



TOWN of DARIEN
MONUMENTS & CEREMONIES COMMISSION
Town Hall, 2 Renshaw Road, Darien, Connecticut 06820

RECEIVED
3:04 PM
JAN 10 2012

TOWN CLERK'S OFFICE
DARIEN CT.

Monuments and Ceremonies Commission Meeting Minutes December 13, 2011

The meeting was called to order by Chairman, Phil Kraft at 3:35 PM with the following Commissioners attending: John Geoghegan, Edward Caribillo, Phil Kraft, David Polett, Karen Polett, Ken Reiss, Bob Riith, and Charles Scribner.

Minutes of the November 8, 2011 meeting were approved on a motion by Ken Reiss, second John Geoghegan.

New Business: Motion by Phil Kraft, second by David Polett to dedicate this year's Memorial Day Parade 2012 to honor our former chairman, Phil Morehouse who recently passed away.

Old Business: Phil suggested that we discuss the placement of the plaque rescued from the (Old White Bridge) Tokeneke Bridge with Public Works and then with the Selectmen. Currently, the plaque is being stored at Ring's End Lumber Company, and will be 100 years old in 2012. Ken reported that two trees have been planted on the Darien side of the small grassy area near the Tokeneke Bridge and that perhaps we could re dedicate the plaque and place it in that area. We should find out who is responsible for that space.

Dave Polett offered to obtain additional information from www.brightsettings.com about the reviewing platform we are considering purchasing from them. Questions about ease of assembling, storage outdoors or indoors, dimensions of the unassembled platform, whether flagpoles are available as add ons, number of legs per platform area, etc. He will report back to the Commission at our January meeting. Ken Reiss suggested that the Selectmen could use this platform on other occasions and therefore they might want to purchase it for the Town. We could afford to pay half of the approximately \$2,000. out of this year's funding and half after July 1. The cost of the two 4'x8' sections before shipping and taxes would be about \$1744.

Phil Kraft announced that he intends to retire as Chairman of the Monuments and Ceremonies Commission in 2012. He mentioned that currently our Commission needs more able bodied members to pick up the slack. A meeting was scheduled for January 6, 2012, at 1:00 PM in Phil's Office on West Avenue to draft a letter to 2012 Parade participants inviting them to help with the Parade preparations. This letter will be presented to the Commission membership for approval at the January 10, 2012 meeting.

Phil was recently honored by being inducted into the CT Veterans' Hall of Fame and has also been asked to assist Congressman Jim Himes in interviewing potential candidates for the military academies.

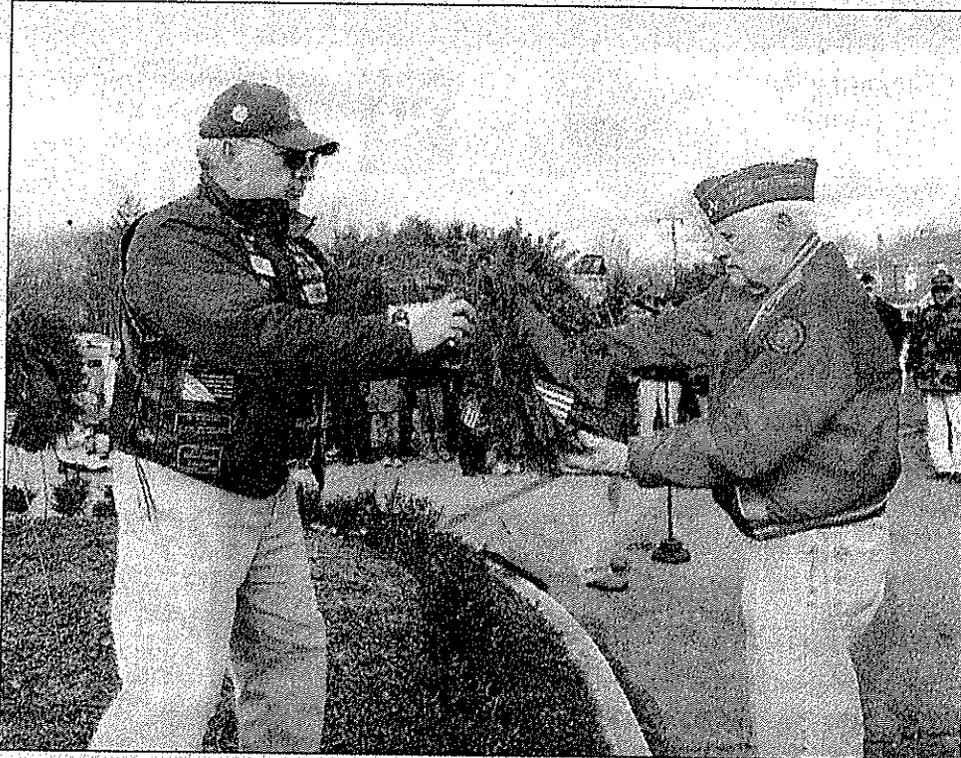
Publicity for our Commission and various town activities was discussed since the two local newspapers are delivered quite late in the day when many activities are already over. In addition to the two local newspapers, Darien Patch and DailyDarien.com should be explored in the future for listing of our Commission's events.

