

Trumbull Day Commission
April 14, 2014
7:00 pm; Nichols Room

Chairmen Present

Elizabeth Mastroianni, Chairwoman
Kimberly Vecchione
Sean Carroll

Rich Pulie
Rosemarie Derrig

Chairmen Absent

Charles Letezeio

Fran Basbagill

Guests

Frank DiMarco, Amy DeZenzo, Stephanie Peters and Lynn Arnow (7:14pm)

Call To Order

The meeting was called to order by the Chairwoman at 7:09 pm followed by the Pledge of Allegiance.

Past Minutes

Motion was made by Mr. Carroll, seconded by Ms. Vecchione, to approve the minutes of April 7, 2014 as written. Approved unanimously. Ms. Derrig noted on Page 2, first paragraph under Arts & Crafts, last sentence – she has received an update per the Health Department, the license is due by June 1, 2014.

Lynn Arnow arrived at 7:14pm.

Chairwoman's Report

Mrs. Mastroianni acknowledged that Frank DeMarco has given her another donation of over \$18.00.

Mrs. Mastroianni noted she attended the Board of Finance meeting last Thursday. The Board is fine with the budget and appreciated the Commission bringing the budget for their review. They did have some questions that she was not 100% sure of the answers. They questioned who was in charge of the money flow last year. Mrs. Arnow noted that the Finance Department would be involved this year. The Board also questioned what the "town office support" meant. They thought it was Amy DeZenzo but were not totally sure. Tom Kelley from the Board of Finance will research this question.

Mrs. Mastroianni noted Charles Letezeio has a conflict with Monday evening meetings. He would like to remain on the Commission but meeting dates would need to be changed. It was determined that Tuesday and Thursday evenings would be the best options. Mrs. Arnow will look at the room schedule to determine a location and email the Commission with the information. Mrs. Mastroianni also requested all commissioners to contact her prior to the meetings if they are attending or not so she can verify a quorum.

RECEIVED FOR RECORD
VOLUME _____ PAGE _____
2014 APR 17 P 1:40
TRUMBULL LAND RECORDS
ATTEST
TOWN CLERK

Marenda Amusement

Mrs. DeZenko noted the contract was sent to Marenda Amusement today for signature. Contract for Zambelli will be sent out tomorrow. She also received in the mail today three applications from Nutmeg for three different trucks. A decision will need to be made regarding these applications. Last year everyone sold hot dogs and hamburgers and the Commission limited the other items. Mrs. Mastroianni emailed Nutmeg last week and explained the Commission had not made any decisions regarding vendors except for pizza frit.

Beer Vendors

Mrs. DeZenko spoke with Brian from Narragansett. He wants \$300 for a refrigerator truck. He will not do it for free because sales were not enough last year and he also wants us to do cans. Price list was reviewed. She also spoke to Star last week and he will give us a refrigerator truck for \$150.00, minimum of 20-25 barrels, no attendant, 16 oz. cups, no charge for bracelets. It was noted cans were not utilized last year because of the recycling. Star quoted Sam Adams and Coors Light. Mrs. Mastroianni noted Star also has quarter kegs which could be utilized. Motion was made by Ms. Vecchione, seconded by Mr. Carroll, to contract with Star. Approved unanimously with Coors Light and Sam Adams as selections. Order information will be reviewed from last year so we know how much to order.

Rain Insurance

Mr. Carroll reviewed with the Commission the options for the rain insurance. It was noted the amount purchased last year was \$90,000. He noted the insurance is very specific in its terms with $\frac{3}{4}$ " of rain to fall within a specific amount of time. Time frame started at 10 am through 11:00 am but with the later start date or reduced hours alternatives could be considered. However, we must consider cancellation time of early in the morning due to police coverage. Mr. Carroll noted we used Weather Command last year and recommends this again. Last year was a significant cost outlay (\$4347 for \$90,000 worth of coverage based on $\frac{3}{4}$ " of rain). Mr. Carroll will get the actual quote for next week so the Commission can vote.

