

## Stamford Patriotic and Special Events Commission

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

Tuesday October 24, 2023 at 2:00 PM

The meeting was called to order at **2:04 pm** by Chairperson Xavier Shellman, with all participants joining by Zoom or by phone.

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

Meeting ID: 871 9160 3995

Passcode: PSEC

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### **Attendees:**

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

P&SEC Members Not Present: Dave Kaplan

Guests: Steve Fischer, Kieran Matthew Edmondson, Colleen Harvey, Pat Parry

### **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 – most of the departmental approvals for the permit are complete. Will need to complete an obstruction permit. Thanked interim board clerk who assisted in helping chair find correct permit application. Confirms meter bag permit has been submitted. Xavier asks interim board clerk if anything else is needed for permits.
        - (a) Winni – Asks chair to follow-up with Parks & Recreation director (Kevin Murray) and Facilities to confirm staff have been assigned for the multiple requests in the permit (i.e. podium).
        - (b) Kate – updates had emailed Kevin to confirm port-o-potties had been ordered, speaker system and park set up. He confirmed it's all set.
    - ii) Participant registration update
      - (1) Xavier – per previous meeting, had approximately 40 registrants and was looking for information regarding Grasso.
        - (a) Kate – Grasso has submitted forms and is registered. Two more registrants since last meeting. Still in good shape number wise. When meeting opens later, will get information of additional potential registrants that were shared by attendees at the last meeting. Requests information from Hubert's contact who wanted to participate (i.e. memorial type display).
        - (b) Hubert led brief discussion regarding outreach to participants. Kate reports a few groups signed up from reminder email.
        - (c) Kate – after meeting will review new sign ups, update the list and send contact information to Hubert.
    - iii) Grand Marshal – General Bouchard (confirmed)
      - (1) Sash & Plaque
        - (a) Kate – confirmed sash has arrived. Plaque has been ordered.
      - (2) Vehicle
    - iv) Marketing update
      - (1) Kate – ads in the physical paper have been seen by multiple board members. Reached out to confirm the digital ads are running as those haven't been seen.
      - (2) Posters/Flyers
        - (a) Per Kate, interim board clerk Winni assisted with postage to mail out parade

poster packets. Will send list of who mailed to (1500 flyers, 100 posters). Has enough materials to send 7 more packets and asks board if anyone's not on the list but should be, she can get it out ASAP.

- (b) Kate included note with mailed poster packet, to the effect – we hope you can display these to your customers/guests.. if you scan this QR code, you can get digital version of flyer. QR code leads to Dropbox with digital files.
- (c) Xavier – confirmed receipt of posters to distribute in the Government Center.
- (3) Kate – will draft press release and asks board to provide feedback. Once approved, press release will be sent to the list of contacts they've been using (i.e. Advocate, News Channel 12, local bloggers/influencers, etc.).
  - (a) Xavier – asks if photo of grand marshal is included.
  - (b) Kate advised if official photo available, it can be added to Dropbox.
  - (c) Hubert to send official DOD command photo links to Kate.
  - (d) Brief discussion of edits needed for press release (i.e. Army Style Guide verse AP Style Guide for noting military personnel retirement status).
  - (e) **Motion by Xavier to approve press release.**
    - (i) **Seconded by Hubert. Confirmed by Kate. Carried without dissent.**
  - (f) Colleen – requests copy of press release since Stamford Veterans Park Partnership (SVPP) has content in it.
- v) VIP Invitations
  - (1) Hubert – all of the municipal leaders have responded. Haven't received responses from state leaders (i.e. Congressman, Lieutenant Governor, Governor, etc.). Plans to personally reach out to get responses. Usually around this time, standard operating procedures for board to contact VIPs for update before the day of event.
- vi) Troop Requests
  - (1) Hubert – has received no updates. General Evon asked to be kept in the loop.
  - (2) Xavier – asks for updates on alternatives/contingencies to replace quintet.
    - (a) Kate – clarified she was asking school for national anthem only. Requests information from other board members on what quintet usually played.
    - (b) Xavier/Hubert – provided brief overview; usually played music in the park as preamble to ceremony. No specific setlist. Music was various military, patriotic songs, classical music, and percussion.
    - (c) Kate – Fairfield County Police Pipes & Drums (FCPPD) confirmed have enough people for parade. Will ask if they're also willing to play before ceremony starts.
- b) Ceremony Planning
  - i) Guest speaker – Grand Marshal, General Bouchard (confirmed)
  - ii) Proclamation/Citation
    - (1) Hubert – Mayor's office doesn't have proclamation printed yet; want wording of biography condensed due to text limit. They've committed to complete for event.
    - (2) Run of show – Hubert plans to have draft ready by next meeting (Thursday).
      - (a) Colleen – requests draft copy as SVPP unveiling is part of ceremony.
      - (b) Per Hubert, if it's okay with everyone, he'll do what he did last time. Share screen, review it line by line with everyone.
        - (i) Xavier affirms in favor of this method.
  - iii) Opening Prayer – Rabbi Philip Schechter (confirmed)
  - iv) Closing Prayer – Reverend Winton Hill (confirmed)
  - v) Talent
    - (1) National anthem
      - (a) Hubert – item still pending.
      - (b) Kate – per last meeting reached out to Stamford High, no one available. Reach out again to person who runs all of the school musical programming for other options. Contact emailed last night; may have group of 6-7 from Dolan Middle School sing. Kate will give them deadline of Thursday to confirm.
    - (2) Raising of colors – Stamford Police & Fire Honor Guard (confirmed)

