

Stamford Patriotic and Special Events Commission

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

Thursday November 2, 2023 at 2:00 PM

The meeting was called to order at **2:02 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)

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Attendees:

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

P&SEC Members Not Present: Dave Kaplan

Guests: Delano Anderson (City, Facilities), Kieran Matthew Edmondson, Orazio Cirelli (City, Traffic), Pat Parry, Colleen Harkey, Philip Alan Gerard, Kevin Murray (City, Parks & Rec, left early)

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Parade
 - i) Parade Permit
 - (1) Xavier – permit receipted yesterday; all set.
 - ii) Participants
 - (1) Kate – no changes since yesterday (1 group pulled out). Lineup sent to Xavier.
 - (2) Xavier – will print copies of lineup to be distributed on Sunday.
 - (3) Cove Island Trolley
 - (a) Towards end of meeting, Alan reviewed lineup discussed at last night's veterans meeting. Asked Kate if trolley listed as Veterans Resource Center.
 - (i) Kate confirms placement. Waiting confirmation on length as it won't be full length trolley in parade. Working with Carmen (City – Diversity) on this.
 - iii) Grand Marshal – General Bouchard (confirmed)
 - (1) Sash & Plaque (sash – received), (plaque – ordered)
 - iv) Marketing
 - (1) Kate – sent out press release again today. Haven't received update from Hearst Media to board's questions about digital ads.
 - (a) Xavier – advises board should talk to Hearst as they've already been paid for the digital ads. Xavier has not seen any digital ads for Veterans Day Parade but has repeatedly seen ads for the balloon parade and other local events.
 - (b) Kate – concurs with Xavier's assessment. Once she can get in touch with Hearst contact, will have conversation with them.
 - (2) Per Alan (via chat) – “There was article in the Advocate yesterday regarding the park story boards. <https://www.stamfordadvocate.com/news/article/stamford-veteran-s-day-parade-history-display-18457321.php>”
 - v) VIP Invitations
 - (1) Hubert – confirmation from Senator Blumenthal. Tentative confirmation from Attorney General Tong. Haven't heard from Governor Lamont's team.
 - (a) Xavier – reports Blumenthal's email confirmation; coming to a part of it.
 - (b) Hubert – confirms receiving something similar, senator may leave early.
 - vi) Troop Requests
 - (1) Xavier – spoke to Sergeant 1st Class Barrera (Danbury) this morning. They won't have a vehicle; his team will march.
 - (2) Brief discussion of where to place in the lineup of the parade (i.e. close to VIPs).

- (a) Hubert – had been in contact with the major of the unit. There may be a vehicle available. Hubert to send contact info to Xavier after the meeting.
 - (b) Xavier – if vehicle in parade, can park on side with others during ceremony.
- b) Ceremony
 - i) Outline
 - (1) Hubert – shared screen to review run of show.
 - (a) Brief discussion: asking state senators to prepare some remarks just in case.
 - 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)
 - (1) Kate – Kevin (Parks & Rec) handing this. Don't have info on delivery or placement.
 - (a) Colleen (via chat) – “Please don't place the porta potty near the newly installed sign by the small garden with the GE marker in it - thank you. There will be photos taken.”
 - (b) Kate – asks specific location/picture from Colleen; will share info with Kevin.
 - (c) Brief discussion of placement. Kate shared screenshot of proposed locations.
 - iv) Chairs (confirmed)
 - (1) Kate – chairs were delivered yesterday. Will be stored in the ambassador space.
 - (2) Delano – Facilities – brief discussion
- d) Meeting with City officials
 - i) Xavier – will meet with SPD the morning of parade.
 - ii) Orazio – Traffic – will utilize standard parade route. Barricades will be set starting at 9am, ready for SPD deployed as needed. No Parking Signs will be installed tomorrow. Meter bags will be installed in same location as No Parking Signs on Saturday night.
 - (1) Xavier – asks what time towing starts. Believes last year had them start early because the time before the parade was much too late.
 - (2) Per Orazio – Signs will have times on them; No Parking 7am-2pm. PD can tow as early as 7am. Should be enough time to do it before barricades deployed. No Parking Signs placed well in advance, so people have notice regarding SPD towing.
- e) Photographer
 - i) Hubert – spoke with Mayor Simmons yesterday; no update yet. If they contact him, he'll give Xavier a call immediately.
 - ii) Xavier – confirms hasn't heard anything either; assumes busy, election on Tuesday.
- f) Miscellaneous updates
 - i) Trolley – Alan had question about length of Cove Island trolley. Veteran pick up will be outside Old Town Hall/Veterans Resource Center. Kate working with Carmen to coordinate.
 - ii) Programs – Kate sent email with program. Interim board clerk Winni submitted request to Government Center print services.
 - (1) Xavier advised won't be in office tomorrow. Interim board clerk inquires retrieval plan. Xavier clarified will reach out to Efrain and have them delivered to her desk.
 - iii) CERT – brief discussion of when they'll be there to help. Last parade, Kate asked a few to help hand out programs. They were; as such, it can't hurt to ask.
 - iv) Xavier review with board members arrival time for Sunday
- 2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 3) General discussion (non-agenda items)
 - a) Updates from Kieran:
 - i) Today at SVRC talk
 - ii) Wednesday November 8th event at Westhill High School
 - iii) Thursday November 9th event at Stamford High School and Rogers
 - iv) Saturday November 11th event at St. John's Cemetery
 - v) Monday November 20th Thanksgiving luncheon in Government Center

- vi) Wednesday November 22nd JFK event at Government Center
- b) Kieran (via chat) “Winni, should I email you more future events, concerning veterans, so it can be added in the minutes?”
 - i) Xavier responded event information can be sent to StamfordPSEC@StamfordCT.gov
- c) Minutes – Kieran asked about past minutes as some are missing from the website.
 - i) Xavier – asks interim board clerk for minutes review to be added to next agenda. Also asks if minutes can only be reviewed during a regular meeting.
 - ii) Winni – minutes can be reviewed at any meeting as long as they are listed on the agenda. Clerk gave brief overview of process; draft agendas sent to board and clerk asks they provide agenda items. If new agenda items aren’t sent, then not added to agenda. Minutes reviews were not previously submitted as agenda items.
- d) SUNDAY on-site times follows:
 - i) Parks & Recreation staff – very early
 - ii) Xavier – 9:45 am (at park); 10:00 am (PD HQ meeting, lineup distribution, etc.)
 - iii) Kate – 9:45am to unlock ambassador space & provide chairs to Parks staff
 - (1) Afterward will help Xavier mark the streets.
 - iv) Hubert – 9:30/9:45am (at park)
- e) Kieran asks Kate for information about magazine that would feature veterans.
 - i) Kate – magazine issue for the month has a whole veteran section. They normally mail copies to DSSD but they haven’t been received yet.
- f) Hubert gave thanks for everyone’s hard work. Looks forward to see everyone on Sunday.

Meeting adjourned at 2:40 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

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

Minutes submitted by Winni Paul (interim PSEC board clerk)