

Stamford Patriotic and Special Events Commission

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

Thursday October 12, 2023 at 2:00 PM

The meeting was called to order at **2:02 pm** by Chairperson Xavier Shellman. Board member Hubert Delany led the meeting, 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: Pat Parry, Kieran Matthew Edmondson, Colleen Harkey

Agenda

- 1) Planning for Veterans Day activities (Nov. 5th, rain date Nov. 12th)
 - a) Parade Planning
 - i) Parade permit application update
 - (1) Xavier – permit is in processing. Have been in communication with multiple departments and many have checked off (i.e. Police, Fire, etc.). Pending parking meter and obstruction permit.
 - ii) Participant registration update
 - (1) Kate – had a few additional sign ups since last meeting. Can share two-part list with the group: (a) confirmed and (b) previous attendees who haven't registered. Asks if anyone has better connections, to send them a gentle reminder to register. Estimates she can send the list tomorrow.
 - (2) Hubert – taking point on reaching out to three (3) groups that Kate had previously sent him. Offers if there's more to be added to the list, either he can take care of them or delegate to Brian.
 - iii) Grand Marshal
 - (1) Sash & Plaque
 - (a) Hubert – provided general updates that General Bouchard is comfortable using his full name, including rank/retired for the plaque etc. There's a specific way to write it; Hubert will help ensure plaque format is correct.
 - (i) Kate – requests Hubert email her the name/rank format and will get the plaque in production.
 - (2) Vehicle
 - (a) Hubert – Bouchard wants to walk in parade instead of using a vehicle.
 - (b) Kate – provided update that sent email yesterday and will place follow-up call today to person who typically brings the military vehicles.
 - iv) Marketing update
 - (1) Graphics
 - (a) Kate – the designer sent finalized version last night. Kate will share those with the group for anyone who wants to send it to friends, family, post on social media, etc. Will also do similar distribution of the posters and flyers to local businesses as been done in the past.
 - (2) Print/Digital & Press Release

- (a) Kate – Hearst Media will be used for print/digital advertising. If an org doesn't have existing account, Hearst requires credit card payments. The City has several accounts with them. Reports board clerk has been very helpful in determining which account PSEC allowed to use so ads can be placed immediately. Anticipate finalizing PSEC account set up today.
 - (b) Kate – reports will work on press release this weekend.
 - (i) Hubert – report will follow up with Colleen to confirm details for the Stamford Veterans Park Partnership (SVPP) unveiling so it can be added to the press release. He confirms that two information points for press release will be (1) General Bouchard and (2) SVPP.
- v) VIP Invitations
- (1) Hubert – reports invitations went out, just waiting for replies. Community leader (John Jakob), whose email they received from the previous commissioner, requesting to march in parade and do a static boot display. John has a vehicle that holds the boot display, the back portion highlights the commitments from soldiers. Hubert advised John that he'd bring up the request at the PSEC meeting and connect him to Kate.
 - (a) Kate – requests Hubert to send John's information, she'll send him the registration link and related information.
 - (b) Later in the meeting Hubert shared photos of John's boot display.
 - (i) Photo 1 – miniature helicopter atop pickup truck



- (ii) Photo 2 – boot display behind glass in truck flatbed with names of fallen service members on the boots and pamphlets on honoring service members



