



June 25, 2014 – 10 a.m. – City Hall Auditorium

Present: Jessica Hodorski, Kim Fazzino, Mike McAllister, Ed Cannata, Jacque Williams, and Sharon Waagner. Also Erin Wilson and Tyler Reiff who arrived later in the meeting.

The meeting was called to order at 10:13 a.m. On a motion by Kim, seconded by Jessica, the meeting was opened to the public. Minutes of the previous meeting were approved following a motion by Jessica with a second by Kim.

Kim reported that all 32 MSMP vendor spots for July 10 were full and there are only 2 to 3 vacant spots for each of the remaining Thursdays. There will be 14 food vendors. She has collected \$12,000 to date in vendor fees. Jess reported that Jay Roberts of Performance HUB USA was providing the opening entertainment act each evening from 5 to 6 p.m. Performance Hub will also be providing activities and entertainment at the corner of Water and Main Streets. Mike reported that entertainment at City Hall for all eight Thursdays has been lined up. There will be two bands each evening. Jessica reported that promotion activities are well underway with the program design nearing completion. She will ask the city intern to follow up with printers to obtain best costs for printing. The Republican American is the primary media sponsor and will have a booth. They will have a big publicity kickoff before July 10 and repeat it midway through the season. They will also have continuous publicity during the eight weeks. WZBG will promote throughout the summer and will be broadcasting live on July 10. WAPJ will also promote events throughout the summer and will be broadcasting live each night. Mike reported that estimated costs for shirts should be no more than \$350 including setup fee. Volunteers will include 7 summer interns, 10 Abeling workers, and the ACT team. The Police Explorers will be contacted to see if they can help man the various intersections. The Police and Fire Departments have been amazing with their advice and assistance. There will be five police officers each evening. The FD will provide two generators and be available for assistance.

The theme weeks are being finalized and will include Arts Week, Pet Adoption Night, Sports Night, Fashion Night, Community Night, Carnival, Fitness Night, and Manufacturer's Coalition. Setup plans are being finalized with discussions underway with Torrington Historical Society and St. Francis Church. The Farmer's Market will be set up at City Hall thus providing easy egress since they often leave by 8 p.m. Erin reported that work on water lines as well as sidewalk construction may take place on Mason Street which may cause some minor changes in setup. She also reported that she had met with Brett Simmons of Parks and Recreation who is working on a potential plan to conduct a skills agility contest instead of a 3 on 3 basketball tournament.

In other business, Jacque Williams reported on a potential Fall Music Festival that would include music, arts and crafts, and food at Coe Memorial Park from 12 to 8 p.m. Erin suggested he contact the Elks as they had approached City Hall inquiring about the possibility of a food tasting event. On a motion by Jacque, seconded by Jessica, all approved going ahead with plans for this event. Jacque will develop a committee and report back to the ACT commission.

There was discussion regarding the current commission vacancy which must be filled by the mayor. Jessica will compile a list of our suggestions for qualities and traits to be considered. The person should be prepared to make a commitment to ACT; to be connected in some way to the greater arts community; and be a team player who understands the mission of ACT. A background or ability in grant writing and/or planning events would be a great asset.

There will be a special meeting open to the public on July 8 at 5:30 p.m. at City Hall. This will be an opportunity for vendors, MSMP participants, and local businesses to learn more about MSMP plans and to ask questions.

The next regular ACT meeting is scheduled for Wednesday, July 30, 2014 at 10 a.m. in the City Hall Auditorium.

Respectfully submitted,

Sharon Waagner