

Edmond Town Hall Board of Managers
Special Meeting
Tuesday, March 20, 2018
Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, CT
Chairman Margot Hall called the meeting to order at 6:30pm

Present: Marie Smith, Margot Hall, Jennifer Chaudhary, Herb Rosenthal, Jennifer Guman

Absent: Anna Wiedemann

Also Present: Operations Manager Sheila Torres, Theater Manager Tom Mahoney

Public Participation – None

Report from Theater Coordinator – T. Mahoney reported that Wonder, Ferdinand and Star Wars did well. This week they are showing All the Money In The World and Darkest Hour starts Friday. Coming for Easter is Jumanji: Welcome to the Jungle.

Approval of Minutes – M. Smith moved to approve the minutes from the February 20, 2018 meeting.
J. Guman seconded, motion unanimously approved.

Correspondence – M. Hall reported that they received a note from the donors of the hearing devices and they were able to enjoy them and felt they were a good choice

Report

Fairfield County Giving Day – J. Guman reported that they raised about \$700 and next year they can do a lot better. Next year advertising in January to get the message out was suggested.

Presentation at UCONN – J. Guman and S. Torres did a presentation at UCONN for the marketing project. They provided the Annual report as part of their presentation (Attachment A). They presented the ins and outs of the building, its struggles and the business plan. The students will be breaking out in their teams and will come up with a marketing strategy focusing on millennials.

ORS Sub Committee – J. Chaudhary reported they are looking at restricting the organization to be more on the line of business and the boards vision.

Chairman – M. Hall and S. Torres were at the Legislative Council Administrative subcommittee regarding the budget. They have another meeting before they pass it onto the full board. They had a lot of questions and the council members were learning about some of their accomplishments.

Operations Manager – S. Torres reviewed her report (Attachment B). She requested a more comprehensive understand of what the cost could be from Duane of Thin Air, LLC (Attachment C). Last month she met with theater consultants in Norwalk. They spent a few hours going through the building and they had some very good suggestions. They provided a proposal of \$1,900 for a written memo with all the recommendations and it is important before the bid of the rigging system is put out.

The laser show fundraiser will be happening on April 20th. There will be sponsorship from Ingersol Auto and Newtown Insurance. There will be a 7pm early show and a later show with adult beverages. The cost is just the lose of theater rental, he is donating everything else. The sponsorship funds go to the theater restoration fund

Approval of monthly bills – H. Rosenthal moved to approve bills in the amount of \$50,532.89. J Guman seconded motion unanimously

UNFINISHED BUSINESS

Mike Casey Concert – H. Rosenthal moved to table discussion regarding Mike Casey Concert. J. Chaudhary seconded, motion unanimously approved.

Water softener system – H. Rosenthal moved to table discussion regarding the Water softener system. J. Chaudhary seconded, motion unanimously approved.

Engagement of Theater Design Consultant – J. Chaudhary moved to approve the retainer for Thin Air, LLC for consultation for theater renovation project plus an additional \$2,500 for services. H. Rosenthal seconded, motion unanimously approved.

NEW BUSINESS

Replace North Side driveway lights – S. Torres received two quotes for electrical work that is needed on the north side the building (Attachment D). \$3,454.29 would repair the wall packs replacing the lights with LEDS. The other quote is for \$297 is per light poll. They will replace the lighting with LED. There are no lights out there now and it is a safety issue.

H. Rosenthal moved to approve the exterior wall pack fixtures on the north side of the building for a cost of \$3,454.29. J Chaudhary seconded, motion unanimously approved.

H. Rosenthal moved to approve the conversion of the light polls for a cost of \$1,787.99. M. Smith seconded, motion unanimously approved.

Approval to obtain Theater Projects Memo – J. Chaudhary moved to approved \$1,900 to receive the recommendation memo for the theater project. M. Smith seconded, motion unanimously approved.

Comments from Board Members – H. Rosenthal explained that he thinks they need to change the employee handbook discipline policy. For at will employees to have a written warning for the first offense is not appropriate for outrageous behavior.

J. Guman explained that she was contacted by Rob Kaiser from the Cultural Arts Commission. They want to work with Edmond Town Hall with a live act at the Arts Festival. This is a great opportunity for shared marketing, cost and profit.

Having no further business meeting was adjourned at 7:57pm

Respectfully submitted,
Arlene Miles, Clerk

Attachment A

EDMOND TOWN HALL BOARD OF MANAGERS Annual Report 2016/17

During this past fiscal year the Board membership experienced the resignation of James Juliano (February 2017) and Mary Fellows (April 2017). Both are recognized for their skills and dedication to Edmond Town Hall needs.