- vi) Troop Requests
 - (1) Hubert – reports paperwork was submitted but hasn't heard anything. He has circled back to General Evon to give him a heads up and provide information on General Bouchard. General Evon is tracking the request, will try to push it along for PSEC but makes no promises.
- b) Ceremony Planning
 - i) Guest speaker will be grand marshal
 - ii) Proclamation/Citation
 - iii) Opening Prayer – Rabbi Philip Schechter
 - (1) Per Kate, Steve sent email to PSEC board that Rabbi is confirmed.
 - iv) Closing Prayer
 - (1) Per Pat, saw Rev. Winton Hill a few hours ago. He's aware of parade and committed to doing the closing prayer.
 - v) Talent
 - (1) National anthem
 - (a) Hubert – asks Kate to share any updates on Stamford High School performing the national anthem and possibly perform during the ceremony with band/percussion in case the quartet is unavailable.
 - (i) Kate – reached out to Rebecca, music coordinator for the schools. Rebecca responded last night and will check school availability. Kate to give her through the weekend to give board an update.
 - (2) Amazing Grace
 - (a) Hubert – asks Kate to share any updates from Fairfield County Police Pipes & Drums (FCPPD)
 - (i) Kate – FCPPD contact responded last night that they have a meeting next week and he anticipates they'll be able to participate.
 - (3) TAPS
 - (a) Hubert – Commander Gerard confirmed SEA cadets as backup.
 - (4) Three Volley Salute
 - (a) Hubert – asks Kate to share any updates from FCPPD
 - (i) Kate – FCPPD contact responded last night that they have a meeting next week and he anticipates they'll be able to participate.
 - (ii) Hubert asks when that meeting will be to try to determine whether update will be available for Tuesday or Thursday's PSEC meeting. Kate reports she'll follow-up with her FCPPD contact.
 - (iii) Per Pat, not sure board will receive update by Tuesday, hopefully Thursday because Andy Zubadi is leaving on vacation next week. Damian is in charge in his absence.
 - vi) SVPP
 - (1) Hubert – referenced his statement from earlier in meeting that he'd reach out to Colleen between now and Tuesday to get details on what Stamford Veterans Park Partnership (SVPP) will do at the event. He asks Colleen if there's anything that she'd like to share regarding this agenda item.
 - (a) Colleen – has no updates to share regarding SVPP unveiling part of the ceremony. Asks board to email her and she'll get them the details.
- vii) Wreath laying
 - (1) Hubert – General Bouchard has confirmed he and his family are willing to participate. Commander Gerard confirmed SEA cadets can assist.
- viii) Flag raising
 - (1) Hubert – asks Kate to share any updates from Stamford Police & Fire Department Honor Guard for the raising of the colors.

- (a) Per Kate, they responded and would be honored to do it.
- c) Photographer
- i) Kate – Bernie is unable to do the event; he’s retired. Had someone from the City to photograph the Memorial Day Parade as Bernie was unable. Kate will look in her emails for that name. She asks if anyone has ideas for alternatives.
 - ii) Hubert – will ask if any of his colleagues are interested or available
- d) Miscellaneous updates
- i) Local Live – confirmed
 - ii) Pat (via chat) – asks for the list of invitees and attendees in parade be shared.
 - iii) Hubert thanks Kieran for submitting quote for the program.
 - (1) Kieran – requested confirmation that quote would be included in the program. Hubert confirmed. Kieran also requested confirmation that the Stamford Veterans Resource Center (SVRC) would be thanked in the program. Hubert confirmed.
 - iv) CERT (Community Emergency Response Team)
 - (1) Xavier – in reference to Kate’s email about CERT, asks how many were there last time. Providing context that PSEC requested 16 CERT for 2022 Veterans Day Parade but got 12; felt this was an adequate number.
 - (a) Kate – unsure of exact number for other past parades. 2023 Memorial Day Parade had 14 assigned: 7 at step off & 7 helping SPD with street closures. Doesn’t know exactly how many they had day of. That was a sufficient amount. They were very helpful.
 - (i) Xavier asks if the 7 that helped with step off, did they later stay and assist in the park for the ceremony or were they dismissed as soon as step off concluded.
 - (ii) Kate clarified her ask to them was half go to the park, half stage themselves along the parade route to assist with spacing and ensure there were no clusters. She doesn’t have notes if that actually happened. Believes at least 1 CERT helped pass programs in park.
 - v) Water
 - (1) Xavier - asks if PSEC gets water for the event or if bottles need to be ordered.
 - (a) Kate confirms that a small cooler of water was available for people participating in the program and everyone sitting by the podium.
 - (2) Pat – shared that Stephanie had approached her a few years ago about the Veterans Day Parade. Stephanie and congregation members of her church would like to come and have a table with water and snacks to hand out. Pat relayed that if they’re for everyone, then yes, she can do that. Per Pat, Stephanie has distributed water for a few years. She wrote to Pat to ask if she could do it again.
 - (a) Xavier – confirms recollection of group providing water and it was really nice of them. Xavier states Stephanie is welcome to do that again.
 - (b) Pat – confirms she’ll send Xavier the contact information for Stephanie.
 - vi) Mobile vendors selling toy guns at previous parade
 - (1) Winni – reminded group that during Memorial Day Parade debrief there was discussion regarding some mobile vendors selling toy guns and other inappropriate items. Recommends a board member to reach out to Cashiering & Permitting to ensure it doesn’t happen again.
 - (a) Kate – confirms that a few people came up to her at the ceremony regarding this issue.
 - (2) Xavier – asks who authorized those vendors because in previous years they

