

**TRUMBULL DAY COMMISSION
MEETING MINUTES
June 17, 2014
Town Hall Conference Room**

Chairmen Present

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

Guests

Stephanie Peters, Frank DeMarco, 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

Sean Carroll motioned to accept the minutes of the June 10, 2014 meeting after a few grammatical changes and a change to Elizabeth Mastroianni's statement regarding the purchase of 14 oz. cups for the beer which should have been that she was looking into the purchase of wine glasses. Charles Letezeio seconded. Vote was unanimous. Motion carried.

Rain Insurance

Lynn Arnow calculated our losses should we be rained out and it was decided to reduce the amount of insurance from \$90,000 to \$60,000. Sean Carroll noted that the decrease will provide a saving of approximately \$1,500. The cost of the policy currently is \$2,850. The stipulation on the policy is for $\frac{3}{4}$ " of rain any time between the hours of 10:00 a.m. and 11:00 p.m. the day of the event. The coverage will be for liability and liquor. The fee for the Police Department of \$30,000 is not covered; however, if we get rained out, there will be no payment to the Police Department. Rich Pulie motioned to decrease the amount of insurance on the Rain Insurance Policy from \$90,000 to \$60,000. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

New Business

Elizabeth Mastroianni communicated with Home Depot and they stated that they will only be handing out crafts for home use. They have agreed to supply us with all the items Elizabeth has requested. As a sponsor, they would receive a free booth.

There are currently 43 Craft Vendors.

Volunteers

Rich Pulie has prepared a layout of volunteers that will be needed and is concerned because a lot more volunteers are needed. He said that the volunteer tent will be well identified and he will send the volunteers wherever they are needed.

Lynn Arnow asked Sean Carroll to assist Fran Basbagill in the beer tent since Charles Letezeio will not be available that day. Elizabeth Mastroianni will e-mail a list of beer tent volunteers to Sean Carroll and Fran Basbagill. Lynn Arnow will look into purchasing the wine from a local distributor with the understanding that any unused wine can be returned.

Sponsors

Lynn Arnow stated that we are costs are well below our budget. She will ask the sponsor for the fireworks to increase their donation from \$15,000 to \$20,000

Lynn Arnow said an acknowledgement letter should be sent to each of the sponsors.

Run of Show

Lynn Arnow will be presenting the Run of Show to the Department Heads Meeting on Wednesday, June 18th to finalize everything.

Beer and Wine

The beer truck will be delivered on Friday evening.

Entertainment

Amy DeZenko will be meeting with Kimberly Vecchione to finalize all contracts with the entertainers. Parking passes will be sent to all entertainers, volunteers and vendors by each Commissioner.

Before the fireworks, Seth Carley will do a 10 minute tribute to honor some service people which will be followed by the *Star Spangled Banner*.

Signage

Rich Pulie confirmed the signs that will be needed and the wording for each sign. He will be printing them this week. Lynn Arnow distributed examples of signs and banners that will prepared. She stated that there will be four banners to be placed at the Town Hall (2), in front of Luigi's (1) and by Helen Plumb building (1). The 18 x 29 lawn signs should be coming in on Wednesday, June 18th and Commissioners are asked to place them around town. Flyers and 12 x 18 posters are also being prepared. Notes will be distributed to all school children tomorrow publicizing the event.

Food Vendors

Rosemarie Derrig has 19 Food Vendors. Some of them have questioned her about the regulations for grounding their generators as far as size of rod and wires. All generators, regardless of size, have to be grounded. Rosemarie will provide the option to Food Vendors for a Friday night setup, but items left on premises will be at their own risk. However, Civil Patrol will be securing the area on Friday night.

Kimberly Vecchione motioned to have the Food Vendors payments remain the same as contracted. Fran Basbagill seconded. Vote was unanimous. Motion carried.

Dmitri Paris will be marking the vendor spots on Monday, June 23rd.

Advertisement

Lynn Arnow sent a Press Release to Star 99.9 and they will start the promo soon. The Trumbull Times will post our ad in this Thursday's paper. It was suggested to also place an ad in the CT Post.

Parking Passes

Amy DiZenzo distributed parking passes to all the Commissioners to distribute to their volunteers, vendors and entertainers. Lynn Arnow suggested marking the passes with a different colored marker and initially them also to prevent duplicating them.

Fran Basbagill motioned to adjourn the meeting at 9:11 p.m. Charles Letezeio seconded. Vote was unanimous. Motion carried.

Respectfully submitted,

Gloria Mastrone
Clerk