

Edmond Town Hall Board of Managers
45 Main St. Newtown, CT 06470

Minutes of August 8, 2023

These minutes are subject to approval at the next meeting.

Ms Guman called the meeting to order at 6:30pm on August 8, 2023. The meeting was held in the Mary Hawley Room,

Present: Jen Guman, Betsy Paynter, Herb Rosenthal, Marie Smith, Margot Hall
Also Present: Lauren DiMartino and Anthony Sartori

Absent: Armel Kouassi

Public Participation: none

Chairman Report: none

Ms Paynter moved to accept the minutes of July 11, 2023 with a second from Ms Smith. Approved

Business Manager report: attached

Ms DiMartino is very optimistic for this year. Last year saw so much progress.

Maintenance Report: attached

Mr Sartori is very happy to be here. He is looking into efficiencies. There is a program with Eversource which will make LED lighting with light sensors very economical and save money in the future. Mr Sartori spoke highly of Chris and would like to adjust some of his duties. Tenants have also been praising Chris. There was a discussion on possibility of solar panels over the gym.

Unfinished Business:

Mr Rosenthal moved to submit the CIP without changes to the Town. Ms Hall seconded the motion. Approved

Board Comments:

The Board members thanked Ms DiMartino and Mr Sartori for the great work during the transition stage. The Board is excited for the plans coming for this year. The Edmond Town Hall is moving forward.

Ms Smith moved to enter into executive session including Ms DiMartino and Mr Sartori to discuss possible tenant. Mr Rosenthal seconded the motion. Approved

Entered executive session at 6:50pm.

Resumed public session at 7:08pm.

Ms Paynter moved to accept a tenant opportunity as discussed in executive session for space on the lower level. Mr Rosenthal seconded the motion. Approved

Ms Smith moved to adjourn with Ms Paynter seconding.

Ms Guman adjourned the meeting at 7:10pm.

Respectfully submitted,

LeReine Frampton, clerk

Operations Report for July 2023

Submitted By: Anthony Sartori

Operations:

Over the past couple of weeks, I met with some key people from the municipal center and public works. Working on developing a solid relationship between Edmond Town Hall and the Municipal Center.

Meeting the BOE Facilities Director we were able to establish the exact cleaning products, equipment, and the needs of our building. We can piggyback on the town / state contract for cleaning supplies, and paper supplies. This is going to allow for significant cost savings for us.

Completed a slight overhaul of the concession stand to maximize our revenue, cost savings, and reduce loss and waste.

Working on staff realignment, right people in the right places. This adjustment will lead to future savings for ETH.

- Moving Scott from custodial position to a building maintainer position, Scott is well versed in preventative maintenance. This position will help in reducing the need for outside vendors for smaller projects.
- Chris will continue to be the main custodial staff; I allows for a more streamline of our building cleaning process and meet our needs effectively.

Established an easier means of monitoring payroll and labor costs. This system will reduce the number of time punch discrepancies and provide more effective means of processing payroll.

Working on maximizing building space and consolidating. This allows better inventory and the opportunity to increase revenue by opening potential rental spaces.

Project Status:

T-Mobile Project-

Permits filed, waiting on finalization from borough zoning and fire marshal. Once signed off construction will begin. Once construction begins the final punch list of items will be purchased.

We had the gym floor assessed by Bartholomew Contract Interiors. Per their report, we would not need to adjust any flooring, this is cost savings over \$3000.00. These savings will be reallocated into additional upgrades in the gym as the grant permits.

After reviewing the overall budget of this project, we have found there is a potential for additional funding that can be allocated for additional upgrades in the gym. Further discussion will be needed.

CEN Project:

We are currently on track with this project, met with Craig and Scott to review the project to see what was needed to move forward. This allowed the board to sign off on moving forward with the cameras. I have put out to bid with three vendors for cabling, currently waiting for those bids to come in.

Doors Project:

Will be meeting with Jen to discuss this in detail to get up to speed. The town purchasing manager shared some information on the Booth Library and their completed door project which may be a great help to us.

Locks Project:

I am looking to tie this project in with the doors, waiting for further details. Exploring some additional options to allow for larger cost savings down the road.

Dome Lighting Project:

This project is a very tedious project as we are limited with resources in the area and trying to adhere to the town three bid policy. I am working very diligently on this, reaching out to other theaters, and finding resources within.

Future Projects :

Landscaping- freshen up current and explore options for future usage of gardens.

Working with electricians to re-evaluate current lighting and ways to save money on electricity.

Installation of permanent fans in the gym

Working with vendors to purchase new floor maintenance equipment.

Working with vendors for pricing on refinishing gym floor & wall mats

Respectfully

Anthony Sartori

AS

They are based out of Hartford and were recommended to us by the town purchasing manager. Their report stated that the current floor is in great condition and there would be no need to rip up or replace any of the floor .

