



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

### **Regular Meeting Minutes**

Tuesday, September 12, 2023 - 6:30 P. M.

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

**The minutes are subject to approval at the next meeting.**

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

Present: Jennifer Guman, Margot Hall, Herb Rosenthal, Marie Smith and Armel Kouassi

Also Present: Lauren DiMartino and Anthony Sartori

Absent: Betsy Paynter

#### **Chairman Report:**

Ms Guman thanked the staff and volunteers for the amazing work decorating for Barbie Weekend. With all the pink and glitter you got to experience the event.

Ms Guman also thanked Ms DiMartino for all of her extra work securing the sponsors for the Fall Series singlehandedly. Great job.

Mr Rosenthal moved to accept the minutes of August 8, 2023 with Ms Hall 2<sup>nd</sup>. Approved

#### **Operations Manager Report – attached**

Mr Rosenthal moved to add discussion and possible action on wiring quotes to the agenda. Mr Kouassi 2<sup>nd</sup>. Approved

The wiring for cameras, CEN and streamlining wiring of the ETH offices were combined. ARP funds and grant funds are being used to cover most of the cost. \$1500 needs to be paid from ETH account for the balance.

Ms Smith moved to spend \$1500 from ETH account to cover the balance. Ms Hall 2<sup>nd</sup> approved

Business Manager Report – attached

Ms DiMartino was very pleased with Barbie weekend. She is looking forward to the events coming this fall.

Sales have been very good.

On September 29<sup>th</sup> at 3pm there will be a meeting to celebrate Mary Hawley with her family. All are invited.

Unfinished business – one

New Business – none

Comments:

Mr Rosenthal complimented Mr Sartori on the savings to refinish instead of replace the gym floor.

The Board wished Ms Hall a Happy Birthday and Welcome Back.

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

Ms Guman adjourned the meeting at 7:14pm.

**Edmond Town Hall Board of Managers**

Jennifer Guman, Chair

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

## Operations Report for August 2023

Submitted By: Anthony Sartori

### Operations:

Things are moving along relatively quickly, and I am settling in. Daily building walk throughs allow me to tackle small projects and develop strategies for the larger future ones.

Staff re-alignments are working well, we have been able to reduce on going overtime and additional labor hours.

Continuing to maximize building space and functionality.

Developing a daily and monthly preventive maintenance program. This will allow us to gage in-house repair (cost reducing) or outsourcing.

A new floor scrubber purchased, allowing for floor cleaning to be done in the nighttime much quicker and more cost effective.

Lighting upgrades- we were able to upgrade a few lighting fixtures throughout the building, changing to all LED and motion sensors. These upgrades allow us to consolidate on our electric use and ensure safety.

A new hot water heater installed up and running.

Will be meeting with Director of Public Works as there may be a possible drainage issue off the front of the building.

Met with several masons to discuss the continuous water damage to the ground floor brick walls. (Lower meeting and Lathrop)

### **Project Status:**

#### **T-Mobile Project-**

**Kitchenette nearing completion, waiting on inspections and final touches. After reviewing the grant project in detail, I was able to pinpoint more effective and necessary needs. We are currently upgrading the lighting from fluorescent to LED dimmable lighting (cost savings). We are upgrading the bathrooms by changing out to new toilets and sinks. Additional upgrades are being looked at such as the refinishing of the gym floor and new basketball hoops.**

#### **CEN Project: (internet)**

**All bids are currently being reviewed and awarded in the next week or so. Working with our IT department most all equipment has been purchased. Hopefully the project will start at the end of September and be completed by mid-October.**

**Door Project:**

**Waiting for the last bid, company states I should have it with in the next week. Once a vendor has been selected, we will move on with this project relatively quickly. In hopes to have it completed before winter.**

**Respectfully,**

**Anthony Sartori**

**AS**

## **Business Manager Report-September 12, 2023**

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### **Financial**

The 2024/2025 budget season is upon us, and we will begin working to develop a comprehensive budget. The first draft will be presented to the Board at the October meeting and expect to meet with the Finance Director/First Selectman in December.

All tenants except for one have executed a new lease for 2023/2024.

