

Stamford Patriotic and Special Events Commission

** MEETING MINUTES (draft) **

Wednesday September 6, 2023 at 2:00 PM

The meeting was called to order at **2:01 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)

+13017158592,,87191603995#,,,,*476503# US (Washington DC)

Attendees:

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

P&SEC Members Not Present: Dave Kaplan

Guests: Charles Jacobucci, Kieran Matthew Edmondson, Stephen Fischer, Pat Parry, Colleen Harkey, Philip Alan Gerard

Agenda

- 1) Parade planning support
 - a) Discussion of additional parade planning support
 - i) No additional candidates have expressed interest in the Parade Coordinator role
 - ii) The previous candidate Commission has reviewed (Sergeant Charles Jacobucci) is currently in attendance at the meeting
 - iii) Prior to making any motions, Hubert requests interim board clerk (Winni Paul) to share what administrative guidance there is
 - (1) Per Winni, she was able to connect with Kris Bottoni from Purchasing Department to clarify what's needed. Since the Commission already has a budget line for Veterans Day Parade activities, Parade Coordinator would be entered into system as a new supplier and ensure funding is coming from that budget line.
 - b) Review interested Parade Coordinator candidates
 - i) N/A as noted above
 - c) Deliberate on follow-up needed
 - i) Motion by Hubert: to approve Sgt. Jacobucci as the Parade Coordinator. (1) Seconded by Xavier. Confirmed by Kate. Carried without dissent.**
 - ii) Xavier states previously approved pay rate (\$3,000) will cover work starting today through Veterans Day Parade
- 2) 2023 Veterans Day Parade Planning (Nov. 5th, rain date Nov. 12th)
 - a) Participants/Jot Form
 - i) Kate has been working on this
 - ii) Kate will onboard Sgt. Jacobucci with past attendee list, review past duties
 - (1) Hubert will also assist on this endeavor
 - b) Marketing
 - i) Xavier will complete special event permit request. Noted that Winni had shared

- resource attachments and process with her.
- ii) Kate hired graphic designer that they've previously used. Graphic designer has been sent all information needed to get started. Should have concept draft ready within the next week.
 - iii) Kate will get quote on printing mini flyers & other information
 - iv) Kate reached out to Advocate for ad rates as per feedback from participants
 - (1) Xavier thinks it's a great idea to have both print and online ads
 - v) Per Hubert, in the past, PSEC sent out press releases to Advocate, News12, or other local media.
 - (1) Per Kate, the Advocate has been non-responsive. Believes if press release focuses on the grand marshal, it is more likely to be covered by media outlets.
- c) Ceremony
- i) Brief discussion
- d) Troop request form, cover letter, draft list for VIPs, flyover request – all completed by Hubert
- i) Hubert shared screen regarding invitation draft. – Attendees provided feedback regarding updating parade start address, ceremony address, etc.
 - (1) Xavier recommends including start time for the parade and the ceremony
 - (2) Philip Alan suggestion of using Mayor's office for the invitation
 - (3) Xavier provided historical context regarding the Mayor's office assisting PSEC in the past with sending out info
 - (4) Hubert – after action for PSEC to have own stationary
 - (a) Per Xavier, PSEC stationary tabled until after
 - ii) Per Hubert, shouldn't delay sending troop request as they do everything by mail
 - (1) Per Xavier, typically they prefer requests to submitted 60 days in advance
 - (2) Hubert shared screen, form goes to the Community Action Board,
 - (a) Form is Request for Armed Forces Participation in Public Events (OMB # 0704-0290)
 - (b) Attendee feedback regarding titles (i.e. Hubert's title as state rep, military rank, etc.)
 - iii) Hubert shared screen re: flyover request
 - (1) Request for Military Aerial Support (OMB #0704-0290)
 - (2) Hubert answered attendee questions (i.e. static display)
 - iv) Hubert shared screen re: cover letter to be attached to the forms sent to the Community Action Board
 - (1) Xavier suggested edits re: dates, address, & Hubert's PSEC title
 - v) Hubert noted that invitation list is same
 - (1) Federal delegation, state leadership, local officials, and local veterans' orgs (including General Walsh)
 - vi) Per Xavier, Hubert can send out cover letters and troop invitations. Edited VIP letter can be sent to PSEC via email for review.
- e) Hubert recommends having another meeting prior to October to ensure onboarding of Parade Coordinator
- i) Xavier suggestion of within two weeks.
 - ii) Commission selects Tuesday Sept 19th at 2pm for special meeting**
- f) Run of show will be discussed at next meeting
- i) Xavier asked questions to solicit input from attendees
 - ii) Hubert volunteered to be the master of ceremony
 - iii) Kate, previously had radio personality to do the name announcements of parade

