

Trumbull Day Commission

Meeting Minutes

February 28, 2013

Present: John Karpowich, Charles Letezeio, Mitch Hallock, Joanne Orenstein, Elizabeth Mastroianni, Veronica Lenzen, Mike Reilly, Barbara Whetstone, Trista Morin, Rosemarie Derrig, Dmitri Paris, Amy DeZenko

Karpowich began the meeting at 6:59 p.m.

The group needed to review the minutes of the previous meetings: January 31, 2013, February 13, 2013 and February 21, 2013.

Veronica Lenzen motioned to accept the minutes of the January 31, 2013 meeting.

Elizabeth Mastroianni seconded the motion.

Vote was 7-0.

John Karpowich motioned that we accept the minutes of the February 13, 2013 meeting.

Joanne Orenstein seconded the motion.

Vote was 7-0.

Correction to the spelling of Elizabeth Mastroianni's was made to the minutes of the meeting of the February 21, 2013.

John Karpowich motioned that we accept the minutes of the February 21, 2013 as corrected.

Elizabeth Mastroianni seconded the motion.

Vote was 7-0.

Chairman Karpowich asked Dmitri Paris, Superintendent of Parks stated that he manages the Board of Education property, specifically the maintenance contract for the grounds at the High School. He also stated that a footprint of the activities needs to be draw up with specific areas being designated on the map for the activities being considered. For example, where the fireworks will be and the wish list for the event.

Karpowich explained that the group understands that the repair to the fields will be an expense. Hallock suggested that we place amusement park rides in an area that would not cause a problem with foot traffic disturbing the grass area.

Paris replied with the fact that any area can be repaired because we have the resources to do it. The worst case scenario is rain prior to the event. He also suggested that the rides need to be on a hard surface.

Karpowich stated that we will develop a preliminary draft of what we would like in the different areas.

Paris stated that the group needs to have a definite footprint of the entire area due to the fact that each vendor has unique requirements and the group will be making the final decisions.

Letezeio suggested we place a covering over the fields.

Paris stated that we will be using 7 acres of land and this would be very costly.

Hallock asked Paris if he was aware of any large events which would be impacting the area and cause the fields to be shut down. Paris was not aware of any events. He also explained that we no longer use pesticides in the fields and this has been since 1984.

Paris stated that he is a resource for the group and will be willing to assist in any way he can.

Karpowich thanked Paris for his assistance.

Karpowich then explained that he would like to continue with the same agenda items each meeting and this was in order to keep the process simple when the agendas are recorded.

Karpowich asked that Mastroianni, who is the secretary for the commission, to be responsible for all the official correspondence to the commission. She will need to be aware of the time sensitive information which she will communicate to Karpowich from Barbara and Trista, specifically and the commission will be the sounding board in the decisions that need to be made.

Whetstone and Morin addressed the group with a thank you for their contract being accepted and that they will be meeting with most of the people during the day which is an advantage for us due to the fact that most of the commissioners are employed during the day.

They will be working with each commissioner and John with needed information for their specific area, but the commissioners will be reporting to the entire group.

They have contacted the insurance company and the elements of the contract will be explained to the group. Whetstone stated that they will put several options together and they will only require a deposit.

Karpowich stated that the weather may allow some events but no fireworks.

Whetstone stated that we have three sponsors who are definite refusals. We have sent out to 15 sponsors the information concerning the sponsorships. Aquarion responded with \$1,000 contribution, People's United Bank with a \$5,000 contribution and Cooper Surgical with a \$2,500 contribution. First Selectman Herbst has stated that he has the sponsorship for the fireworks.

Hallock wanted to know if they required a 501K or is it a nonprofit organization.

Whetstone asked that anyone on the commission who have contacts that would like to sponsor the event would be encouraged to do so.

Hallock also wanted to know how we would acknowledge the lower level sponsors. Morin stated that other towns just list the names of the groups or individuals. The proposed lower tier sponsorship levels were: 1) \$500 Sponsors – Town Sponsor, Corporate Name on website, Certificate to display as a sponsor of Trumbull Day; 2) \$250 Sponsors – Supporting sponsor, certificate to display as a sponsor of Trumbull Day; 3) Other Sponsor – Any amount below \$250.

Karpowich stated that the commissioners need to be aware of sponsors that might benefit them personally cannot be included. This would be inappropriate.

Whetstone stated that advertisement would be covered on radio stations, they are ready to go. A flyer is being composed and they would like to distribute everything at the same time for impact. We are in need of logos, banners, buttons, signs etc. Consideration was also being made as to sending out a "Save the date" post card or announcement. They were also working on the vendor applications.

Discussion followed concerning the nonprofit pricing, for example THS Band and ACE Foundation as well as the profit vendors.

Whetstone also stated that the vendors are required to have insurance, a tax ID number and pay CT sales tax. They would also have a deadline of May 1st.

Veronica Lenzen motioned that we accept all the cost for the vendors with all the stipulations:

Type of Space	Space Cost	Non-Profit
10x10 Open Space (Bring your own Table & Canopy)	\$150	\$100
10x10 Open Space (With electricity*limited)	\$175	\$125
10x10 Tent Rental	cost + 15%	same
10x20 Tent Rental	cost + 15%	same
Chair Rental	cost = \$.50	same
Auto Dealer Display 12x12	\$225 per car	

No electricity available

Joanne Orenstein seconded the motion.

Vote 7-0

Discussion followed concerning the appointments to the various subcommittees and Karpowich needed to reorganize the individual commission assignments.

Elizabeth Mastroianni motioned that we accept the list of appointments to the committees.

Arts and Crafts vendors- Veronica Lenzen

Children's Games –Elizabeth Mastroianni

Music & Bands – John Karpowich

Admission & Ticket Booth – John Karpowich

Volunteers (parking) – John Karpowich

Security & Police – Mitch Hallock

Rental equipment, electricity, Port of Potties, Table & Chairs – Elizabeth Mastroianni (Barbara & Trista will also assist)

Food vendors – Joanne Orenstein (Ed Lavernoich helps) Rich Jackson with Health Dept.

Site Coordinator, maintenance, security, parking – Mitch Hallock

Charles Letezeio seconded the motion.

Vote 7-0

Veronica Lenzen motioned to add to the Vendor list the 8 foot table rental – cost + 15% for profit and non-profit.

Charles Letezeio seconded the motion.

Vote 7-0

Whetstone informed the group that they were not successful in procuring an amusement company for the event. They contacted many companies and they were all booked for June 29th. Discussion centered on what other possibilities we could use to replace the rides. Suggestions were: inflatables, dunk tank, rolling video truck, glitter tattoos, and rent carnival type games, pony rides, Bounce U etc. No one item or items were finalized.

Discussion of the budget and the costs continued and Whetstone explained that the group has the budget that First Selectman Herbst explained and we need to add inflation to the numbers.

Veronica Lenzen motioned to add to the Vendor list the 8 foot table rental – cost =15% for profit and non-profit.

Charles Letezeio seconded the motion.

Vote was 7-0.

Discussion continued concerning the need for food vendors and what the main attraction will be to draw the crowd into the door. Music is also a very important part of the draw for the crowd. A light show or laser show was also mentioned. Nothing was finalized.

Karpowich motioned to adjourn the meeting.

Letezeio seconded the motion.

Vote was 7-0.

Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Amy DeZenzo
Clerk