

**VETERANS, CEREMONY, AND
PARADE COMMISSION
REGULAR MEETING
MARCH 12, 2012**

The Veterans, Ceremony and Parade Commission held their Regular Meeting on Monday, March 12, 2012 in the Fowler Memorial Building, 45 New Haven Avenue, Milford. Chairman W. Kates called the meeting to order at 7:14 p.m. and asked those present to stand for the reciting of the Pledge of Allegiance.

I. Roll Call

MEMBERS PRESENT

William Kates, Chairman
Christopher Roberts
Thomas Flowers

Absent/Excused: Christine Smith, Russell Edwards, Tim Mead

II. Consideration of Minutes – February 13, 2012

Mr. Roberts and Mr. Flowers made and seconded a motion to approve the minutes of the February 13, 2012 meeting as presented. Motion carried unanimously.

III. Public Comment/Questions

None.

IV. Chairman's Report:

a) Parades/Ceremonies – Chairman Kates reported that Mr. Edwards would be handling the arrangements for the Memorial Day Parade with input from this Committee. Chairman Kates stated he would take care of the flags.

b) Building Maintenance – Chairman Kates stated the Committee needed to have the conversation as to whether it is time to make a move in a big way or a small way with regard to necessary work in and around the building.

Mr. Roberts suggested starting in a smaller way initially.

Chairman Kates suggested making the necessary repairs for leaks and some minor repairs in the building. He stated he was not sure at this point how to handle the parking issue behind the building and further he still did not have any information about the purported arrangement with SBC concerning parking.

Mr. Roberts suggested to Chairman Kates that he bring the issue of parking to the Mayor's attention and ask him if there is an arrangement in place between SBC and the City. A brief discussion ensued.

Mr. Roberts mentioned he is still looking into a possible proposal for an ADA egress ramp for the building. He reported he is still working with engineers but does not have anything tangible at this point. He spoke of the importance of making the building more accessible which would accommodate so many more people. A brief discussion ensued regarding plans and the possibility for apply for grant monies for the work.

Chairman Kates also stated he would like to see some work done in the kitchen, specifically some of the mold issues they are having.

Mr. Roberts added there are leaks in the men's bathroom and also that some minor work needed to be done as well. He suggested checking all of the bathrooms for any leaks.

c) Building Usage – Chairman Kates reported he received a monthly calendar of events from Mrs. Smith. He stated he has received three requests for use of the building. He stated the first request came from Diane Vassuer, however she called to say she no longer needs the use of the building because of the size of the event. Chairman Kates stated he also received a request from Diane Kunth from the Milford Harbor Duck Race seeking use of the building for the storage of the ducks prior to the race. He stated in that past Ms. D'Amico allowed them to store boxes for the event. He stated she was seeking storage from May 3 through May 5, 2012, which is the actual date of the race. Chairman Kates stated he did not know how many boxes they were talking about. He stated the building is used during the day on the Thursday, but that she could have access after 2:00 p.m., or perhaps she could use the second floor for storage. A discussion ensued regarding the cement pilings to the side of the building and the possibility of having them moved for easier access to the building. Mr. Kates stated he would look into this.

Mr. Roberts and Mr. Kates made and seconded a motion to accept the request from Diane Kunth to use the Fowler Building for storage purposes only from May 3 through May 5, 2012, with conditions. Motion carried unanimously.

Mr. Flowers noted that per Roberts Rules of Order, the Chairman does not make motions. Chairman Kates noted the observation and stated for purposes of the motion the gavel was handed over to Mr. Flowers. Following the motion, Mr. Kates resumed as in his capacity as Chairman.

Chairman Kates stated the third request came from a Jennifer Marchesseault who is looking to use the building on a Tuesday or Wednesday evening once a month. He stated she is looking to set up a support group for children with special needs. He stated based on the calendar the only day open would be the 2nd Wednesday of each month. Chairman Kates stated he also spoke to Ms. Marchesseault regarding insurance.

Mr. Flowers and Mr. Roberts made and seconded a motion to allow the use of the building on the 2nd Wednesday of the month to be contingent upon her supplying a proper Certificate of Insurance to the City (Commission). Motion carried unanimously.

Mr. Roberts stated he was told the Commission would need to approve the DAV's request for a telephone line in the office for data and faxes.

Chairman Kates stated they would take up the request under New Business. Chairman Kates also commented regarding the previous names of the Commission which was MAPO and what most people still remember this

group by. He stated he would like to give some thought in the future to renaming this Commission and suggested "Citizens of Milford Parade and Ceremonies Commission" (COMPCC). Chairman Kates also reported he would be attending the Board of Aldermen Budget Session on April 12, 2012 to present the Commission's budget and answer questions. He stated no one else from the Commission was required to attend, but were welcome.

V. Unfinished Business

a) Update – Purchase of flags – Chairman Kates reported he will be talking with the flag people.

b) Update – Location of cemetery plots – Chairman Kates stated he had not had a chance to speak with Linda Natoli.

Mr. Roberts stated he would contact her and find out the locations. He stated he would also speak with her about this being a scout project.

c) Update – Firing/Rifle squad for ceremonies/parades – Chairman Kates stated he has not been approached by anyone.

Mr. Roberts stated he has non-firings, but they are just for parades.

Mr. Flowers stated he too has non-functional rifles.

d) Update – Memorial Day Parade – Chairman Kates stated he would get a report from Mr. Edwards for the next meeting.

e) Update – Wreaths for Monuments – Chairman Kates stated he would take care of the wreaths.

Mr. Roberts asked where they are ordered from how long they last.

Chairman Kates responded it depends on the season that they can last longer than a week or sometimes less in hot weather. He stated he purchases the wreaths from Beachwood and that they do a great job.

Mr. Roberts suggested using artificial flowers for the wreaths if they want them to last longer.

VI. New Business

Mr. Roberts stated he was seeking the permission of the Commission to approve the DAV's request for a telephone line in the office for data and faxes in the DAV office.

Chairman Kates stated he did not believe the Commission would have a problem with this request, but would look into it.

Mr. Roberts stated he was told DAV would need permission from this Commission and Public Works.

(Chairman Kates turned the meeting over to Mr. Flowers for the purposes of making a motion.)

Chairman Kates and Mr. Flowers made and seconded a motion to accept the DAV's request to install a telephone line in their office. Motion carried unanimously.

Mr. Kates resumed the Chairmanship from Mr. Flowers.

Mr. Flowers stated the veterans agencies would help coordinate with Mr. Edwards regarding flags for the parades, etc.

VII. Announcements

None.

Being no further business to discuss, Commissioner Flowers and Roberts made and seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Kathleen K. Huber
Board Secretary