never had vendors at any of the PSEC events. Though PSEC has not had vendors in the past, if they're going to be there, they need to know the guidelines, no play guns.

(a) Winni – stated that Cashiering & Permitting manages vendor permits. They would be the best point of contact as to what these vendors should or should not be doing.

(3) General discussion re: if there are formal guidelines vendors have to follow

(a) Kate shared insights as Downtown Special Services District (DSSD) typically has vendors at their parades. There's a formal application to vend at DSSD parade that's done through the City. Once vendor is approved by the City, the list is given to DSSD. Then DSSD sends vendors instructions (i.e. specific vending locations permitted, can't be on parade route, can't sell toy guns, etc.). Kate advises there's a DSSD staff member that communicates with the vendors.

(b) Pat – asks if the City of Stamford have a policy prohibiting vendors from selling toy or foam guns

(c) Per Kate, believes whichever organization is running the event is allowed to dictate what's prohibited. Believes the best first step is getting in touch with Cashiering & Permitting because it might be a simple ask; when vendor signs up for the Veterans Day Parade please let them know they can't sell toy guns.

(d) Hubert – states agreement to Kate's recommendation.

(4) Xavier – confirms that she'll reach out to Cashiering & Permitting. She'll find out what their guidelines are and if PSEC can get list of approved vendors to reach out to them.

2) Reminder: any questions can be sent to StamfordPSEC@StamfordCT.gov

3) General discussion (non-agenda items)

a) Pat shared the following updates:

i) David Kaplan will be honored by the Jewish Historical Society on Sunday October 22nd. She will send the invite to those who are interested.

ii) Stamford Veterans Resource Center (SVRC) will have luncheon for veterans on November 20th 11:30am-1pm at the Government Center, 4th floor.

(1) Hubert – plans on being there and will help serve food to veterans.

b) Kieran shared the following updates:

i) SVRC hosting transportation workshop, Tuesday October 17th 11:30am-1pm.

ii) Carmen Hughes (City's Director of Diversity Equity & Inclusion) dropped off new red shirts for SVRC volunteers to wear at parade and future events.

iii) Toys For Tots – Tom Fenner (American Legion commander, VRW member) getting in contact with Jenny, Chris Munger, and Steve Fischer regarding new headquarters and upcoming toy drive (November/December). Kieran restated what he had mentioned in August, Chris Munger doesn't allow anyone to donate toy guns for the Christmas drive because the kids are very young.

iv) Thanks to those who sent condolences on the passing of his father.

Meeting adjourned at 2:31 pm

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

Tues October 10th	Thurs October 12th	Tues October 17 th	Thurs October 19 th
Tues October 24 th	Thurs October 26 th	Tues October 31 st	Thurs November 2 nd

Next regular meeting: November 1, 2023 at 2:00 PM