Meeting was adjourned at 4:15 PM on a motion by Ed Caribillo, second John Geoghegan. Next meeting will be held on January 10, 2010 at 3:30 PM.

Submitted by, *Karen Kreitzberger Polett*
Karen Kreitzberger Polett Secretary

WE WILL REMEMBER THEM

For the fallen



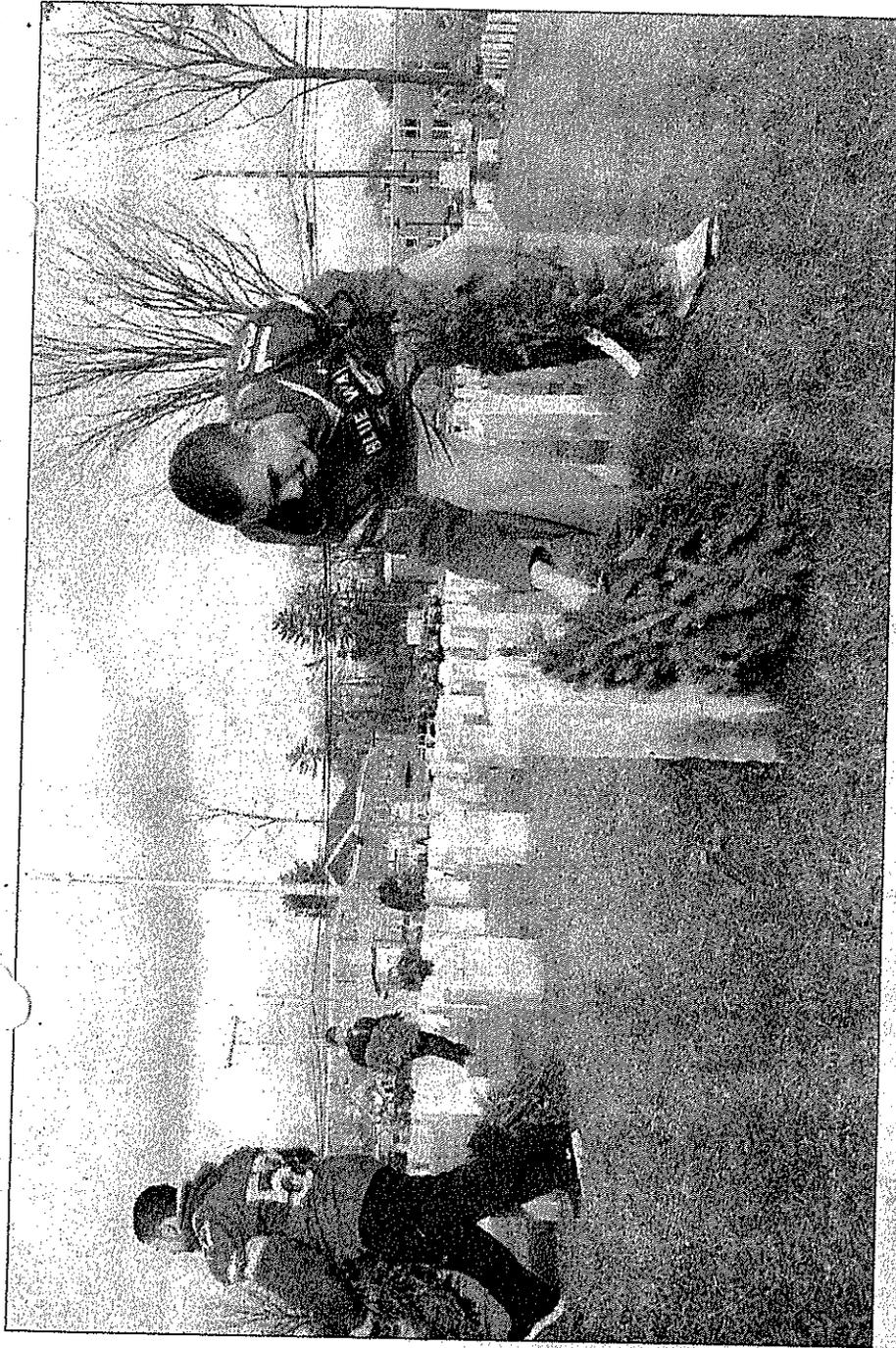
Darien Times/Laureen Vellante photo

Patriot Dave Polett hands a wreath to Marine Gene Coyle at the Darien Veterans Cemetery on Saturday. Thanks to donations to Wreaths Across America, wreaths were laid at the graves of all the buried veterans.

Wreaths for veterans



Tatum Wunderlich, 19 months, of Old Greenwich, helps lay a wreath at the tomb of a veteran at the Spring Grove Cemetery in Darien.



Ryan Barthold, 17, above, a member of the Darien High School football team, lays a wreath at a veteran's tombstone at the Spring Grove Cemetery in Darien on Saturday. Blue Wave team members volunteered to lay wreaths on the tombstones as part of a nationwide Wreaths Across America effort. Left, Gene Coyle, of Darien, a World War II and Korean War veteran, salutes during the ceremony.



Phil Kraft, of Darien, addresses a crowd gathered

To: Jfoulds@darienct.gov

From: Phil Kraft, Chairman Monuments and Ceremonies Commission
Re: Monuments and Ceremonies Commission Meetings for 2012

Please reserve Room 206 for the Monuments and Ceremonies Commission Meetings as listed below for 2012.

The Monuments and Ceremonies Commission meets in Room 206 on the second Tuesday of the month at 3:30 PM (unless otherwise stated) at the Darien Town Hall. Thank you,

Karen Polett, Secretary, Monuments and Ceremonies Commission

January 10, 2012

February 7, 2012 (note change due to Valentine's Day on February 14)

March 13, 2012

April 10, 2012

May 8, 2012

June 12, 2012

No meetings in July and August

September 4, 2012 (note change of meeting to prepare for 9/11 ceremony)

October 9, 2012

November 6, 2012 (note change of meeting to prepare for Veterans' Day)

December 11, 2012

Monuments & Ceremonies

MEMORANDUM

TO: Chairs of all Boards, Commissions and Committees
FROM: Donna Rajczewski, Town Clerk
RE: Meeting Schedules for 2012
