

**TRUMBULL DAY COMMISSION
MEETING MINUTES
June 3, 2014
Long Hill Room**

Chairmen Present

Elizabeth Mastroianni, Chairman	Rich Pulie	Rosemarie Derring
Fran Basbagill	Kimberly Vecchione	Sean Carroll
Charles Letezeio		

Guests

Frank DiMarco, Stephanie Peters and Lynn Arnow

The Pledge of Allegiance was recited.

Call to Order

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:07 p.m.

Approval of Previous Meeting Minutes

Kimberly Vecchione motioned to accept the minutes of the May 27, 2014 meeting as presented. Charles Letezeio seconded. Vote was unanimous. Motion carried.

New Business

Elizabeth Mastroianni stated that the Knights of Columbus have no interest in a barter for their booth because they don't feel they could recruit enough volunteers

Lynn Arnow was in contact with Maremma Amusement who has agreed to pay the vendor fees for both the churches (St. Theresa and St. Margaret's Shrine) in order for Maremma to sell pizza frita also.

Site Plan

Kimberly Vecchione was concerned about the location of the handicapped port-o-potties. Lynn Arnow said they would take another look at the site plans to make them more accessible.

Volunteers

Rich Pulie will create a letter that will be sent to the schools and forward it to Elizabeth Mastroianni tomorrow.

Lynn Arnow made up a volunteer/participant form that will be used by each Section Commander to provide the number of volunteers each section will need. Section Commanders are: Elizabeth Mastroianni for Craft Vendors, Rosemarie Derring for Food Vendors, Rich Pulie for Volunteers, Charlie Letezeio for Beer, Kimberly Vecchione for Stage and Entertainment, Mike Vartuli for Admissions, and Stephanie Peters for Soda and Water. Lynn distributed the sheets to all the Commissioners to fill out. This list will also be used to provide admission bracelets and meal tickets. Last year there were 105 volunteers. An estimate of volunteers who would be needed

was broken out as such: 14 for admissions, 9 for cleaning tables, 10 for ticket rippers, 8 for beer tent, 2 for soda and water. Lynn Arnow also stated that each Section Commander will have a radio to keep in touch with each other.

It was agreed to start selling alcohol at 12:00 noon and stop selling tickets at 8:00 p.m. but allow one more hour (until 9:00 p.m.) to redeem their tickets.

Elizabeth Mastroianni reached out to the Republican and Democratic Parties to obtain volunteers.

Because of the cost, it was decided not to have T-shirts made up for volunteers. Instead, each volunteer will be given a wristband and a lanyard that will be printed in house. Only Commissioners will have T-shirts.

The Town requests internal control on all cash flow. The Finance Department will work in shifts in the money room as far as counting money and making deposits. It was agreed that a Commissioner should be in the money booth at all times. Lynn Arnow asked Fran Basbagill and Sean Carroll to rotate time in the money room to oversee it. Mike Vartuli will be responsible for the volunteers at the ticket booth. The Police Department will be responsible for pickup and delivery of money to the money room.

A Finance Department person will be placed in the carnival area to oversee their income.

Clean Up

Lynn Arnow stated that the Custodians and Maintenance Workers will be responsible to handle all the trash removal and the younger volunteers will help with the food tent clean up. Lynn said that with these workers, we have staggered their work times and are still within our budget. Right now we have three custodians from 2:00 – 11:00 p.m., a lead custodian and an electrician.

The Custodians will also be responsible for the set up on Friday since there will be an inspection on Friday. Lynn Arnow asked that all Commissioners be available for this day.

Arts & Crafts Vendors

1. Rosemarie Derrig motioned to accept Maranello as a craft vendor for \$150 for a booth. Fran Basbagill seconded. Vote was unanimous. Motion carried.
2. Rosemarie Derrig motioned to accept Silpada as a craft vendor for \$150 for a booth. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

To date, Elizabeth Mastroianni stated that we have 37 craft vendors with the possibility of eight more.

Food Vendors

Rosemarie Derrig stated that we have 16+ food vendors to date. She will be sending out confirmation letters to all food vendors with their parking passes. Rosemarie is still waiting for several of the liability forms. Some of the forms were sent directly to the Health Department and Rosemarie will retrieve them. Elizabeth Mastroianni suggested giving the vendors a deadline for

this information and the names of all their workers. Rosemarie Derrig will be estimating the space that will be needed for the food vendors. Kimberly Vecchione volunteered to pick up the table cloths for the food tent.

It was suggested that a tarp be used to cover the field in case of rain prior to the event. Elizabeth will ask Dmitri Paris if he has anything to cover the field and if we would be allowed to do this.

Rosemarie Derrig will notify the food vendors that they are responsible for their own cleanup and oil removal as stated in their contract. They cannot set up on Friday but can start their setup by 7:00 a.m. on Saturday morning. They must be set up on Saturday by 10:00 a.m.

Lynn Arnow stated that none of the generators are over 10,000 watts so they will not have to be grounded.

Soda and Water Tent

A & B Ice has been contracted to provide the ice. They have also agreed to provide a free ice chest. Last year 65 bags of ice were bought. Since we do not get a refund for unused ice, Elizabeth Mastroianni will get an exact count tomorrow of what will be needed.

Lynn Arnow stated that we should eliminate one step from the process of the drinks from the refrigerated truck to the refrigerators and then the buckets in the booth. It was decided to cancel the refrigerators and transfer the soda and water directly from the truck to large plastic buckets with ice in the tent.

Admissions

Elizabeth Mastroianni stated that there is a large supply of bracelets left from last year that will be utilized this year. After someone goes through the bag check station, bracelets will be placed on the bag to verify that it was checked. No one will be allowed to bring in large purses, backpacks, coolers, food, drinks or weapons. Our advertising will state this. Bracelets will also be given out at the beer tent after an age check.

Advertisement

No one has contacted Star 99 regarding the radio advertising. Elizabeth Mastroianni will call them again to accept their offer of free advertising for a booth. It was suggested to also post ads on the Variable Message Boards at the Fire Departments. Rosemarie Derrig said the food vendors have requested flyers to put in their restaurants to publicize the event. Lynn Arnow said we should have a draft by the end of the week.

Elizabeth Mastroianni and Rosemarie Derrig sent out a press release to the Trumbull Times. Amy DeZenko is supposed to follow up on the press release.

Sponsors

First Selectman, Tim Herbst, is still reaching out to get sponsors. Sponsors should be finalized by the end of the week so the advertisements can go out. A few suggestions for sponsors were given to Lynn Arnow to present to Tim Herbst.

Entertainment

Kimberly Vecchione said that the contracts have to be sent to the entertainers. Amy DeZenko is responsible for this.

Signage

Signage will be needed for the beer tent – “No one under age allowed in beer tent” and “children must not be left unattended”. A sign should also be made up stating the hours liquor will be served. Charlie Letezeio will be responsible for these signs. At the entrances, signs should state – “All carriables are subject to search” and “**No** coolers, backpacks, outside food or drinks, weapons and pets -- service animals only”. Kimberly Vecchione has A-frame signs that we can use.

Sean Carroll motioned to adjourn the meeting at 9:30 p.m. Charles Letezeio seconded. Vote was unanimous. Motion carried.

Respectfully submitted,

Gloria Mastrone
Clerk