

Memorial Day Parade Committee Minutes

Wednesday, March 23, 2022, at 6:00 pm

Colchester Town Hall Meeting Room 2

List of Attendees: D. Henderson, C. Emmerson, T. O'Meara, N. Treacarten, E. Hein, C. Brown, A. Miller, A. Bisbikos (First Selectman), F. Jackter, J. Markham, M. Poshan, B. Robbins, T. Hardy, F. Brown, M. Hedwall

- Quick Recap- Many new attendees to tonight's Memorial Day committee meeting. A quick review of the flow of tonight's meeting. We had a meeting last month but today is our first official meeting (Wednesday, March 23, 2022). Our agenda always sticks to the same six elements. The theme, the speaker, and the Grand Marshal, etc. The reason for the clerk and notes is to ensure that we follow a subset of rules, use the funds we set aside for a clerk that is paid for by the town.
- 1) Meeting called into order by D. Henderson stepping in for Chairman Al. Letendre who was not in attendance. Time called 6:06 pm
- 2) Approve minutes of March 16 meeting
 - a) The March 16th meeting was not an official meeting
 - b) Today Wednesday, March 23rd is our first official meeting
- 3) Citizens comments – None
- 4) Review tasks, checklists, and make assignments
 - a) Car for Grand Marshal. - Yes
 - i) Finklestein has agreed to be one of the Grand Marshals. Clark has agreed as well.
 - (1) As we get closer to the date, we will check in with both the gentlemen
 - (2) D. Henderson motions to agree on the details of Mister Finklestein and Mister Clark. Seconded
 - ii) Vehicle and Drivers
 - (1) Jeep offered by Dan Henderson
 - (2) Treacarten offered a vehicle
 - (3) Multiple gentlemen offered their vehicles at once
 - (a) Troiano, Brian, Tom Allyn offered
 - (b) Horse and Carriage offered by Allyn
 - b) Veteran's trailer and truck
 - i) Terry Dominic usually handles the Veteran trailer and truck
 - (1) We will contact him
 - c) Guest speaker has been confirmed Lieutenant Colonel Steven Norwakowski: State Aviation Officer
 - d) The Parade Brochure
 - i) Example was passed around. The theme changes but the format will remain the same.
 - e) Contact John Paul Peck – Taps
 - i) Boy Scout that does all our Taps
 - ii) Al Letendre got a hold of John Paul Peck
 - f) Press Releases
 - i) One in April and one in May: Al Letendre usually takes care of this
 - ii) Dan Henderson suggested that the First Selectman Andreas Bisbikos with do a press release the week before the parade to go over the theme and get the word out there.

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- (1) The First Selectman offered to get the word out all of May
 - (a) Email blast
 - (b) Social Media
 - g) The Clergy for Benediction and Invocation
 - i) In years past, Rabbi Alter
 - ii) Pastor Charlie Brown offered to read one
 - (1) As we get closer to the date, we can figure out who will read what.
 - h) Contact St. Andrews Choir
 - i) This responsibly used to be covered by Ray
 - ii) Al. Letendre will follow up next meeting
 - (1) Terry Phillips
 - i) Invite Police Department, Public Works, and the Fire Department
 - i) This is usually done the last meeting
 - ii) First Selectman will help organize getting them to the last meeting so they can call coordinate during the parade
 - iii) Resident State Trooper Sgt. Darrell Tetreault
 - iv) Public Works with pull the trailer
 - v) Firefighters have as good routine done
 - (1) Reminder for ladder and flags
 - j) Invite Military Marching Units
 - i) Invites have been sent out
 - (1) Marine Reserves
 - (2) Coast guard
 - (3) Navy subbase
 - (4) Air Force
 - (5) Army National Guard
 - k) Purchase Signage Stakes
 - i) In the past we used cones and chalk
 - l) Assemble Sign Stakes with Numbers
 - i) We need about 50 stakes
 - m) Request Town Sound System
 - i) First Selectman
 - (1) Usually borrow the sound system from Parks and Recs
 - (2) The First Selectman will initiate the conversation with Parks and Rec about the sound system
 - (a) Chris Emmerson offered the pickup the sound system and returned it to Parks and Rec.
- 5) Review Parade Budget – Clerk pay and functions
 - a) \$2000- We still need to finalize the budget and expenses
 - i) This budget does not include inflation. We have not had a parade in two years. Are the moment we have rough estimates
 - ii) Flags
 - (1) Flags on Head Stones \$645
 - (2) Wreaths
 - (3) George Washington -
 - (4) Water for Vets on trailer -

- (5) Cones Stakes
- (6) American Legions
- (7) Public Works Employee -
- (8) Hayward Fire Department-
- (9) Police-
- (10) Printing Brochures
- (11) Etc.

6) Review any other items as necessary

a) Review existing marching order

- i) John suggested Grand Marshal, armed guard, and a line of veterans. Start the parade with the who we are honoring this parade

- (1) Emily Hein mentioned that everyone is spaced out to allow a flow to a parade. All the veterans are not able to march side by side. There is no way to have everyone at the front

- (a) Over the years this has been another best course of action

- (i) We are open to tweaks to the marching orders if unanimously agreed upon

- (ii) All elected officials walk together has an element

- 1. Example – Board of Selectmen walk as a group
- 2. Town Committees

b) Theme:

- i) Colchester remember our citizens who gave their tomorrows for us for our today's.

- (1) All in favor

c) Applications

d) Rainy Day/ Back Up Plan

- i) The parade will take place on Monday if the weather is not good on the original date
- ii) We should still honor the veterans even if the weather does not hold up

e) Next Meeting April 6, 2022

7) D. Henderson motion to adjourn at 6:58 pm.