- (1) Brief discussion of showmobile
- 3) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov
- 4) General discussion (non-agenda items)
- a) Attendee question re: left seat-right seat definition
 - i) Hubert answered regarding military origins and usage of phrase
 - b) Commission video recordings of meetings
 - i) Winni reviewed the following
 - (1) What was covered during her FOIA training – not required for posting if only using to create meeting minutes.
 - (2) Directly asked Town Clerk via email – posting recording is not required
 - (3) Commission website updates and uploads – completed by Town Clerk, Board Minutes team, or selected designee
 - c) Per Kieran (verbally & via meeting chat)
 - i) Friday, August 4th- went to Cove Island Beach, for the 58th anniversary of those Connecticut service-members, who perished during the Vietnam War, as I rung the bells of those 28 Connecticut residents.
 - ii) Monday, August 7th- the Purple Heart Day ceremony took place, at the Veterans Memorial Park, as the Purple Heart flag was being raised.
 - iii) Monday, August 21st- me and Tom Finn went to the apartment, for Grey Watson, as we moved his mattress, bed stands, and table, for the new bed to go to his apartment, after he came home from the hospital.
 - iv) Tuesday, August 22nd- attended event at Veterans Resource Center with Mayor Simmons & Congressman Himes present
 - v) Friday, September 8th- me and Pat Parry will be at Zody's 19th Hole for a Meet and Greet ceremony, of those Navy Seals who served in the United States
 - vi) Monday, September 11th- at 8:30am, there will be a 9/11 ceremony at the Jackie Robinson Park for the 22nd anniversary of the terror attacks
 - vii) Wednesday, September 20th- there will be a Patriot Dinner ceremony at the Italian Center of Stamford
 - viii) Friday, September 22nd- there will be a stand down for veterans from 8:00am-2:00pm at the Danbury War Memorial and at the University of Bridgeport. <https://portal.ct.gov/DVA/Pages/Veterans-Stand-Down>
 - ix) Thursday, September 28th- there will be a housing presentation at the Stamford Veterans Resource Center from 10:30am-12:00pm
 - d) Grand Marshal discussion
 - i) Stephen Fischer – Veterans Council agreed to Kieran's suggestion that Major General Thomas Bouchard serve as grand marshal
 - ii) Motion by Hubert: to approve Major General Thomas Bouchard as the parade grand marshal.**
(1) Seconded by Xavier. Confirmed by Kate. Carried without dissent.
 - iii) Philip Alan Gerard (PAG) recommends Bouchard is asked to be guest speaker
 - iv) Stephen Fischer to send Hubert bio and information for proclamation
 - v) Major General Bouchard military bio:
<https://www.nationalguard.mil/portals/31/Features/ngbgomo/bio/3/3272.html>
 - e) Philip Alan Gerard had question regarding flyover
 - i) Hubert can inquire about it if it was officially for Stamford.
 - ii) Per PAG, if the multiple units were supporting our parade, it would be nice to officially recognize them
 - iii) PAG – can troop request process be incorporated into the PSEC's work, if

Hubert's not on the commission, etc. Also set up letterhead for PSEC.

(1) Hubert agrees that setting procedures in place

(2) After action review items include – stationery, SOP, etc.

f) Pat

i) Questions and commentary regarding flyover

ii) Historically PSEC had submitted these request forms

iii) Commentary regarding commission letterhead

g) Colleen

i) Historical context of past PSEC work

h) Budget

i) Per Winni, last week Ngan (Mayor's Office) and Xavier (chairperson) met to review. Responsibility of submitting invoices and related budgetary paperwork will now be done by Winni

ii) Winni to scan FY21/22 and FY22/23 invoices to be added to internal drive

iii) Xavier provided historical context regarding budget and processing

Meeting adjourned at 3:15pm

Next regular meeting: October 4, 2023 at 2:00 PM

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

Tuesday October 10 th	Thursday October 12 th
Tuesday October 17 th	Thursday October 19 th
Tuesday October 24 th	Thursday October 26 th
Tuesday October 31 st	Thursday November 2 nd

Minutes submitted by Winni Paul (interim PSEC board clerk)