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

**Regular Meeting Minutes**

June 19, 2019; 6:30 PM

East Wallingford Volunteer Fire Department, Kondracki Lane

**Call to order:**

Parade Committee chair John Sullivan was not able to attend. Jonathan Judd facilitated and called the meeting to order at 6:32 PM.

**Attendees:**

Jonathan Judd, Dawn Tatro, Daisy Lopez, Larry Zabrowski, Cathy Granucci, Rajan Doering, Marty Mansfield, Lt. Anthony DeMaio, Bobbie Dise, Nora Rightmer, Greg Whitehouse, Karen Ciorek, Mary Hildebrandt, Gina Nero

**Pledge of Allegiance.**

**Approve May 15, 2019 Minutes:**

**Motion:** Marty Mansfield; **Second:** Lt. Anthony DeMaio; **Motion:** Passed

**Discussion Items:**

1. **Chair Report:** John Sullivan gave updates *in absentia* as described below.
2. **Financial Director:** Jonathan Chappell was not present, John Sullivan submitted that there is approximately \$137K in the budget. The 350<sup>th</sup> Jubilee Committee has requested an advance of \$1,000 for parade-related advertising expenses that will be reimbursed, the appropriate invoices and purchase orders are being drafted.
3. **Fundraising Director:** Dawn Lindauer did not attend and no report given.
4. **Volunteers:** Greg & Sharon Whitehouse have a rough outline of the various volunteer categories for Day-of-Parade activities. They will coordinate with the overall 350<sup>th</sup> Jubilee week volunteer director Lori Cooke-Marra, as there is expected to be a need for ~150 volunteers.
5. **Jubilee Committee:** Marty Mansfield's report:
  - Gave a recap of the Jubilee wine tasting fundraiser, Gouveia is a supporter of the parade and will enter a float.
  - The Save-The-Date mailing for the Record-Journal is going out for the Jubilee week to ~20K businesses and residences.

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**Wallingford 350<sup>th</sup> Jubilee Parade Committee**

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

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

• [www.wallingford350.org](http://www.wallingford350.org) ♦ Email: [350paradechair@gmail.com](mailto:350paradechair@gmail.com)



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## Town of Wallingford ♦ Connecticut

- The fireworks testing will begin on Wednesday June 26, rain date Thursday June 27.
  - A skydiver is available to parachute in on Parade Date, could be considered.
  - A drone will also be in use during the parade to capture images.
  - The movie theatre ad is being edit and is scheduled to run this July or August
6. **Parade Director:**
- Many invites have been mailed via USPS, many other have received emails, others have had website contact forms filled out. We will soon start sorting through and reviewing the responses.
  - The Roaming Railroad has been booked; there is a possibility of allowing one of the primary sponsors to take children along the parade route.
  - The South Philly String Band is preparing to send a contract for review
7. **Logistics Director:** Bill Celata did not attend, and no report given.
8. **Float Directors:** Larry noted that the Float Guidelines are posted on eth website, and we are ready to start receiving and processing applications. There will also be a need to have an orientation workshop as we get close to parade date, so the float builders know what is allowed.
9. **Fife and Drum:** Dawn Tatro mentioned that approximately twenty fife & drum units have been contacted. We expect to hear back by end of year, as not all units meet on a monthly basis.
10. **Food Trucks:** Mary & Gina are working on the overall food truck plan. The application form needs to be designed and will need to give the vendors information on required health department permits, registration fees, arrival times, insurance policies, and other details the vendors will need to provide to the town. A parade day plan for the five locations will need to be developed.
11. **Entertainment:** Johnny Rozz was not present, so no report as given. John Sullivan has booked musical acts for performances on the two main stages along the parade route, one of which is being sponsored by Pat Russo music.
12. **Police Report:** Lt. Anthony DeMaio gave this report:
- WPD has purchased barricades and taken delivery.
  - He would like to know the name of a contact within the New Haven police department to get some information about their St Patrick's parade day operations plan. Jonathan will check with the NHSPDP organizers.
  - Many street closures and rolling re-openings will be needed, this will be scheduled after the finalization of the Logistical Map.

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- Connecticut Transit bus diversion and re-scheduling contact has been determined.

### Round Table:

None

### Next Parade Committee Meeting:

July 17, 2019

East Wallingford Volunteer Fire Department 6:30 PM

### Adjournment:

A motion to adjourn at 7:15 PM was made.

**Motion:** Lt Anthony DeMaio; **Second:** Larry Zabrowski; **Motion:** Passed

Minutes submitted by

Jonathan C Judd, Secretary.

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