

# Stamford Patriotic and Special Events Commission

## Minutes (Draft)

Wednesday, September 21, 2022

The meeting was called to order at 2:06 PM by David Kaplan 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: Dave Kaplan, Hubert Delany, Joe Colavito – quorum present.

Guests: Alan Gerard, Steve Fischer, Chris Munger

### Agenda

- 1) Read minutes from September 7, 2022 meeting
  - a. The minutes were approved by unanimous vote.
- 2) Update on donation to VFW Post 9617.
  - a. Xavier Shellman has coordinated payment with the Mayor's office. The paperwork for payment has been set up pending payee information details.
    - i. **ACTION from last meeting:** Xavier Shellman contact Alan Gerard for VFW payee information details and forward to Mayor's office for payment.
      1. **ONGOING:** Alan will prepare an invoice and has copied the VFW Quartermaster who will work on a W-9.
- 3) Update on PSEC event registration
  - a. Dave Kaplan reviewed updates to the JotForm registration approved at the August 24<sup>th</sup> meeting.
    - i. **ACTION from last meeting:** Dave Kaplan coordinate with Webmaster for hosting of the registration link on the City Website.
      1. **COMPLETE.** Aaron Miller has posted the registration link on the PSEC webpage and a "news story" on the City Website main page.  
<https://form.jotform.com/222234410663042>
    - ii. **ACTION:** Dave Kaplan add parade start time to Jotform registration header.

- 1. **COMPLETE.**
  - iii. **ACTION:** Dave Kaplan send invitation to Stamford Library (Ferguson and Bennett) for their advertising to membership.
    - 1. **COMPLETE.**
  - b. Dave Kaplan stated that responses to the registration form are going very well. 20 units and organizations have now submitted complete registrations with many more in progress.
- 4) Confirm Parade Route
  - a. **DECISION:** All agreed with the previous decision to keep the same route and staging area as for the 2022 Memorial Day Parade.
  - b. Alan Girard noted that at the Memorial Day Parade, the upper portion of Bedford Street (Hoyt to North) had not been closed to traffic until 11:30 AM which created a hazard to parade vehicles forming up in the staging area from 11:00 AM – 1130 AM.
    - i. **ACTION:** PSEC request Police closure of Bedford Street to thru-traffic from below North to above Hoyt starting at 11:00 AM. Include statement in SOP that upper Bedford Street must be closed to thru traffic during formation times in the staging area.
      - 1. **ONGOING.**
- 5) Review Veterans Day Parade and Ceremony Project Plan
  - a. Dave Kaplan reviewed status of the project plan (GANTT chart) approved at the August 24<sup>th</sup> meeting.
    - i. **ACTION from last meeting:** Xavier reach out to the Stamford Government Webmaster to upload a placeholder (save the date) for the Veterans Day events pending development of a graphic-designed flyer.
      - 1. **COMPLETE.** New story posted by Aaron Miller serves this purpose.
    - ii. **ACTION:** Dave Kaplan & Colleen Harkey coordinate Trolley for continuous loop rides from Veterans Memorial Park to the Parade staging area as done for the 2022 Memorial Day Parade.
      - 1. **ONGOING.** Initial coordination started. Need to confirm closer to parade date.
    - iii. **ACTION from last meeting:** PSEC clarify, going forward, roles and responsibilities for Plaque (Mayor's Office?) and Citation (Hartford).
      - 1. **ONGOING.**
  - b. Kate Cook reviewed status of Parade advertising.
    - i. **ACTION from last meeting:** Kate Cook develop Communications/Marketing Plan as an annex to the SOP. Send to PSEC members for review.
      - 1. **ONGOING:** Plan is being developed and targeted for completion by next meeting.
    - ii. **ACTION from last meeting:** Kate Cook begin advertising ASAP. Provide an update on availability of a graphic designer and determine earliest start for design and completion of the graphic.
      - 1. **ONGOING.** Kate Cook has arranged with a graphic designer to create an ad by September 15<sup>th</sup> within a \$250 budget. PSEC

approved unanimously to go forward. All agreed that the third-listed design forwarded by Kate was the best. One suggestion, if not too late is to reduce the ampersand font size to be more consistent with the surrounding letters.

