

Trumbull Day Commission Special Meeting Minutes February 21, 2013 Town Hall

Present: John Karpowich, Anne Fers, Veronica Lenzen, Mitch Hallock, Kathleen Donahue, Elizabeth Martoianni, Kathy McGannon, Joanne Orenstein, Vicki Tesoro, Amy DeZenko

Chairman Karpowich called the meeting to order at 6:55 p.m.

He explained that this was a special meeting with one agenda item, to review the agreement between the Commission and Promote Marketing & Public Relations (PM&PR). He asked if everyone had a copy of the proposed agreement.

Karpowich stated that First Selectman Herbst was responsible for recommending PM&PR, and had negotiated the terms of an agreement with Barbara Whetstone and Trista Morin, that reflects the amount of work that needs to be done for a successful Trumbull Day.

First Selectman Herbst explained that the document reflects the previous input of the Commission requested regarding certain provisions be included for protection of the Commission and the Town. He explained that the dollar value of the agreement was under the bidding threshold for retaining professional services as required in the Town Charter, and there has been a review of the agreement for form by the Town Attorney.

Karpowich stated that other matters, such as weather insurance, would be addressed in other actions of the Commission. First Selectman Herbst explained that the Town's insurance broker had already been contacted. He also stated that the drafts of RFPs for fireworks and amusement rides are in the works. He stated that he had received a verbal commitment for a fireworks sponsor, and would continue to pursue other sponsorships.

First Selectman Herbst explained that the Charter requires any amount in excess of \$10,000 be put out to bid. Several commissioners voiced reservations regarding the value of the agreement with PM&PR, but there was a general consensus that the value of the agreement was defensible given the amount of work that was involved and the time constraints.

First Selectman Herbst quoted the passage from the Town Charter regarding the bid requirement for purchases of \$10,000 or more, emphasizing that the PM&PR agreement was less than that threshold. He stated that if the Commission were to seek bids, as it had a right to do, the process of bidding delay the hiring of an event planner would take 30 to 45 days.

Karpowich asked again if there were any other questions. He stated that it was the expectation that PM&PR would help the Commission establish a budget, identify vendors, and develop a plan for the space layout of the event.

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First Selectman Herbst explained that the Fire Marshall is directly involved in the requirements for the fireworks and that information will be incorporated into the RFP. He stated that the Commission will have the opportunity to review the bids and the qualifications of each bidder once they are received by the purchasing agent. Hallock asked for clarification regarding who would be establishing the requirements to be stated in bid or RFP documents. Karpowich explained that many of the subcommittee assignments were made in previous meetings, but that there might be reshuffling of them because of the appointment of new Commissioners.

First Selectman Herbst explained that the biggest ticket items were the rides and the fireworks and once the RFP responses have been returned, the Commission will be able to make other decisions based upon those results.

Karpowich made the motion to approve the service agreement for Promote Marketing & Public Relations. Lenzen seconded the motion. The motion carried by a vote of 7-0.

Karpowich motioned for adjournment. Lenzen seconded the motion. The motion carried by a vote of 7-0.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Amy DeZenzo
Clerk