased warming oven** for the gym kitchen and picked up microwave.

## EDMOND TOWN HALL

## PROPOSED BUDGET 2023-2024

| ACCOUNT TITLE                                      | 2020-2021      | 2021-2022      |                 | 2022-              |
|--|----------------|----------------|-----------------|--------------------|
|  | Actual         | Actual         | Approved Budget | Actual 7/1-9/30/22 |
| <b>BUILDING REVENUE</b>                            |                |                |                 |                    |
| RENT FEE - ALEX                                    | 11,568         | 49,629         | 41,624          | 15,395             |
| RENT FEE - GYM                                     | 20,202         | 27,601         | 25,543          | 2,856              |
| RENT FEE - THEATRE                                 | 38,940         | 116,493        | 31,292          | 11,858             |
| RENT FEE - ROOM                                    | 8,106          | 11,169         | 6,204           | 5,964              |
| RENT FEE - MISC                                    | 635            | 651            | 220             | 977                |
| LEASE - 100  |                | -              | -               |                    |
| LEASE - 101 CVH                                    | 13,600         | 13,881         | 13,488          | 3,508              |
| LEASE - 102 BOR                                    | 4,000          | 4,000          | 3,000           | 4,000              |
| LEASE - 103 JEN                                    | 658            | 4,824          | -               | 1,236              |
| LEASE - 200 LAT                                    | 15,300         | 18,873         | 14,025          | 4,154              |
| LEASE - 201/202 RCK                                | 4,532          | 6,297          | 5,000           | 915                |
| LEASE - 203 KVD                                    |                | -              | -               | 542                |
| LEASE 103A SAB                                     |                | 5,793          |                 | 929                |
| DONATIONS  | 250            | 3,170          | 1,957           | 1,124              |
| ADVERT FEES  |                | -              | -               |                    |
| SPEC EVENTS  | 3,000          | 125,721        | 31,985          | 37,023             |
| OTHER (CIP Alloc)                                  | 859            | -              | -               |                    |
| GRANTS   |                | 327,316        |                 | 58,700             |
| BANK INTEREST                                      | 145            | 242            | 78              | 112                |
| HAWLEY TRUST INTEREST                              | 45,937         | 37,720         | 47,000          | -                  |
| CC PROCESSING FEE                                  | 443            |                |                 | 51                 |
| <b>Total Building Revenue</b>                      | <b>168,175</b> | <b>753,380</b> | <b>221,416</b>  | <b>149,344</b>     |
| <b>THEATER REVENUE</b>                             |                |                |                 |                    |
| TICKET SALES                                       | 32,118         | 66,447         | 33,870          | 23,388             |
| CONCESSIONS  | 15,965         | 50,977         | 37,000          | 25,640             |
| GIFT CERT  | -              |                | 259             |                    |
| ADVERT SALES                                       | 1,100          | 3,300          | 7,128           | 1,037              |
| OTHER  |                |                |                 | 120                |
| <b>Total Theater Revenue</b>                       | <b>49,183</b>  | <b>120,724</b> | <b>78,257</b>   | <b>50,185</b>      |
|  |                | 505,657        |                 |                    |
| <b>TOTAL EARNED REVENUE BUILDING &amp; THEATER</b> | <b>217,358</b> | <b>874,104</b> | <b>299,673</b>  | <b>199,529</b>     |
| <b>BUILDING EXPENSES</b>                           |                |                |                 |                    |
| SALARIES - REGULAR                                 | 185,702        | 234,559        | 226,675         | 74,862             |
| EMPLOYEE APPRECIATION                              |                |                |                 |                    |
| SOCIAL SEC CONTRI                                  | 14,301         | 17,786         | 16,000          | 5,663              |
| PROF SVC: SPECIAL EVENTS & BAR                     | (2,875)        | 76,677         | 28,000          | 6,842              |
| PROF SVS - LEGAL                                   | 288            | 240            | 1,000           | -                  |
| WATER/SEWERAGE                                     | 2,113          | 3,410          | 2,350           | 681                |
| REPAIR & MAINTENANCE SERV                          | 36,591         | 33,923         | 25,800          | 10,704             |

**BOARD APPROVED  
11.8.22**

| <b>-2023<br/>Approved<br/>Budget</b> | <b>2023-2024<br/>Proposed<br/>Budget</b> |
|--------------------------------------|--|
|                                      |  |
| 35,000                               | 48,000                                   |
| 23,657                               | 33,000                                   |
| 45,000                               | 98,000                                   |
| 9,054                                | 6,200                                    |
| 735                                  | 300                                      |
| -                                    |  |
| 13,645                               | 16,704                                   |
| 4,000                                | 6,500                                    |
| 4,800                                | 5,670                                    |
| 15,338                               | 16,800                                   |
| 5,000                                | 13,090                                   |
| -                                    | 5,250                                    |
| 5,400                                | 6,930                                    |
| 500                                  | 3,000                                    |
| -                                    |  |
| 140,000                              | 150,000                                  |
| -                                    |  |
|                                      | -  |
| 150                                  | 15,000                                   |
| 45,937                               | 37,600                                   |
| 847                                  | 850                                      |
| <b>349,063</b>                       | <b>462,894</b>                           |
|                                      |  |
| 40,000                               | 65,000                                   |
| 36,000                               | 55,000                                   |
| -                                    |  |
| 7,500                                | 5,000                                    |
| -                                    |  |
| <b>83,500</b>                        | <b>125,000</b>                           |
|                                      |  |
| <b>432,563</b>                       | <b>587,894</b>                           |
|                                      |  |
| 253,792                              | 314,315                                  |
|                                      | 5,241                                    |
| 20,303                               | 25,145                                   |
| 110,000                              | 110,000                                  |
| 500                                  | 500                                      |
| 2,079                                | 3,400                                    |
| 28,000                               | 35,000                                   |