

TRUMBULL DAY COMMISSION
MEETING MINUTES
April 23, 2014, 7:00 pm
Nichols Room

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TRUMBULL LAND RECORDS
ATTEST
TOWN CLERK

Chairmen Present

Elizabeth Mastroianni, Chairman
Kimberly Vecchione
Rosemarie Derring
Fran Basbagill

Charles Letezeio
Rich Pulie
Sean Carroll

Guests

Frank DiMarco, Amy DeZenzo, Gloria Mastrone, Stephanie Peters and Lynn Arnow and Mike Vartuli

The Pledge of Allegiance was recited.

Call to Order

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:05 p.m. in the Nichols Room at the Town Hall, Trumbull, Connecticut motioned by Rosemarie Derring, Kim Vecchione seconded. Vote was unanimous.

Approval of Previous Meeting Minutes

The minutes of the 4/14/14 meeting were motioned for approval by Kimberly Vecchione and seconded by Rosemarie Derring. Vote was unanimous.

Elizabeth Mastroianni said that we still need a Vice Chairman, Secretary, and sub-committee persons for Volunteers and Grounds. It was decided to table these decisions until next week.

Frank DiMarco has collected donations to date of \$58.74.

New Business

Rosemarie Derring has created a media announcement form which she wanted to get approved at this meeting. Lynn Arnow suggested that since we don't have all the information on entertainment, we should put out a "save the date" announcement for now on a community calendar.

Lynn Arnow reported that she has had meetings with the Police Department, Fire Department, EMS and our Parks Department to discuss identifying the area placement since this year's event has expanded. They are looking for options of where to place the rides and have a specific area for parking that would alleviate damage to the fields. It was also discussed that Maremma Amusement may provide some type of insurance from which we could get compensation to repair any damage to the field.

Rain Date and Insurance

Another issue that Lynn Arnow discussed was establishing a Rain Date because of the extensive investment to us, the vendors and the contractors. It would cost 15% or \$3,000 to reschedule the fireworks for the next day and beyond that, we would pay 25%. Lynn has not received the cost for

Marenda Amusement to postpone until Sunday. We should make a decision between the hours of 7:00 and 8:00 am as to whether or not we will call it and have the Rain Date as Sunday, June 29th. The Police Department requires 3 to 4 hours notice. The Police and Fire Departments, Marenda Amusement, and Zambelli Fireworks are in agreement with this time frame. An advantage to having the Rain Date is the amount of insurance we have to purchase.

Sean Carroll previously suggested a \$100,000 policy, but if a Rain Date is scheduled, the amount would be less. The decrease in the amount of insurance should offset the \$3,000 that we would be charged for fireworks. The date should be scheduled two weeks prior. It was set up last year over a 7 or 8 hour period of rain. If we get $\frac{3}{4}$ " of rain, the insurance company will issue the town a check. Rosemarie Derrig motioned to set a Rain Date of June 29th, Kimberly Vecchione seconded. Vote was unanimous.

Fireworks

Fire Marshall, Megan Murphy, is looking over the contracts and made a suggestion regarding the reimbursement for the misfired fireworks. She feels it would be worth it to pursue an additional 10-15% be returned to the town if a percentage of the fireworks do not fire (anything above 75 shells). Lynn Arnow stated that there was a significant cost to remove the shells that misfired last year. Lynn will check with our Town Attorneys to verify this issue.

Generators

Lynn Arnow also spoke with the Public Works Department regarding the generators. She couldn't believe that we were responsible to man the generators last year. Lynn is concerned from a liability standpoint so she spoke with John Marsillio and asked for his help which would cost approximately \$1,000 to \$1,400 for the period of set up on Friday to the end of the event on Saturday. Lynn also would like to acquire a time line of the set up so town departments will be aware of our needs.

Liquor Sales

Lynn Arnow also spoke with the Police Department, Fire Department and EMS regarding liquor sales. The next step is to present it to the Board of Education. When Elizabeth Mastroianni previously presented this issue to the Board of Ed, she advised them that a beer and wine would be consumed strictly in the tent. The Health Department and the Board of Ed will have to agree if people can walk around with drinks outside the tent as long as well identified bracelets are used. This issue will be presented at the next Board of Ed meeting.

Pink Ponies

Lynn Arnow approached the Health Department about the Pink Pony ride and we have their approval after a few questions are answered such as: how much space they will require, will there be enough distance between the ponies and other booths such as food and who will clean up after them. Also, it is mandatory that all of the ponies have had their rabies shots. There was a question on how the ponies are pink. Lynn will speak to Meredith from the Pink Pony company regarding this.

