

PAXTON MEMORIAL DAY COMMITTEE

Committee Members:

Brian Brosnihan, Cemetery Commission, Kath Card, Recreation Director, Keith Demarski, Boy Scouts, Adam Doud, Legion, Peter McMorrow, Legion, Mike Pingitore, Paxton Fire Dept, Karen Putney, Girl Scouts, Robin Tasca, Co-Chair

2023 Parade & Program Planning Meeting March 29, 2023 - 6:00 PM American Legion Post 306 - 885 Pleasant St.

Notes:

1. Budget: funding the event - TA has confirmed that we can ask Recreation to pay for expenses we incur even though they may be paying for them out of their Revolving Fund. While technically not a good practice, the event is for the community at large.
 - Sound system
 - Bagpiper - \$150 (1 hour). Brian to submit his expense
 - Flags, donated by WCMP
 - Program printing, donated by Miles Funeral Home
 - Flyer printing, donated/Robin prints at home
2. Sound system for the ceremony:
 - What are our options
 - i. Tortorelli - Brian to explore. 3/30: \$650/hour
 - ii. WRHS / AMC - Robin to explore
 - iii. Kirk Huhles - Robin to explore
 - iv. Sound guy from last year - Kathy to explore
3. Parade participants:
 - Legion
 - PFD Honor Guard
 - PPD Honor Guard - not this year, sadly.
 - Boy Scouts
 - Girl Scouts
 - Model A Club - contact Gorden Synder, 3/6 confirms at least 2 cars
 - Military vehicles - Adam to check on
 - Vietnam War display on a trailer - Adam to check on
4. Program:
 - Cover Art Contest at PCS: Submissions are due by Monday, May 1st
 - Content - Due by Monday, May 1st (see timeline below)
 - Layout - Robin will do again
 - Printing - Brian will do through Miles
5. Readings for Program:
 - Legion welcome - Peter & Adam to ask someone
 - Guest speaker - Senior Chief Health Services Technician, USCG Ret.
 - 2 readings by Scouts -
 - Honored dead listing - GS
 - PCS 8th graders - yes, Kathy will provide

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- Invocation & Benediction - Fr. David St. Columba & Deacon Jack
- 6. Music:
 - Taps Players - emailed Mr. Bloch at WRHS 3/22
 - Drummer - can we ask Travis Blanchard - Kathy to find out
 - Bagpiper Amazing Grace - Sam Gow
 - Singer National Anthem - Mia Dominick
 - PCS Band or Chorus - ?- Kathy to find out
 - Make sure everyone knows the dress code
- 7. Miscellaneous:
 - Copy PPD Sgt. Jay Dugan for police needs
 - We now have a dedicated webpage on the town website:
<https://www.townofpaxton.net/community/pages/memorial-day-information>
 - Closing off Richards Ave between church & common - Discussion
 - i. Get cones for middle of road from DPW
 - ii. Ask DPW to block off with truck
 - iii. Mike & Robin to connect with Travis
 - PFD has coolers and popup tents we can set out to avoid injury/illness. Model A club will also have a cooler in one of the trucks too
 - Memorial Box Flowers: Garden Club has covered will be placed week of
 - Flag & Flag Pole - Discussion
 - i. BS & GS will jointly carry a flag. Keith and Legion to see about finding one.
 - ii. Mike P. get him flag size and he will see if PFA can help purchase. Robin to work with him
 - iii. This year we will leave flag on pole at half mast
 - iv. Instead of raising we will do a flag fold with Moderator to read summary of fold meanings like last year
 - Flags for Cemeteries: Legion will handle. Robin needs 15 for war monuments
 - Flags for Common: Will be put up weekend of by Kathy/Robin
 - BS Pancake Breakfast - yes details to follow
 - Promoting the event:
 - i. Social media
 - ii. Posters on local community bulletin boards
 - iii. Town eSigns
 - iv. Conte Ins. eSign
 - v. Landmark Community Ongoings
 - vi. WPAX-TV Bulletin Board

Next Meeting: May 1st 6 PM at the Legion

- Last minute details & Common layout
- Pick art cover contest winners

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Program Timeline:

- All info is due by Monday 5/1
- Layout Complete by Monday 5/2
- Proofing & Editing 5/2 to 5/5
- Final file to Brian B. for printing Mon. 5/8 - Wed. 5/10
- 300 Printed copies by Mon. 5/15

Local Place w/Community Bulletin Boards:

1. COA
 2. RML
 3. PCS
 4. Public Safety Complex Lobby
 5. Town Hall
 6. American Legion
 7. Country Bank
 8. Paxton Marketplace
 9. Paxton Pizza
 10. Paxton Sports Center
 11. St. Columba Church
 12. Ten West
 13. Theo's
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2023 Parade & Program Planning Meeting
May 1, 2023 - 6:00 PM
American Legion Post 306 - 885 Pleasant St.

Agenda:

1. Select Cover Art Winner
2. Outstanding Details:
 - Names of participants for program
 - Sound System Update
 - Flag
 - Pancake Breakfast update
 - Strip of Richards Ave