Beer Tent

Mrs. DeZenko reviewed the beer purchased for last year, including other items provided in the contract. Discussions have been held regarding the possibility of changing the set-up of the beer tent so that it does not invite people to come in and drink quickly because they are confined in one little area. It is currently not a social consumption of alcohol. It was noted it is easier for the police to monitor this set-up but if you already have a pre-determined perimeter of the event, you already have control. There is no place to sit nor is it family friendly. Other venues allow you to walk around as long as you have a bracelet. Mrs. Mastroianni noted this would need to be presented to the Board of Education because it is a change in our guidelines. Last year's scenario promotes more drinking in a shorter period of time. A second scenario could also be presented for opening up the area so it is wider where we could include seating. But this still poses a problem with families as children would not be allowed to be in that area. Ms. Derrig noted that we are still separating families; Ms. Vecchione stated she was not in favor of selling alcohol at all. Last year brought in \$6,000 net. Discussion of the ending time was held. Lines were long at the end and some people were given back their money because serving was stopped

before they could redeem their tickets. The recommendation by the PD was 8:00 pm so that patrons would be sober to drive. Ms. Derrig noted that we are advocating drinking and driving. Mr. Carroll noted other events he insures have not had any problems. Most people are responsible when they have their families. We limited each patron two beers at a time.

It was recommended to approach the Board of Education with the proposed change to allow patrons to walk the venue property with the back-up proposal to expand the space. Extension of the time to 9:00 pm would need to be discussed with the police. The sale of tickets outside the tent was discussed. Changes may be considered. Motion was made by Ms. Vecchione to go back to the Board of Education to have the tent open an extra hour and make it that you can walk around freely. Tickets would be sold until 8:00 pm but patrons would be allowed to use their tickets until 9:00 pm. Second option would be to open the area to provide more space. Seconded by Mr. Carroll and approved unanimously.

Discussion of the amount of beer to be ordered was held. It was agreed that Mrs. DeZenko would contact the distributor to see what she can arrange. There is a minimum of 20-25 kegs. Half and quarter kegs will be discussed with the distributor.

Additional seating was discussed. Motion was made by Ms. Vecchione to approach the Board of Education to secure seating in this area. Seconded by Ms. Derrig and approved unanimously.

Advertisements

Mrs. DeZenko asked Mrs. Mastroianni if she appointed someone to place advertisements on various organizational calendars. Fran Basbagill was contacted but she is away. Mrs. Mastroianni and Ms. Derrig will work on the list so that it is completed by the end of the week. It was suggested that the information be typed on a sheet which is faxed to all the organizations so they all have the same information.

Dumpster

Mrs. DeZenko noted the dumpster last year was from All American as was the recycle container and we used it as a sponsorship. She has the information for this year.

Mrs. DeZenko also noted Aquarian and Galaxy Diner both gave money as sponsors. She has also received vendor fees from crafters.

Port-o-Potties

Mrs. DeZenko noted she has 3 quotes from vendors – Suburban, United and Royal Flush. Quotations were previously distributed to the Commission. Last year we used United with 81 units. It was felt that amount of units was too high. The Commission discussed in length all quotations. Suburban is the lowest cost overall. However, we would need to add the delivery charge to the figure as it was not included. It was suggested by Mr. Carroll that we go back to Suburban and United and ask if the price will hold if the amount of units change. Also Suburban regarding an attendant. Concern was also expressed about choosing a company located so far away in the event of a problem. Mrs. Mastroianni

noted she found the delivery charge for Suburban in the quote. It was agreed that 60 units would be requested, the same amount of handicapped accessible units and 12 sinks, extra toilet paper and an attendant. Mrs. Mastroianni will get more information. Decision was tabled to the next meeting.

