

Edmond town Hall Board of Managers  
45 Main Street. Newtown, CT 06470

Minutes of February 14, 2023 Regular Meeting

Ms Guman called the meeting to order at 6:35 in the Mary Hawley Room.

Present: Jen Guman, Margot Hall, Herb. Rosenthal and Armel Kouassi

Also Present: Sheila Torres and Lauren DiMartino

There was no public.

Chairman Report: Ms Guman reported on the budget meeting held with Dan Rosenthal and Bob Tait. They complimented the work put into the budget and detail provided. They reduced the request by \$10,000 and it is now in the process.

Mr Rosenthal moved to accept the minutes of January 10, 2023 with Mr Kouassi 2<sup>nd</sup>. Approved

Operations Report – attached

Ms Torres commented on a holdup regarding the cameras. Three quotes are still required even though choosing to go with vendor of Town agencies.

Mr Kouassi would like to see coverage in local papers in addition to the Bee.

Business Manager Report – attached

Ms DiMartino reported that the revenue and expenses are on target.

Unfinished Business

Discussion on the Good to Great Grant. Grant has to go through the Friends since it is a non profit grant.

Requirements – 20% match on amount over \$50,000, must own or lease the building, 10 year lien on building, matching funds proven within ten days of award, matching funds used first then money dispensed quarterly. Finished within two years. Grant to be submitted in March and sent to Board members before submission.

Dan Rosenthal is checking on the lien requirement with legal. Ms Torres is to draft a very specific lease regarding rooms and purpose of use. Match possibly from Mary Hawley Trust second choice from fund balance.

Mr Kouassi moved to approve applying for \$500,000 grant, a specific lease for \$1 per year for 10 years, approval of lien if approved by Town Attorney, matching funds from the Mary Hawley Trust or second choice from fund balance. If not approved apply for \$50,000. Seconded by Mr Rosenthal. Approved

Ms Torres and Ms Guman will meet with Mr Hurley. Mr Hurley will update the Board next month.

#### New Business

Discussion on available rental options. Discussion on open rooms and what is needed for meetings and revenue.

Discussion on event insurance. The Community Center and ETH have different policies. Ms DiMartino will check with the insurance company. The insurance protects the town from first liability since the Town owns the buildings.

At 7:35 the Board entered into Executive Session with Ms Torres and Ms DiMartino.

The meeting was reconvened at 7:51.

Mr Rosenthal moved the motion of the tenant leases and renter opportunity as discussed in executive session. Mr Kouassi 2<sup>nd</sup> the motion. Approved

Ms Hall moved to adjourn the meeting with Mr Rosenthal 2<sup>nd</sup>.

Ms Gumann adjourned the meeting at 7:52.

Respectfully submitted,

LeReine Frampton, clerk

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF MANAGERS AT THE NEXT MEETING.

# **ETH OPERATION MANAGER'S REPORT – 14 Feb 2023 – Sheila Torres**

## **New Projects/Issues**

**Faulty Chimney Cap Install** – The roof vendors installed the wrong type of chimney cap and that caused some of the moisture and leak problems we were having because the boiler exhaust was trying to find its way out of the building. McKinney picked up on this when they were doing their boiler maintenance and they were able to remove the faulty cap that day. However, we now are without a cap.

**Computer and Phone Outages** – Computer outages continue and I now have the list of new equipment I need but have been told that I need to get three quotes. I am checking with IT on this, since we worked hard to source the equipment from vendors that the town uses.

**Scott McConville** met with me on 2/3 and reviewed the equipment list provided for the CEN project. He said it looks very good and reasonable. He does not think that getting more quotes will yield much benefit. I do know that it may delay things and could result in higher prices. However, I will proceed, and things will get done when they get done. I will ask Scott to help me develop service level agreements for the tenants based on CEN practice so that we can approach them with a convincing story about the benefit of using CEN.

**Theater Proposal** – Support contract is in place. Met with vendor on 2/10 to go over terms and set schedule for the work that needs to happen. Scott McConville joined us. He will be meeting with Craig Mason and myself and then with the camera folks just to make sure the integration for all these projects is happening as expected and that everyone understands what the other person is doing. He feels there is some lack of clarity with regards to where hardware will reside and how wiring will look, etc., so we plan to work through this in the next couple of weeks.

**Wi-fi and IT Wiring Project** – I received final equipment list and needs. I was told I would need additional quotes so I met with another wiring vendor on 1/31 and did a walkthrough. I am waiting for that quote to come in.

