

**TOWN OF HAMDEN
TOWN CENTER PARK COMMISSION
SPECIAL MEETING MINUTES**

SEPTEMBER 22, 2014

10:00 AM

**MAIN FLOOR CONFERENCE ROOM
HAMDEN GOVERNMENT CENTER
2750 DIXWELL AVENUE
HAMDEN, CONNECTICUT**

Commissioners in attendance: Matt Fitch, Chairman
Meg Nowacki
Gerry Tobin

Others in attendance: Julie Smith, Deputy CAO
Ashley Alcott, Presidential Fellow
Liz Frias, TCP Event Planner
Peggy Craft, Commission Clerk
Bob Freeman, Deputy Emergency Manager and CERT Coordinator

MINUTES

Ms. Nowacki motioned to approve the Minutes of the June and July meetings. Ms. Tobin seconded the motioned that passed unanimously.

CALL TO ORDER

The meeting was called to order at 10:06 AM

CHAIRMAN'S REPORT

Mr. Fitch said the Friday Night Movies are done. He added that this has been the best season yet. He said it started off slow with Mama Mia and Willy Wonka. Frozen was a huge success. He also said Field of Dreams and Ferris Bueller did well. Mr. Fitch said we have learned that we are not good at estimating crowd size. Previous crowds have been underestimated. Mr. Fitch said the "take away" is that even though the Dessert Truck Festival was a hit, and is called a Dessert Truck Festival, we need more "food" trucks there. He suggested that this be done on the first movie night. This was Ms. Smith's suggestion. Mr. Fitch said this would fit in nicely with the other food events. There will be an event planned for mid-September.

FOOD TRUCK FESTIVAL

Ms. Frias distributed a list of food trucks that will be in attendance at the Food Truck Festival. She has given them a cut off of October 1st for getting their permits done. She explained that Quinnipiac Valley Health District brings all the paper work to her, and she files everything at once. Ms. Frias said the Police permits are one day permits. There was a discussion regarding this topic. There was a discussion regarding other possible vendors. It was felt that the most trucks the Festival could accommodate would be 50.

Bob Freeman Deputy Emergency Manager for the Town and the CERT Coordinator was in attendance to discuss the Food Truck Festival. Mr. Fitch said the area we are going to cover will be expanded. He explained the area the event will cover. Ms. Smith said they would like to create a big map to show where each truck will be placed.

Ms. Smith discussed expanding out into the south lawn. She asked what Mr. Freeman's thoughts are on this idea. She noted that doing this would impact parking in that area.

Mr. Freeman said parking is not a major concern. He said the primary parking lot is behind the Middle School. He said this area can accommodate about 200 vehicles. Mr. Freeman asked if the Fire Marshal has been involved in the past with these events. He said there could be an accident with all the various equipment used by the vendors. He said it is important that the Fire Marshal be involved. Mr. Freeman said the spacing between the trucks should be at least 10 – 12 feet. Mr. Freeman asked if vendors will be lined up along the access road. Mr. Fitch explained how the trucks will be lined up. Ms. Smith said the stage in the Pavilion had been taken down, but has been replaced for an event. She added that the High School Jazz band will be at the Festival, and will be on the stage. The DJ will also be there. There was continued discussion regarding these topics.

Mr. Freeman said there needs to be egress in the south east section (from the Pavilion to the red barn) if it became necessary to have an ambulance.

There was a discussion regarding having smaller or half portions offered by the vendors. There was also a discussion regarding a one price bracelet. It was noted that we are not ready for this yet. There was further discussion regarding this subject.

Mr. Freeman asked what the hours of operation are; they are 4:00 PM to 8:00 PM, but could run later. Mr. Fitch said June was 4:30 PM to 9:00 AM and ran until about 10:00 PM.

There was a discussion regarding the space heaters that are used during Silver Bells.

Mr. Fitch asked about the portable lights that are used on the Middle School field. Mr. Freeman said these can be requested from the Fire Chief. Ms. Smith will look into seeing if these can be used for the Food Truck Festival.

Ms. Frias asked what the hours would be if it is necessary to use the rain date; Saturday, October 18th. It was suggested that the hours be 12:00 PM to 4:00 PM. It was noted that if the rain date becomes necessary we would lose vendors. There was further discussion.

There was a discussion regarding attendance at the June Festival.

There was a discussion regarding a staging area. Mr. Freeman said he can have a crew there at 3:00 PM. He said it is very important that everyone come in through the Middle School entrance. There was a discussion regarding this.

Mr. Freeman asked how many Police Officers will be at the event. He suggested that they bring their command vehicle and park it by the barn.

Ms. Smith will ask Chief Beradesca if we can use the generators, the portable lighting and the halogen lighting units.

INFRASTRUCTURE

Ms. Smith and Ms. Coleman were invited to a meeting last week by the Mayor. This was in regard to two people who wanted to hold an event honoring the Sandy Hook victims. These men are very involved in tennis. Ms. Smith explained the project and her suggestion for placement. This would involve filling 10 foot x 10

foot boxes with tennis balls, with the letters L O V E placed on each box. Mr. Fitch said his concern is that perhaps the Sandy Hook families would like to be left alone. The Mayor is very much in support of this project, and would like to see it placed at Town Center Park. The boxes would be made of weather resistant material. Home Depot will donate \$7,000 to this project. Ms. Nowacki asked what the significance of tennis balls is. Ms. Smith explained that the word Love has been the theme of many Sandy Hook Memorials. Love is a word used in tennis scores. The letters will stand for “Lets Overcome Violence Everywhere” - Choose Love. There was a lengthy discussion regarding this subject. Ms. Tobin asked if the P.L.A.C.E. people could help with this design. Ms. Smith said possibly. Ms. Smith will also discuss this with her husband who has knowledge in this area. Mr. Fitch said the Commission needs further input regarding this project.

OLD BUSINESS

Ms. Nowacki briefly discussed trees for the playground and P.L.A.C.E.

NEW BUSINESS

There will be a Special Meeting on October 6, 2014 to discuss the upcoming Food Truck Festival.

ADJOURNMENT

Ms. Tobin motioned to adjourn Ms. Nowacki seconded the motion that passed unanimously. Mr. Fitch adjourned the meeting at 11:22 AM.

Submitted by _____
Peggy Craft, Commission Clerk