

Trumbull Day Commission Meeting
May 9, 2013
Town Hall
Long Hill Conference Room

- I. Call to Order
- II. Pledge of Allegiance
- III. Review of Minutes
- IV. Chairman's Report
- V. Secretary's Report
- VI. Report from PROMOTE – Barbara Whetstone & Trista Morin
- VII. Subcommittee Reports
- VIII. Old Business
- IX. New Business
- X. Adjournment

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Trumbull Day Commission
Meeting Minutes
April 25, 2013

Commissioner Present: John Karpowich, Charles Letezeio, Joanne Orenstein,
Elizabeth Mastroianni, Anne Fers, Veronica Lenzen, Rosemary Derrig
Others Present: Barbara Whetstone, Trista Morin, Frank DiMarco, Stephanie Peters,
Michael Vartuci

After tour of Trumbull Day site behind Hillcrest Middle School at 6:30pm
Karpowich called the meeting to order at 7:24pm

Pledge Recited

Public Comment – Karpowich introduced former Trumbull Day Commissioner Mike
Vartuli. Mike will be volunteering on Trumbull Day

Minutes of April 18th minutes were approved with changes

Minutes of April 11th meeting will be reviewed at the next meeting

Mastroianni reported that that and e-mail was received from Scott Kerr in regard to
recycling. The Housatonic Resource Recovery Authority has single streaming and
Kerr's e-mail stated this it is required to single stream recycle. Mastroianni will call
Kerr to follow up on this.

Promote Report – Whetstone reported that in addition to the e-mail with updates
sent to Commission earlier in the week that Promote met with Town of Trumbull
Departments Heads on 4/24. TPD is taking a very close look at security and no
backpacks will be allowed into event. This has been posted to the TD website. In
addition all other bags such as diaper bags and purses will be subject to search.
Meeting with Fire Marshal and Zambelli fireworks is scheduled for 2pm on Monday,
April 29, 2013 behind Hillcrest. Commission Members were invited to attend if they
were available

Cooper Surgical changed sponsorship for \$2,500 to \$1,000. Wells Fargo will just be
taking a vendor space this year and will revisit possible sponsorship next year.
Bright Ideas is considering a \$1,000 sponsorship will be at Trumbull Day as a
vendor either way. Mimi Dragone is considering 2 cars & \$1000 sponsorship instead
of two car spaces.

Admission pricing was added to Trumbull Day site last Friday. Trumbull Day was
posted to approx. 25 event calendar sites including the State of CT Site and
submission was sent to Education Channel 21/99.

Off site parking was eliminated in meeting Town Department Heads the reason
being the difficulty they would have returning to Hillcrest after first drop off at end
of evening. Morin mentioned that Commission would have final say on buses and
that TPD would not limit parking on small side streets but only the main roads.

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Whetstone mentioned she received final numbers from Transportation who obtained from First Student and cost is \$9,000. Whetstone mentioned that Ed Lavernoich suggested reaching out to Bridgeport Transit on behalf of Trumbull Day. The commission felt this also would not work.

Cooper Surgical and Merit Insurance would be mailing in their sponsorship checks next week.

Working with Trumbull Time and CT Post on advertising pricing. Also looking into Fairfield County weekly which also has a website that allows paying \$10 per 1000 hits. Fairfield County weekly is a free publication found in a number places of business and at train station newspaper kiosk. They are also associated with the Hartford Advocate.

Morin reported that the Department Heads are concerned about breaking down at 11pm so there are not 100 cars on the field at one time. There is also concern that public could still be on the field at this time.

Lenzen mentioned a couple of the craft vendors would not be able to stay until end time. She is requesting that they note this when they return their agreements.

Lenzen noted that it also in the agreement to notify us ahead of time and to obtain permission. Morin noted that if they leave early that they will not be allowed to bring a car to the field and that they will be given a letter with rules before the event. Also no cars will be allowed on field next to tents during event.

Whetstone mentioned that former commissioner Preston Merritt offered his assistance if need.

Fers reported she is still waiting for contracts from the bands. She has only received 3 to date. Whetstone mentioned that maybe a "Letter of Agreement" can be used and will e-mail Fers a sample from internet for her review and approval.

