

**VETERANS, CEREMONY, AND  
PARADE COMMISSION  
REGULAR MEETING  
NOVEMBER 17, 2011**

The Veterans, Ceremony and Parade Commission held their Regular Meeting on Monday, November 17, 2011 in the Fowler Memorial Building, 45 New Haven Avenue, Milford. Chairman W. Kates called the meeting to order at 7:12 p.m. and asked those present to stand for the reciting of the Pledge of Allegiance.

1. Roll Call

MEMBERS PRESENT

William Kates, Chairman  
Christine Smith, Vice Chairman  
Ellenor Olson  
Thomas Flowers  
Russell Edwards (7:57 p.m.)

ALSO PRESENT

Gregory M. Smith, Chairman, BOA

Excused: Tim Mead, Christopher Roberts

2. Consideration of Minutes

Commissioners' Flowers and Olson made and seconded a motion to approve the minutes of the September 12, 2011 Regular Meeting (as read into the record by Vice Chairman C. Smith). Motion carried unanimously.

Commissioners' Flowers and Olson made and seconded a motion to approve the minutes of the October 10, 2011 Regular Meeting (as read into the record by the recording secretary). Motion carried unanimously.

3. Public Comment/Questions

Mr. Greg Smith, Chairman of the Board of Aldermen spoke regarding the permitting process for the recent Veteran's Day Parade. He commented there was a great deal of undue bureaucracy especially considering the parade was a city event. He suggested the Committee bring this to Mayor Blake's attention in January and hopefully he will be able to streamline the process.

Mr. Flowers commented this organization has yet to be recognized, but that they are making every effort to be acknowledged.

Mr. Smith stated the Committee would still need to contact the police department for future events, as well as public works. He stated he believed Mayor Blake would be able to assist the committee with those two departments. Mr. Smith offered his help coordinating these events in the future. He stated when he served on the Fowler Commission he coordinated many parades and stated he has a list of organizations/units who may wish to march in future parades. He also suggested in the future the Committee invite the Marine Corp League and the Patriot Guard Riders. Mr. Smith also recommended the Committee come up with a list of groups that will march annually.

Mr. Kates agreed the Committee would reach out to as many outside groups.

Mr. Smith also suggested the Connecticut Yankee Council would be able to extend invites to the boy scouts and girl scouts in the City.

Commissioner Smith stated she created a data base from invitees from past parades. She also stated she did receive calls from several troops.

Mr. Smith also suggested the Committee contact the Sea Cadets and the Marine Corp. Cadets. He stated the reason for the formation of this Committee is to maintain the Fowler building and work on parades. Mr. Smith stated he has also spoken with Mr. Hardiman who organizes the annual Saint Patrick's Day parade and stated he would be happy to provide some assistance. Mr. Smith stated he wished to address one other issue this evening regarding the Veterans Graves & Preservation Commission. He stated he has learned they do much more in this City than they are given credit for. A brief discussion ensued.

Chairman Kates commented there is a great deal of expertise in that group.

Mr. Smith stated he had one final comment this evening which he stated concerns the agenda. He recommended the Commission add to its agenda the following items: 1) Parades/Ceremonies, 2) Building Maintenance and 3) Building Usage. He stated these are items that would be discussed at each meeting and therefore should appear on the agenda. Discussion ensued.

(Note: Mr. Smith left the meeting at 7:37 p.m.)

#### 4. Unfinished Business

a) New Building Request Form – Vice Chairman Smith reported she made the corrections to the form as suggested by the Assistant City Attorney. She went on to explain the form and language change to item numbers 7 & 8. She stated they also added a correction regarding the proof of insurance.

Chairman Kates asked if the applicant would have to have the form notarized.

Vice Chairman Smith responded yes.

Commissioner Olson commented it would be easy for someone to accomplish, adding a person could go to any bank and have it notarized. She also thanked Vice Chairman Smith for all of her work on the form.

Chairman Kates echoed the comments of Commissioner Olson and stated he too appreciated the efforts of Vice Chairman Smith.

Vice Chairman Smith and Mr. Flowers made and seconded a motion to accept the form in its current form. Motion carried unanimously.

Chairman Kates reiterated the form was well put together and would be instrumental for the Commission's work here.