The Board welcomed James Shpunt and Jennifer Guman to fill the vacancies.

The Board finalized its Visioning Sessions which resulted in THE EDMOND TOWN HALL STRATEGIC PLAN. The plan determines what efforts are needed to maximize the use of the building and achieve financial success. The plan was published and presented at an event in our Theater on July 29, 2017.

In April 2017 the Board initiated a Community Survey. Neil Chaudhary, PhD, CEO of Preusser Research Group, Inc., undertook the task, making this service a contribution to Edmond Town Hall.

Sub-Committees were appointed to develop:

- 1- By Laws - Edmond Town Hall Board of Managers
- 2- Employee Handbook
- 3- Organizational Structure Review

In December 2016 the Board increased admission to the movies from \$2.00 to \$3.00. The last attempt to increase admission from \$1 to \$2 and \$2 to \$3, was undertaken in 1994 only to be rescinded the following year.

Effective July 1, 2017 the Board raised the price of day rentals and created a discount rate for non-profit organizations.

The structural replacement and repair highlights are:

- Installation of new boilers was completed
- Installation and repairs of outside handrails
- Gutter and down spouts clean out and repairs
- Installation of new water fountains on the main level of the building

The Edmond Town Hall web-site was programmed to allow for fillable rental contracts.

College Intern, Patrick Downey, working with Operations Manager, Sheila Torres, produced two videos:

A "Virtual Tour of Edmond Town Hall", which resides on our web site, and a video promoting our brand and tag line "Make Memories Here." as well as two video spots for our pre-movie shows to promote our theater, event and office rentals and our concession offerings.

Board member, Anna Wiedemann, initiated a program of showing "Sensory Friendly" movies to children.

A Frank Sinatra concert in Dec. 2016 was very well received.

The Board of Managers is grateful for the donors and sponsors of: The "Back to the Eighties" show with JESSIE'S GIRLS in May 2017. It was a great success. Producer, Fun Music, covered the costs and donated the proceeds to Edmond Town Hall; and to the continued generous support by Ingersoll Auto of Danbury to Edmond Town Hall and our patrons.

Margot S. Hall
Chairman

Attachment B

ETH MANAGER'S REPORT – March 20, 2018 – Sheila Torres

Highlights/Work Completed

- On 3/19 met with Finance and Administration Subcommittee to discuss the budget and reason for our increase in costs. Explained the primary drivers: personnel and maintenance costs. Also summarized the items that would need to be removed from our plate in order to make the budget work.
- On 3/1 met and presented to the Board of Finance regarding our budget and challenges.
- On 2/26 met and presented to UConn Business students along with Board Member Jennifer Guman. They are excited about helping us and asked to have a town leader get involved. Paul Lundquist has volunteered.
- Donor of listening /captioning devices came in over the weekend and used them and was happy with the choice made. Have explained to Bruce that people should sign them out so we don't lose them.
- Two potential tenants came through to look at all available leasing spaces.
- Kitchen hood inspection and door closers project have been completed.
- In talks with Mike Casey, the jazz musician to get some answers to questions that were sent by Jen Guman. I will send the responses by email as soon as I hear back from him.

Coming Up

- **Mar 29** – Rise of Sufferfests – Avielle Foundation, **Apr 2** – Field of Dreams, Someday Cinema Series, **Apr 14** – Spring Fling, Alexandria Room Fundraiser, **Apr 14** – Spring Craft Show, Gymnasium, **Apr 20** – Laser Show Fundraiser

In Progress

- **Permanent Liquor License** – Still no progress, but will be applying for a temporary license to use for the April 20 fundraiser.
- **Communications Plan** for realignment almost complete but have not sent to Jennifer Chaudhary and Board yet. I have a timeline of events for the coming year that will move forward the realignment process starting with a staff meeting in March or April.

CIP

- Have not yet received quote from Daikin, but did reach out to ask for it.
- Theater consultants that met with me last month sent me a quote (attached) to do a memorandum with recommendations. They suggested that I may want to wait to bid out the rigging job until they have put their recommendations in writing because we should consider all options. I would like to get approval to move forward with the wo

Theater Team

Have nailed down final team of residents who have agreed to serve on the theater team. The names are: Terry Saggedy, Jim Allyn, Jennifer Rogers, Marilyn Rennagel, Hayden Bates, Mike Guman, and reached out to nine individuals who are all interested in serving. They all have background in either theater, music, lighting, etc. The goal for this team is to focus on five key areas and establish a phased plan: 1) Rigging and Safety 2) Lighting 3) Wing Space, Performance Space, Loading 4) Audience amenities 5) Programs

Repairs

- Plumbing repairs completed in concession stand and toilets in dressing rooms.
- Stove repair to one of the pilot lights was completed. No more gas fumes.