Fers left meeting at 8:05pm

Letezeio reported Whetstone forward him an e-mail she had received from Narragansett Brewing and that they are \$73 instead of \$89 per keg. They will supply cups and a refrigerator truck. Letezeio mentioned that they would only pay for what is used and all untapped kegs can be returned without charge. Whetstone mentioned that current approved distributor does not provide contract and they will also be donating ID bracelets. Offered to go back to see if Narragansett would also do the same and noted they do have a contract. Letezeio mentioned that Narragansett also has an online events calendar, which is another source of promotion for this event. It was recommended at this time that Whetstone ask Narragansett for a copy of their contract in time for next meeting to allow further discussion and thought.

Orenstein reported on food vendor application received this week and their menus. Noted that commission would have final say on what vendors can serve.

Derrig reported on water and soda. She needs to know how many of each. Whetstone suggested she ask Pepsi to help her with this based on their past of serving product at events. Discussion on ice, refrigerator truck and freezer. Whetstone will check to see if a freezer within the middle school will be available for use. Commission will look at Pepsi contact during next meeting for review and possible approval.

Mastroianni mentioned that Storm with the Sound Tigers will be coming. Balloon twisting instead of baby birds with Melissa the Magician. Mastroianni mentioned that she would like to do a Trumbull Idol contest. Stated she would need help judging. Lenzen and Orenstein stated they would help her out with this. Winner would be announced in each age group at Trumbull Day. Suggested that STAR 99.9 give winners airtime.

Mastroianni mentioned she received update quote from United Staging and that it does show barricades will be provided at no cost. She noted the lights are very expensive and that the lights are not going to be needed that long if it is nice. Mentioned if just at night quote is for \$1,000 but if cloudy and gloomy and lights are needed all day it would be \$2,000. Whetstone will look into other lighting options for her.

Lenzen mentioned she has nine returned vendors application and has about 10 more coming in over the next week. Thinks Trumbull Day will have about 30 vendors. Requested on May 9th meeting to go over vendors and approve them and their offerings. She will allow late vendor applications and has contacted 287 vendors to date.

New Business – US Army Recruiter wants to attend but can they attend as a vendor for free? Karpowich made a motion to allow US Army Recruiter as an exhibitor at no cost. Lenzen seconded the motion. Motion carried by a vote of 7 – 1.

Letezeio left at 9:21pm

Whetstone mentioned that she needs to have contracts signed for fireworks, stage, sound and tents along with sending out deposits to them. It was noted that the First Selectman is the designee for signing off as representative. Whetstone suggested having a policy to show committee's approval for each in order to request First Selectman's signature and deposit checks. Whetstone suggested maybe one of the commissioner's initials in upper right hand corner. Karpowich agreed this would work.

Karpowich made motion to designate himself as the initialer/signer of documentation that has to be approved by commission for contracts/agreements to communicate with the First Selectman commission approval and that he is the designee as the executor of all contracts. Lenzen seconded the motion. Motion carried by a vote of all-unanimous

Fireworks contact was handed out for review. It has been reviewed by the Fire Marshal & Town Attorney and agreed to by Zambelli Fireworks. The postponement date is noted but can be changed. Karpowich made a motion to approve Zambelli contract for \$20,000 for the fireworks display with a 50% deposit. Mastroianni seconded the motion. Vote: Unanimous

Abbey Tent contact also reviewed noting that number of tables and chairs can change according to as needed.

Al-Tel Sound contract is for \$1,900 and requires an \$800 deposit.

United Staging contract is COD and only requires a signature

Karpowich made a blanket motion to approve amounts for deposits. Lenzen seconded motion. Motion approved by all

Morin stated that Trumbull PD asked to know what is progress with volunteers. Active push needs to be started. An e-mail was sent to THS on Wed.. Morin will send a note to service organizations; Trumbull Women's, Kiwanis, Lions, Rotary. Volunteer jobs will include: garbage removal, beverage pouring, ticket selling, cleaning tables, and bathroom checks.

Karpowich mentioned that June 20th meeting is the same day as THS graduation and suggested alternate date of June 18th. This will be addressed again in next meeting to check the availability of the two commission members who had to leave early.

Next meeting is May 9th. At this time the commission will determine if other meeting dates will need to be added in addition to current meeting schedule.

Karpowich made a motion to adjourn at 9:55pm, Mastroianni seconded. The motion carried by a vote of 4 - 0