Discussion regarding the Veteran Service Office position which was rolled into the Human Resource Department. It was noted the Commission was going to look into whether it was still a functioning program.

Commissioner Olson commented Wilma Walsh was instrumental in working in that area.

Chairman Kates suggested one of the retired veterans could pick this up and perhaps put some feelers out.

b) Parking/Building Maintenance Use – Vice Chairman Smith reported she received an e-mail from Patty Dear stating they have not been able to use the six allowed parking spaces behind the building. She also wrote that two members received parking tickets the night of their meeting.

Chairman Kates asked if their meeting was on their standard meeting date.

Vice Chairman Smith responded she believed it was, but would have to check. She also reported the Milford Fife and Drum would like to use the building on Sunday, November 20, 2011 for practice.

Chairman Kates asked about the issue of the rodents (mice).

Vice Chairman Smith reported all food has been removed and that she has not heard anything more at this time.

Commissioner Olson asked about flag etiquette. She stated the flag in front of this building is being flown without any illumination at night. Discussion ensued regarding front of the building and handicap parking.

## 5. New Business

a) Veterans Day Ceremony Critique – Vice Chairman Smith reported a lot of dignitaries attended. Both Mr. Edwards and Mr. Flowers noted it was an election day.

Mr. Flowers stated the Chair did an outstanding job. He also thanked Mr. Edwards and Mr. Carlson for a great job and being there.

Chairman Kates also thanked Vice Chairman Smith for all her help behind the scenes with the invitations. He stated for this Commission's first effort the parade went off well. He stated he believed they had learned a lot and how to handle future events.

Mr. Flowers pointed out the chaplain was not called upon during the wreath laying ceremony.

Vice Chairman Smith asked the Commission members to look over the list of invitees and see if anyone could add any names.

Mr. Edwards stated when he ran parades in the past he would go to the Chamber of Commerce to get a list. He stated he would generally send out over 100 invites, which he stated included a list of dignitaries.

Vice Chairman Smith stated she would like to invite Bob Gregory to a meeting. She explained he was unable to attend tonight due to a conflict, but perhaps he would attend a future meeting. She also took the opportunity to thank Officers Dumas and Sharoh from the Milford Police Department for their help.

b) Disbursements – Chairman Kates stated he had a bill for the wreaths. He also stated Mr. Gregory had indicated to him he had a bill for the invitations.

c) Approval of Schedule of Meeting Dates for 2012

Vice Chairman Smith and Mr. Flowers made and seconded a motion to approve the Schedule of Meeting Dates for 2012. Motion carried unanimously.

Chairman Kates noted Veterans Day falls on a Sunday next year and suggested they start the events in reverse order. He also reported he received an e-mail from Mr. Gregory inviting the Commissioners to attend the Mayor's Inauguration on Monday, November 21, 2011. He also asked if the color guard would be available for the event and if so to report at 6:45 p.m.

Mr. Flowers stated it was short notice, but that he did have a few core members that would be able to do it.

Vice Chairman Smith stated she would let Mr. Gregory know. Chairman Kates stated he would call Mr. Paddock.

(Note: Commissioner Flowers left the meeting at 8:23 p.m., due to another commitment).

Chairman Kates reported that Commissioner Olson had conveyed to him that she will no longer be able to serve this Commission after the end of the year.

Commissioner Olson stated after careful decision she would be leaving at the end of the year. She stated she needed to carve some time for herself.

Chairman Kates stated he was sad to see her go and that she would be greatly missed, noting she brought a wealth of information to this Commission.

Commissioner Olson thanked the Commission. She stated there was a wonderful pool of people to draw from for this Commission.

Chairman Kates reiterated it was sad to see her go, but appreciated all of her hard work.

6. Announcements – Vice Chairman Kates distributed photographs she took at the Veterans Day Parade. She also reminded the Commission she would not be at the next meeting.

Chairman Kates asked if any of the Commissioners had anything for next month's agenda.

Vice Chairman Smith stated they needed to get the process started for the maintenance list.

Chairman Kates reported the walkway for the Revolutionary War monument is not approachable and that the walkway had been cleared.

Being no further business to discuss, Mr. Edwards and Mrs. Olson made and seconded a motion to adjourn. Motion carried unanimously. The Committee adjourned at 8:32 p.m.

Respectfully submitted,

Kathleen K. Huber  
Board Secretary