

**TRUMBULL DAY COMMISSION  
MEETING MINUTES  
May 20, 2014  
Council Chambers**

**Chairmen Present**

Elizabeth Mastroianni, Chairman	Rich Pulie	Rosemarie Derring
Mike Vartuli	Fran Basbagill	Kimberly Vecchione
Charles Letezeio		

**Guests**

Frank DiMarco, Amy DeZenzo, Stephanie Peters and Lynn Arnow via phone

The Pledge of Allegiance was recited.

**Call to Order**

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:11 p.m.

**Approval of Previous Meeting Minutes**

Minutes of the 5/13/14 meeting were reviewed. After the following changes:

- a) Tim Herbst will be attending a business breakfast on Wednesday morning and maybe he can get some interest from the “**sponsors**”.
- b) ~~The Commission has requested that~~ the Finance Department has “**requested**” not to cash any vendor checks until selections have been made.

Fran Basbagill motioned their approval. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

**New Business**

Elizabeth Mastroianni stated that the Police Explorers will be helping out for Trumbull Day. She will find out how many will be coming and what shifts they will be working.

Elizabeth Mastroianni was in contact with Star 99.9 and they are willing to give free advertising, which has an estimated worth of \$16,500, for a booth. It will be discussed whether or not to give them five (5) family 4-packs to give out. They requested a spot where they will be heard. The site plan will have to be checked to see where they will be placed.

Elizabeth Mastroianni suggested starting the meeting next week at 6:30 p.m. at Hillcrest to look over the site and then continue the meeting at the Town Hall. Everyone agreed. She also said that the after Trumbull Day meetings have to be scheduled with the Department Heads and then the Commission meeting to wrap everything up.

**Site Plan**

Amy DeZenzo distributed an updated site plan to everyone. Lynn Arnow reported that the Police Department, Fire Department and EMS are satisfied with this plan.

Marena Amusements told Lynn Arnow that they underestimated the amount of space they would need for the rides. Last year they had 47,000 sq. ft. and this year they said they would require 120,000 sq. ft. to accommodate additional rides. Lynn said she would recheck the space this week. She feels that 80,000 sq. ft. should be sufficient. If not, additional space could possibly be provided. Mr. Marena has a 3-window ticket booth that he will let us use. Ideally, it would be good to acquire an additional 3-window ticket booth. Double gates have already been placed on the site. It is still unknown if the cost of the gates will come out of the Trumbull Day budget. Presently, Lynn is looking into software that would allow tickets to be pre-sold to alleviate lines at admission booths. If we can acquire the second 3-window booth, we might not have to do this. The decision remains open to use bracelets or hand stamps for admission.

### **Sponsors**

First Selectman, Tim Herbst has started to reach out to obtain sponsors and, hopefully, we will have a good response on that.

Amy DeZenko tallied up the monies that have been received to date from Arts & Crafts vendors and Food vendor and it totaled \$12,684 inclusive.

### **Entertainment**

Kimberly Vecchione said that the State Troopers have requested us to have a Rollover and Convincer Machine. Everyone agreed that this would be a good attraction. Lynn Arnow will speak to the Police Department to decide where they should be placed.

Kimberly Vecchione gave out copies of her Entertainment Summary for review. The ***Roaming Railroad, Race Remote Controlled Cars*** and the ***Slot Car Races*** will be provided at no charge to us and they will give us 10% of their gross income. All the other exhibits will be providing their shows at no cost to us. ***Fools on the Hill*** will be charging \$450 for their one hour slot and ***Forget Paris*** will be charging \$400 for each of the two time slots before and after the fireworks totaling \$800. Thus far we have used only \$1,200 of the budget for entertainment.

Even though Seth Carli is willing to provide his services for free, everyone felt we should compensate him for his time. Lynn Arnow stated that we have to have a contract with Seth in order to cut a check for him. Kimberly Vecchione motioned to give Seth Carly \$500 for his services as DJ. Rosemarie Derrig seconded. Vote was unanimous. Motion carried.

Kimberly Vecchione notified all the entertainment that they would be cancelled should there be a rain date.

Bracelets for entertainers was discussed. A list of physical workers will be needed for a count. It was tabled until next week.

### **Arts & Crafts Vendors**

Kimberly Vecchione motioned to accept ***Sand Art*** as an Arts & Craft vendor at no charge in exchange for 20% of their sales. They agreed to let us have a volunteer in their booth to oversee the cash if we feel it necessary. Rosemarie Derrig seconded. Vote was unanimous. Motion carried.

Elizabeth Mastroianni had a list of the Arts & Crafts vendors she received forms from which included jewelry, APEX, face painting, healing massage, water color products, Pampered Chef, home care, YMCA, tote bags, New Dimensions, etc. totaling 29 vendors. Kimberly Vecchione motioned to accept all the Arts & Craft Vendors stated in Elizabeth Mastroianni's report. Fran Basbagill seconded. Vote was unanimous. Motion carried.

Kimberly Vecchione motioned to give four (4) free admission bracelets and two (2) parking passes to each of the Arts & Craft Vendors. Fran Basbagill seconded. Vote was unanimous. Motion carried.

### **Food Vendors**

Rosemarie Derrig presented a spreadsheet of the vendors and the products they will be selling. Lynn Arnow was concerned that there is not a sufficient amount of vendors. She suggested lowering the price of the space but everyone felt our prices were fair. Rosemarie Derrig will try to solicit more food vendors. Rosemarie was also concerned about the location of the Food vendors but Amy DeZenzo said they were placed there to give them easy access for their volunteers and their food supplies.

Fran Basbagill motioned to accept all the Food Vendors that Rosemarie Derrig provided in her report after advising them that "other vendors would be selling some of the same products". Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

Each Food vendor will be provided two parking spaces. Rosemarie Derrig will find out how many volunteers each vendor will have in order to provide free admission bracelets. Amy DeZenzo suggested to acquire the names of the volunteers which will give us a more accurate count for the bracelets. This will be done for Arts & Crafts Vendors as well.

Any vendors who need generators will have to pay a fee to rent them from us as stated in the contract. Their request has to be noted on their form so we know how many generators will need to provide.

Amy DeZenzo tallied up the monies that have been received to date from Arts & Crafts vendors and Food vendors and it totaled \$12,684 inclusive; however, some vendors have not made payment yet so that will increase this amount.. Rosemarie Derrig will notify the vendors that they are not allowed to sell Italian ices and fried dough. Marenna Amusements will only be allowed to sell carnival food items.

### **Volunteers**

Rich Pulie and Elizabeth Mastroianni will create a letter that will be sent to the schools and set up an e-mail account strictly for volunteer purposes.

Rich Pulie will keep control of all the tickets given to volunteers. Kimberly Vecchione motioned for each volunteer to receive a \$5.00 food voucher and free drink for each three hour shift (to be given to them at end of their shift). Rosemarie Derrig seconded. Vote was unanimous. Motion carried.

**Pro Wrestling**

The revised offer from Pro Wrestling was discussed and decided it wasn't worth the \$1,000 he would be charging. Fran Basbagill motioned to reject *Pro Wrestling's* revised offer and delete them from our program unless they come back with another offer, then it will be further discussed. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

Lynn Arnow will ask First Selectman, Tim Herbst, to contact Linda McMahon to find out if we could have some of the WWE wrestlers at Trumbull Day.

Respectfully submitted,

Gloria Mastrone  
Clerk