

Stamford Patriotic and Special Events Commission

Minutes (draft)

Thursday, November 3, 2022

The meeting was called to order at 2:01 PM by Xavier Shellman, Chairperson with all participants joining by Zoom.

<https://us02web.zoom.us/j/298066585413?pwd=S1ppUmc0cDYvY25QbzBsZGVucHNadz09>

Meeting ID: 980 6658 5413

Passcode: PSEC

One tap mobile

+16465588656,,98066585413#,,,,*864513# US (New York)

+13017158592,,98066585413#,,,,*864513# US (Washington DC)

Attendees

P&SEC Members: Xavier Shellman, Dave Kaplan, Kate Cook, Hubert Delany – quorum present.

Guests: Lt. Nick Montagnese, Archie Elam, Pat Parry, Steve Fischer, Chris Munger, Kieran Edmondson

Agenda

- 1) Read minutes from November 1, 2022 meeting.
 - a. The minutes were approved by unanimous vote.
- 2) Update on PSEC event registration
 - a. Dave Kaplan and Xavier presented updated status of National Guard participation in the parade and ceremony:
 - i. FIVE personnel from the 102nd Band will perform as a brass quintet at Veterans Park Ceremony Site
 - ii. FIVE personnel from the 192nd Engineer Battalion will march in the parade as a Color Guard
 - iii. TWO personnel and ONE HMMWV from the 143rd Regional Support Group Headquarters and Headquarters Company (HHC) will roll in the parade.
 - iv. ONE personnel and ONE pick up truck from the Recruiting Battalion will roll in the parade
 - v. NINE personnel from the 1-102nd Infantry Battalion (Mountain) will march in the parade
 - vi. participation.
 - b. Staging lineup diagram has been updated to reflect the current NG units.
- 3) Veterans Park Setup

- a. Dave Kaplan presented the Veterans Park Setup diagram and updated it with the groups suggestions.
 - i. **ACTION:** Dave Kaplan send the updated Park setup diagram to PSEC members and Paul Longo, Parks and Recreation.
- 4) Veterans Day Parade and Ceremony Project Plan:
 - a. Kate Cook reviewed status of Parade advertising.
 - i. **ACTION from last meeting:** Kate Cook develop Communications/Marketing Plan as an annex to the SOP. Send to PSEC members for review.
 - 1. **ONGOING:** Plan is nearly complete and in sufficient detail that final version can be delayed to focus on the Veterans Day parade.
 - b. Hubert Delany discussed status of invitations to VIPs, Officials, and 102nd Infantry.
 - i. **ACTION from last meeting:** Hubert Delany coordinate with Joe Colavito to determine who should contact the 102nd Infantry Bn Band/Quintet to lock in availability. Should lock in as soon as possible.
 - 1. **COMPLETE.**
 - ii. **ACTION from last meeting:** Hubert Delaney incorporate agreed changes and submit cover letter and request for 102nd flyover and ground unit support.
 - 1. **COMPLETE:** Flyover support is not available. Ground unit support is as listed in paragraph 2) a.
 - iii. **ACTION from last meeting:** Hubert prepare wording for the group Grand Marshal Citation and Proclamation, share to PSEC members offline for review, and send to the Mayor's office for approval by COB, Tuesday, October 18th.
 - 1. **COMPLETE:** Citation and Proclamation have been published.
 - iv. **ACTION from last meeting:** Hubert email copies of invitations for VIPs and Officials to PSEC members and guests before next meeting.
 - 1. **COMPLETE:** Letters have been sent out. Officials who have accepted the invitations to participate in the parade and ceremony are:
 - a. CT Governor Ned Lamont (will speak)
 - b. Senator Richard Blumenthal (will speak)
 - c. CT Attorney General William Tong (has been offered to speak)
 - d. State Senator Patricia Miller
 - e. State Senator Ryan Fazio
 - f. State Representative David Michel
 - g. State Representative Matthew Blumenthal
 - h. State Representative Dan Fox
 - i. State Representative Corey Paris
 - j. State Representative Kimberley Fiorello

