

**TRUMBULL DAY COMMISSION  
MEETING MINUTES  
June 10, 2014  
Council Chambers**

**Chairmen Present**

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

**Guests**

Stephanie Peters, Amy DeZenzo and Lynn Arnow

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**

Kimberly Vecchione motioned to accept the minutes of the June 3, 2014 meeting as presented. Rich Pulie seconded. Vote was unanimous. Motion carried.

**New Business**

Elizabeth Mastroianni received an e-mail from Home Depot stating their interest in being a sponsor. She called them and is waiting for a call back. As a sponsor, they would receive a free booth. If Home Depot will not be doing Arts & Crafts, Elizabeth was contacted by *Teach Art to Me* that would like to participate as a vendor but can't afford the \$150 to sell one item. Fran Basbagill motioned to approve Teach Art to Me a craft booth for \$50. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

To date, Frank DiMarco has collected \$74.25 in donations.

**Volunteers**

Each Commissioner is preparing their volunteer/participant sheet. Elizabeth Mastroianni presented her volunteer list which gave a breakdown as to where they would be placed. She stated that we would need at least 100 volunteers for the event. Fran Basbagill suggested reaching out to band members to help out. It was decided to use lanyards and bracelets for each volunteer. Kimberly Vecchione brought in tickets that could be used for food and beverage for the volunteers.

Kimberly Vecchione said that there was going to be a Sports Banquet that Tim Herbst would be attending this week and asked if he could reach out to solicit volunteers for the event. . He will also be asking the Town Council, Finance Department and member of Planning & Zoning to help where needed. Everyone agreed that the town departments have been very helpful so far. Tim Herbst suggested we fine tune the overtime needed for town workers.

Fran Basbagill suggested sending a flyer home with school children to acquire volunteers.

### **Sponsors**

First Selectman, Tim Herbst, stopped by the meeting to see how things were going and if he could be of assistance. He stated that we would be honoring a specified Vet at the event. On Monday, June 9<sup>th</sup>, Tim Herbst procured \$20,000 in sponsors. He will continue to make calls to obtain sponsors as this is a more personal way and it does make a difference.

Sponsors are broken down as: \$10,000 or more -- Fireworks Sponsor; \$5,000 Platinum Sponsor; \$2,500 Gold Sponsor; \$1,000 Silver Sponsor; \$500 Town Sponsor; \$250 Supporting Sponsor; any amount below \$250 Other Sponsor.

### **Run of Show**

Lynn Arnow distributed an outline of the Run of Show to everyone. She asked that everyone look them over and send her an e-mail should they have any concerns.

### **Beer and Wine**

Charles Letezeio announced that he will not be able to work the beer tent on Saturday due to a family commitment, however, he will help with the setup on Friday night. Lynn Arnow said the beer truck will not be on site until Saturday a.m. Charles Letezeio stressed that it should be delivered on Friday for the beer to settle and not have too much foam when distributing it. Lynn will contact the beer distributor.

Elizabeth Mastroianni agreed to purchase 14 oz. cups, barrels for the ice to keep the pitchers cold and 10 pitchers. The anticipated profit from the beer sales was calculated by Lynn Arnow and it substantially increased over last year.

Charles Letezeio also said that sufficient change (\$5 bills) be available especially later in the evening and that a cash pickup should be made frequently.

It was reiterated that beer sales would be until 8:00 p.m. and beer pickup until 9:00 p.m. to use up their tickets.

### **Entertainment**

Amy DeZenko will be sending out the contracts to the entertainment tomorrow. Parking passes need to be sent to all entertainers, volunteers and vendors.

### **Signage**

Kimberly Vecchione brought in stands to hold the signs. Rich Pulie agreed print the needed signs at his printing company. Lynn Arnow printed the wording to give to Rich for the signs that will be needed at all entrances and the beer tent as specifically requested by the Police Department. It was requested to have the signs large enough so everyone could see them. Amy DeZenko suggested using Sir Speed to prepare the banners that are used in front of the Town Hall. Amy will check with D'mitri Paris about placing a sign in front of the Helen Plum Office. The Fire Departments have agreed to put up information on their Variable Message Boards. It was also suggested to make up lawn signs to place around town.

### **Food Vendors**

Rosemarie Derrig told Lynn Arnow that each vendor would require about 500 feet. After placing four or five vendors together, there would be an approximate 5 foot gap to get through.

**Civil Air Patrol**

Amy DeZenzo was in contact with the Civil Air Patrol and they inquired as to the time we will need them. After a discussion, it was decided to utilize them on Friday from 8:00 p.m. to Saturday at 7:00 a.m. and then again from 11:00 a.m. until 10:00 p.m. on Saturday. Amy said we should make sure that they have adult supervision.

D'mitri Paris will be responsible for installation of the lights in the tents on Thursday night before the event.

**Amusements**

Lynn Arnow had a lengthy conversation with George Marenga from the Amusement Company. George will be providing ride bracelets, ride tickets and ticket booklets. All tickets have to be accounted for so a volunteer must be present in his ticket booth at all times. George will be responsible for any replacement of lost bracelets. No cash transaction will be handled Saturday night. He has to account for all the ticket numbers on every roll then an audit will be done at the end of the night to tally the amount of profit owed to the town.

It was suggest to do an hourly pickup of the money from admissions, beer tent and beverage booths and brought to money room. Amy DeZenzo said a Security Guard, someone from the Police Department and someone from the Finance Department should be in the money room at all times. It was also decided to use tickets for all food and craft vendors to monitor their sales.

Fran Basbagill motioned to adjourn the meeting at 9:24 p.m. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

Respectfully submitted,

Gloria Mastrone  
Clerk