

Stamford Patriotic and Special Events Commission

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

Tuesday October 31, 2023 at 2:00 PM

The meeting was called to order at **2:00 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

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Attendees:

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

P&SEC Members Not Present: Dave Kaplan

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

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Parade Planning
 - i) Parade permit application update
 - (1) Xavier – both permits finally approved (special event, obstruction); good to go.
 - ii) Participant registration update
 - (1) Xavier – asked Kate for updates on 3 orgs on unknown list from prior meetings.
 - (a) Kate – 2 were resolved by meeting end last week and have been added to lineup. Recently saw Hubert’s email connecting her with the 3rd (memorial boots). They have received link to sign up. Lost one of the marching bands (Nash Drum Corps) as they don’t have enough members to participate.
 - (2) Kate – emailed tentative lineup to the board. Many participants have emailed her, yesterday and today, eagerly waiting for finalization. Requests for review now as opposed to later in the agenda.
 - (a) Xavier concurs for lineup to be discussed and finalized.
 - (b) Kate shared screen with draft lineup. Musical acts are noted in orange.
 - (c) Board reviewed lineup, spacing for musical acts, provided feedback on order, etc. Lineup finalized.
 - (d) Kate – will include reminder of no political messages when sending it out.
 - (e) Hubert – thanks Kate for doing all the hard work of coordinating participants.
 - (i) Kate – acknowledged thanks; is happy to help. Shared that compared to Memorial Day, follow-up required to get participants signed up was easier.
 - (ii) Brief discussion of follow-up and responsiveness of participants.
 - iii) Grand Marshal – General Bouchard (confirmed)
 - (1) Sash & Plaque (sash – received), (plaque – ordered)
 - (a) Kate – plaque is ready and will be picked up this week.
 - iv) Marketing update
 - (1) Kate – City’s home page has been updated to include the parade.
 - (2) Shared screen view of event promo on City’s home page (news, upcoming events).
 - (3) Advocate also has article about the parade: www.stamfordadvocate.com/news/article/stamford-veteran-s-day-parade-history-display-18457321.php?src=sthpdsecep
 - (4) Hubert – when he spoke to Mayor Simmons and Laura Meyers, they will be using a bigger image promo of the parade in the upcoming Mayor’s newsletter.
 - v) VIP Invitations
 - (1) Hubert – next round of reminder to state/federal delegates. Will keep reaching out.
 - vi) Troop Requests
 - (1) Hubert – still no update on troop request. Touched base with local orchestra, a few members are available to perform. Proposed fee \$500-\$1500 if they performed this weekend. If future requests are placed a month in advance, they can attend.

- (a) Kate – reminder that Fairfield County Police Pipes & Drums (FCPPD) already confirmed they can play.
 - (b) Xavier – proposes to send Memorial Day Parade troop request in January.
- b) Ceremony Planning
 - i) Run of show draft review
 - (1) Hubert – review changes at last mtg (i.e. open prayer → Mayor/Dignitaries speak).
 - (2) Kate – provided name of Dolan M.S. Singers & proper script acknowledged.
 - (3) Pat – suggestion to request attendees remain standing for the sequence of opening.
 - (4) Pat – suggestion to consider placement of sound system so Dolan Middle School Singers can be heard. Also a reminder for them to be properly queued.
 - (a) Brief discussion of when they move (i.e. before flag is raised).
 - (5) Kieran – question if he can be mentioned in the script along with Redniss.
 - (a) Per Hubert & Xavier, it should be about the org, Veterans Resource Center.
 - (6) Brief discussion of dignitaries speaking.
 - (7) Wreath laying ceremony will be before the closing prayer.
 - (8) Brief discussion of order of three volley salute and taps.
 - ii) Proclamation/Citation (in progress)
 - (1) Hubert – spoke to Mayor Simmons/Lauren Meyers, haven't given date of pick up for Proclamation. Citation can be picked up on Thursday.
 - iii) Talent - National Anthem
 - (1) Dolan Middle School Singers have been confirmed.
 - iv) SVPP
 - v) Program draft review
 - (1) Kate shared screen to have attendees provide feedback.
 - (2) Brief discussion: Veterans Resource Center information on the program.
 - (3) Brief discussion: how to list General Bouchard & family for wreath laying.
 - (4) Brief discussion: # copies to print; 200 is finalized number.
 - (a) Similar to what was done for Memorial Day Parade, interim board clerk Winni will have Govt Center mailroom print program. Xavier will pick up when ready.
- 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) – being delivered tomorrow (approximately 80)
- d) Photographer
 - i) Xavier – still waiting to hear back. Will follow-up.
- e) Miscellaneous parade/ceremony updates
 - i) Ceremony (confirmed talent)
 - (1) Guest speaker – Grand Marshal, General Bouchard
 - (2) Opening Prayer – Rabbi Phil Schechter
 - (3) Closing Prayer – Reverend Winton Hill
 - (4) Raising of colors – Stamford Police & Fire Honor Guard
 - (5) Amazing Grace – FCPPD
 - (6) Three Volley Salute – Norwalk Police Department Honor Guard
 - (7) TAPS – U.S. Naval Sea Cadet, David Allen
 - (8) Wreath laying – General Bouchard & family
 - ii) Local Live (confirmed)
 - iii) Florist (confirmed)
 - iv) Trolley (confirmed)
 - v) Kate – mall is aware of the parade and is aware to keep the ramp closed.
 - vi) Vendors – Winni remind Xavier to follow-up with Cashiering & Permitting to not have vendors sell toy guns.
 - (1) Xavier – will follow up.
 - vii) SPD – Nick via chat, all set with officers.
 - (1) Xavier – will attend 10:30am meeting with SPD day of parade.
 - viii) CERT – Xavier will follow up.
- 2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov

- 3) General discussion (non-agenda items)
 - a) Annual commission calendar
 - i) Xavier – had question for interim board clerk regarding guidelines from Town Clerk
 - (1) Winni – provided Town Clerk’s guidelines. “All scheduled meetings for the ensuing year must be made available to the public before January 31. No regular meeting may be held sooner than 30 days after such calendar has been filed.” They recommend boards/commission file calendars by early December.
 - b) Regular meeting tomorrow, November 1st
 - i) Xavier – clarified tomorrow is the regular meeting PSEC has on the 1st Wednesday of each month. Thursday, today and the previous meetings have been special meetings.
 - c) Hubert- kudos to the team for the ability to plan. Thanks everyone for their hard work.
 - d) Kieran shared the following updates:
 - i) Thurs October 26th- Thomas Finn (Commander of American Legion Post 3 & Junior Vice Commander of Veterans of Foreign Wars) attended a funeral, mass, wake for Joe Vasta (US Navy Korean War Veteran; 2023 Memorial Day Parade Grand Marshal).
 - ii) Toys for Tots to celebrate 76th anniversary at new headquarters; 1111 Summer Street.
 - iii) Thursday, November 2nd- Stamford Veterans Resource Center will invite BLT members to discuss topics such as Toys for Tots, housing for veterans, and Charter Revision questions for the upcoming November 7th municipal election.

Meeting adjourned at 2:59 pm

Next regular meeting: November 1, 2023 at 2:00 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 24th	Thurs October 26th	Tues October 31st-	Thurs November 2nd

Minutes submitted by Winni Paul (interim PSEC board clerk)