The fiscal year 2023/2024 financials are attached. Since it is the first reported month there is not much financial information to report. There is a considerable number of July expenditures that either did not have checks cut until August or the expenses were booked in the 2022/2023 accounting period. The July 2023 financial report is not a true reflection of the actual month's financial position. From a budget perspective, total revenues for 2023/2024 are budgeted to be approx. 36% greater than last year and expenses are budgeted to be 18% greater than last year. Net income is projected to be (\$39,957) without any grant monies projected.

### **Staffing**

I'm pleased to say that an office assistant was recently added to the ETH staff and will help with the office administration required to manage the growing events and programming that ETH is pursuing. Additionally, there have been several staff members who returned to college/relocated and we have hired people to fill those spots, including an evening night manager. Please stop by to say hello.

### **Programming & Rentals**

A 4 week kids culinary program is being planned for Thursdays when the kitchen is not occupied. A mommy and me class with 3-5 year olds will take place in the morning and a class for older kids will occur after school. The goal is to utilize the kitchen as much as possible with kids and adult culinary programs. We are considering adult cooking classes and even a singing chef experience.

The ETH will have a booth at the Newtown Arts festival the weekend of September 22<sup>nd</sup>. The booth will be a good spot for us to hand out printed materials for the music and comedy series, movies and the culinary program.

The ALX room is fully booked almost every Saturday throughout the year, and Fridays & Sundays are now filling up. I'm considering providing complimentary tablecloths or the usage of the projector to Friday night rentals. We have a new partnership with the Sandy Hook Laundromat and cleaning tablecloths is covered under our partnership. It could be an easy way to occupy Friday evenings.

Gym rentals are full throughout the fall/winter with recurring sport team practices.

### **100<sup>th</sup> Anniversary- The Society of the Hawley Family**

The Society of the Hawley Family will be celebrating their 100<sup>th</sup> anniversary the weekend of September 29<sup>th</sup>. It is sure to get a lot of attention. On Friday at 3pm, the First Selectman will make a presentation acknowledging the many contributions Mary Hawley has made to Newtown. Among the many people that have been invited, the members of the ETH Board of Managers are encouraged to attend.

Additionally, the family will have luncheons and business meetings scheduled in the Alexandria room and a building tour. We will show the film Glory to the family on Saturday...all are welcome.

### **CH Booth Library Partnership**

Edmond Town Hall is an official partner in the NASA Exoplanets traveling exhibit that we are getting March 2024 thru May 2024, and a recipient of a couple of pieces of the exhibit. As part of the exhibit and collaboration, we will be planning a Sci-Fi film series during this time. More information to follow.

### **Drive In**

The drive in concluded the season with the classic movie Caddyshack. Around Town Real Estate, the summer sponsor, handed out concession coupons and met with patrons. There was a nice buzz around town, and we couldn't have had the drive in without their support. To be expected, the weather played a significant role in the financial success of the season. There were several evenings that the movie had to end early due to weather, and we gave guests credits for another movie showing. Additionally, the logistics of the power source to the projector was a challenge throughout the season. Next season, if we choose to do the drive in again, we will have more stable power and a more secure set up for the projector. The drive in generated a small profit of approximately \$1,000.

### **Live Events**

We have a very busy September ahead. The fall music series kicks off on Friday September 15<sup>th</sup>, with Jeffrey Gaines and former Newtown resident, Lucinda Rowe. Following their show will be 5 additional shows that will go through December 16<sup>th</sup>. We have a great line up of artists that covers multiple genres. We hope to see you at some shows.

In addition to the music series, we have many events/productions happening in the theater this month ranging from an ETH benefit on September 14<sup>th</sup> to a jazz production to the return of the Flagpole Radio Café on September 23<sup>rd</sup>.

### **Theater Buzz**

The movie Barbie is to the movie industry as Taylor Swift is to concerts! We are expecting approximately 2,700 guests take part in our Barbie world this weekend. Sponsored by Ingersoll Auto, we are expecting this to be a wonderful event with lots of pink lemonade, pink balloons, and pink streamers.

Later in the fall we have Oppenheimer scheduled and hope to secure the rights to a few other big feature films.