

Stamford Patriotic and Special Events Commission

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

Wednesday November 1, 2023 at 2:00 PM

The meeting was called to order at **2:05 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: Kieran Matthew Edmondson, Pat Parry, Steve Urso, Jon Perelstein (CERT), Colleen Harkey, Philip Alan Gerard

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Parade
 - i) Parade Permit
 - (1) Xavier – good to go. Called Cashiering & Permitting regarding vendors not selling toy guns. Per C&P, language already exists that it's not permitted. She advised received several complaints of those items being sold at Memorial Day Parade. If those items are seen, please advise C&P, vendor's permit can be revoked.
 - ii) Participants
 - (1) Kate – all participants have received information they need. One group has dropped out due to their confusion about the date. → Xavier – asks if lineup finalized. → Kate will update with removal of group and send final list to board.
 - iii) Grand Marshal – General Bouchard (confirmed)
 - (1) Sash & Plaque (sash – received), (plaque – ordered)
 - (a) Kate – picking up plaque today.
 - iv) Marketing
 - (1) Kate – no new updates.
 - v) VIP Invitations
 - (1) Hubert – no new updates. Did another round of reminder messages yesterday and today. Has also reached out via personal cell phone.
 - vi) Troop Requests
 - (1) Hubert – 102nd Infantry from Danbury (via Sargent 1st Class Barerra) confirmed just received request. They have scheduled PT test on Sunday but can spare four (4) troops to assist. Hubert recommends have them assist with the wreath laying. Hubert confirmed with Xavier to provide contact information to Barerra for day-of.
 - (a) Pat – asks how it would work since Bouchard family already asked to do it.
 - (b) Brief discussion: use of troops. Settled - they accompany Bouchard family.
 - (c) Kate – requests troop info for any lineup and/or program changes.
 - (d) Subsequent brief discussion: troop marching in parade (with or without vehicle), not delaying finalizing the program, program still needs to be printed, etc. → after meeting, Hubert will call Sgt. Barerra to get necessary info.
 - b) Ceremony
 - i) Outline
 - (1) Hubert – shared screen to review changes from yesterday's meeting (wreath laying & Amazing Grace now before the closing prayer).
 - (2) Hubert – to pick up citation from Hartford on Thursday.
 - (3) Pat – requests to receive copy of run of show. → Hubert will send.

- ii) Talent
 - iii) SVPP (Stamford Veterans Park Partnership)
 - 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) Meeting with City officials
 - i) Xavier – meeting with Nick & SPD on Sunday at 10:30am. Provided historical context that meeting is where PD does their lineup and distributes assignments. Generally Xavier and David (Kaplan) or someone else from PSEC would give info to those officers stationed at start of parade. CERT is also usually at this meeting. They are given copies of the lineup to know where people should be.
 - ii) Jon (CERT) – shared # of people assigned to event (14 total). 8 will work with PSEC, 4 with SPD if they need additional bodies for street closures. Confirmed with Xavier streets for lineup (Bedford, North). Requests pdf copy of lineup a day in advance.
 - (1) Xavier – will send lineup ASAP. Asks if CERT will be available in park to hand out programs or should PSEC handle it themselves. → CERT for parade only.
 - e) Photographer
 - i) Xavier – called Lauren Meyer & left a few messages. Asks for other suggestions.
 - ii) Hubert – offers to ask Mayor Simmons today.
 - iii) Per Xavier, Mayor or proper contact can call her cell phone. Number texted to Hubert.
 - f) Miscellaneous updates
 - i) Parade script
 - (1) Kate – item hasn't been on agenda but has been working on it. Parade script is filled in with what participants provided on their forms. Now that lineup finalized yesterday, will finish it this evening and email it to everyone. Can discuss if there's any edits at tomorrow's meeting.
 - ii) Alan – (via chat) VFW page with Veterans events throughout the week. [Link](#).
 - iii) Pat – asks if City has additional microphone, not attached to podium, so students can be seen. Recommends microphone go on a stand.
 - (1) Kate – will ask Parks & Rec if they have something available. Suggests this as Plan B: sound system rented for parade has mic stand. Could ask them if okay with PSEC moving it to park for the ceremony. Kate could get mic stand to park while rental company breaks down the stage.
- 2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 3) General discussion (non-agenda items)
- a) Kieran shared the following update:
- i) Thursday, November 2- BLT (Building, Land & Technology) will visit Stamford Veterans Resource Center (SVRC) 10am-1pm. Discussion topics include housing services for veterans, upcoming 76th of Toys for Tots, and Charter Revision question for upcoming municipal election on Tuesday, November 7th.
 - ii) Thursday, November 2- Free blood pressure screening at SVRC on the 1st Thursday of the month, 10am-11:30am, for any local veteran or City resident. Event details here: <https://www.stamfordct.gov/Home/Components/Calendar/Event/7088/17>
 - iii) Monday, November 20- SVRC hosting Veterans Appreciation Thanksgiving Lunch at the Government Center, 11:30am-1pm, 4th floor, flyer: www.stamfordct.gov/residents/veterans
 - iv) Wednesday, November 22- Commemoration of 60th anniversary of JFK assassination, 1-2pm at Government Center, 6th floor training room. Event flyer on link above.

Meeting adjourned at 2:32 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 2 nd

Next regular meeting: December 6, 2023 at 2:00 PM