- (3) Amazing Grace – FCPPD (confirmed)
- (4) Three Volley Salute – Norwalk Police Department Honor Guard (confirmed)
- (5) TAPS – U.S. Naval Sea Cadet (confirmed)
- vi) SVPP
  - (1) Hubert – will be included in run of the show draft. Draft review on Thursday.
- vii) Wreath laying – Bouchard family (pending); Veterans/Sea Cadets (alternate)
- c) Rentals
  - i) Stage
    - (1) Kate – stage for parade route taken care of.
  - ii) Sound system
    - (1) Kate – sound system for parade route taken care of through rental company. Sound system in Parks is handled by Kevin Murray.
  - iii) Portable toilets
    - (1) Kate – rental handled by Kevin Murray.
    - (2) Xavier – asks # & location; believe used to order 3 (2 at start, 1 in park).
      - (a) Kate – only 2 used for Memorial Day (1 in front of police station, 1 in park).
    - (3) Xavier led brief discussion: attendees’ difficulty finding portable toilet in the park.
      - (a) Kate – has mentioned it to Kevin. Passed along Alan’s note that it needs to be not in an eyesore position but in a location where people can find and access.
  - iv) Chairs
    - (1) Kate – chairs have been reserved through the rental company. They are donating the chairs; delivery next Wednesday (Nov 1<sup>st</sup>). Stamford Downtown (Kate’s employer) is hosting clown training for their parade in the mall on Wednesday and they need chairs for that. Vendor is delivering both chair orders at the same time. Kate will coordinate storage of PSEC chairs in Stamford Downtown ambassador’s space. On PSEC parade morning, Kate will have key to unlock space and roll chairs out to the park for Parks & Rec to set up.
- d) Photographer
  - i) Xavier – will reach out again to Mayor’s office about their photographer. Asks for other photographer suggestions from those at the meeting.
- e) Miscellaneous parade/ceremony updates
  - i) Local Live (confirmed)
    - (1) Steve – wanted to confirm PSEC received link he sent last week. → link received
  - ii) Florist
    - (1) Pat – reports speaking to Springdale Florists. They will provide wreath for the Nov 5<sup>th</sup> ceremony and the 11/11 ceremony in St. John’s Park/Cemetery.
      - (a) Xavier thanks Pat for assisting with this.
  - iii) Trolley
    - (1) Kate – trolley for step off to parade start is confirmed.
    - (2) Xavier – another vehicle in the parade to transport veterans by the Stamford Veterans Resource Center (SVRC).
  - iv) Program – Kate has updated most of it and can share draft at next meeting once Dolan students are confirmed.
- 2) Reminder: any questions can be sent to [StamfordPSEC@StamfordCT.gov](mailto:StamfordPSEC@StamfordCT.gov)
- 3) General discussion (non-agenda items)
  - a) Changing Thursday’s special meeting time
    - i) Xavier – advised board at start of meeting they have a conflict with Thursday’s 2pm meeting. Requests to hold meeting earlier or later on Thursday or move it to Friday.
      - (1) Brief discussion of board members’ availability; new time proposed. Chair also checked interim board clerk’s availability for new meeting time.
      - (2) **Thursday November 26<sup>th</sup> meeting time changed from 2:00pm to 3:30pm.**
  - b) Kieran shared the following updates:
    - i) Veteran, Joe Vasta, passed away. Kieran, Tom Finn, and Alan Gerard were able to

- visit him in the hospital last Tuesday. Joe served in the US Navy during the Korean War four years (1951-1955) and was 2023 Memorial Day Parade Grand Marshal.
- ii) Part of 60<sup>th</sup> anniversary of JFK assassination event, Nov 23<sup>rd</sup> at Govt Ctr, 1-2pm.
  - c) Hubert shared the following update:
    - i) Serves as Vice Chair of Connecticut Veterans & Military Affairs Committee. The committee works to change veterans & military policies in the state. Committee to host statewide listening forum on November 9<sup>th</sup> in Hartford. Forum will have veterans from all over the state, service members, Gold Star Families, etc. Attendees (either virtually or in person) can sit before committee & other state government members to voice their concerns. Let committee know what policies should be addressed for next legislative session which starts in January. During that time, Hubert will bring some local veterans up and asks if anyone is interested in going to contact him offline.
      - (1) Will coordinate offline with Steve to bring people to event. Has informed Master Sergeant Finn; he's tracking. Hasn't talked to Commander (Alan) Gerard yet.
      - (2) Pat – asks how they are reaching out to Gold Star families.
        - (a) Hubert – outreach via committee members and their staff. They have list of veterans and gold star organizations. They're creating a marketing plan to reach out. In addition, personal word of mouth and newsletter.
        - (b) Pat shares she's president of the American Gold Star Mothers in Connecticut and hasn't heard anything about this event.
        - (c) Per Hubert, event graphic completed recently and he's not in charge of the marketing. Would love Pat to attend. Hubert provided additional context that he and the chairman are both service members; a lot of the other lawmakers are not. Would like as many soldiers, veterans, service members, military family members to come up and say their peace. Would mean a lot to make sure that the policies worked on are based off things the community needs.
        - (d) Xavier – asks if event information was in his representative newsletter already.
          - (i) Hubert - event details will be in his next representative newsletter.

Meeting adjourned at 2:42 pm

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

Tues October 10 <sup>th</sup> -	Thurs October 12 <sup>th</sup>	Tues October 17 <sup>th</sup>	Thurs October 19 <sup>th</sup>
Tues October 24 <sup>th</sup>	Thurs October 26 <sup>th</sup>	Tues October 31 <sup>st</sup>	Thurs November 2 <sup>nd</sup>

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

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