

Stamford Patriotic and Special Events Commission

**** SPECIAL MEETING MINUTES ****

Tuesday May 9, 2023 at 2:00pm

The meeting was called to order **at 2:06pm** 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

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

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Attendees:

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

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

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

Agenda

- 1) Update on meeting minutes for January 2023
 - a) Item on hold until Xavier's return as board doesn't have access to the meeting recording.
- 2) Review of meeting minutes from April 2023 meeting
 - a) Motion to approve the minutes. Minutes approved.
- 3) Planning for Memorial Day activities (May 28th, rain date June 4th)
 - a) Participant signup update
 - i) Have approximately 35 groups participating; goal was 40 groups. Kate sent confirmed participant groups event digital graphics via email to pass along.
 - ii) Signup deadline was this past Sunday. Kate will continue outreach.
 - iii) Has reached out to additional groups with digital marketing.
 - iv) Joe – will extend invite to the band's entire unit to march.
 - b) Parade permit application
 - i) Kate submitted the layout. Application is in the approval process
 - c) Marketing update
 - i) Flyers (1000) and posters (100) printed for the parade
 - ii) This year will be mailed out via Government Center (Winni)

- iii) Veteran's Parade, Kate went via car to hand deliver
- iv) Waiting on parade event details to be posted to City's website, social media websites
- v) Pat Parry question – regarding organizational invites.
 - (1) Colleen/Stephen – does have digital graphics. Colleen encourages him to share it out to their mailing list.
- d) Flags
 - i) The ones for the gravestones have been ordered.
 - (1) Philip Alan Gerard has picked up the flags. They will be placed on Saturday.
 - ii) Pat Parry question – bunting for Old Town Hall
 - (1) Kate will follow-up
- e) VIP RSVPs
 - i) Email
 - ii) Sporadic responses from both local and federal
 - iii) Hubert to circle back as the initial invite was sent last month
 - iv) Had previously sent list via email
 - (1) VIP invitation
 - (2) Community leader invitations from Commissioner Saadi. Doesn't have names attached, only emails. Concern of disclosing PII information.
 - (3) Points shared by Pat Parry, Colleen Harkey
 - (4) Vote for next commissioner, General Welsch. Sidebar Master of Ceremony – Hubert had asked Mr. Elam to be MC in his place. He's interested. Philip Alan Gerard is willing to be MC. Board approved. Hubert offered to assist and previous scripts.
 - (5) Hubert asked the board if could extend the invitation to General Ronald P. Welsch.
- f) Grand Marshal (Joseph Vasta)
 - i) Kate spoke to Joe. Very nice.
 - ii) Kate securing golf cart
 - iii) Philip Alan Gerard – requested 4 seats reserved for his Joe's family.
 - iv) Kate sent Joe's bio to Mayor's office for a proclamation. Kate has received draft proclamation from Val.
 - (1) Hubert offered to adjust bio for citation
- g) Ceremony ROS
 - i) Speaker (Gregg Barratt – Honor & Remember CT chapter) – confirmed
 - ii) Opening prayer (Rabbi Philip Schechter) – confirmed
 - iii) Closing prayer (Reverend Winton Hill) – confirmed
 - iv) Singer (Leslie Manselle) – confirmed
 - v) Reserved parking – typically not done. Parking free on Sundays at the mall
 - (1) In the past, bus/trolley, would transport veterans to start of parade.
 - (2) Colleen will send trolley contact to Kate.
 - vi) Sash ordering
 - (1) Kate has already ordered it and received.
- h) Troop request
 - i) Hubert received letter. The letter has points of contact. Letter has less information than normal.

- ii) Kate requested to get contact info so she can add them to participant list
- i) 102d Army Band Brass Quintet performing post parade ceremony at the park
 - i) Unit unable to march
- j) Miscellaneous updates
 - i) Kate is looking for Ernie's contact information. Colleen has contact info. Will copy Kate on the
 - ii) Livestream – Stephen Fischer will check with Local Live
 - iii) Water – reminder to make sure that there is water on site.
 - iv) Philip Alan Gerard – Advocate put out info on the parade a few days prior. Will send link of previous post.
 - (1) Pat Battinelli – would like to say a few words about him as he was a previous PSEC board member. Hubert to reach out to Gloria, widow, to see if they would prefer public or private proclamation.
 - (2) Pat Parry – offered truck with hitch to tow the Iwo Jima Memorial float
 - v) Pat Parry – two wreaths, she's taking care of
 - vi) Take down flags – Colleen Harkey – Saturday May 13th 9am – extra assistance needed.
 - (1) At least two more people who are physically capable of taking down the flags.
 - vii) Colleen Harkey - Thanks to DSSD for taking the cross in and out.
 - viii) Parking spots outside Dunkin Donuts should be reserved for the entire day.
 - ix) Mall ramp should be closed until 1 or 2pm.
 - x) Toys for Tots – Kate hasn't heard back from Chris Munger.
 - (1) Kate will try to contact him again.
 - xi) Chairs – Kate ordered 75 chairs. Will be stored at DSSD.
 - (1) The chairs arrive on 12th and store until 14th.
 - xii) Port o potties - Kevin from the City is helping Kate get Port a potties.
 - xiii) Master of Ceremony – Hubert had asked Mr. Elam to be MC in his place. He's interested. Philip Alan Gerard is willing to be MC. Board approved. Hubert offered to assist and previous scripts.
- 4) Reminder for Veteran's Day activities (November 5th, rain date 12th)
- 5) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 6) General discussion (non-agenda items)
 - a) Kieran Edmondson sent article to Advocate re: Joe Colavito for participating in the Death March.

The meeting was adjourned at 3:00 pm

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

Tuesday May 9 th	Thursday May 11 th
Tuesday May 16 th	Thursday May 18 th
Tuesday May 23 rd	Thursday May 25 th

Next regular meeting: June 7, 2023 at 2:00 PM