- iii. **ACTION from last meeting:** Kate provide completed ad for Government Website and Community as soon as available.
    - 1. **ONGOING.**
  - iv. **ACTION from last meeting:** Steve Fischer to provide update on plans for live streaming and notification to Veterans care facilities.
    - 1. **ONGOING.** Steve has confirmed LocalLive coverage. He is collecting contact information of all relevant care facilities and will coordinate when graphic design advertisement is available.
  - v. **ACTION from last meeting:** PSEC ensure recognition is given to LocalLive for pro-bono streaming in the published ceremony program as done in the past.
    - 1. **ONGOING.** Action is being carried forward until program design.
  - c. Joe Colavito reviewed status of 102<sup>nd</sup> Infantry Bn support.
    - i. **ACTION from last meeting:** Hubert Delany coordinate with Joe Colavito to determine who should contact the 102<sup>nd</sup> Infantry Bn Band/Quintet to lock in availability. Should lock in as soon as possible.
      - 1. **ONGOING:** Joe Colavito has received approval for the Quintet's participation. He is awaiting response on request for a vehicle and will most likely receive approval for about 10 soldiers for participation.
  - d. Hubert Delany discussed his proposed Parade and Ceremony invitation letter to CT Government Officials which was approved with minor edits.
    - i. **ACTION from last meeting:** Hubert Delany incorporate agreed changes and send out letter to PSEC members for review before next meeting.
      - 1. **ONGOING.** Based on a final PSEC review, Hubert is including several minor changes and will publish the invitation as soon as possible.
  - e. Hubert Delany presented a draft request for 102<sup>nd</sup> unit flyover support and additional ground unit participation which was approved with minor edits.
    - i. **ACTION from last meeting:** Hubert Delaney incorporate agreed changes and submit cover letter and request for 102<sup>nd</sup> flyover and ground unit support.
      - 1. **ONGOING:** Letter was submitted and 102<sup>nd</sup> has acknowledged receipt of the letter. Hubert is awaiting response.
- 6) Park Setup for Ceremony
- i. PA Setup. Xavier Shellman and Dave Kaplan discussed the fact that a new high quality PA system was used at the Gold Star Family Monument Ceremony & Unveiling that provided exceptional intelligibility. A similar capability is needed for the announcer at the Showmobile.
    - 1. **ACTION from last meeting:** Dave Kaplan coordinate with Parks and Recreation for availability of an additional PA system for use at

the Showmobile like the new set used at the Gold Star Family Monument Ceremony & Unveiling Ceremony.

- a. **ONGOING:** Per discussions between Dave Kaplan and Kevin Murray, Parks and Recreation, only one new PA sets ws procured. He suggested that that a request for the additional set should be made when submitting our Veterans Park setup request form (most likely, Parks and Rec would rent the additional PA):  
<https://stamfordct.seamlessdocs.com/f/SpecialEvent>

2. **ACTION from last meeting:** Xavier Shellman to investigate option to rent a high-quality PA set if not available through Parks and Recreation.

- a. **ONGOING.** See action, directly above.

7) Review of PSEC Project Plan.

- a. Dave Kaplan presented the latest status of actions included in the project plan. He noted that major milestones are on schedule except for determination of Grand Marshal, which was due September 14<sup>th</sup>. Steve Fisher reported that the Stamford Veterans Council voted to nominate living WWII Veterans as co-Grand Marshals. All agreed that this is feasible, so long as the numbers involved are limited to what can be accommodated during the parade ceremony (particular concern regarding citations, plaques, and presentations). Consensus was that five or less should be the target number.
  - i. **ACTION:** Stamford Veterans Council provide nominations as soon as possible.
  - ii. **ACTION:** Steve Fisher provide writeup requesting identification of WWII veterans to Dave Kaplan for posting on City Website.

8) Veterans Day Ceremony.

- a. Alan offered participation of the Sea Cadets as in the Memorial Day parade.
  - i. **DECISION:** All agreed that the Sea Cadets should participate in the same manner as Memorial Day.
- b. Alan also stated that the Cadet bugler could be made available if desired.
  - i. **ACTION:** PSEC notify Alan as soon as possible if Cadet bugler is needed.
- c. Regarding other youth participation, Alan suggested that it would be beneficial if the JROTC students could remain after the parade and be present at the ceremony
  - i. **ACTION:** Dave Kaplan coordinate JROTC participation with Major Webber.

9) The meeting was adjourned at 2:50 PM.

10) Upcoming meeting

- a. Next meeting, October 5<sup>th</sup>, via Zoom, at 2:00 PM.

Submitted by:

David M. Kaplan

Patriotic and Special Events Commission