

## **Stamford Patriotic and Special Events Commission**

**\*\* SPECIAL MEETING MINUTES (draft) \*\***

Tuesday October 10, 2023 at 2:00 PM

The meeting was called to order at **2:02 pm** by Chairperson 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: Philip Alan Gerard, Steve Fischer, Kieran Matthew Edmondson, Pat Parry, Carmen Hughes

### **Agenda**

- 1) Planning for Veterans Day activities (Nov. 5<sup>th</sup>, rain date Nov. 12<sup>th</sup>)
  - a) Parade Planning
    - i) Parade permit application update
      - (1) Xavier – unable to find original application she submitted. Resubmitted a new application and list interim board clerk Winni as alternate contact.
    - ii) Participant registration update
      - (1) Kate – have received more applications, approximately 30. Sent small list to Hubert & Brian Iguaran to begin follow-up calls with past participants who haven't registered yet. The last three parade averages 40-45 participants.
      - (2) Xavier – asked question regarding participant packet. Per Kate, had sent it out for the last parade. Unfortunately only have pdf versions of what David had created. As such, recreated her own to be similar, utilized screenshots of maps he used, etc. Kate will update with this year's dates and send them to the board for edits next week.
  - iii) Grand Marshal
    - (1) Confirmation status
      - (a) Hubert – General Bouchard has confirmed to be both grand marshal and guest speaker. He thanks Commander Gerard for getting him additional contact information for the General.
    - (2) Vehicle
      - (a) Kate – hasn't heard from Ron, City employee who assisted last year. Will follow up with him.
      - (b) Per Philip Alan Gerard (via chat) "You may want to ask if General Bouchard wants to walk or ride in a vehicle. If the jeep is coming I would offer that up to him."
        - (i) Hubert – will call General today to see if he wants to ride in a vehicle
        - (ii) Kate – participant who usually brings military vehicles (i.e. jeep) hasn't registered yet. She followed up with him again this morning.

- (3) Sash & Plaque
  - (a) Kate – sash has been ordered. Emailed plaque company to alert of upcoming order. Now that grand marshal is confirmed, will get correct way name/title to be listed on plaque and place the order.
- iv) Marketing update
  - (1) Graphics
    - (a) Kate – as discussed last meeting, rain date and QR code will be added to everything printed. QR code will direct people to PSEC page on City site.
  - (2) Print ads
    - (a) Kate – confirmed with Xavier the look of the graphics and pricing for print ads. Consolidate package for print/digital \$2200 selected. Kate will contact Hearst about proceeding with the selected package.
    - (b) Xavier – requests that Kate for timeline of when they’ll be posted. Prefers for ads to be in the Sunday papers.
- v) VIP Invitations
  - (1) Hubert – digital invitations have been sent; no confirmations yet. Physical mail invitations will go out later this week. Physically mailed invitations are typically made for VIPs such as Governor Lamont, Congressman Himes, Senator Murphy, etc. due to their different schedulers/staff, try to get event on their calendars, & avoid 24-48 hour notice they’re unable to attend.
  - (2) Brief discussion of historical response trends of VIP invitees.
  - (3) Later in meeting, topic revisited with brief discussion of who was invited.
    - (a) Hubert – provided overview of who received invitation from PSEC and which ones go through Commissioner Saadi. Reminder that not all the invitees have given PSEC permission to publicly share their email, that’s why he hasn’t displayed the full list in the meeting.
- vi) Troop Requests
  - (1) Hubert – nothing confirmed. Want to temper expectations as the PSEC request was sent later than typical. Submitted troop request included requesting all the different options available (i.e. governor’s foot guard).
  - (2) Xavier – asks if a backup to the quartet has been found yet.
  - (3) Brief discussion of past follow-up for troop requests
    - (a) Hubert - Reminder that Community Planning Board processes requests through traditional mail and (in person) meetings. As such, in the past quartet members encouraged PSEC to contact them personally (i.e. Joe Colavito would also reach out specific unit, then complete form). Hubert called General Evon to talk about the troop request.
    - (b) Xavier – will check her records for quartet commander’s information to call regarding troop request. Hubert to assist in getting contact details.
- b) Ceremony Planning
  - i) Guest Speaker
    - (1) Hubert – General Bouchard has confirmed to serve as guest speaker.
  - ii) Talent
    - (1) Hubert – items not confirmed: national anthem, raising of the colors, Amazing Grace, taps, prayers, etc. Request meeting opened to assign tasks.
    - (2) National anthem
      - (a) Kieran – suggests same person who did anthem at Memorial Day Parade
        - (i) Pat – thinks it’s too much to ask the Gold Star sister to come down from Hartford for Veterans Day Parade; believes singer is more appropriate for Memorial Day. As alternative, suggests Stamford High students and request for them to dress appropriately.

