

Trumbull Day Commission
Special Meeting Minutes
March 21, 2013

Commissioners present: John Karpowich, Mitch Hallock, Elizabeth Mastroianni, Anne Fers, Joanne Orenstein, Mike Reilly, Charles Letezeio
Others present: Barbara Whetstone, Rosemarie Derrig, Trista Morin, Frank DiMarco, Amy DeZenzo, Amy Lucas

Chairman Karpowich began the meeting at 7 p.m.

Karpowich stated that the group needed to review the minutes of March 14, 2013 meeting. Karpowich made a motion to accept the minutes. Charles Letezeio seconded the motion.

Karpowich made a motion to accept the minutes as corrected. Charles Letezeio seconded the motion. The motion carried by a vote 8-0.

The letter addressed to the Commission from the Board of Education about their concerns for Trumbull Day was reviewed. John Karpowich sent a letter responding to their concerns about alcohol sales, alcohol location, security, smoking, liability, admission charges, activities, and other facilities that may be needed. These concerns will be further addressed at the March 26, 2013 Board of Education meeting. A general discussion was held in regards to the response letter. A question was brought up about why there would be no seating in the alcohol tent. With alcohol being a major concern, it is important that people do not get too comfortable in this area; however, high top tables may be in the tent. Charles Letezeio brings up the fact that in the past, people were allowed to walk around with alcohol. John Karpowich suggests Letezeio does not bring this up to the Board of Education, as not to cross examine them. The Board of Education's general concern is about the repairs and maintenance that will have to take place following Trumbull Day. Hillcrest will only be used in the case of an emergency. Trumbull Day will not be using the facility, but the police department and EMS will be using it as a power source. There will be approximately 30 police officers and 20 security guards, in addition to air cadets at the event. As the night goes on, there will be more security. Ideally, the commission is trying to limit one entrance to the event because there is one I.D. scanner, but it is important for there to be two entrances/exits in case people need to leave in an emergency. The carnival will begin as soon as Trumbull Day opens. For discussion purposes, alcohol service will begin at noon and will shut down at 8:30 p.m. The line stops at 8:00 p.m. so the area is cleared out by 8:30 p.m. Alcohol shut down is for the safety of the guests and their commute home.

Joanne Orenstein presented an update on ACE. She spoke with Dan Neumann, who was gracious when he was told ACE would not have exclusive rights to non-alcoholic beverages. Neumann felt it was responsible to have several water stations available for health and safety purposes. Neumann was happy that ACE would be a non-profit vendor at the event.

A discussion was held about the food vendor application, which will be accompanied by the document from the Fire Marshall. Mike Reilly questioned electricity and what vendors will be plugging into. Ultimately, the vendors will be using the trucks that are fully equipped. The

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open space option on the application should be changed from limited electricity to self-contained. Vendors who choose this option must supply their own electricity. The question was brought up whether or not food vendors will be allowed to sell non-alcoholic beverages. Mike Reilly's response was that Trumbull Day should be selling beverages in the immediate food area, while ACE is out in the field. Rosemarie Derrig explained past situations when the commission sold all beverages both in the main area and by the carnival rides. Derrig emphasized that a lot of money comes in from selling drinks at the carnival. Elizabeth Mastroianni made a motion that food vendors will not be allowed to sell drinks. Joanne Orenstein seconded the motion. The motion carried by a vote 8-0. Joanne Orenstein made a motion that the main dish offering would be unique per vendor. Anne Fers seconded the motion. The motion carried by a vote of 8-1 abstention.

A layout of Trumbull Day was presented and a general discussion followed. As far as location, the carnival and food areas are non-negotiable.

Joanne Orenstein raised a question about food vendors. Orenstein was approached by the old-fashioned kettle corn vendor who, in the past, paid \$600 for one space. If there is a limit on food vendors, Orenstein asks if the kettle corn vendor should be a food vendor or a specialty food vendor, and if the same price should be charged. Everyone agreed he should be charged the same price and Barbara Whetstone suggested we wait for all the food vendor applications to come in.

A general discussion was held in regards to the weather insurance quotation presented by Trista Morin and Barbara Whetstone. Having coverage for the full day is the best approach. Rosemarie Derrig stated that in the past, 3/4 inch for the whole day was the selected policy.

A general discussion was held in regards to rental equipment. A second quote was passed around from United Site Services. Trista Morin spoke with the company about dropping the number of porta potties down from 81 to 47. It was also suggested not to open all the restrooms up at the same time. It has been decided not to have the company come out to clean them half-way through the event. United Site Services is cheaper than Royal Flush. Elizabeth Mastroianni made a motion to hold the original quote from United Site Services. Anne Fers seconded the motion. The motion carried by a vote of 8-0.

Mike Reilly discussed the cost of staging equipment. United Staging company will cost \$903 for the children's stage and fronta house. For the main stage the commission should use This is it Staging! for about \$3,000. This would be a 24x20 stage with ten decks. Lighting rentals was also discussed. Reilly suggested that at a cost of \$2,500, the lighting for Trumbull Day would look good. Mike Reilly made a motion to use This is it Staging! from Hoboken, New Jersey as the main stage vendor and United Staging to do the additional fronta house and children's stage, while the commission will supply the labor. Anne Fers seconded the motion. The motion carried by a vote of 8-0.

A general discussion was held about the entertainment. Mitch Hallock contacted Star 99.9 radio station, which has a lot of key marketing events coming up that may be beneficial to Trumbull Day. The radio station would be on site with a tent. They will be of no cost; however, they

request to be the only radio station at the event. Star 99.9 would come in between acts to talk to the crowd. They are willing to be very accommodating and take any actions the commission may ask of them. The station will be a great source of free advertising for a couple of weeks before Trumbull Day. Anne Fers brought up having Stormin Normin as another option. Mitch Hallock makes a motion to accept Star 99.9 as the media. John Karpowich seconded the motion.

Charles Letezeio discussed the alcohol that will be provided. Dichello's will supply Pino and Cabernet, Bud, and Bud Light, along with cups and bracelets.

Elizabeth Mastroianni started a discussion about the fireworks. Atlas has declined to be the firework vendor because the company did not want to pay the limited liability insurance upfront. Zimbeli is the firework vendor that is the only other option. They have four pricing frames. Elizabeth Mastroianni made a motion to approve Zimbeli as the firework vendor. Charles Letezeio seconded the motion. The motion carried by a vote of 8-0.

A general discussion was held on some miscellaneous matters. Trista Morin received an email from the Fitness Edge. They are offering the commission \$250 to have someone walk around the event, handing out guest passes. The commission does not think this is a good idea and will reject the offer. The idea of asking Home Depot or Lowes to donate orange fencing was brought up. Mike Reilly stated that they usually give gift cards to be a sponsor. Currently, the commission has about \$27,000 in sponsorships. The need for volunteers is addressed. Trumbull Day will need approximately 125 volunteers. Charles Letezeio is starting to build the website. Barbara Whetstone sent Letezeio a lot of information such as graphics and icons. Letezeio suggested it will take about a week to get the website going. Activity ideas were discussed. A dunk tank would cost \$400 and a rock climbing wall would cost between \$1,800-2,000 plus insurance. Elizabeth Mastroianni stated Maremma Amusements will split 70-30 after Maremma reaches \$35,000, as opposed to 75-25.

Karpowich made a motion to adjourn the meeting. Elizabeth Mastroianni seconded the motion. The motion carried by a vote of 8-0. The meeting adjourned at 9:27 PM.

Respectfully submitted,

Amy Lucas