

**TRUMBULL DAY COMMISSION  
MEETING MINUTES  
April 7, 2014, 7:00 pm  
Tashua Room**

**Chairmen Present**

Elizabeth Mastroianni, Chairman  
Kimberly Vecchione  
Rosemarie Derring  
Fran Basbagill

Charles Letezeio  
Rich Pulie

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TRUMBULL LAND RECORDS  
ATTEST  
TOWN CLERK

**Guests**

Frank DiMarco, Amy DeZenzo, Gloria Mastrone, Stephanie Peters and Lynn Arnow, who left early to attend a Town Council Budget Meeting.

**Call to Order**

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:12 p.m. in the Tashua Room at the Town Hall, Trumbull, Connecticut. Rosemarie Derring motioned it, Kim Vecchione seconded and the vote was unanimous.

**Approval of Previous Meetings' Minutes**

Elizabeth Mastroianni stated that the minutes and agenda should be e-mailed to everyone in order to conserve paper.

The minutes of the 3/24/14 meeting were distributed to everyone. There were two changes that Elizabeth requested:

- a) Change the wording on page one from "ambushed" to "unprepared".
- b) Regarding the beer and wine tent, we will follow the guidelines of the letter sent to the Board of Education last year; however, if we have any changes this year, we will forward the changes to the Board of Education for their approval.

Motioned for approval after the changes by Fran Basbagill and seconded by Charles Letezeio.

Vote was unanimous

The minutes of the 3/31 meeting were distributed to everyone. Charles Letezeio motioned their approval, Fran Basbagill seconded.

Vote was unanimous.

Lynn Arnow commented "a job well done" by Gloria Mastrone for taking minutes at the Trumbull Day meetings.

Stephanie Peters stated that Mimi Draggone is not interested in sponsoring the event this year.

### Budget

Lynn Arnow presented our budget at the Town Council Meeting tonight. She later texted Amy said it was approved.

### Volunteers

Lynn also thought the Town Council would be questioning our method for obtaining volunteers for the day of the event. Lynn suggested that we target commission agencies such as Joe Laucella, Chief EMS Director, who has offered his services; EMS Explorers; etc. Elizabeth felt it is too soon to send out a request for volunteers, but will pursue it as time for the event approaches.

Elizabeth Mastroianni said she was very disappointed in the turnout of volunteers from the town's people. The band carried us last year with 90% of the volunteers. We need a Chairperson for volunteers, a Treasurer and a Vice Chairperson, but that will be tabled until next week or a week when everyone is present.

Frank DiMarco has gotten donations of \$18.35. His goal is to collect \$100 by next week.

### Arts & Crafts and Food Vendors

Elizabeth Mastroianni suggested we use the same form for the Arts & Crafts Vendor Form after some tweaking. Also, we don't have a form for the Specialty Food Vendors yet for this year with the change in prices. Food Vendors also need to acquire a temporary food license for the event which will cost \$60 this year. The license must be received 70 days prior to the event.

Rosemarie has to get the new vendor forms to the Food Vendors because applications have started to come in on the wrong form and with the wrong pricing.

Rosemarie said that many of the local vendors are excited to participate in Trumbull Day. Amy stated that each vendor must fill out the form which was written up by the Town Attorneys. Rosemarie must advise the prospective vendors that they are not guaranteed a booth at the event; however, they must submit their forms and payment to her. When Rosemarie collects all the forms, (May 15<sup>th</sup> deadline) which should also include the type of food they will be selling, she will then submit the forms to the commission and a decision is made as to who will participate. A decision will be made on a "first come – first serve" basis. If the vendor is not chosen, their payment will be returned to them. Vendors will be allowed to sell the same food products but they all have to use the same pricing. This should alleviate long lines waiting for food.

