

**TRUMBULL DAY COMMISSION
MEETING MINUTES
May 6, 2014
Tashua Room**

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TRUMBULL LAND RECORDS
ATTEST
TOWN CLERK

Chairmen Present

Elizabeth Mastroianni, Chairman
Rich Pulie
Fran Basbagill

Charles Letezeio
Rosemarie Derring
Sean Carroll

Guests

Frank DiMarco, Amy DeZenzo and Stephanie Peters

Call to Order

Elizabeth Mastroianni, Chairman, called the meeting to order at 8:10 p.m. in the Tashua Room at the Town Hall, Trumbull, Connecticut.

Approval of Previous Meeting Minutes

Minutes of the 4/29/14 meeting were reviewed. After the removal of “has other commitments” under the Pink Ponies section, Fran Basbagill motioned their approval as stated. Kimberly Vecchione seconded. Vote was unanimous.

New Business

Kimberly Vecchione’s husband is willing to donate GoPro cameras around the property, especially by the admission area to keep better control of the count at the gates. The matter will be further investigated.

Amy DeZenzo handed out copies of two letters concerning the sale of liquor. The first letter was from Melissa McGarry, Coordinator of TPAUD, with concerns about proper ID and restricted consumption to the tent. The second letter was from Lynn Arnow to Deborah Herbst, Board of Education, proposing seating and tables for the beer tent where people could socialize. Lynn stated that the area would be off-limits to underage children and would remain heavily guarded. Further, alcoholic beverages would remain in the confined area and not be allowed to leave that point.

Elizabeth Mastroianni attended the Board of Education Meeting this evening before coming to the Trumbull Day Meeting. She reported that approval was given only for high-top tables and a larger beer tent but denied to have sit-down tables and chairs. The Board was also very concerned about underage drinking. Elizabeth told them that there would be police and security guarding the area. The Board questioned how we should handle the situation of parents leaving their children outside the tent while they are inside having a drink. Elizabeth Mastroianni suggested making up signs that state “Don’t leave your child unattended” and “No one under the age of 21 is allowed in the tent”. She also suggested that our advertisements should include “No drinking under the age of 21”.

Kimberly Vecchione motioned to utilize the More Group for the sale of water and soda. Fran Basbagill seconded. Vote was unanimous.

Amy DeZenzo presented information for the refrigeration which he turned over to Stephanie Peters to select the proper size we will need. Stephanie marked off the ones she thought would work for us. We are not being charged for this.

Rosemarie Derrig gave information to Mike Vartuli regarding the organizations that are interested in manning the gates this year. Mike will check into this. It is still undecided how many gates we will have, but Amy DeZenzo stated that we might just have the trailer.

Admissions

Amy DeZenzo stated that last year there was a lot of confusion with admissions. Amy suggested that this year, the people in charge of admissions should acquire the names of all the people who will be collecting money, have a meeting with these individuals prior to the event including Security people and everyone needs to be aware of their roles. The individuals collecting the money will have to be escorted by a Policeman. Amy stated that the Finance Department will be heavily involved this year. They will also have to make the decision of bracelets vs. hand stamps. Elizabeth Mastroianni suggested that everyone on the Commission should be aware of the location of the money room. From our experience last year, we hope to prevent the same problems for this year with money collection.

Elizabeth Mastroianni reported that the rides will be on the grass area in a location that will not cause much damage to prime areas. Amy DeZenzo presented a preliminary site plan that was completed last week. She was concerned that this area was not level and the space would not be sufficient for all the rides and their trailers in the 12,000 sq. ft. we have allotted for them. She also stated that the lines for the food and rides would conflict with each other. The plans were discussed at length and it was decided to table this until Lynn Arnow is present at the next meeting with the updated site plans and that possibly Maremma Amusements be present.

Pro Wrestling

Pro Wrestling has agreed to perform four shows. They will be sending a copy of their certificate and the vendor form to us shortly. Since they will be working on the barter system, no money will be involved.

Port-o-Potties

Fran Basbagill motioned that we keep the 81 units on the contract, remove the pumping of the units during the day from the contract and add "additional toilet tissue on site" to the contract. Upon receipt of the revised contract, Amy will present it to the Town Attorneys for their approval. Sean Carroll seconded. Vote was unanimous.

Security

Elizabeth Mastroianni spoke with USA Security and they agreed to keep the same price as last year. They said that the 3 errors from last year's invoice were caused by the many changes that were made to the contract and agreed to credit our billing this year for that amount should we choose

them. Kimberly Vecchione knows Jimmy DeSante of the States Attorney's Office who also does Security. Amy DeZenko said we have to find out his per hour charge and they need to identify how many security personnel they feel we will need for the event and the bidding has to follow Town guidelines. Amy also stated that the Security Company does not work under the Police Department and should, therefore, have their own Supervisor on site. Kimberly Vecchione gave Jimmy DeSante's phone number to Charlie Letezeio to follow up. It was also suggested to hire more Security this year because it was insufficient last year. This matter will be voted on next week in order to obtain further information.

Entertainment

Fran Basbagill motioned the approval for all the entertainment that Kimberly Vecchione has presented thus far to the Commission. Rosemarie Derrig seconded. Vote was unanimous.

Elizabeth Mastroianni stated that we can combine the budgeted money for the children's entertainment and the adult entertainment because it is important to acquire a band that would bring in more people especially the time slot before dinner and the fireworks.

There was a discussion regarding free admission bracelets for entertainers and food vendors. Since we are not responsible for the rides, we cannot give out free ride bracelets. It was suggested to give a free admission bracelet to all vendors and entertainers. Amy DeZenko was concerned that we are giving out too many free admissions. This will be discussed further next week when we find out how many people are in each band.

Food Vendors

Rosemarie Derrig was contacted by a food vendor whose check had been cashed and bounced. She was unaware that checks were cashed before the final decision was made for accepted vendors. Amy DeZenko was advised by the Finance Department that these checks are to be cashed upon receipt and if the vendor is not chosen, a reimbursement check would be cut and returned to them. Sean Carroll suggested to advise the vendor on their contract how the checks are handled.

Generators

Amy DeZenko stated that no one on the Commission should be responsible for the generators. We have been told that a Town or Board of Education electrician needs to oversee their drop off on Friday and maintain them all day Saturday. The Town donated a 45 kw generator for the food tents but we have to get the panel and cords.

Kim Vecchione brought in a box of 500 brightly colored bracelets that was agreed to use for the volunteers.

Tent Rental

Elizabeth Mastroianni stated that we were very dissatisfied with Taylor Rental for the defective tents we got last year. She is looking for suggestions for another tent rental company. Sean Carroll suggested to check into Michko.

Fran Basbagill motioned the meeting be adjourned at 9:32 pm. Rich Pulie seconded. Motion carried.

Respectfully submitted,

Gloria Mastrone, Clerk