

Stamford Patriotic and Special Events Commission

**** SPECIAL MEETING – Minutes (draft) ****

Tuesday August 22, 2023 at 2:00 PM

The meeting was called to order at **2:03 pm** by Xavier Shellman, with all participants joining by Zoom or by phone.

<https://us02web.zoom.us/j/87191603995?pwd=M0dlTyt3OXd5SXphZnNXOXJUQ1hYQT09>

Meeting ID: 871 9160 3995

Passcode: PSEC

One tap mobile

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Attendees:

P&SEC Members: Xavier Shellman, Hubert Delany, Kate Cook

P&SEC Members Not Present: Dave Kaplan

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

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Xavier gave brief recap that Veterans Council declined the merging of the parades.
 - b) Hubert provided the following context and information:
 - i) Joined the commission because fellow veterans and service members viewed PSEC as the unofficial bridge between the veteran community and the City.
 - (1) Wants to give veteran community more and not less. Understands commission has some logistical coverage issues related to parade planning. Doesn't agree if Veterans Day Parade were to be removed; wouldn't want to shortchange the veteran community.
 - ii) Suggests use some of PSEC's budget to hire someone to help with the coordination of this year's parade as the commission has had a lot of turnover.
 - (1) Recommends that commission decides how much to pay for the role, if agree to go this route.
 - (2) If yes, then call for another special meeting to interview candidate(s), select candidate, assign tasks, etc.
 - (3) Intends to move to vote on this topic today, vote for hiring parade planning personnel, and a vote regarding pay.
 - iii) Xavier agrees that based on the difficulties the commission has had with turnover and the Veterans Council not wanting the parades to be combined, this topic warrants discussion.
 - (1) Wants to ensure that the commission is still able to handle the parade as they are two (2) members short. Notes the difficulty in coordinating everything with so few people.
 - (2) Additional reference point that if board members leave, then won't have quorum to get things done.
 - c) Hiring parade personnel discussion
 - i) Stephen suggests reaching out to Dir. Of Ops/Mayor to get additional city staff

to help instead of utilizing the PSEC budget.

- (1) Advantages if it's an employee, it could be a special assignment.
- (2) Hubert provided context that he prior to his parade personnel proposal, he had already reached out to the Mayor's office to determine if additional City employee support would be possible. Waiting on update.
- (3) Stephen noted that commission short staff was mentioned to Mayor today at Veterans Resource Center event.

ii) Pat's concern regarding use of budget for this

- (1) Kate addressed that minimal budget impact for participants

iii) Kieran asked if there would be educational requirements for the position

- (1) Further questions: what's the job title for this paid position? What are the duties and tasks?

d) Per Kate, recruiting participants and the related follow-up is a very time-consuming task

- i) Per Hubert, can put to vote that helper can do the follow-up during business hours

e) **Motion by Hubert: to hire someone out of current operating budget to help PSEC coordinate the parade.**

- i) Seconded by Xavier. Confirmed by Kate. Carried without dissent.**

f) **Motion by Hubert: to formally to request from the administration, a full-time volunteer from the Mayor's office to help with the coordination.**

- i) Seconded by Xavier. Confirmed by Kate. Carried without dissent.**

ii) Per Stephen, he'll send a note from the Veterans Council asking the Mayor for assistance due to the shortage of commission personnel

iii) Per Winni, spoke with Mayor's staff yesterday requesting another update on filling the vacancy on the commission

g) **Motion by Hubert: to have another special meeting next week to follow up on today's action items for Wednesday August 30th at 11:30am.**

- i) Seconded by Xavier. Confirmed by Kate. Carried without dissent.**

2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov

3) General discussion (non-agenda items)

a) PSEC website

- i) Pat concern about not finding today's agenda
- ii) Winni showed city website where materials can be found

b) PSEC roles & responsibilities

- i) Colleen asked for clarification for roles & responsibilities
- ii) Identifying active individuals that can help the commission with the work
- iii) Short term issues (lack of board member) vs Long term issues

Meeting adjourned at 2:35pm

Next regular meeting: September 6, 2023 at 2:00 PM