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

**Regular Meeting Minutes**

November 17, 2021; 6:30 PM

East Wallingford Volunteer Fire Department, Kondracki Lane

**Call to order:**

Parade Committee chair Jonathan Judd called the meeting to order at 6:33 PM

**Attendees:**

Jonathan Judd, Bobbie Dise, Tim Clark, Bill Celata, Johnny Rozz, Sharon Whitehouse, Greg Whitehouse, Capt. Michael Colavolpe,, Larry Zabrowski, Cathy Granucci, Jim Seichter, Rajan Doering

**Pledge of Allegiance.**

**Approve Minutes** from October 20, 2021:

**Motion:** Bill; **Seconded:** Greg; **Motion:** Approved

**Discussion Items:**

- **Chair Report:**
  - 1) We are still working on the local civic and business units and will continue throughout the autumn.
  - 2) Jonathan worked with Marty Mansfield to sort out the parade budget
- **Signage:** We have templates and mock-ups of the various signs.
  - a. Jonathan and Lisa Powers met with the Graphics Designer and went over the signage inventory.
  - b. We have vector or PNG logos from Choate, need to get the same from the 350 +2 from the Jubilee committee and the other Silver / Gold sponsors.
  - c. Parade Signage will contain a uniform look with regards to logos, Pantone colors, and fonts. The same schema will be used for the overall Jubilee Week marketing signs
- **Volunteer Directors:** Greg and Sharon Whitehouse, working with Roxane McKay to get the best contact from inside Lyman Hall and Sheehan High School for volunteers. Looking for other sources and will meet with committee to establish number of volunteers and where they are needed.
- **Jubilee Committee:** Marty Mansfield and Jonathan worked to reconcile the parade donations and funding line items.

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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

- **Logistics Director:** Bill Celata will work with the Meriden Public Works to ensure both town's Risk Managers have the appropriate insurance forms. Northford VFD & FD will be entering some combination of Honor Guards, Floats, Engines, and / or Marching Units. On target with busing, bus route, staging.
- **Float Directors:** Tim, Jim, & Larry are working on the Float schedule with Jonathan.
- **Fife and Drum:** Dawn Tatro needs to get the Insurance Liability forms from each unit, possibly from other non-paid marching units as well. This is not a concern for the floats as the ACORD 27 will cover liability.
- **Food Trucks:** Food trucks might be placed at Moses Y and / or LHHS. Rajan will check with some of the Food trucks and gauge what their interests are.
- **Entertainment:** Johnny Rozz gave an update for the sound system on the two stages. Working on the roles of various entertainment on timing and locations.
- **Security:** Captain Colavolpe noted that road closures won't be finalized until approximately late May, 2022.
- **Website:** The website has expired due to parade rescheduling because of the virus and hoping to get it up and functional within the next few days.

**Public Comment:** None

#### Round Table:

Dawn Tatro, also *in absentia*, asked for the committee to consider if we want to march in the 2022 NHSPDP, reminder that we won the Best Civic Non Profit award in 2019, so we have a title to defend.

#### Next Parade Committee Meeting:

December 15, 2021

East Wallingford Volunteer Fire Department 6:30 PM

#### Adjournment:

A motion to adjourn at 7:34 PM was made.

**Motion:** Jim Seichter; **Second;** Larry Zabrowski; **Motion:** Passed

Minutes respectfully submitted by

Bobbie Dise, Secretary

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