

January 23, 2019

To: Cheryl Fournier, Finance Director City of Biddeford  
From: Mark J. Nahorney, President  
City Theater Associates Board of Directors

Subject: Request for Annual Allocation F/Y 2019-20

Dear Ms. Fournier:

Last year the City Council approved \$30,000.00 to continue with the capital repairs, additions and improvements to the theater. We thank you.

**City Theater Associates Inc. is requesting \$30,000.00** for the continuation of the facility upkeep, health and safety repairs, restoration/renovation projects, and updating of facility systems. The requested funds will be used to continue with the leasehold improvements and upgrades to the theater.

Priority is based on the following criteria:

- Emergency and health & safety concerns
- Age and condition of project items
- Patron service and comfort
- Enhancing the artistic level of events
- Cost savings
- Supporting long term use of the facility
- Contractor availability
- Scheduling
- Matching donor or grant money

Biddeford City Theater is in its 123rd year of existence. This past year the Theater set new seasonal (14,000 patrons) attendance records and number of events at 61. We once again received special notice and awards from the publication *Broadway World* and *the Journal Tribune*. *Broadway World* selected City Theater as the 5<sup>th</sup> best theater in the state right behind 4 professional ones.

The Theater has been an integral part of the revitalization of Downtown Biddeford. City Theater Associates (CTA) Board of Directors, a volunteer driven, not-for-profit organization, and over 400 volunteers have provided the time and energy to move the Theater forward, while keeping the Theater in excellent financial health.

However, major capital improvements are not something the CTA can afford to undertake, necessitating that our annual funding request to the City of Biddeford. We are particularly concerned about the heating and A/C projects which combined could cost over \$100,000. Without this annual City funding, we will have capital improvement issues, like these, that will not be properly addressed and will likely become an emergency issue, or require more costly solutions in the future. Building problems do not go away. They just get more expensive the longer one waits to take care of them.

The City Theater extends its gratitude for the City's continued support regarding these projects. Please contact me at [thecitytheater@gmail.com](mailto:thecitytheater@gmail.com) or at 207-590-7277 with any questions and further assistance in this matter.

Thank you for supporting Biddeford City Theater.

**Expenditures over the past few years:**

**Refinishing the entrance staircase and lobby hardwood floors**  
**Replacing and maintaining carpeting**  
**Electrical system upgrade**  
**Sound system upgrade**  
**Fire retardant drapery**  
**Marquee lighting upgrade**  
**Concession area refrigerators**  
**Regular theatrical lighting unit replacement**  
**Energy efficiency upgrades**  
**Attic costume storage racks**  
**Theater exterior side door replacement**  
**Main Street entrance exterior refinishing**

**Upcoming expenditures:**

**Air conditioning repair and upgrade\***  
**Regular theatrical lighting units and dimmer replacement**  
**Exterior stage doors**  
**Heating boiler (unplanned replacement) with the City\***  
**Refinishing the orchestra section hardwood floor**  
**Aisle railings in the balcony**  
**Finish the Main Street entrance refinishing**

**\*Waiting for estimates from the City Director of Physical Plant**

**Anticipated Future Projects:**

**Updates and repairs to public restrooms**

The addition of the heating system (2001) left areas of missing tile and holes. Handicap accessibility and better privacy both need to be taken into consideration. The metal stalls are severely rusted in the men's room and have etched graffiti in the ladies' room. There is no ventilation in either room. Quotes will be researched to make these improvements attractive, functional, and cost effective.

Estimated costs.....\$25,000.00-50,000.00

**Upgrading the Concessions area**

Paint, lighting, counter tops, cabinets, electrical service and storage would be addressed. Estimated costs.....\$10,000.00

**Upgrades and repairs to back stage dressing room and bathroom areas**

Painting and patching holes in the hallways

General maintenance, upgrade in fixtures, and repairs are needed on an ongoing basis due to the high use of these areas. Estimated costs.....\$10,000.00

**Finish the Main Street entrance refinishing**

Refinish the wood ceiling and walls to match the doors that were refinished last year. This will need to be done when the weather agrees. Estimated at.....\$2,500.00

**Continued upgrade of electrical service backstage**

Over the past three years upgrades to electrical service backstage has been started. The major electrical panel stage right was replaced and new switches installed. Work needs to expand into other off stage areas, specifically the dressing rooms.

Estimated costs.....\$15,000.00

**Continued upgrades to “fly system” with the goal of installing a counterweighted system**

As stated in previous reports, the current “fly system” above the stage is the original 100+ year old system. In the very near future the entire system will need to be replaced. We are currently taking steps that are “band aids” (new rope and pipes). While still safe to use, these are temporary measures until we can replace the current system.

Estimated cost for new system.....\$1,000,000.00

**Addition of a split system air conditioner in stairwell**

The stairwell in the lobby is not air conditioned. In the summer this area becomes very humid. The high levels of humidity are ruining the plaster and causing it to fail. A very noticeable musty smell is also apparent in the entry way during the summer months. The solution to these issues is the installation of a split system air conditioner. This would benefit both the second floor landing and stairwell of City Hall and the City Theater lobby stairwell.

Cost & installation of system.....\$15,000.00

**Repair to plaster in stairwell due to excessive humidity**

Excessive humidity during the summer months has caused the plaster to crack and chip in several areas of the stairwell. Once air-conditioning is installed, repairs to these highly visible areas are needed.

Cost of plaster repair and painting by Tony Castro.....\$7,500.00

**Replacement of exterior stage doors in the rear of the building**

The current doors are metal. There is no awning or gutter system to divert the rain above the doors. Driving rain seeps into the top of the door and is corroding the metal. Several attempts have been made to repair these doors, but they continue to have issues and are reaching the end of their lifespan. The handicap ramp door was replaced last year. There are still 2 doors that need replacing.

The cost of new doors and installation of rain redirecting barrier above the door is still being priced.

Estimated cost for two doors.....\$4,000.00

**Create an external loading dock with large doors at the back of the stage**

There exists no way to load to the stage without going up stairs. The ramp and doors would be made at the northwest corner of the back of the Theater facility. This is in the very early stages of planning. No firm estimate exists but could easily cost .....

\$5,000.00-\$10,000.00

**Refinishing the orchestra hardwood floor**

The regular, increased use of the Theater has worn the hardwood floors. A thorough refinishing should bring back the floors to their original condition. Estimated at.....

\$5,000.00

**Theatrical lighting unit and systems replacement**

This is a recurring expense as we take aged lighting and dimmers out of use

Estimated cost .....\$7,500.00

**Aisle railings in the balcony**

We will work with the Codes Enforcement Office to confirm what our architect stated about adding these railings. It would dramatically improve safety of patrons. Estimated at.....

\$5,000.00

**Additional lobby and concession space**

The current lobby space is no longer adequate to serve the large number of people who are attending the Theater’s productions. Discussions have been held with city official’s regarding the possible addition of space. No estimate of costs is available at this time.

**Set build shop and storage area**

An addition of a shop and storage area would allow the stage/theater to be open to more use. Currently without such a space, we build on the stage three to four weeks before a production; thus preventing use of the theater for other events. Discussions have been held with city officials about such a space. No estimate of costs is available at this time.