- v. As stated in a previous meeting, once bios from all the WWII Vets are available, Hubert will prepare and hand deliver individual citations after the parade and ceremony.
- 5) WII Vet Co-Grand Marshals:
 - a. **ACTION from last meeting:** Stamford Veterans Council provide nominations as soon as possible.
 - i. **COMPLETE.** The Proclamation will include these WWII Veterans although not all will attend.:
 1. Daniel Bilotti, U.S. Army
 2. Harold Broadman, U.S. Navy
 3. Morris Corrente, U.S. Navy
 4. Frederick Drenckhahn, U.S. Army
 5. Charlie Guinta, U.S. Army
 6. Charles Jackson, U.S. Navy
 7. William Kalstas, U.S. Army
 8. Marvin Lawrence, U.S. Navy
 9. Opal Naiburg, U.S. Navy
 10. Stanley Pelter, U.S. Army Air Corps
 11. Mel Rich, Sr. U.S. Navy
 12. Gill Richman, U.S. Navy
 13. Dan Santagata, U.S. Army
 14. Bill Savage, Army Air Corps
- 6) Use of the Cove Island Park Tram as the parade vehicle for the Grand Marshals.
 - i. Use of the tram has been approved. A driver and one assistant will be at the tram to assist Veterans on board.
 - ii. Steve Fischer will be at the Tram to present baseball caps embroidered with “World War II Veterans” and boutonnieres to the Veterans.
 - b. **ACTION from last meeting:** Develop clear written instructions for the Grand Marshal designees on where to meet, how they will be greeted and escorted, and their mode of transportation to the staging area and during the parade.
 - i. **COMPLETE:** The tram will be prepositioned at the ground level exit to the Stamford Town Center parking garage. CERT personnel will monitor and escort veterans to the tram between 11:00 AM and 11:30: AM. Steve Fischer has sent instructions to the WWII Vets.
- 7) Keynote speaker.
 - a. **DECISION:** All agreed to select James Hatch, former Navy SEAL and Afghanistan war veteran as the keynote speaker. His 2018 memoir, “Touching the Dragon” has garnered wide acclaim.
 - i. **ACTION:** Pat will coordinate details with James. Dave Kaplan to follow-up with James on behalf of the PSEC.
 1. **COMPLETE:** James Hatch has accepted. Dave Kaplan has contacted James and welcomed him on behalf of PSEC.
- 8) Other speakers.

- a. **ACTION from last meeting:** Hubert determine if any of the invited VIPs want to present short remarks NLT COB, Tuesday, October 11th.
 - i. **COMPLETE:** See paragraph 4) b. iv above.
- 8) Park and Showmobile setup requirements
 - 1. Parks and Recreation is providing a flat bed trailer configured appropriately. Bunting will applied to form a “skirt”.
- 9) Trolley
 - a. **ACTION from last meeting:** Dave Kaplan & Colleen Harkey coordinate Trolley for continuous loop rides from Veterans Memorial Park to the Parade staging area as done for the 2022 Memorial Day Parade.
 - i. **COMPLETE:** Nora Hansen will be the trolley driver as was the case for the 2022 Memorial Day parade. Dave Kaplan has coordinated directly with Nora.
- 10) Flags on light poles along Bedford and Atlantic
 - a. A request for the flags was not made until November 1st. According to Kevin Murray, the flags will be up on Saturday, November 5th. All agreed that planning documents should include earlier coordination.
 - i. **ACTION:** Dave Kaplan update the planning SOP and gantt chart to include scheduling a request for flags 30 days prior to each parade.
- 11) Veterans Day Ceremony.
 - a. LTJG Michael DeBartolomeo recognition.
 - i. **ACTION:** If LTJG Michael DeBartolomeo's name can be added to the monument to Stamford's War Dead in time, add Rick Redness who will introduce Mayor Simmons to give short remarks to the Run of Show to present a short remark in recognition.
 - 1. **COMPLETE:** Colleen Harkey has determined that although the name will not be added in time, the proclamation will be presented to the family in attendance (13 family members). The Ceremony Program has been updated accordingly.
 - b. Placing of the wreath.
 - i. Members of the DeBartolomeo family have agreed to place the wreath.
- 12) Parking for Governor and Elected Officials
 - a. **DECISION:** All agreed that parking would be acceptable on the Stamford Mall parking ramp or the area behind the bank.
 - b. **ACTION:** Hugh Delany pass on parking information and Xavier's contact information to the Governor and elected officials.
 - i. **COMPLETE.**
- 13) Point person for the Governor
 - a. **DECISION:** Xavier Shellman will be the point person for the Governor if any questions or issues arise. Colleen Harkey will pass on Xavier's contact information if necessary.
- 14) Published program pamphlet for the Ceremony.

- a. Kate Cook presented her latest draft and incorporated the group's recommendations for changes and updates. All present agreed the pamphlet was ready for publishing.
 - i. **ACTION:** Kate Cook send the final version to Xavier for forwarding to Valerie Pankosky.
 - 1. **COMPLETE.**
- 15) Final Walkthrough in Veterans Memorial Park
 - a. **ACTION:** Xavier determine when Police are doing their walkthrough and include PSEC members.
 - i. **COMPLETE.** It was decided that instead of a walkthrough with Police, PSEC members will do a walkthrough early Sunday morning.
- 16) Parade pre-meeting with Police and CERT.
 - a. Xavier Shellman, Dave Kaplan, and Kate Cook will attend the premeeting scheduled for 10:30 AM on November 6th.
- 17) Final list of Elected Officials and Officers
 - a. **ACTION:** Hubert provide list of Elected Officials and Officers to PSEC members by Friday, November 4th.
 - i. **COMPLETE.** See Paragraph 4) b. iv. above.
- 18) The meeting was adjourned at 2:59 PM.
- 19) Upcoming meeting
 - a. Next meeting: December 7th at 2:00 PM, via Zoom,.

Submitted by:
David M. Kaplan
Patriotic and Special Events Commission