

**TRUMBULL DAY COMMISSION
MEETING MINUTES
June 24, 2014
Long Hill Conference Room**

Chairmen Present

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

Guests

Stephanie Peters, Frank DiMarco, Amy DeZenzo and Lynn Arnow

The Pledge of Allegiance was recited.

Call to Order

Elizabeth Mastroianni, Chairman, called the meeting to order at 7:16 p.m.

Approval of Previous Meeting Minutes

Sean Carroll motioned to accept the minutes of the June 17, 2014 meeting as presented after a few grammatical changes. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

New Business

Elizabeth Mastroianni agreed to ask George Marena for 25 free ride bracelets for the Commissioners. Marena will purchase bracelets and rolls of numbered tickets. An audit will be performed on Friday after the event and Marena will be responsible to pay for any tickets that aren't accounted for.

Elizabeth Mastroianni and Kimberly Vecchione will be checking out the purchase of wine making sure that any unused wine can be returned for credit. Kimberly Vecchione will be purchasing the 6 oz. cups needed for the wine. It was agreed to fill the cups with 5 oz. of wine for \$5.

Elizabeth Mastroianni has two unopened and one opened roll of tickets for the beer and bracelets for the volunteers. She said that the food vouchers would be given out by Rich Pulie when the volunteer's shift is completed. Rich will also check ID's for anyone working in the beer tent.

Amy DeZenzo read the instructions that were provided by the Liquor Control Agency.

Setup Process

Lynn Arnow went through the set up process on a day-to-day basis as far as when each item would be delivered and set up.

- **Tuesday** - the amusements would be set up on the field.
- **Wednesday** - the field would be marked to indicate placement and the tents would arrive.
- **Thursday** - the tents would be erected with the lights. The snow fences will also be placed after the generators arrive.

- **Friday** - the Commissioners will help with the setup as long as needed. Taylor Rental will be delivering the tents at 7:00 am. The beer should arrive between 12:00 noon and 2:00 pm. Golf carts will be delivered after 1:00 pm. Any vendor who wishes to set up on Friday can do so, however, all vendors must be set up by 10:00 am on Saturday. Civil Air Patrol will arrive at 8:00 pm to guard the premises, but the Town is not responsible for anything missing from the booths.

Food Vendors

Rosemarie Derrig will be notifying the Food Vendors of all the rules and regulations they need to be aware of. When a volunteer uses their food voucher, there will be no cash returned to them for any unused portion. The Food Vendors will collect the food vouchers, a tally will be made of the money owed to them and a check will be cut for the amount due at a later date. No cash transaction will be made the night of the event.

Additional Booths

Elizabeth Mastroianni was contacted by a boy at St. Joseph's High School who is involved with the African Water Fund. He expressed that he would like to sell beverages at the event, but Elizabeth told him that the Town was selling beverages. She told him that he could have a free booth to hand out any literature that he might have regarding the charity. Kimberly Vecchione motioned to provide a free booth to the African Water Fund volunteers for **handouts only**. They will **not** be allowed to sell anything. Rosemarie Derrig seconded. Vote was unanimous. Motion carried.

Elizabeth Mastroianni was also contacted by the New York Life Insurance Company to provide free child ID badges. Fran Basbagill motioned to provide a free booth to New York Life Insurance for their Child ID Program. Kimberly Vecchione seconded. Vote was unanimous. Motion carried.

Admissions

Every paying attendee will receive a ticket upon arrival and then there will be a bag check. If they should leave and return, their hand will be stamped to allow their return. The money collected needs to match up with the tickets collected. The numbers will be recorded for each booth.

Radios

USA Security will be supplying radios for every department. Note that everyone can hear what is said over the radio. There will be a certain frequency for speaking to someone that doesn't require everyone to hear.

Lynn Arnow stated that she would personally do a pickup of money from each booth every hour on the hour and bring it to the money booth. All pickups will be in a marked and sealed envelope.

Kimberly Vecchione motioned to adjourn the meeting at 9:38 p.m. Rosemarie Derrig seconded. Vote was unanimous. Motion carried.

Respectfully submitted,

Gloria Mastrone
Clerk