DATE: November 18, 2011

In your role as Chairman, you are required by Public Act No. 723 of the General Statutes, passed in the 1967 General Assembly, now Sections 1-19 and 1-21, to do the following:

The Chairman and Secretary must, by January 31, 2012, file with the Town Clerk the schedule of regular meetings for the ensuing year. If no regular schedule is filed by January 31, 2012 the law requires that no meeting be held until 30 days after a schedule of regular meetings has been filed with the Town Clerk. In your schedule of meetings please include date, place and time of all meetings. The attached guidelines should aid you in your scheduling.

If you wish to hold a special meeting, notice of such meeting must be filed with the Town Clerk no less than 24 hours prior to the holding of the meeting, along with an agenda for said meeting.

You are required to make, keep and maintain a record (minutes) of the proceedings of your meetings, however, the following are not deemed public records for inspection by the public:

- a) Internal personnel rules and practices.
- b) Trade secrets and commercial or financial information obtained from the public.
- c) Inter-agency or intra-agency memoranda or letters dealing solely with matters of law or policy.
- d) Personnel or medical files and similar files, the disclosure of which would constitute an invasion of personal privacy.
- e) Investigatory files compiled for law enforcement purposes except to the extent available by law to a private citizen.

All meetings must be open to the public, unless the members vote to go into Executive Session upon a 2/3 vote of said members for an eligible reason; at which time the meeting is closed to the public. No votes can be taken in Executive Session. All votes must be taken in public session, and the vote of each member on any issue is to be recorded in the minutes which shall be available for public inspection

Please refer to the attached chart outlining meeting types and requirements established by the Freedom of Information Act (FOIA), and amended to include posting to local Websites effective October 1, 2008.