Attachment C

Edmond Town Hall Theatre

13 March 2018

Dear Sheila,

As requested this is an estimate of my time involved for the multi-year reworking of the Edmond Town Hall Theatre. I was not able to contact Claris Construction yet get an estimate of what their involvement would be.

The careful planning for this multi year project should happen first.

Architectural changes... how they effect the space & estimates of cost

Bridge SR to potential new back stage / storage?

Permanent Show Run position?

Exterior Open Elevator & entrance to Back Stage for Load ins?

Reconfigure Electrics Cage

New in house lighting positions

wiring from instruments to control boards

Determine if lighting is theatre purchases, leases or others responsibility

Is Pit rail adequate?

Move Grand drape motor?

For Grid repairs what lines are dead hung?

wench controlled?

determine line positions

what lines are pipe, which are truss

Architectural drawings needed for theatre & effected adjoining spaces

Simplified floor plan & Elevations needed for client show planning

I believe a full project understanding with cost estimates is needed first... use that to make the decisions of what you can accomplish in each year of the renovation and have an idea of what is involved in each year & the dollars.

With all this front loading of effort for the project I expect to work about 100 hours in the first year working with the board, contractors & suppliers, as well as with the on stage grid safety project.

100 hours @ \$75 is \$7500 + \$2500 Retainer would be about \$10,000 for the first year

Consulting & supervision for subsequent years I would expect to be in the \$4,000 range.

Yours,

Duane

Attachment D

Ferrer's Electric LLC

45 Cedar Crest Drive
Southbury, CT 06488
Pedro J Ferrer/PETE
E1-0200850

Phone # 203-733-3310

ferrerelectric@gmail.com

www.FerrerElectricLLC.com

Estimate

Date	Estimate #
1/23/2018	1143

Name / Address
Edmond Town Hall 45 Main ST. Newtown CT 06470

Description	Qty	Cost	Total
This Quote is for a One to 1 Conversion for Each Newer Die Cast pole. We will remove Metal Halide Ballasts, starters & bulbs which are very costly to run. We will Directly feed sockets with 120 volts and install LED Ultra bright low energy bulbs. Labor Per unit Parts per unit		250.00 47.98	250.00 47.98
		Subtotal	\$297.98
		Sales Tax (6.35%)	\$0.00
Total			\$297.98

Unpaid balances, after due date, are subject to 1.5% per month interest until paid in full.
Customer agrees to pay all of the contractor's costs related to the collection of any sum due, including legal fees and expenses!

Customer Signature

Basic Allowances allocated for the scope of work.

Ferrer's Electric LLC

45 Cedar Crest Drive
Southbury, CT 06488
Pedro J Ferrer/PETE
E1-0200850
Phone # 203-733-3310

ferrerelectric@gmail.com
www.FerrerElectricLLC.com

Estimate

Date	Estimate #
1/23/2018	1142

Name / Address
Edmond Town Hall 45 Main ST. Newtown CT 06470

Description	Qty	Cost	Total
Replacement of exterior wall pack fixtures with built in photocells along perimeter of building. ALL NEW LED			
Replacement of 1 overhang fixture in rear of building. Currently mounted on a pole. Overhanging exit & stair case		267.89	267.89
10 Photo cells	10	16.93	169.30
10 LED wall packs	10	97.96	979.60
LABOR (2 men, one day)	17.5	85.00	1,487.50
Bucket truck charge for the day!		550.00	550.00
Contingency (NOTE) This is for a direct one for one replacement only! Any fixtures, with dead power & or any additional troubleshooting work needed will be assessed and a written estimate will be provided.		0.00	0.00
Subtotal			\$3,454.29
Sales Tax (6.35%)			\$0.00

Unpaid balances, after due date, are subject to 1. 5% per month interest until paid in full.
Customer agrees to pay all of the contractor's costs related to the collection of any sum due, including legal fees and expenses!

Total \$3,454.29

Customer Signature

A 50% deposit is required to order materials. Final Invoice due within 10 days of completion!