## **Ongoing Issues/Projects**

**Lobby Monitors** – The software for the lobby monitors has been set up and will be installed Fri 2/10. It will make it easier to manage the content on the lobby monitor and the theater ad rotation from any computer, since the content will reside on the cloud.

**Work on Roof Drains and Sanitary Vents** – I met with one vendor to discuss needs. They are working on getting me a quote for the two pipes that need lining ASAP. I also called another vendor but they want to charge \$950 just to come out and do their own videotaping. They do not want to use the other company's video. The town wants me to find two other vendors who can give me a quote without a fee. I will do my best but the work will not get done quickly. Vendors who do this type of work are not that easy to find.

**Gym Kitchen** – I brought two other electricians to look at this job. I have received a second quote, waiting for the third. I also met with the door fabricator and was able to reduce the cost of the two doors significantly by going with a more economical line. I have contacted the mason numerous times for a written quote but not success. Another mason will be coming on 2/10 to look at the job. I am also waiting to hear from a third mason. I did get a plan drawing. I also asked another

contractor to come look at the job and provide a proposal for the build of the walls, etc. I have a second contractor coming to look and I have asked him to provide another quote. I hope to have that by next week.

#### **ETH OPERATION MANAGER'S REPORT – 14 Feb 2023 – Sheila Torres Continued (Page 2 of 2)**

**Parking Lot** – The dead trees along the perimeter of the parking lot have been cut. A berm will be put in place to divide ETH property from the private property next door. The pavement in front of the old firehouse has been ripped out and also part of the pavement in the lower lot. Public Works is beginning to flatten the area as much as possible to allow for a different layout and the visibility from the top of the driveway to the back parking lot is much greater. I have asked Fred Hurley to provide a timeline for completion but he won't be able to do that until they flatten the lot as much as possible. Here is what Fred Hurley shared with me:

Eversource got back to me on several issues.

1. The transformers on the pole by the old fire house are very small in capacity and can not support an electric vehicle charging station. They only support the existing pole lights.
2. The camera people have to make their own application to Eversource with a "Pole Attachment Application".
3. What we thought was a drainage structure near the old fire house turned out to be a flag pole base and easy to remove. The actual drainage structure is deep and will not interfere with our regrading.
4. If we are going to do pedestrian lights in the lower parking lot or an "ev" charging station or outlets for other activities we will need to install a separate transformer and power center (plugs and circuits).

I have asked Fred to provide a timeline as follows. My hope is he can have it earlier than next meeting but no later than that meeting:

**Dates for:**

- Completion of parking lot plan drawing
- Start of breaking up of parking lot
- Install of conduit needed for cameras and future needs
- Install of power center (how much will this cost and can it come out of the budget for the parking lot)
- Install of EV station, lighting and pedestrian paths
- Start of paving and expected length of paving
- Start of line painting and pedestrian path with brick look

**CEN Project** – The CEN installers will be delaying the install until March. As soon as I can move forward with the purchase of the equipment I will do so and Silvermine Technologies can prepare for the fiber connection. They have suggested that we increase the speed for our Spectrum service so that we can use Spectrum as a backup provider in the event CEN goes down. If that happens, the switchover to Spectrum would happen automatically.

**Building and Parking Lot Cameras** – I have been told that I need to get two more quotes for the camera project. This will delay the implementation of this work as I try to complete the project.

**Building/Other Work Completed**

- Fire Marshal Inspection
- Fire Extinguishers Inspection and Replacements
- Annual Boiler Service

- Elevator Inspection State of CT
- Elevator Maintenance from our Regular Service Provider
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- 13 New Mity Lite round dining tables were purchased and delivered for the Alexandria Room. This was done partly with funds from the Synchrony grant. The tables are lighter and safer for staff to use, are made to roll through out narrow doors and they have a 15-year warranty. They also have a good appearance even without tablecloths.
- New locks were placed in the Old Court Room to accommodate new tenant United Roofing and Home Solutions
- The Newtown Bee came to the building on 2/9 and 2/10 to cover the improvements in the Alexandria Room. We will likely see an article within the next couple of weeks.

