



**Town of Wallingford ♦ Connecticut
Jubilee Parade Committee**

Regular Meeting Minutes

February 21, 2022; 6:32 PM, East Wallingford Volunteer Fire Department, Kondracki Lane

Call to order:

Parade Committee Chair Jonathan Judd called the meeting to order at 6:35 PM

Attendees:

Jonathan Judd, Bobbie Dise, Cathy Granucci, Lisa Powers, Sharon Whitehouse, Capt. Michael Colavolpe, Jim Seichter, John Rozz, Larry Zabrowski, Marty Mansfield, Christian Mansfield, Tim Clark, Bill Celata, Rajan Doering

Pledge of Allegiance.

Approve Minutes from January 19, 2022:

Motion: Marty Mansfield; **Seconded:** Bill Celata; **Motion:** Approved

Discussion Items:

Chair Report:

- 1) Jonathan, Bill, Police and Fire Departments met w/ Mayor Dickinson to review the pre-parade road closures, the plan is being finalized.
- 2) Meeting schedule change to the 3rd Monday in the month, next meeting is Monday March 21.
- 3) Jonathan exchanged a few emails with Tom Caneschi at Wallingford Government TV, and they are staffed part time with limited funds, so can only assist in a limited manner. A plan for the fixed camera locations, camera styles, aerial drones, and other manners to capture the parade need to be put together. Also identify the number of camera operators on parade day itself, need to work on a parade video highlight and full show in the months following the parade. Possible to loop in the Sheehan and/or Lyman Hall AV, although it is outside the school year.
- 4) We will march in the New Haven St Patrick's parade, scheduled for Sunday March 13th. This year we are representing the entire Wallingford Jubilee Week, and not just the Parade Committee, so the top hats and sashes are not required.
- 5) Jonathan working on Parade Newsletter draft that we would like to insert into an Electric Division bill this spring.
- 6) Post-parade BTTF DeLorean and Future Liner bus will also include entertainment in front of Town Hall which needs the third stage, power hookups and frontline PA.

Wallingford 350th Jubilee Parade Committee

Headquarters: 128 Center St, Wallingford, CT 06492 ☎ (203) 284-1807

• *Mailing Address:* c/o 350th Parade Committee, Town Hall, 45 South Main Street, Wallingford, CT

• www.wallingford350.org ♦ Email: 350paradechair@gmail.com



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7) The Jubilee Week Sponsors will be assigned a designated row of seating in the VIP bleachers. Right now it looks like we have 20 rows that can seat approximately 10 to 12 in each row. Bobbie Dise will coordinate with Jubilee Week and the sponsor organizations in setting up seating arrangements on the bleachers. On parade day we have volunteers to act as the greeter and usherette. Do we need a bouncer?

Signage:

- 1) Lisa can assist with the parade day layout of the banners and coordinate with Ulbrich to take inventory of what signs go where.
- 2) Test print out of the banner was shown, we will carry in the 2022 NH SPD Parade.
- 3) We still need to start to get a count of the various directional arrow signs needed across each of the 11 parking locations.

Volunteer Directors:

- 1) Greg and Sharon Whitehouse have 45 volunteer positions on the list. They defined all of the volunteer roles. Jonathan gave a few names for the hydration station and shuttle bus attendants. Do we have enough t-shirts & lanyards for everyone?
- 2) Five out of the six parade marshals are set.
- 3) Need three add'l chaperones for the pre-parade entertainment
- 4) Need a volunteer workshop to start matching the roles with the people such as the parade marshals and work out the hydration station plan (B of Ed? Poland Springs? BJs? Local businesses?)
- 5) Will continue to advertise on facebook looking for more volunteers.

Jubilee Committee:

- 1) Marty Mansfield noted the marketing effort is underway, multimedia, streaming.

Logistics Director:

- 1) Jonathan noted that our current float guidelines limit 12' in height measured from the street, North Main should have no problem with low-hanging branches.
- 2) Bill Celata gave an updated plan for the staging area.

Float Directors:

- 1) Tim and Larry noted that most insurance carries provide the ACORD-25, although some (such as Hagerty) does not. We can check with Risk Management to see if a standard Certificate Insurance is acceptable. Some local groups have a national car club umbrella policy, we need to determine if this would be doable.

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Fife and Drum:

- 1) Dawn Tatro was absent but noted the Fife & Drum units have 16 units participating in the parade, only 1 could not return from the original parade date.

Food Trucks:

- 1) Rajan working with food trucks in town for commitments. Only should need about 3 or 4 total stationed at Lyman Hall High School.

Website:

- 1) Jonathan will request several changes from Ryan at Wallingford Computer next week, along with the Float Guidelines.

Entertainment:

- 1) Johnny Rozz presented a few options for the Public Address (PA) set up for the various stages and Reviewing Stand. He is working on an overall plan.

Security:

- 1) Captain Colavolpe briefly spoke about the South Elm Street and Center Street road closures. A variable message board could be used to notify of road closures.
- 2) Discussed sign placements on the parade route.
- 3) Discussed notifying the businesses impacted by road closures.
- 4) Will follow up on the usage of drones
- 5) Need final lock down on road closures as soon as possible.

Public Comment:

- 1) Christian Mansfield discussed the boy scouts marching in parade as well as the older ones volunteering on parade day.

Round Table: None

Next Parade Committee Meeting:

March 21, 2022, Monday, East Wallingford Volunteer Fire Department 6:30 PM

Adjournment: A motion to adjourn at 8:05 p.m. was made.

Motion: Larry Zabrowski; **Second:** Bill Celata; **Motion:** Passed

Minutes respectfully submitted by Bobbie Dise, Secretary

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