

# **Veterans, Ceremony, and Parade Commission Regular Meeting**

## **Fowler Memorial Building**

**45 New Haven Avenue, Milford, CT**

**Monday, June 13, 2011**

**Call to Order:** Mayor Richetelli called the meeting to order at 1902 hours. A quorum was present. All present joined in the Pledge of Allegiance.

### **1. Roll Call**

Commissioners William Kates, Christopher Roberts, Christine Smith, Thomas Flowers, Ellenor Olson, Timothy Mead, and Russell Edwards. Also present were Mayor James Richetelli, Robert Paddock, Wayne Carson, and Alderman Bill Bevan.

### **2. Matters of Organization**

Mayor Richetelli congratulated the Commissioners on being appointed to the new Commission. He noted that this is now an official board of the City of Milford, and they are required to be in compliance with the Freedom of Information (FOI) laws and regulations. The Mayor distributed to all present the Commission's Ordinance and the FOI information packet.

Mayor Richetelli explained that the Commission's duties and responsibilities are spelled out in the Ordinance. He informed the Commissioners if there are any requests for building maintenance and issues, the Commission should compile a list to be presented at a future meeting with the Chairman and Vice Chairman and Milford Public Works. Commissioner Smith commented that the previous Fowler Memorial Commission had compiled a list, which included such issues as leaking, security for the building, and air conditioning.

### **3. Election of Chairman**

Mayor Richetelli asked for nominations for Chairman.

*Commissioners Smith and Edwards made and seconded a motion to nominate William Kates for Chairman. Motion carried unanimously.*

Mayor Richetelli turned the floor over to Chairman Kates.

### **4. Election of Vice Chairman**

Chairman Kates nominated Christine Smith for Vice Chairman. *Carried unanimously.*

Chairman Kates invited everyone present to introduce themselves.

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Mr. Carson noted that although he is not a member of the Commission, he asked permission to be able to attend the meetings. The Chairman informed him that he is more than welcome to attend the meeting, and his input and insight are encouraged.

Alderman Bevan commented that he is the liaison for the Board of Alderman and is available for any questions or concerns the Commissioners might have. He also suggested the next meeting's agenda should include an item allowing for statements from the general public.

#### **5. Selection of Regular Meeting Dates**

Chairman Kates opened the floor to suggestion for the selection of regular meeting dates.

*Commissioner Mead and Vice-Chair Smith made and seconded a motion to set the regular meeting dates on the second Monday of each month at 7:00 pm, to be held at the Fowler Memorial Building. Motion carried unanimously.*

#### **6. New Business**

Mr. Paddock presented to the Commission a procedure template he created for Veteran's events. The Chairman thanked him for his work, and commented that this will go a long way to set up order on parades and ceremonies.

Chairman Kates informed the Commissioners that the next event they needed to discuss is July 4<sup>th</sup>. He explained in years past, the tradition has been to meet at City Hall at 8:45 am, and at 9:00 am march from City Hall to Milford Cemetery to decorate the Revolutionary War Monument. Following that, there is an informal ceremony held at Liberty Rock in Devon. He commented that at this point, just the invitations needed to go out.

Commissioner Roberts inquired if there is any department that should be contacted prior to the event to ensure the monument is properly prepared for the ceremony. The Chairman answered it might be something to contact Milford Parks and Recreation about. He said he would inquire further on the subject.

The Commissioners discussed the need for a list and/or diagram of all vets buried in Milford cemeteries to ensure that their stones will be properly decorated on appropriate holidays. They discussed getting more information from the Graves Commission. The Chairman commented that the cost for the flags used to decorate the gravestones comes out of the Commission's budget. Commissioner Edwards requested a copy of the budget, to which the Chairman said he would have it at the next meeting.

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Commissioner Olson informed the Commissioners that she would be contacting Trinity College to inquire about having an intern come and work with her in the Johnson Museum. She requested for the Commission to set earmark some funds in the budget for administrative costs.

Vice-Chair Smith presented a request from the Milford Volunteers Ancient Fife and Drum Corps to use the Fowler Memorial Building on July 10<sup>th</sup> from 1:30 pm to 4:30 pm for a fundraiser meeting. The Chairman commented he was in favor of granting that request. He noted that the Ancient Fife and Drum Corps is a tenant to the building and has a key.

Commissioner Mead commented that he would like to see the continuation of dissemination of information for the good of all Veterans' groups.

#### **7. Adjournment**

Commissioners Mead and Flowers made and seconded a motion to adjourn at 2015 hours. Motion carried unanimously.

Recorded by C. Birney