

Stamford Patriotic and Special Events Commission

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

Thursday October 26, 2023 at 3:30 PM*

*new time

The meeting was called to order at **3:32 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

One tap mobile

+16469313860,,87191603995#,,,,*476503# US (New York)

+13017158592,,87191603995#,,,,*476503# US (Washington DC)

Attendees:

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

P&SEC Members Not Present: Dave Kaplan

Guests: Philip Alan Gerard, Colleen Harkey, Kieran Matthew Edmondson

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Parade Planning
 - i) Parade permit application update
 - (1) Xavier – meter bag permit was approved. For obstruction permit, waiting on Risk Management to inform them Certificate of Insurance (COI) not needed. Everything else is on track.
 - ii) Participant registration update
 - (1) Kate – 40 participants confirmed; 3 on unknown list from prior meetings (Marine Corp League, Lock City Detachment, Catholic War Veterans). Requests info from Hubert’s contact who wanted to participate (memorial type display).
 - (a) Hubert – sent messages to all 3 orgs with sign up info; haven’t heard back.
 - (b) Kate – asks Hubert to follow up with them one more time. If not registered by Friday, will assume they don’t want to participate.
 - (2) Brief discussion of lineup
 - (a) Kate – created tentative list based on past lineups.
 - (b) Xavier – shared that conversed via email briefly with Kate on topic. Suggests draft lineup review to be added to agenda for Tuesday’s meeting.
 - (c) Kate – will send out participant packet, minus lineup. Will let people know lineup will be distributed following Tuesday’s meeting.
 - (3) Brief discussion of chalk line for start of parade area. Kate gave recap of what was done for Memorial Day. CERT assisted in directing them to the correct location.
 - (4) Kate – has started draft of script. Volunteers to sit with radio host who’s reading participant names from the stage; assist with announcing lineup changes.
 - (5) Alan – will vouch for Catholic War Veterans, they won’t fill out online form. Also confirming Iwo Jima. Those two groups will ride with the VFW.
 - iii) Grand Marshal – General Bouchard (confirmed)
 - (1) Sash & Plaque (sash – received), (plaque – ordered)
 - (2) Vehicle
 - (a) Hubert – Bouchard had said preferred to walk.
 - (b) Xavier – vehicle will be there either way.
 - (c) Alan – confirmed Bouchard will walk.
 - iv) Marketing update
 - (1) Kate – press release went out to regular list of contacts (i.e. Advocate, News Channel 12, local bloggers/influencers, etc.). Added more TV and official media outlets to the list (i.e. ABC, NY7, NBC CT, etc.). Release have live stream link.
 - (a) Interim board clerk shared screen of press release (*see end of document*)

- (b) Kate – confirmed photo of Bouchard added to Dropbox
 - (2) Kate – share brief info re: City websites updates of the parade
 - (a) Interim board clerk share screen of the following links:
 - (i) Calendar: www.stamfordct.gov/Home/Components/Calendar/Event/7261/17?curm=11&cury=2023
 - (ii) News link: <https://www.stamfordct.gov/Home/Components/News/News/1888/15>
- v) VIP Invitations
 - (1) Hubert – most of the local leaders have confirmed. Has circled back to statewide government officials. Governor’s staff sent message just before this meeting.
- vi) Troop Requests
 - (1) Hubert – same as before, no confirmation.
- b) Ceremony Planning
 - i) Run of show draft
 - (1) Hubert – shared screen to solicit feedback from attendees.
 - (2) Discussion of edits needed, confirming order of proclamation, guest speaker, etc.
 - (a) Hubert – replaced instances of “Tom” in run of show/script to Thomas. Gave historical context of the run of show order when PSEC had another dual grand marshal/guest speaker.
 - (b) Alan – suggest asking Mayor to read the proclamation or say a few words.
 - (i) Hubert – per Lauren Meyer (Special assistant to Mayor), Mayor prefers to read proclamation. Due to proclamation and citation built from Bouchard’s bio, want to reduce redundancy so bio isn’t read 3x.. Will ask for a draft of City proclamation. Will also confirm if Mayor can share remarks that Bouchard also received citation from the General Assembly.
 - (3) Hubert – shared screen of script to solicit feedback from attendees.
 - (a) Alan – suggest it would be nice if there’s a space in script to recognize veterans and have them stand up.
 - (b) Kate – suggests that this acknowledgement should be done by the Mayor.
 - (c) Brief discussion of saying “Major General,” “Major General Retired,” etc.
 - (i) Alan – anything formal that’s written needs to address him as Major General. Verbally can shorten “i.e. thank you General Bouchard.”
 - (ii) Hubert – will ensure follow proper military customs and courtesies.
 - (d) Hubert – shared introduction for SVPP unveiling.
 - (i) Colleen – provided feedback that SVPP will share mention of unveiling.
 - (e) Discussion of ending order: wreath, prayer, three-volley salute, taps, etc.
 - (i) Addition of reminder to audience of ceremony elements that follow prayer.
 - ii) Guest speaker – Grand Marshal, General Bouchard (confirmed)
 - iii) Proclamation/Citation (in progress)
 - iv) Opening Prayer – Rabbi Philip Schechter (confirmed)
 - v) Closing Prayer – Reverend Winton Hill (confirmed)
 - vi) Talent
 - (1) National anthem
 - (a) Kate – SPS has 8-12 students from Dolan Middle School who can perform. Pat Parry emailed Kate that she may have backup.
 - (b) Xavier – requests Kate give direction regarding attire.
 - (i) Kate – will confirm with Rebecca, have the students wear appropriate attire.
 - (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)
 - vii) SVPP
 - viii) Wreath laying – Bouchard family (pending); Veterans/Sea Cadets (alternate)
 - (1) Alan – confirmed Bouchard family will lay the wreath.
- c) Rentals
 - i) Stage (parade route – confirmed), (ceremony – handled by Parks & Rec)
 - ii) Sound system (parade route – confirmed), (ceremony – handled by Parks & Rec)
 - iii) Portable toilets (confirmed)
 - iv) Chairs (confirmed)

