

Stamford Patriotic and Special Events Commission

Minutes (Draft)

Tuesday, May 10, 2022

The meeting was called to order at 2:06 PM by Chairperson Xavier Shellman with all participants joining by Zoom.

<https://us02web.zoom.us/j/98066585413?pwd=S1ppUmc0cDYvY25QbzBsZGVucHNadz09>

Meeting ID: 980 6658 5413

Passcode: PSEC

One tap mobile

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Attendees

P&SEC Members: Xavier Shellman, Dave Kaplan, Hubert Delany, Kate Cook – quorum present.
Guests: Alan Gerard, Archie Elam, Colleen Harkey, Jon Perlestein, Chris Munger.

Agenda

- 1) Read minutes from May 3, 2022 meeting
 - a. The minutes were approved unanimously with wording change of paragraph 5)/c/v/1/f to read “**ACTION:** Pat Parry to confirm that Police Honor Guard will have a rifle detail for ceremonial volley.”
 - b. Further discussion of the minutes was deferred to focus on specific critical planning activities.
- 2) Planning for Memorial Day Activities
 - a. Parade
 - i. Participants
 1. Dave Kaplan presented a list of current participants and those pending final decision.
 - a. **ACTION:** Dave Kaplan and Xavier Shellman to arrange the list in step-off order for inclusion in the final information packet NLT May 13th.
 2. Hubert Delany announced that the 102nd Infantry Battalion would support the parade, but specifics are not yet determined.
 - ii. Meeting with City officials
 1. Captain Barcello has set up a meeting for May 19th at 10:30 AM at the Police Station, with PSEC, CERT, Police, Operations, Transportation Manager (if students come, busses will need to be directed and managed).

- a. **ACTION:** Dave complete the information packet for presentation at the May 19th meeting.
 - b. Topics to be discussed: In addition to the contents of the information packet – police and CERT requirements, need to assign specific roles and functions per individual, Bedford/Atlantic road closure times, method of closing intersections (cones, vehicles, police presence), contingency plans for dealing with inoperative vehicles, trash disposal, EMT. Need to stress that Trolley will be driving up Atlantic/Bedford with participants, potentially as streets are closed to the public.
 - 2. Transportation
 - a. Xavier met with Pat Williams, Transportation Manager, who has notified bus drivers about schools that may be participating to determine availability.
 - i. **ACTION:** Dave to determine student count per school to update Pat Williams at the May 29th meeting.
- iii. Advertising
 - 1. Hubert reported that he just received word that the flyer graphic has been completed, so advertising can begin in earnest.
 - a. **ACTION:** Hubert to provide graphic to Kate.
 - b. **ACTION:** Kate to send event writeup and graphic to lists of local event calendars and Social Media blogs (spreadsheet of 30+ sites/organizations).
 - c. **ACTION:** Xavier to submit writeup and graphic for posting on the City website, both an initial “save the date”, followed by more detailed information when available (Residents vs Boards and Commissions website).
 - d. **ACTION:** Xavier to investigate process for sending a City email blast for “save the date” and then detailed information to designated press lists. Kate currently receives email blasts from Lauren Meyer. Hubert is working with her regarding the graphic and Lauren is most likely the POC for email blasts: lmeyer@stamfordct.gov, 203.977.5115.
 - e. **ACTION:** Xavier to investigate if City is registered with an account on any of the calendars since some event calendars require an account to post. If not, Kate can create an account as needed.
 - f. Board of Education has a PAO who may be willing to send out press releases to the schools and families and should be contacted.
 - 2. Paid advertising did not work out for Veterans Day and all agreed not to pursue it for Memorial Day.
- iv. Participant Package

1. **ACTION:** Dave & Xavier to arrange the participant list in step-off order and Dave to complete the package per above action items.
2. Edits agreed at meeting include changing the deadline for participant registration to Monday, May 23rd and to designate the Trolley pick up point as the Bus Stop at Veterans Park.
3. For further planning:
 - a. Critical to determine numbers of participants in each unit so that proper space is allocated.
 - b. Need to decide on setup plan to mark unit staging location – orange cones, rope, signs, etc.
 - c. Need to determine announcer at Showmobile as units pass in review.

b. Ceremony

i. Outline

1. Hubert has copy of the 2021 Veterans Day Run of Show/Script that can be used as the basis for the Memorial Day ceremony.
2. Opening and Closing Prayer
 - a. David has reached out to Rabbi Phil Schechter and Alan Gerard offered to ask the Police Chaplain, John Revell.
 - b. **ACTION:** David to coordinate with Alan for final selection.
3. Taps
 - a. **ACTION:** Alan Gerard to audition DEALEY Sea Cadet musician to play Taps.
 - b. Archie Elam suggested advertising to the broader Stamford youth community for future events (e.g., bugle player for Assembly and Taps) to increase awareness and participation.
4. Flag raising and other ceremony participation
 - a. Alan offered the Sea Cadets to help in this or any other aspect of the ceremony where needed.
 - b. Goal to get younger people involved.
 - i. Example for future consideration: youth demonstration of how to fold the flag and why.
5. Veterans' participation in the ceremony
 - a. Consider asking Veterans to participate in various ways, such as relay in laying of the wreath. Chris Munger to ask Bill McGirr for names of suggested participants.
6. Wreath
 - a. **ACTION:** Alan Gerard to contact Mickey Doyle, at Springdale Florist to provide the wreath.
 - b. He has always provided the wreath pro bono as his contribution to the event and honoring Veterans. However, we should offer to pay as a courtesy and recognition of his effort. He has been honored and given a plaque in the past.

c. Next Meeting.

- i. Next meeting is scheduled for May 12th at 2:00 PM. Following meetings: May 17, 19th, 24th, and, if necessary 26th to accomplish event planning and preparation.

The meeting was adjourned at 2:59 PM.