CEN Project -

Business Manager Report-August 8, 2023

Financial

The financial information reported herein is for the full year ending 06/30/2023. Edmond Town Hall completed the fiscal year with net income of \$142,431 as compared to a budgeted negative \$30,290. Backing out the federal and state grant monies received, from an operational standpoint, YTD net income is still favorable at \$85,841. This indicates that if we don't receive any grant monies, ETH can still operate and generate a positive net income.

For FYE 6/30/23 total revenues of \$948,865 surpassed the budget of \$627,563. The three top revenue sources for the year were: special events, theater and Alexandria room. The special events generated significant revenue from our music series and sponsorships. We had sold out (and near sold out) shows that generated significant income. Theater revenue surpassed budget by 163% from additional dance recitals, non-ETH theater productions and theater parties. The Alexandria room rentals have also increased significantly through more marketing and social media awareness. It would be expected that the increase in rental revenue is also due to the pandemic being less of a threat. Theater ticket sales and concessions were also well above budget. Grant awards for 2022/2023 totaled almost \$117,000, which is an unbudgeted revenue source.

An area of future revenue for ETH will be to utilize space that can generate income. For example, capitalizing on the commercial kitchen will be a big focus for culinary afterschool programs, camps, and adult classes. Consolidating and cleaning the extra rooms around the building will generate future income. We added a new tenant in 2023 and hope to do the same in 2023/2024.

Existing tenant leases have all been executed for 2023/2024 with market leasing rates. This will offset some of the utilities ETH pays for as part of the leasing contract.

From an expense perspective, I believe there are areas we can control better in 2023/2024. Total expenses of \$806,434 surpassed the budget of \$657,851. As expected, with the additional number of live events and movies relative expenses will increase as a matter of business. This is most evident with the increase in contractual services (including culinary programming costs), film rental and concession costs. The cost of the film rental via the movie studios has increased considerably. On a sliding scale, we will often see Disney charging us 50%-65% of ticket sales. The repair and maintenance expenses surpassed budget by 184%. This was mainly due to approximately \$20,000 of unexpected repairs relating to dressing room improvements, hvac & clogged roof storm lines. Although this is higher than the budget, the plan is to utilize cash reserves for certain repairs/upgrades.

As part of the Town's 3 quote purchasing policy, I believe this will control costs for the upcoming year. We are reviewing all our maintenance contracts and obtaining bids on projects within the building. I am also committed to additional troubleshooting prior to calling for immediate service.

Programming & Rentals

The Alexandria room continues to be booked every weekend. I am in discussion with a local caterer to start planning culinary classes on Thursday evenings beginning in the fall. The children's culinary camp was so popular that we'd like to extend the culinary opportunity. Adult classes are also being planned.

The Society of the Hawley Family will be celebrating their 100th anniversary the weekend of September 29th. They will begin by receiving a tour of ETH, with a presentation by the Newtown Historical Society in the Alexandria room. It is tentatively planned to show a movie for the society on Friday evening and they will utilize the ALX room on Saturday for meetings. Anthony has been making improvements throughout the building with the anniversary in mind.

The Newtown Stage Company concluded their summer theater camp with two performances, both sold out! It was amazingly successful. They have just announced their winter classes/performance, Elf, to be performed on the ETH stage in December.

The Rocky Horror Picture Show will be held at ETH in October. There will be a cast at the Saturday evening performance. Kat is working to plan the event. It was recently announced.

The Flagpole Radio Café will be back performing in September. They have not performed since the pandemic. ETH is co-producing the project.

Drive In

The July weather did nothing to help the drive-in attendance. As long as there is no lightning/thunder we are running the movies. We continue to have some technical difficulties, but we are working them out. The drive-in sponsor, Around Town Real Estate, has been great with promoting the drive in with some funny videos! At the conclusion of the season, I will review the final results of the drive-in and look to see how we can improve the overall logistics of the drive in and potential marketing and promotions for next year.

Live Events

The fall music series has been announced and tickets are selling. The Rat Pack show has gotten a nice boost from connecting with two local senior resident communities. Colonial Automobile will again be our title sponsors. Several businesses have already joined the sponsorship team. Advertising and promotion have already begun.

The Alexandria room will be the home of the ETH Comedy series. There are two comedians scheduled to perform (October & November). Additional comedians will be added to the line up.

Theater Buzz

The July indoor movies did very well, led by the Super Mario Bros movie. It was a free weekend sponsored by Ingersoll and in total 2,439 tickets were reserved. Asteroid City and Barbie are two blockbusters that are coming to our theater in the next month.

As some of the theater staff prepare to head off to college we are in the process of interviewing and hiring theater staff members. We expect to hire approximately 5 people. Several of our “seasoned” staff members have really stepped up by taking on additional responsibilities with the drive in and office/concession tasks.

The theater operations (cash handling, concessions, dress code, attendance tracking) are being reviewed and becoming more efficient and professional. There have been a lot of changes and I’m excited to get them underway.