- (b) Kate – reminder of brief discussion last week about using Stamford High; no decision was made then. Will contact Stamford High, as they're only high school registered. Also emailed band leaders (point of contact listed on form) and city employee in charge of all school music programs.
- (3) Pat – asks if anyone has reached out to fire or the police. Anyone reach out to Alan Gerard regarding use of Sea Cadets to play taps.
  - (a) Hubert – has reached out to Commander Gerard prior to this meeting.
- (4) Raising of the colors
  - (a) Philip Alan Gerard – notes there's a leader of the Stamford Police & Fire Honor Guard, request should go to the superiors (i.e. Andy Zamotti[sp]).
    - (i) Kate – Previously reached out to last year's contact, Brian McKay, who is no longer the contact. Emailed Andy this morning.
    - (ii) Alan – Andy would make sure Chief Redd and Captain Duckworth are included in the emails as part of the approval process. Typically honor guard will do the flag and three volley salute, sometimes with additional support from Norwalk Police Honor Guard.
    - (iii) Brief discussion of people power needed for this part of event.
    - (iv) Pat – suggests Rex Morris (Fire Dept) as another point of contact.
  - (b) Hubert – approves awaiting confirmation from Stamford Police & Fire Honor Guard with Gerard's sea cadets as back up if guard unavailable.
- (5) Wreath laying ceremony
  - (a) Hubert – photo of sea cadets helping with laying of the wreath at the previous parade was really special beautiful. Thinks it would be good to have them again. Opens the floor to solicit feedback.
  - (b) Alan - specifies that the cadets line the path for the wreath to be laid.
  - (c) Brief discussion of possible people/organizations to do this.
  - (d) Steve Fischer – will reach out to all the veteran orgs to seek volunteers.
  - (e) Alan – suggests alternative for the Bouchard family to participate.
    - (i) Hubert – will ask General Bouchard if family interested.
- (6) Amazing Grace
  - (a) Kate - will ask Fairfield County Police Pipes & Drums if they're available.
- (7) Three Volley Salute
  - (a) Alan - shared link [https://en.wikipedia.org/wiki/Three-volley\\_salute](https://en.wikipedia.org/wiki/Three-volley_salute) and information on the correct title of the salute.
  - (b) Kate - will ask Fairfield County Police Pipes & Drums if they're available.
- (8) Taps
  - (a) Alan – will check if Seaman David Allen is available (same person from Memorial Day). If applicable, will also provide David's updated rank.
- iii) Opening/Closing Prayers
  - (1) Carmen – will reach out to Reverend Winton Hill
  - (2) Steve – will reach out to Rabbi Phil Schechter
- c) Photographer
  - i) Brief discussion of having dedicated photographer for event
  - ii) Kate – though unavailable for Memorial Day Parade and now possibly retired, will reach out to Bernie Weiss regarding his availability
- d) Miscellaneous updates
  - i) Proclamation/Citation
    - (1) Hubert – now that grand marshal is confirmed, he will draft a citation and proclamation that can be presented to General Bouchard. The draft proclamation will be sent to the Mayor's office.
  - ii) Pat – question if other

- iii) Alan – remind PSEC to coordinate with Springdale Florists
- iv) Local Live – Steve has received confirmation that live streaming will be done. The streaming address link is usually given about a week before the event.
- v) Press Release
  - (1) Hubert – now that grand marshal is confirmed, once additional information from Stamford Veterans Park Partnership (SVPP) is received, would like to move forward on a press release for local media in the next few weeks.
  - (2) Kate – it’s on the list. Will begin working on a draft. Need to connect with Colleen on specifics for the SVPP unveiling
- vi) SVPP – still need details and information from Colleen for the program, run of show, and press release.
- vii) Additional participant groups
  - (1) Brief discussion of who from past parades haven’t registered
    - (a) Kate – will cross reference lists from Memorial Day and Veterans Day, then send group wide email so anyone that has closer contact with org or veteran groups, can give them a nudge to register.
    - (b) Alan – will get contact information to Kate for potential participants (i.e. disabled American veterans group, Catholic war veterans, etc.)
- 2) Reminder: any questions can be sent to [StamfordPSEC@StamfordCT.gov](mailto:StamfordPSEC@StamfordCT.gov)
- 3) General discussion (non-agenda items)
  - a) Kieran shared the following updates:
    - i) Received thank you note from Colleen Harkey to him and Alan Gerard for their help following SVPP event.
  - b) Hubert requests Kieran to send him some quote options for the program.

Meeting adjourned at 2:44 pm

Next regular meeting: November 1, 2023 at 2:00 PM

Veterans Day Parade Special Meetings at 2:00pm on the following days:

<del>Tuesday October 10<sup>th</sup></del>	Thursday October 12 <sup>th</sup>
Tuesday October 17 <sup>th</sup>	Thursday October 19 <sup>th</sup>
Tuesday October 24 <sup>th</sup>	Thursday October 26 <sup>th</sup>
Tuesday October 31 <sup>st</sup>	Thursday November 2 <sup>nd</sup>

*Minutes submitted by Winni Paul (interim PSEC board clerk)*