Staging, Lighting, Sound

Mrs. Arnow noted Stratford has a nice stage. Mrs. DeZenzo noted it was not available last year. EMS Chief Laucella may be able to contact the appropriate individual regarding this stage. If you have another stage, you will have to adapt the sound and lighting. Mrs. Mastroianni noted there are two options on the table, First is to do as we did last year for \$11,600 which included the stage, lighting, sound, DJ and all the entertainment through separate contracts. Discount credit was applied last year several months after the event which makes it less than the \$11,600 as noted. Second is to use Fast Forward for \$16,650 which includes everything under one umbrella, DJ not included. Generator is included in the cost. Face painters have agreed to come for free. It was noted we have a vendor who may be coming to do face painting. When this is confirmed, the others will be cancelled.

Ms. Vecchione distributed her schedule for entertainment including children and stage events at no cost to the Commission. All events are on one stage. Mrs. Arnow also provided names of other bands that have been suggested. Each event was discussed. Train ride will be discussed with Dmitri Paris and the tracking of money will be discussed further. It was noted pony rides cannot be held because of health department/permits/environmental concerns. Mrs. Arnow will check with Dmitri Paris on this also. She also requested dimensions of the various games so they can be placed appropriately. It was noted vendors/performers received free admission bracelets for family but the Commission cannot control the ride bracelets. Discussion was held regarding the Tribute band. It was noted that, in general, the public preferred to hear local bands perform since it is a town event. We do have a few options for local bands to perform in this space. The DJ will be contacted by Mrs. Mastroianni.

Lengthy discussion was held regarding the staging. Mr. Carroll noted that the Stratford stage will be part of the Barnum Festival so it will most likely not be available. Using last year's configuration, all performers were satisfied with the stage/equipment. It was noted the equipment used was recommended by the performers and they were satisfied. The quote from Fast Forward includes all staging, lighting and sound under one contract. Ms. Vecchione noted this includes better equipment and stage. Mrs. Mastroianni noted if we eliminate the tribute band, the cost comes down to \$11,150. Discussion was held regarding last year where there was a conflict of interest with a commissioner and a proposed contractor. The Commission went with the recommendations made by the bands under a separate contract. It was noted that no complaints were received from the bands regarding any problems with the equipment. Ms. Vecchione noted she knew of some complaints from the public. Discussion was held regarding the securing of quotes and a problem that recently occurred between two individuals. Mrs. Mastroianni stated she did not think the Commission needed to pay more money for this because last year was okay and she did not have any complaints. Mrs. Arnow noted that we need to take into consideration the fact that we have a member of the Commission that is familiar with the company she is promoting and is knowledgeable about this type of equipment. She also noted that Mrs. Vecchione made a great schedule. Mrs. Mastroianni read the P&L sheet from previous years (2006 to

last year) noting the biggest expenses were entertainment. Ms. Derrig made a motion to accept the Fast Forward bid, except for the tribute band, for approximately \$11,000. Seconded by Ms. Vecchione.

Further discussion was held regarding the acceptance of one company to do all aspects as opposed to using last year's configuration. There is approximately a \$2,000 difference in price. Vote taken – two yes (Derrig and Vecchione); two no (Carroll and Mastroianni); one abstention (Pulie). It was felt by some members of the Commission that they did not know enough about the technical aspects of the contract to make a decision. It was suggested that a phone meeting be held at the end of the week to make a final decision.

Food Vendors

It was noted that food vendors will need to be discussed at the Commission meetings. We will need the size of the trucks or the size of the area required by the vendor so that decisions can be made.

Miscellaneous

Mrs. Arnow will contact Zambelli regarding a rain date.

Meetings will be held on Tuesdays. The next meeting will be Tuesday, April 22 at 7pm in the Tashua Room.

Mrs. Arnow will contact the newly appointed commissioner to confirm his intention to remain on the Commission.

Adjournment

There being no further business, motion was made by Mr. Carroll, seconded by Mr. Pulie, to adjournment at 10:10 pm.

Respectfully submitted,

Barbara Crandall, Clerk

These minutes are considered a draft of the Trumbull Day Commission meeting until approved by the Commission at their next meeting.