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

**February 14, 2023**

### **Business Manager Report**

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#### **Financial**

The Edmond Town Hall financial presentation will now include the actual results of the previous year to date as a method of comparison to the current year to date. Actual YTD results for 12/31/22 are very favorable compared to the 2022/23 budget. Total revenues at the six-month mark are 90% of budget whereas total expenditures are 53% of budget. Theater revenues are 23% greater than the YE budget. As of 12/31/22, the net income is \$217,845 compared to the year end budget of (30,290). Compared to the previous YTD 2021, the net income for 12/31/21 was \$286,884. On an earned basis, (excluding grant monies), the net income for the previous period was \$82,692 compared to YTD 12/31/22 \$155,005.

#### **Grants**

Edmond Town Hall was recently awarded two grants. The CT Office of the Arts awarded ETH a \$4,140 general operating support grant, and CT Humanities awarded ETH a \$18,500 operating arts grant. There is an grant application in review with the CT Office of the Arts for operating support to CT theaters. Rewards are expected to be announced in mid-February.

#### **Tenant Space**

As of February 1, the Old Court room is being leased by a locally owned business. The tenants live in Newtown and are excited to be working out of Edmond Town Hall. The CVH Foundation renewed their lease as of February 1, 2023. The lower meeting room is the remaining meeting space available for rent.

#### **Staff**

There are two theater staff members who left for various reasons. A senior from NHS was hired and is training in concessions and projections, and I am looking to hire another 1-2 people. With so many theater parties, I want to ensure coverage for all the hours.

Additionally, an office assistant was hired to work 10-15 hours per week and will assist with administrative, rental and programming responsibilities.

#### **Programming**

Due to the popularity of the existing theater parties (8:30am – 12:30pm) I've decided to add another time slot for theater events. Currently, ETH shows a 1pm and 7pm movie on the weekends. In order to maximize the theater rentals, starting in March, the evening movie will begin at 7:30pm. By doing this it allows us to add a theater time slot from 3:30-6:30pm. The afternoon time slot will be rented for \$325 (morning is \$250) and will likely appeal to teenagers/adults. Since announcing the new theater time slot, six events have been scheduled.

I have been working on utilizing the commercial kitchen during the summer as a 3 hour day camp. The idea is to hire a professional chef that has over 30 years of experience, and who has created children's culinary programs before. The program could accommodate 2 sessions per day (9am-12pm, 1pm-4pm) and would consist of cooking/eating and a relative craft such as painting a pot and planting seeds. A one-week culinary camp could generate approximately \$1,700 of income.

The Big Lebowski event is planned for Friday February 10<sup>th</sup> (all details and financial information will be provided at the March board meeting). The event consists of a bathrobe "Dude" pageant and participants have the chance of winning

prizes donated by Strikers of Brookfield (primary sponsor), BD Provisions and the Colony Diner. Kat worked hard at planning and obtaining sponsorships for the event. Strikers donated \$300 and a \$100 bowling gift certificate. Beer, wine and White Russians will be served!

## **Events**

The January 6 Memories of Elvis concert kicked off the Spring 2023 music series. With 311 tickets sold, the show generated a profit of more than \$7,000. The upcoming Almost Queen concert, March 25, has sold 301 tickets in only 9 days (as of 2/8/23)! The third show of the series, Bennie & The Jets will perform on May 13.

On February 25, Marty Caproni, stand-up comic, will perform in the Alexandria room. The event, which is almost sold out, will be set up with auditorium seating.

## **Marketing/Advertising**

Jen and I met with Hearst Media to discuss digital enhancements through CT Post. The program is a new digital product called Local Market+ and it will promote ETH when people search for live theaters in CT.

This directory lives on the Connecticut Post.com, and is SEO Optimized to show up on the first page of Google when someone is searching for "Best Live Theaters In CT". The program is three months, and we have the option to continue for a total of 12 months. The digital copy includes a description of ETH and links to our website.

Press releases are being sent to local media outlets for all our events. We've been getting nice coverage by the Newtown Bee and Voices of Southbury.

We have been receiving positive feedback on our social media. Kat has been posting graphics for both Edmond Town Hall and Live at ETH accounts, as well as music videos for the upcoming artists. Further, she has been posting more about the rental space (afternoon THR parties, ALX room and the Gym) which has prompted people to make a reservation.

## **Movie Industry Buzz**

There are some great movies coming to ETH. Among them are Avatar: The Way of Water and The Fablemans, which has won several golden globes. Kat has noticed that Universal is pushing back how soon she can book their films to 3 months after its initial theatrical release. There a lot of great movies planned for ETH.

Our 2023 Dining Guide program is live with 15 restaurant partners. There is a large lobby poster with QR codes linking right to the partners, and they are featured on the ETH website under the Dining Guide tab. Links connect to the restaurants.