

# Stamford Patriotic and Special Events Commission

## Minutes

Wednesday April 5, 2023 at 2:00 PM

The meeting was called to order **at 2:09pm** by Kate Cook, with all participants joining by Zoom.

<https://us02web.zoom.us/j/87191603995?pwd=M0dlTyt3OXd5SXphZnNXQXJUQ1hYQT09>

Meeting ID: 871 9160 3995

Passcode: PSEC

One tap mobile

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### **Attendees:**

P&SEC Members: Kate Cook, Joe Colavito, Hubert Delany

P&SEC Members Not Present: Xavier Shellman, Dave Kaplan

Guests: Stephen Fischer, Colleen Harkey, Pat Parry, Kieran Matthew Edmondson, Philip Alan Gerard

### **Agenda**

- 1) Update on meeting minutes for January 2023
  - a) Still awaiting update from Xavier
- 2) Review of meeting minutes from March 2023 meeting
  - a) Barratt, misspelled name
  - b) Minutes approved
- 3) Planning for Memorial Day activities (May 28<sup>th</sup>, rain date June 4<sup>th</sup>)
  - a) Memorial Day participant signup update
    - i) Currently have 30 submissions. Past years have had 35 groups for MMD and 39 for VD.
  - b) Parade permit application
    - i) Has been submitted. It's in the process of approval by the various necessary departments
  - c) Marketing materials
    - i) Designer sent a 1<sup>st</sup> draft of design. Incorporated Pat's suggestion of gold star inclusion.
    - ii) Kate shared screen to display
    - iii) Joe provided feedback – change fond of “ultimate sacrifice”
    - iv) Would like to distribute to local small businesses. Printer is nominal cost
  - d) Flags
    - i) Kate and Winni are working on it.
    - ii) In past, it was Facilities Department who helped with this. Per Director

Montgomery, this is now under the Mayor's office. Facilities working on getting updated cost. Kate has been in contact with Val.

- iii) Since it's no longer in the Facilities task crew, would be overtime.  
Would come from PSEC budget
- iv) Request accurate count of current inventory of flags from Philip Alan Gerard (approx. have 1-2k in stock). Per Gerard, in the past, flags were placed by volunteers (i.e. VFW and other service orgs). Has been discussed at the Stamford Veterans Resource Center and Carmen Hughes. Per Gerard, quotes have already been sent/received. Targeting May 13<sup>th</sup> to put them out.
- v) Unclear what's covered under "grave" line item
- e) VIP invitation(s)
  - i) Have received slow yes. No definitive
  - ii) Federal representatives. Local representatives.
  - iii) Commissioner Saadi's list on has email addresses. Hubert willing to share screen but concerns of people's privacy.
  - iv) There was no deadline to RSVP. But Hubert can reconfirm with others to get more solid confirmations
- f) Grand Marshal (Joseph Vasta)
  - i) Has been confirmed.
  - ii) Kate happy to make formal request. Philip Alan Gerard will provide the contact information. (203-322-3639)
  - iii) Kate request for someone to assist to review bio and shorten it. Philip Alan Gerard will shorten it for the program and also draft a proclamation.
  - iv) Hubert will work to create citation/proclamation from the state.
- g) Ceremony
  - i) Speaker (Gregg Barratt – Honor & Remember CT chapter) – update pending
    - (1) Pat Parry – he's confirmed
  - ii) Opening prayer (Rabbi Philip Schechter) – accepted invitation
    - (1) Kate will reach out to him and confirm
  - iii) Closing prayer (Reverend Winton Hill) – pending invitation
    - (1) Kate will reach out to him and confirm
  - iv) Singer (Leslie Manselle) – pending invitation
    - (1) Pat Parry provided Leslie's contact info (860-840-2234)
    - (2) Kate willing to call and confirm
  - v) Sash ordering
    - (1) Does anyone have photo of past sash?
    - (2) Pat Parry will reach out to Mark McGrath to get information
    - (3) Josie Carp.. may also have
- h) Troop request
  - i) See 2:42pm timestamp
- i) 102d Army Band Brass Quintet has been secured for the post parade ceremony at the park
- j) Miscellaneous updates
  - i) Kieran request to include Veteran's Resource Center
  - ii) Previous transportation for grand marshal. In the past, it has been a vehicle (i.e. Jeep).
  - iii) Pat Parry suggestion of utilizing a city golf cart.

- iv) Boy Scouts: troupe vs pack (cub) – aka different ages
  - v) When will flags on the street poles go up? (Pat Parry) Kate will contact Kevin Murray & Con
  - vi) Taps – Alan will confirm player. It's the same player from previous parades - Bugler: SN David Allen, USNSCC (US Naval Sea Cadet Corps)
  - vii) Moving the announcer's stage – last year was placed across the street from park → suggest move to intersection of McDonald's
  - viii) Announcing – just name the unit. Share information if there's a lull or huge gap. Philip Alan Gerard explains (around 2:50pm)
  - ix) Rack truck (seats about 12), Colleen Harkey suggests (2:54pm).
  - x) MC – Kate will reach out to some radio announcer who participated in DSSD Thanksgiving Parade.
- 4) Reminder for Veteran's Day activities (November 5<sup>th</sup>, rain date 12<sup>th</sup>)
  - 5) Reminder: any questions can be sent to [StamfordPSEC@StamfordCT.gov](mailto:StamfordPSEC@StamfordCT.gov)
  - 6) General discussion (non-agenda items)
    - a) Discussion of protocol for quorum...
    - b) Discussion of who's visible (i.e. show board members even when screen if off)

The meeting was adjourned at 3:00pm

Next meeting: May 3, 2023 at 2:00 PM

Submitted by:

Winni Paul

Patriotic and Special Events Commission