

**MINUTES
TRUMBULL DAY MEETING
March 5, 2014**

CALL TO ORDER

Town Council Chairman, Carl Massaro, called the meeting to order at 6:30 p.m. at the Town Hall, Trumbull, Connecticut.

PRESENT

Carl Massaro, Town Council Chairman
Lynn Arnow, Chief of Staff
Amy DeZenzo, Administrative Assistant
Elizabeth Mastroianni
Veronica Lenzen
Charles Letezeio
Frank DiMarco
Annie Fers
Joanne Orenstein
Kimberly Vecchione
Rosemarie Derring
Fran Basbagill (to be sworn in at future date)
Vicki Tesoro – Town Council

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Lynn Arnow welcomed Carl Massaro to the Trumbull Day kickoff meeting. The chosen date for the event is June 28, 2014 which was voted on and accepted.

The Temporary Clerk, Gloria Mastrone, called roll.

Presently, there are seven (7) Commissioners including Annie Fers and Kim Vecchione as the latest members. Two more will be appointed soon.

There was a resolution to send a budget to the Town Council and Finance Department later this month to get preliminary approval. It was discussed as to how a budget could be submitted when most of the money comes from sponsorships and the \$150 charge per vendor space. Lynn Arnow indicated the she would obtain a copy of last year's budget from the Director of Finance, Maria Pires. Some of the attendees stated that they requested a copy of last year's budget after the event, but the information was never received. The information was given to the Finance Director, Maria Pires. Clean up after the event should be considered in the budget as well.

Carl Massaro requested that a preliminary budget be presented at the Budget Hearing Meeting of the Town Council on March 18, 2014. He thought that last year's budget was around \$40,000 and that there might be approximately \$6,000 or \$7,000 still in the account. Carl told the committee that the Town Council wants to help them and they should direct any problems to him via e-mail. The approval of the budget should be in April.

Veronica Lenzen stated that they were not aware that a budget needed to be presented to the Town Council.

Carl Massaro explained that the Finance Committee meeting of the Town Council on March 18, 2014 only deals with the line item after July 1st. Everything else is in the Trumbull Day Commission budget with projected expenditures and income for the event. He is here to assist the Commission in every way he can.

Lynn Arnow stated that once we come up with a plan then a budget can be created to determine the costs. Hopefully the sponsors will be able to cover the expenses. Barbara Whetstone, who handled the event did present the report to Maria Pires, Finance Director.

It was also discussed that rain insurance should be purchased. Last year's cost was \$2,500.

Carl Massaro, Chairman of the Town Council chaired the nomination of officers:

Veronica Lenzen nominated Elizabeth Mastroianni as Chairman, Seconded by Rose Marie Derrig. Vote was unanimous.

Elizabeth Mastroianni nominated Veronica Lenzen as Vice Chairman, Seconded by Charles Letezeio. Vote was unanimous.

Elizabeth Mastroianni nominated Anne Fers as Secretary, Seconded by Veronica Lenzen. Vote was unanimous.

Even though a Treasurer was never part of the committee, it was suggested and agreed upon that this is a necessary position to keep expenses in check.

Veronica Lenzen nominated Charles Letezeio for Treasurer, Seconded by Elizabeth Mastroianni. Vote was unanimous.

It was agreed upon to have weekly meetings every Monday until the date of the event and even the Monday following the event. The meetings will all be held at 7:00 p.m. in the Tashua Room (in the basement of Town Hall) whenever another room was not available. at the Trumbull Town Hall. An agenda for the following meeting should be agreed upon at the end of each meeting.

Lynn Arnow stated that a Public Relations person is necessary for the event to do the leg work for the printing, permits, publicity, etc. The bid for this service should be under \$10,000. Some of the members of the committee were dissatisfied with the Public Relations firm that was contracted last year. It was suggested that anyone who knows of a Public Relations firm that could help us out with the event should bring the name to the next meeting for consideration.

Joanne Orenstein suggested we contact Mitch Hallock who is responsible for the Chowder Fest because he does this for a living.

Elizabeth stated that she has been contacted by many vendors who would like to again participate this year. She mentioned Star 99.9, a fireworks company etc.

Rosemarie Derrig suggested we contact Mike Bisciglio who has been involved in the Barnum Festival and could possibly lend a hand.

Lynn Arnow suggested that tasks from last year's event should be discussed. There should be definite subcommittees.

Rosemary Derrig left at 7:20 p.m.

Anne Fers left at 7:20 p.m.

Lynn Arnow stated that the services of the various departments of the town were needed in order to facilitate the event. Some of the departments mentioned were: public works, health, police and EMS. We need to invite them early to a meeting to discuss their roles.

The black top that was used for last year's event was discussed. Many people think that the black top is dangerous and the amusements should not be placed there. However, the head of Parks & Recreation disagreed due to the potential cost of repairing the fields. Morena Amusement offered to help repair the grass after the event for a small stipend. Dmitri Paris, Director of Parks, Mary Markham, Director of Recreation, Megan Murphy, Fire Marshall and a representative of the Board of Education will be invited to the next meeting to discuss this matter.

The sub-committee chairmen were also was also appointed:

Rentals	Elizabeth Mastroianni
Vendors	Veronica Lenzen
Grounds	Open
Beer	Charles Letezeio
Food	Joanne Orenstein
Security	Charles Letezeio
Entertainment	Annie Fers and Kimberly Vecchione
Volunteers	Open
Beverages	Rosemarie Derrig
Fireworks	Elizabeth Mastroianni and Veronica Lenzen
Carnival	Elizabeth Mastroianni and Veronica Lenzen

Permission is needed from the Board of Education for the carnival and liquor. RFP's will be needed for the fireworks, the carnival and security.

Charles Letezeio suggested we have Seth Carley as the DJ again.

Lynn Arnow suggested that we seek assistance from the Fire Departments and Police Department to assist in being responsible for particular booths such as the Beer and Wine. She also suggested that we put bids for clean up by refuse companies this year.

Amy DeZenzo stated that she would be submitting to Patti Zablocky the agendas and meeting dates to be posted on the Town website.

The Agenda for the next meeting should include:

Budget

Demitri, Paris Director of Parks, Mary Markham, Director of Recreation,
Megan Murphy, Fire Marshall, a representative from the Board of Education

The meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Gloria Mastrone
Temporary Clerk
and
Amy DeZenzo
Administrative Assistant

Trumbull Day Commission Meeting Motions
March 5, 2014
Long Hill Conference Room

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Vote was unanimous.

Elizabeth Mastroianni nominated Veronica Lenzen as Vice Chairman, Seconded by Charles Letezeio.
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Elizabeth Mastroianni nominated Anne Fers as Secretary, Seconded by Veronica Lenzen.
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Veronica Lenzen nominated Charles Letezeio as Treasurer, Seconded by Elizabeth Mastroianni.
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Respectfully submitted,

Amy DeZenzo
Administrative Assistant

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