Fran Basbagill motioned that **only non-profit** food vendors would have an exclusive on their items. Kim Vecchione seconded. Vote was unanimous

### Weather Insurance

Amy DeZenzo received information from Sean Carroll for the rain insurance but we have to choose the amount we feel will be necessary. Last year we chose the \$4,367 amount. Sean will be supplying the insurance at cost. The insurance could also be used to repair the field. Although Charles Letezeio suggested using the less expensive policy for shorter hours, Amy DeZenzo stated that the event would have to be cancelled early enough because the Police have to be on duty and have to be

notified. It was decided to table the rain insurance until Sean Carroll is present at the meeting and can answer any questions we might have.

### Fireworks

Amy DeZenko received two quotes for the fireworks display from Legion and Zambelli. The Commission compared the prices vs. quality. It was agreed that last year's vendor, Zambelli, did a great show. Even though Legion was less expensive, everyone felt that the fireworks are an important part of Trumbull Day and quality should be chosen. Elizabeth Mastroianni will contact Zambelli to see if they will give us the same discount as last year which was a \$30,000 show for \$20,000.

Rich Pulie motioned to contract Zambelli for the fireworks display.

Rosemarie Derrig seconded.

Fran Basbagill opposed because we are unaware of the other contractor's quality.

Motion was carried.

Amy DeZenko shared a letter from Parks & Recreation which stated that they have serious concern for the impact of the Trumbull Day event on the condition of the field areas. A quick recovery for the field area is extremely costly. They would like us to consider including an amount in our budget planning for anticipated field recovery. There is a Field Use Committee that will determine if there is a problem and the remediation and every department in the town has to abide by the same rules as to what is to transpire with the fields. Technically you can do anything on the field but we will be responsible for paying for it – not specifically the Commission, but the town. The next day after the event the fields are to be impeccable. If they are not, the town is in trouble. Last year, the cables that were on the grass ruined it which cost us \$5,000 to repair. We have to respect the other groups who use the fields, because they are paying to use those fields.

Amy DeZenko worked on a compromise with the Engineering Department. She showed the group a map of the fields and the layout for Trumbull Day. The amusement trailers and the food vendors would be moved to another area which would be the least impact area.

Elizabeth Mastroianni stated that Marenda Amusement had ideas to lessen the damage and the possibility of taking out an extra insurance policy that would help pay for the damages.

Amy was concerned about getting around the field. Dmitri Paris, Director of Parks, suggested having three double open and close gates because the openings we have now are dangerous in case of and trucks will have better access. The cost of the three gates would be approximately \$2,800 for all three and this cost would be the responsibility of the Trumbull Day Commission. The grass area would have less damage if we had these gates to redirect trucks and that would save us on the cost to repair the fields. Elizabeth Mastroianni suggested that the school split the cost with us.

Fran Basbagill motioned that the Trumbull Day Commission pay for two of the three double gates. Kim seconded. Charles Letezeio opposed because he felt only one more gate would be necessary. Motion carried.

Charles Letezeio has called several persons regarding Security and Liquor and is still waiting for call backs. No report at this time.

At a previous meeting, it was suggested that we reuse the banners from last year, but this was not possible because we will have different sponsors this year.

### Entertainment

Amy DeZenzo presented two quotes for staging from United and Fast Forward. Kim Vecchione has contacted several bands and no one would agree to play for free. Remember September has agreed to play again but they are a sponsored band. Kimberly had a quote from William Rezey. Elizabeth felt his quote was too expensive comparing it to last year's cost for staging, lighting and sound for \$11,600 all inclusive. Elizabeth is waiting for information from last year's bands to be returned from Annie Fers. Last year the bands gave us a contract with their cost and the commission then made their decision. Elizabeth also stated that she would prefer a variety of bands.

Fran Basbagill motioned the choice for staging and lighting be tabled until next week when we have more information. Rosemarie Derring seconded.

Vote was unanimous

Motion carried

Fran Basbagill motioned the meeting be adjourned at 9:34 pm. Kim Vecchione seconded.

Motion carried.

Respectfully submitted,

Gloria Mastrone

Clerk