

**TRUMBULL DAY COMMISSION  
MEETING MINUTES  
March 31, 2014, 7:00 pm  
Nichols Room**

Before the meeting started, Amy DeZenzo passed out information regarding Amusements, Staging, Pricing, Corrections from 3/5/14 meeting, Sponsorships, Beverages, Beer & Wine, Sound, Port-o-Potties, Budget and a packet of information from last year's event while Elizabeth Mastroianni presented our estimated budget at the Budget Meeting.

**Chairmen Present**

Elizabeth Mastroianni, Chairman  
Kimberly Vecchione  
Rosemarie Derrig  
Fran Basbagill

Sean Carroll (commissioned this evening)  
Rich Pulie (commissioned this evening)

**Guests**

Frank DiMarco, Michael Vartuli, , Amy DeZenzo, Gloria Mastrone, Stephanie Peters and Lynn Arnow, who arrived after attending another meeting

**Call to Order**

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:20 p.m.in the Nichols Room at the Town Hall, Trumbull, Connecticut. Fran Basbagill motioned it, Rosemarie Derrig seconded and the vote was unanimous.

The Pledge of Allegiance was recited.

Fran Basbagill motioned that we deviate from the agenda.  
Kimberly Vecchione seconded  
Vote – unanimous  
Motion carried

Amy DeZenzo stated that she distributed all the information she had to everyone so they would have some background from last year.

Elizabeth Mastroianni stated that a Vice Chairman should be voted on but Amy DeZenzo stated that a Vice Chairman could be tabled for the next meeting and that person is very important the day of the event. Fran Basbagill motioned that it be tabled until next week, Sean Carroll seconded. The vote was unanimous and motion carried.

Sean Carroll introduced himself as an Insurance Agent with a firm in Shelton. Rich Pulie introduced himself as the owner of a large commercial printing company and suggested to help out with some of the printing materials we may need. They were both commissioned this evening by the Town Council.

Amy DeZenzo stated that there are certain items that have to be discussed this evening.

- 1) **Amusements** – Marenga Amusements, who we contracted last year, is the only vendor who responded for the rides and games. Marenga increased 5% for the revenue. They agreed to a 30/70 split for the first \$30,000 and 35/65 split thereafter which would be an increase in our favor from last year. We acquired about \$11,000 last year from them and they provided us with posters. Amy DeZenko told Marenga that someone from the Finance Department should also be in the ticket booth. Marenga wasn't pleased with this, but it is town policy to have someone from the town overseeing monetary issues.

Amy DeZenko stated that a Chairman for Amusements is necessary specifically for overseeing money collected and the volunteers. The person would not be selling tickets but overseeing tickets and matching it to the cash. Amy said a Commissioner should be responsible for this duty. Rosemarie Derrig motioned Fran Basbagill as Amusement Chairman, Sean Carroll seconded, vote was unanimous, motion carried.

Fran Basbagill motioned to accept the contract from Marenga Amusements, Sean Carroll seconded, vote was unanimous, motion carried.

- 2) **Fireworks** were put on hold until the bids received on April 2<sup>nd</sup>.
- 3) **Admissions** -- Kimberly Vecchione motioned that we would charge \$5.00 for adults and children under 5 and active military would be free. Fran Basbagill seconded, vote was unanimous, motion carried.
- 4) **Pricing for Arts & Crafts Vendors** – Fran Basbagill motioned that vendors be charged as follows:
  - \$150 for a 10 x 10 open space
  - \$100 for a 10 x 10 open space – non-profit
  - \$175 for electricity hook up
  - \$125 for electricity hook up – non-profit
  - \$75 tent rentalSean Carroll seconded, vote unanimous, motion carried.
- 5) **Table and Chair Rentals** – Fran Basbagill motioned to charge as follows:

Table	\$10
Chair	\$2
Electricity Hookup	\$25

Kimberly Vecchione seconded, vote unanimous, motion carried
- 6) Fran Basbagill motioned that Mimi Draggone be a sponsor only and is not allowed to bring in the cars that were on display last year in the middle of the field.  
Kimberly Vecchione seconded  
Vote – unanimous  
Motion carried

- 7) **Food Pricing** – Amy DeZenzo suggested that more food vendors are needed this year. Fran Basbagill motioned that the food pricing be in tiers:
- One item        \$450
  - Non-profit     \$300
  - Larger vendor \$750
- Kimberly Vecchione seconded  
Vote – unanimous  
Motion carried  
Rosemarie Derrig will be calling food vendors to see if they want to participate this year and then provide Amy with this list.
- 8) **Entertainment** – Elizabeth Mastroianni gave information to Kimberly Vecchione regarding entertainment that would be interested. Since Annie Fers is resigning as Entertainment Commissioner, Kimberly Vecchione will be replacing her. It was decided to combine both the adult's stage and children's stage therefore only having one stage.

Kimberly has been in touch with William Rezey who is willing to supply stage, lighting and sound plus entertainers. Amy requested that Kim obtain a quote, to see if he is within our budget, from William Rezey before he came to a meeting to make his presentation. If we had his itemized quote in hand, we would be able to make an educated decision. Lynn suggested we have a teleconference with William Rezey. Elizabeth stated that this is a town event and we should offer our towns people the first opportunity to play throughout the day. Lynn suggested that we have a variety of bands and we should see what these bands have to offer and make decisions that would be within our budget.

Lynn stated that all of our information should be compiled within the next two weeks in order to make some decisions. We should at least find out who our candidates are for the entertainment.

Lynn also stated that if we could keep it simple with one person handling all the function of the stage and keep it within our budget, there would be less confusion. We should schedule soon to see his presentation either electronically or in person. Amy will be contacting this vendor tomorrow.

Motion was made by Sean Carroll to change the May 26<sup>th</sup> meeting date, which is Memorial Day, to Tuesday, May 27<sup>th</sup>. Rich Pulie seconded, vote was unanimous and motion carried.

Elizabeth Mastroianni asked Amy to book Thursday, June 26<sup>th</sup>, before the event so we will have it on the calendar should we need it. If we still need the Monday meeting that week, we will keep it on the calendar.

Elizabeth stated that last year all the contracts were looked over by the Commission before giving to Tim Herbst for his approval. Amy stated that we are probably going to go with the same contracts as last year, but if there are new contracts, the Town Attorney will have to approve them.

Elizabeth suggested that we have a Mission Statement for the event. Amy suggested that everyone should come up with ideas that would be discussed at the next meeting.

Lynn suggested more of a variety for food and exclusives would be for specialty items only.

Kimberly Vecchione motioned the meeting to be adjourned at 8:57 pm. Rosemarie seconded, vote was unanimous and motion carried.

Respectfully submitted,

Gloria Mastrone  
Clerk