- d) Photographer
- e) Miscellaneous parade/ceremony updates
 - i) Local Live (confirmed)
 - ii) Florist (confirmed)
 - iii) Trolley
 - (1) Kate – confirmed. Same as last year.
 - (2) Xavier – asks about start time of trolley vs step off prep time.
 - (3) Alan – trolley did multiple runs.
 - iv) CERT & SPD
 - (1) Kate - remind Xavier to follow up with CERT & PD (Nick Montagnese).
- 2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 3) General discussion (non-agenda items)

Meeting adjourned at 4:39 pm

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

Tues October 10th	Thurs October 12th	Tues October 17th	Thurs October 19th
Tues October 24 th	Thurs October 26 th	Tues October 31 st	Thurs November 2 nd

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

Minutes submitted by Winni Paul (interim PSEC board clerk)

2023 Veterans Day Parade Press Release

Contact:

Kate Cook
 Stamford Patriot & Special Events Commission
kcook@stamfordct.gov

October 23, 2023

STAMFORD VETERANS DAY PARADE & CEREMONY Sunday, November 5, 2023

STAMFORD, CT – The Stamford Patriotic & Special Events Commission (PSEC) invites all to join us for the 2023 Veterans Day Parade & Ceremony. The Parade will feature local veteran groups, Stamford Public School Marching Bands, community organizations and more.

The parade is scheduled step-off at 12pm, beginning at the Stamford Police Department proceeding along Bedford Street and Atlantic Street to Veterans Memorial Park (130 Atlantic Street) – the ceremony will immediately follow the parade at Veterans Memorial Park. The parade & ceremony will also be live streamed by LocalLive (events.locallive.tv/events/127115)

Major General Thomas R. Bouchard (U.S. Army Ret.) has been named Grand Marshal – Bouchard has completed over 39 years of service in both the Active and Reserve Components of the US Army. His most recent assignment was the Special Assistant to the Director of the National Guard. Major General (Ret.) Bouchard has been deployed numerous times during his career, including operations in Haiti, Kuwait, Kosovo, Iraq and Afghanistan. He and his family have happily called Stamford, CT their home since 2006. In his civilian career, Major General (Ret.) Bouchard is a Senior Portfolio Manager for DWS Investments in New York City.

During the ceremony, Stamford Veterans Park Partnership will unveil the permanent installation of storyboards in Veterans Memorial Park. The boards are an historic retrospective that will depict events from the foundation of the City of Stamford through today. This is the first installation of its kind highlighting events and contributions by the citizens of Stamford to the formation and growth of the Stamford community, state of Connecticut, our country, and the world.

Marketing Graphics can be downloaded here:
<https://www.dropbox.com/scl/fo/us8afd557j8gwe9ieqkb2/h?rlkey=z93u4dp7f0e goldrus4jia80&dl=0>

For more information please email kate cook at kcook@stamfordct.gov

###