Admissions

Lynn Arnow spoke to George Marenda about our admissions and cash control. There was a concern that the bracelets used last year were not secure. It was suggested to use a stamp on the hand and a counter to keep control of admissions and a bracelet would be used, after Security performs a check, for the liquor. The money will have to be accurate and match up with the

counter. Everyone agreed that this was a good idea. Marenga Amusements has a ticket trailer that Amy DeZenzo feels we should take advantage of. Amy DeZenzo stated that we had no control of admissions last year and a ticket trailer would solve this. Admission price will remain at \$5 for age 6 and older; free for children 5 and under, free for active military with a card.

Elizabeth Mastroianni stated that she had checked the area for the carnival and suggested to have only one larger gate for trucks and vendors and an entrance for admissions which would alleviate long waiting lines. No vendor is allowed to leave the grounds before the end of the event. If senior vendors choose to leave before it gets dark out, they will need special permission before the event to do so. Lynn Arnow said we should at least give those vendors the option to leave and a decision will be made after checking the site plans.

Beer and Wine

Amy DeZenzo spoke with Star Distributors and they said we cannot use ¼ kegs. They will be charging us \$159 for a ½ keg of Sam Adams and \$89 for a ½ keg of Coors Light. Amy feels that if permission is given to drink beer outside the beer tent, there will be more consumption. If we don't tap unused beer kegs, we will be able to return them. Also, they will be providing a refrigerator truck for \$150. Fran Basbagill motioned to contract Star Distributors as our beer vendor. Kimberly Vecchione seconded. Vote was unanimous.

Charles Letezeio stated that we would need 16 oz. cups, which we will purchase, and also pitchers which help to serve the beer more quickly. He said we will also need the refrigerated truck for beer on site the night before the carnival so the beer will be cold when it is served. Lynn Arnow was concerned about the beer truck unattended for Friday night. Amy DeZenzo said if we have the beer truck on Friday, we would have time to rectify the situation if we should have problems with the generator. Lynn suggested buying an additional generator for backup.

Amy DeZenzo stated that there was a meeting with the Health Department and they said we will need access to the two schools in case of an emergency situation. We will need permission from the Board of Ed.

She also stated that we will not have access to the Trumbull Explorers this year. Elizabeth Mastroianni is going to contact the Fairfield Explorers to see if they are available. We will also need Civil Air Patrol for the fire line during the day. Their cost was \$1,000 last year.

Amy DeZenzo spoke with Vazzy's and they will be providing a refrigerator truck for soda. Amy has been receiving information from food and craft vendors. One of the vendors is a zip line company which was discussed in length.

Port-o-Potties

Elizabeth Mastroianni stated she had not heard back from United. Royal Flush is very interested and said they would not change the price if we drop it down to 70 in lieu of 81 units. Hand sanitizers would be included and an attendant would be on premises. Suburban was also discussed whose price was lower but the concern is their distant location. It was suggested to contact Royal Flush to reconsider a lower price. This will be revisited next week when we have revised bids.

Vendors

Elizabeth Mastroianni was contacted by Pro Wrestling Tonight to be a vendor. They suggested a barter so they would have free vendor space in exchange for an hour long show and he would also put on a performance of Sumo wrestlers and have pictures with the wrestlers for which he would charge. Elizabeth thought this would bring in a crowd. Fran Basbagill suggested we find out the cost of the pictures, which wrestlers he is bringing and how long the Sumo wrestler match would last. Lynn Arnow said we have to find out about liability insurance for all vendors.

Elizabeth Mastroianni suggested a children's area for some of their activities.

Several suggestions were made for band entertainment.

Staging

Fast Forward gave us a proposal of \$11,100 all inclusive for staging and sound system. The band was eliminated from this proposal but the generator is included at no extra cost. Rosemarie Derrig motioned to accept Fast Forwards' proposal. Kimberly Vecchione seconded. Vote was unanimous.

Security

Charlie Letezeio has still not heard back from any of the companies he called and left messages. It was suggested to contact the company we had last year and advise them of the problems we had last year. Security is needed because it would be too costly to hire extra Police Officers. Lynn Arnow said once we get the site plan, we'll know how much security we will need. Charlie will follow up on availability and cost for security.

Food Vendors

Rosemarie Derrig has contacted many vendors. Some of them had questions regarding generators but Lynn stated that there will be fencing in front of the generators. Amy said that the vendors have to fill out the form and then the commission will decide. All applications must be returned to us by the May 15th deadline. If the vendor is not chosen, their payment will be returned to them. The vendors need to apply for the license but if they are not chosen they will not be charged for the license.

Volunteers

Elizabeth Mastroianni said that we have to have a Chairperson for volunteers. Lynn Arnow suggested a spreadsheet be made up of where volunteers are needed and the time frame. Elizabeth suggested that a letter be sent to the Guidance Counselors at the schools to get volunteers who have to do community service.

Rosemarie Derrig motioned the meeting be adjourned at 9:00 pm. Kim Vecchione seconded. Motion carried.

Respectfully submitted,

Gloria Mastrone
Clerk