In an effort to streamline the process and comply with FOIA requirements as stated, we request that all meeting schedules, agendas, special meeting notices and minutes be sent to us electronically, in a separate Word document, to drajczewski@darientct.gov for processing and posting to the Town's website.

***** REMINDER It is required that agendas for all meetings (regular & special) be filed with the Town Clerk's Office and posted to the Town's Website at least 24 hours in advance of the meeting.

GUIDELINES FOR THE SCHEDULING OF MEETINGS FOR THE YEAR 2012

Regulations regarding use of Town Hall

- Reservations for meetings that are to be held after 4:30 PM
Use of all available rooms booked through Jeanne Foulds of the Parks & Recreation Department.

You may submit your calendar of meetings request by any of the following methods:

1. e-mail – jfoulds@darienct.gov
2. fax - 656-7393
3. written request

Please use phone requests only for special or emergency meetings.

- Reservations for meetings that are to be held prior to 4:30 PM

<u>Room</u>	<u>Contact Person</u>	
213	Michelle Rondano	Planning & Zoning – 656-7351
119	Jeanne Foulds	Parks & Recreation - 656-7325
206	Jeanne Foulds	Parks & Recreation - 656-7325
Auditorium	Jeanne Foulds	Parks & Recreation - 656-7325
Gymnasium	Jeanne Foulds	Parks & Recreation - 656-7325

All meetings to be held in school buildings must be cleared and scheduled through the Board of Education, Telephone 656-7400 from 2:00 p.m. to 4:30 p.m. Monday through Friday.

REMEMBER:

- **Date, time and place of meetings must appear on all schedules.**
- **No meeting may be held on a legal holiday.**
- **and FINALLY, Should you need to cancel a meeting, so advise the Clerk's Office with written notice AND please phone the appropriate contact person to free up the meeting space.**

 [View your 2012 Credit Score](#)

MemDay ToDo Add

[Hide Details](#)

FROM: Phil Kraft
TO: Ken Reiss, Dave & Karen Polett

Monday, January 9, 2012 3:14 PM

- Inbox 4 
- Conversations
- Drafts 3
- Sent
- Spam 
- Trash 
- Folders +
- saved mail 3
- Online Contacts 

You are signed out of Messenger. Click the to sign in.

- Applications 
- All My Purchases
- Attach Large Files
- Automatic Organizer
- Calendar
- Edit Photos
- Evite
- Flickr
- My Cool Fonts
- Notepad
- Stationery
- Unsubscriber

Here's the ToDo list with my changes. [More, please?](#)

Memorial Day To-do list

Ceremony at the Veterans' Cemetery

PRIOR ARRANGEMENTS:

- Arrange for flyover through Selectmen's office
- Obtain permission from Goodwives to use parking lot for muster
- Have Darien Police obtain permissions from State for the use of US Rte 1, and temporarily close exits on I-95.
- Obtain permission from Miller Auto for placement of reviewing stand on their property.
- Arrange for insurance statements in support of parade.
- Notify Parks & Rec to erect dais (and reviewing stand)
- Arrange for chairs (NHFD)
- Borrow generator (NHFD)
- Sound system & operator (C. Andrade, DHS Music)
- Get cable ties for bunting, signs
- Flags, bunting from storage
- Liaison with State re: Cemetery use, flags for graves
- Liaison with Scouts to place flags on graves
- (Scouts as Honor Guard at Reviewing Stand)
- Invitations for dignitaries to attend, sit on dais
- Clergy (2) for invocation., benediction
- Elementary school student (rotating to lead Pledge of Allegiance
- Arrange to borrow bell (NHFD) for reading of list of war dead
- List of war dead to First Selectman
- (Boy)Scout to read Gen. Logan's Order
- Tudor Singers: obtain commitment & arrange numbers to be sung
- (Girl) Scout to read Gettysburg Address
- Enlist and select a speaker
- Enlist and select a Grand Marshal
- Order wreaths from Springdale Florists
- Select firing squad (VFW or Police Department)
- Bugler(s) for Taps from DHS Band
- Write & print programs

NIGHT BEFORE MEMORIAL DAY