

# **Minutes of the Apple Harvest Festival Supervisory Committee Meeting held on Jan 28, 2010, Town Hall Lower Level Conference Room**

**Attendees: Mark Sciota, Bill Masci, Chris Palmieri, Judy Miceli, Jim Champagne, Steve Pestillo, Fire Chief Buddy Clark, Police Chief Jack Daly. Guests: Melissa Ericksen, Lorie DePathy.**

- **Meeting was called to order at 6:01 PM by Chairperson Chris Palmieri**
- **Minutes of the previous meeting. Motion to accept by Mark Sciota, second by Judy Miceli, motion passes.**
- **No Communications from Committee members or the Public.**
- **Coordinators report attached. Motion to accept by Bill Masci, second by Steve Pestillo, motion passes.**
- **Financial Report filed as a preliminary report. Changes need to be made in some of the expense accounts in order that more transparency is given to the financial reports. The cost from “opening & closing” the stage will be shown on the AHF P&L in 2010. Motion to accept by Bill Masci, second by Judy Miceli.**
- **No sponsorship report was made, as the RFP response date is Jan 29, 2010. After reviewing the response(s) a candidate will be chosen by the Supervisory Committee at the next scheduled meeting.**
- **The approval of the 2010 Budget was tabled. Motion to table made by Mark Sciota, second by Steve Pestillo, motion passes.**
- **It was suggested that any new signage ideas for use by the AHF and placed on the Town Green should first be brought to the attention of the Southington Zoning staff. Jim Champagne will talk to staff.**
- **Bids for the various logistical functions (electric, refuse, cleaning, refuse removal, booth rental,) should go out for quotation in the first quarter of 2010.**
- **Melissa Ericksen indicated that a local merchant wants to provide a movie screen and a movie during the AHF. Melissa was asked to bring more detail to the next meeting so that the offer can be evaluated.**
- **Chief’s Daly and Clark both offered their assistance during the 2010 Festival in area’ of lighting and aerial bucket work.**
- **It was agreed that “booth rental fees” for not-for-profit groups would not be increased for 2010. 2009 fees would be retained. Motion by Judy Miceli, second by Bill Masci, motion passes.**
- **Other fees will remain the same as 2009 levels. Motion by Mark Sciota, second by Bill Masci, motion passes.**
- **A theme for the 2010 Apple Harvest Festival is not yet chosen. Both the Committee Chairperson and the Supervisory Committee were asked to provide suggestions for the theme.**

- **The Coordinator asked help in recruiting volunteers for the Committee Chairs. The Supervisory Committee asked that a list of all current Committee Chairs who answer to the Coordinator be provided so that there will be not duplication in recruiting volunteers.**
- **The Coordinator will meet with the Town Attorney to begin preparations for the various RFQ's and RFP's for the 2010 Festival.**
- **No Executive Session was held**
- **Motion to adjourn made by Steve Pestillo, second by Mark Sciota, motion passes. Next meeting Feb 25, 2010 at 6:00PM, lower level meeting room, Town Hall.**