

Trumbull Day Meeting (by Zoom)  
Minutes  
June 1, 2021

Present:

Bridget Dial  
Traci Galla  
Joseph Ruospo  
Jennifer Uriguen  
Dana Lonergan  
Preston Merritt  
Vincent Camarota  
Abigail Whitmoyer

Absent:

Lisa Hughes

Also present:

Joanne Orenstein, volunteer, vendor coordinator  
Kathleen McGannon, Chief Administrative Officer, clerk  
William Chin, meeting IT facilitator

Meeting called to order at 7:03 PM by Mr. Merritt.

Pledge of Allegiance

There were no public comments.

Moved by Mr. Ruospo, seconded by Ms. Dial to approve minutes of May 18, 2021 without change.

Vote: approved by unanimous consent.

Committee Reports:

Budget:

Mr. Merritt was happy with the budget as he had presented at the last meeting and feels we will do even better with ticket sales as he expects the crowds to be large, as long as the weather is decent.

Carnival:

Updated contract with Stewart Amusement has been finalized and signed.

Fireworks:

Fireworks contract has been signed.

### Food Trucks:

Ms. Galla reported that she has 14 food trucks lined up. Eight are paid and she is waiting for six more to send their checks. One dessert truck has backed out but we have 6, which should be plenty. We want the trucks to be busy. Ms. Galla has not been able to locate a seafood truck that is available but will continue looking. Ms. Galla asked if we want to consider the possibility of allowing a seafood truck to do only Saturday, if available. The consensus was to wait until closer to the event before changing our food truck plan.

### Entertainment:

Ms. Dial reported that all contracts had been signed and returned to the organizer. The entertainment is set for Trumbull Day.

### Vendors:

Ms. Orenstein is in charge of vendors this year. We have some non-profit vendors who will be asked for a \$50 refundable deposit to hold their spot. Other vendors will pay \$100 for the two days. Dee Chiota asked about having a booth for the Republican Town Committee. Dee also asked about volunteer sign ups. More information below in "volunteers."

### Volunteers:

Ms. Uriguen offered to set up an online volunteer page listing the slots available for volunteering. We will need bag checkers, table cleaners, and volunteers at the two entrances to the carnival to prevent anyone from entering the carnival with alcohol. Two hour slots will be available. Rotarians will be manning the wine and beer tent and Mr. Lonergan will be in charge of those volunteers. The number of bag checkers will be determined by the number of entrances. Last time, we funneled all participants through one gate and it worked well. It was mentioned that we should provide tents and/or umbrellas for shade for the volunteers. Ms. McGannon will again bring her large spigot cooler for water for the volunteers. Do we want to use the volunteer lanyards if we have them left, or just a volunteer sticker to identify the volunteers? Ms. McGannon will check the lanyard supply.

### Advertising:

It was suggested that the First Selectman use WICC, WEBE 108, and Channel 12 News for advertising. Perhaps an interview?

Friends and Family Sponsorship information has gone up on the Trumbull Day webpage and on social media. We will decide how to advertise these sponsors at Trumbull Day based on the number of sponsorships received.

Mr. Camarota will prepare an informational write-up announcing Trumbull Day, seeking high school volunteers in need of service hours, and announcing the Friends and Family Sponsorships. Mr. Merritt will speak with the Superintendent of Schools for assistance in spreading the information.

### Sponsors:

Ms. McGannon reported \$7,500 in sponsorships so far. It is early for donations to come in, given the delayed request of companies that may need to go through several approvals as part of the process.

Equipment Rentals:

All tents, tables, and chairs have been ordered. The same number as 2019 was ordered, with the exception of 100 fewer chairs. A purchase order for Taylor Rentals has been prepared.

Approximately 10 light towers were used in 2019. One belongs to Stewart Amusements, 1 belongs to the town, and 1 was borrowed by Fire Marshal Megan Murphy. Ms. McGannon will speak with the Fire Marshal and see how many we may be able to borrow.

Port-a-Potties will be ordered-same number as 2019. Serviced on Saturday morning. Order 4 jugs of hand sanitizer for entrance to grounds.

Moved by Ms. Dial, seconded by Mr. Ruospo to accept the committee reports as presented.

Vote: approved by unanimous consent.

Other Business:

Two 40-yard dumpsters will be needed. Ms. McGannon will speak with Public Works about getting them donated again. We will advertise on the Sponsor Banner.

Electrical hook-up from John Morella will be needed.

A total of six golf carts will be needed. Four for the carnival, two for the Police.

Clear garbage bags will be needed for trash cans. Speak with PW or Rec for trash cans and bags.

Committee shirts-Ms. Hughes was not in attendance. Follow up with her will be done.

**Next meeting: ON SITE AT THS/HILLCREST FIELDS FOR LAYOUT DISCUSSION.**

**TUESDAY, JUNE 8, 2021 AT 7 PM.**

Meeting to be set up with Public Works, BOE (John Morella), Fire Marshal, Police, Health Dept, EMS, THS Security (Scott Sikora), Mr. Ruospo, and Mr. Merritt.

Moved by Mr. Ruospo, seconded by Ms. Galla to adjourn at 8:03 PM.

Vote: approved by unanimous consent