

**TOWN OF HAMDEN  
TOWN CENTER PARK COMMISSION  
SPECIAL MEETING  
OCTOBER 6, 2014  
10:00 AM  
MAIN FLOOR CONFERENCE ROOM  
HAMDEN GOVERNMENT CENTER  
2750 DIXWELL AVENUE  
HAMDEN, CONNECTICUT**

**COMMISSIONERS IN ATTENDANCE:** Matt Fitch, Chairman  
Matt Corcoran  
Meg Nowacki  
Gerry Tobin

**OTHERS IN ATTENDANCE:** Julie Smith, Deputy CAO  
Mimsie Coleman, Director of Arts, Recreation and Culture  
Ashley Alcott, Information Officer  
Liz Frias, Town Center Park Event Planner

**CALL TO ORDER**

Mr. Fitch called the meeting to order at 10:14 AM.

**TOWN CENTER PARK FOOD TRUCK FESTIVAL**

A diagram of the parking assignments for vendors was distributed. Mr. Fitch asked about the likelihood of the vendors being put in the predetermined spots. Ms. Smith explained how she and Assistant Town Engineer Elliott Fuller determined where each vendor would be placed. She said they tried not to place like vendors together.

Next, Mr. Fitch noted the topics that would be discussed during this meeting. A flier that Ms. Frias created was distributed.

Next Mr. Fitch discussed the Kid's Zone. He said Fun Flick will be shown. He asked Ms. Coleman and Ms. Nowacki about the P.L.A.C.E. Multi-cultural event. Ms. Coleman described the Trolley that was at this event. There will be crafts set up in the Trolley for children. The Trolley will be placed just off the access road near the playground. Mr. Fitch asked what arts and crafts would be done in the Trolley. Ms. Smith said she believes it will be crafts with a fall theme. Ms. Smith said the volunteer firemen will be there with a truck. She added that the volunteer fireman can ask for donations. There will also be the Touch-A-Truck and perhaps the Police motorcycle. Mr. Fitch asked about having a Public Works vehicle there also. Ms. Smith will look into this. Ms. Tobin suggested having a Public Works Bobcat there. Youth Services will also have children's activities. Hula Frog will be there and conduct hula hoop activities...

There was a lengthy discussion regarding a mobile petting zoo. Ms. Alcott will inform the Commission member when she has more information regarding the petting zoo. It was noted that the mobile petting zoo was suggested by Mayoral Chief Administrative Officer Curt Balzano Leng.

Mr. Fitch said he has created an events page, and has received many responses.

Ms. Frias described the vendors and what they will be serving. Mr. Fitch asked if there will be gluten free items available. Ms. Frias said she believes there will be. Ms. Smith suggested having a list available for those who wish to “eat healthy” this list could include gluten free, vegetarian and vegan offerings. There was a discussion regarding the vendors that will be at the Food Truck Festival. Mr. Fitch discussed vendors that attended the Meriden Food Truck Festival.

There was a discussion regarding lighting. The vendors have been advised to bring lights.

There was a discussion regarding Deli on the Block. They will not be invited to this event

It was noted that the time for the Festival has been changed to 4:30 PM to 9:00 PM

Regarding the staging of the truck, Ms. Coleman said that the Police Department suggested that the trucks be parked in waves starting at 2:30 PM. The first wave will be for trucks that need more time to set up. There will be approximately 12 trucks in this wave. They will come in thru the Worth Avenue access road. The remainder of the trucks will come in thru the Middle School. The cut-off for the trucks arriving is 4:00 PM.

Mr. asked if Ms. Smith has communicated with the Fire Chief and Police Chief. Ms. Smith said she has. He also asked about the generators and lighting units. Ms. Smith said she spoke with the Fire Chief and he said it is OK to use this equipment.

Next, Mr. asked if Extra Duty Police assigned to the event. Ms. Smith said she believes there will be extra Police. She explained where the officers will be stationed.

Mr. next question was in regard to porto-potties. Ms. Coleman will take care of ordering these... Ms. Smith explained where they will be placed. There was a discussion regarding this subject. There will be 15 porto-potties. Ms. Coleman has already ordered them. She has given the vendor Ms. Smith's number so she can explain the placement.

Next, he asked if we are alright with Dan Levy, Principal of HMS. Ms. Smith said we are. Both Ms. Smith and Ms. Coleman explained what events will take place at the High School on that day. There was a discussion regarding this subject.

Mr. asked if barricades from Public Works will be available. Ms. Smith will contact Mr. Cesare regarding this request.

Next, Mr. discussed the amount of parking that will be lost due to the parking of the food trucks. Ms. Smith said when a lot fills up, it can be placed on social media and with suggestions for alternate parking. The available parking areas were discussed. Discussion regarding access and egress to and from the parking areas continued.

Mr. said he will have about eight CERT personnel available at 2:30 PM. There are currently 14 CERT members signed up for the evening event. He said he needs about six more.

Mr. Fitch said the Governor would be there, and asked Mr. Corcoran if he wanted to invite the Republican candidates.

The rain date was discussed. Mr. Fitch said it would have to be a downpour to cancel. If a rain date is necessary it will be held on Saturday, October 18<sup>th</sup>.

Mr. Fitch asked about table status. Ms. Smith said every town table available will be used. There will be approximately 50 to 60 tables.

Mr. Fitch said Liberty bank is opening a bank on the Monday following the Festival. He said they asked if they could pass out fliers or bags. Mr. Fitch denied this request, but suggested they place portable ATMs on the field. He said this is a possibility. He suggested they could pass out a flier with a list of vendors on the back. Another possibility is a contest that the bank would conduct. They will raffle off a table for six that would include the winner being escorted into the park, their orders being taken, and then their food being served.

Ms. Coleman said to remember that we will need cleaning equipment for the tables.

Next, there was a discussion regarding lighting on the field.

Mr. Fitch explained how to invite friends to attend the event on facebook. He suggested that all present do this.

### **ADJOURNMENT**

There was no further business to come before the Commission, and Chairman Fitch called for a motion to adjourn. **Commissioner Corcoran motioned to adjourn. Commission Tobin seconded the motion that passed unanimously.** Mr. Fitch adjourned the meeting at 11:32 AM.

Submitted by: \_\_\_\_\_  
Peggy Craft, Commission Clerk