



Town of Stoneham, Massachusetts  
35 Central Street, Stoneham, MA 02180

## MEMORIAL DAY PARADE COMMITTEE

MINUTES  
June 3rd, 2015

**Attendees:** Maureen Buckley, Kevin Cantwell, Mike Doucette, Jay D. Humphreys and James Lamb

Motion by Mike Doucette to open meeting, Seconded by Jim Lamb. Maureen Buckley calls the meeting to order at 6:55PM. Previous meeting minutes accepted barring any omissions or deletions. Motion by MD, Second by JDH.

**Flag Placing**—More volunteers needed for next year. Jim Lamb, Mike Doucette and Maureen Buckley to coordinate. Updated maps of each cemetery forthcoming. Briefings to be held 2-3 months prior to Memorial Day and as needed to provide instruction on correct placement and flag etiquette. Flag raising—James Lamb. Boy and Girl Scouts to assist with wreath making and Logan's Orders.

**Parade Review:** Clear Channel Bill Board (Excellent), Veteran Participation (Better than last year), Radios for line up volunteers, more people needed. Next year will send out automated message prior to parade day alerting residents to road closures and alternate route(s). Police did good job of traffic control, more coverage needed on Main Street where cars were cutting across the parade route. Improved instructions for children handing out candy (Pass out mini flags instead?). Invite more Police, Fire, EMT's, and military personnel. Jay to call area National Guard, Reserves, etc to march or drive in the 2016 parade.

**Review of Ceremonies:** More defined order of events. Laminated index cards to be issued to all participants. Inquire about uniforms for Ladies Auxiliary. 40<sup>th</sup> Anniversary Fall of Saigon info, MA State Representative, Mike Day—well done. Recommendation to purchase sound system(s) for both cemeteries and Town Hall. One person to call out orders/directions at each ceremony for more unified conduct. Additional sound speaker for Town Hall ceremony.

**Veteran Walking Stick Program:** Follow up year also a success.

**Publicity:** Meaning of Memorial Day announcement in Stoneham Newspaper. Stoneham TV piece. Gamit Signs for Town Hall, Common and other public places. All other current press releases will be updated.

**Action Items completed :** Elementary school visits on 5/21 and 5/22. Kevin McCarthy and Jim Wiley to lower flags at each cemetery. High School students to assist in parade participant line up. Cars from Stoneham Ford. St. Patrick's church Deacon. Massachusetts National Guard Soldiers from Melrose and/or Reading. Boston Trolley for older Veterans. School visitation participants. Flag placement at cemeteries and planted areas. Initial parade line. Decoration of gravesites--James Lamb. Ceremony Booklet Final. Trolley for older Veterans and not walking participants. Girl Scouts to lay wreaths at each cemetery

**New Business:** . Thank yous sent to those donating in Fred Mosleys memory to the parade fund. Thank you to sponsors. Thank you write up in newspapers. Town Report needs to be created. Buy sale patriotic decorations after the 4<sup>th</sup> of July to decorate vehicles for next year. Buy more flowers to cover the backs of each wreath (they were carried backwards this year and the green foam was visible).

**Adjourn:** Jay Humphreys initiates motion to adjourn. Kevin Cantwell seconds the motion. The motion passes unanimously.

Chairman Buckley adjourns the meeting at 8:50 PM.

Respectfully submitted,

*Jay D. Humphreys, Secretary*