

**TRUMBULL DAY COMMISSION
MEETING MINUTES
May 13, 2014
Council Chambers**

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TRUMBULL LAND RECORDS
ATTEST
TOWN CLERK

Chairmen Present

Elizabeth Mastroianni, Chairman
Mike Vartuli

Rich Pulie
Sean Carroll

Rosemarie Derring

Guests

Frank DiMarco, Amy DeZenzo, Lynn Arnow and Stephanie Peters

The Pledge of Allegiance was recited.

Call to Order

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:10 p.m.

Approval of Previous Meeting Minutes

Minutes of the 5/6/14 meeting were reviewed. Sean Carroll motioned their approval as stated. Rich Pulie seconded. Vote was unanimous.

New Business

Elizabeth Mastroianni stated that we haven't had much response for Arts & Crafts vendors and the deadline is May 15th. Amy DeZenzo stated that to date we have only 13 responses. Elizabeth Mastroianni said a lot of the vendors from last year were disinterested because of their location last year. Lynn Arnow suggested putting out an ad, possibly in the Connecticut Post, and this would give awareness to the date as well. The cost of advertising was discussed and determined that it would be costly. No advertising was done last year. Lynn Arnow presented a new site location map which shows that the vendors will be in a prime location this year but there is no way to relay this to possible vendors. Sean Carroll suggested that in lieu of an ad, we send out an e-mail with some of the positive information that could be more effective than a costly ad. Lynn Arnow suggested attaching the site plan to the e-mail indicating where the vendors would be located and the exposure they would have. Elizabeth Mastroianni will be following up on this tomorrow. Lynn Arnow said that Tim Herbst will be attending a business breakfast on Wednesday morning and maybe he can get some interest from them.

Food Vendors

To date we have 17 food vendors with a good variety. The Commission has requested that the Finance Department has decided not to cash any vendor checks until selections have been made. Ideally, the Commission would like to have between 15 and 18 food vendors. Food vendors are charged \$450 for single items and \$750 for multiple items. Lynn Arnow suggested we take a close look at the space size to indicate the placement of the vendors. Rosemarie Derring will present a spreadsheet at the next meeting of the vendors and the products they will be selling. Lynn Arnow suggested finding a coffee and dessert vendor that she feels would be a good draw for the evening. Mike Vartuli will be contacting Luigi's for this coffee and dessert booth. He will also contact Stew Leonard's regarding having a clam bake. A pizza vendor was also discussed and will be further

investigated. Rosemarie Derrig will contact Vazzy's and offer them the space for pizza at no extra cost. Vazzy's will also be donating a refrigerated truck for our beverages.

Stephanie Peters stated that there is a Food Truck Festival on Friday, May 16th, at Racebrook School in Orange. She suggested that we check out the vendors they have. (The event has been postponed to the following weekend)

Admissions

Lynn Arnow said that Maremma Amusement will supply us with a 4-window ticket booth. She would like to have a second one that would help to keep the cash more secure and keep the lines moving.

Volunteers

Elizabeth Mastroianni stated that we need volunteers and someone to be in charge of them. Lynn Arnow suggested that we obtain a site layout and shifts from last year so see what is needed. She suggested that we send out letters to groups and corporations to get volunteers. Elizabeth Mastroianni suggested posting the need on line with Moms of Trumbull and Dads of Trumbull. Volunteers will be needed for garbage pickup, cleaning tables in the food tent, admissions, etc. She also said that volunteers who need to do service hours would not be signed off until the end of their three-hour shift. The free drinks would be given only to non-paid volunteers. Sean Carroll motioned to give free admission and one soft drink to volunteers who performed three hours of service. Rosemarie Derrig seconded. Vote was unanimous.

Rosemarie Derrig motioned to have Rich Pulie in charge of the volunteers. Sean Carroll seconded. Vote was unanimous.

Rich Pulie suggested having a volunteer tent where they will be given their free admission bracelet and Sean Carroll can sign off on their service hours. Rich has a tent that he will supply. He also suggested setting up a grill to cook hot dogs and hamburgers for volunteers but Lynn Arnow thought this would be too time consuming for Rich unless he can get a volunteer to do it. She suggested giving them a food coupon to purchase food from a vendor. It was decided to table this until the next meeting.

Contracts

Lynn Arnow stated that we are all set with the contracts for Maremma Amusement and Zambelli Fireworks. Regarding Fast Forward, they said there would be a rain date charge of \$2750, to be paid up front which is non-refundable, incurred regardless of whether or not we have a rain date to secure the stage and the sound system for the second day. It is not known if Kimberly Vecchione has discussed a rain date with the other entertainers. Kimberly will have to contact them. Amy DeZenzo said that Zambelli Fireworks would charge an extra \$1,900 only if he has to stay for the rain date. Should there be a rain date, Lynn Arnow suggested eliminating the entertainment and just have a "night only" event. After Kimberly Vecchione finds out about the policy of the other entertainers, a decision will be made.

Amy DeZenzo is trying to locate scanners for check ID. Regarding the GoPro security cameras; according to TPD, there wasn't a problem to have them but the units require fresh batteries every two hours. Members felt there really doesn't seem to be a need for them.

Pro Wrestling

Pro Wrestling contacted Elizabeth Mastroianni and said they have another offer for which they would be paid. Unless we want to pay \$1,000 in lieu of the barter system plan previously agreed on, he will not come. Included in the \$1,000 they would perform five shows instead of four. Lynn Arnow said the Pro Wrestling would be a good draw for the daytime hours of noon to 5 PM, and suggested that maybe we should consider paying the fee. Elizabeth suggested we contact the WWE. No decision was made at this time.

Port-o-Potties

Amy DeZenzo has an invoice from Royal Flush and will check with the Town Attorneys to see if this is sufficient in lieu of a contract.

Amy DeZenzo will check into the cost of a clean-up company vs. using our janitors.

Security

Amy DeZenzo received a revised invoice from USA Securities and they are willing to credit us this year for the discrepancies on last year's invoice should we use them, so Amy feels it would be advantageous for us to contract them again this year.

Entertainment

Kimberly Vecchione has secured Forget Paris but since they will be performing twice, their fee will be more. An amount will have to be determined.

Site Plan

Lynn Arnow presented everyone with a copy of the site plan layout that the Fire Marshall and EMS are satisfied with. Elizabeth Mastroianni was concerned about the distance between the food vendors and the food tent, the proximity of the food tent to the beer tent and the placement of the port-o-potties. After much discussion, Lynn suggested revisiting the site to see what changes can be made.

Tent Rental

Amy DeZenzo contacted Taylor and Abby Rental. We will need a 30 x 90 tent for the food and a 60 x 40 for the beer. The high-top tables will cost \$10 each. It was suggested to have more tables this year because there weren't enough last year.

Sean Carroll motioned the meeting be adjourned at 9:04 pm. Rich Pulie seconded. Motion carried.

Respectfully submitted,

Gloria Mastrone, Clerk