

Title: Veteran's Services Advisory Board

19 April 2018



From: Veteran's Agent

Subject: Meeting Minutes

1. The fifty-first meeting of the Veteran's Services Advisory Board (VSAB) was called to order at 6:00 p.m., 19 April 2018, in the Selectmen's office.

**2. Members in attendance were:**

Mr. Ray Janke  
Mr. Vincent Viglione  
Selectman Archie Archible  
Mr. Bill McClure

Mr. Bill Bowen  
Ms. Jan Jourdain  
Mr. Robert Vigneault

**Members Absent were:**

Mr. Larry Raines  
Mr. Joe Currier

**3. Old Business:**

a. Establishment of a Veteran's social media information site, either through a Face Book page or as an addition to existing town web site was discussed. Mr. Janke and Mr. Bowen will work this issue with the town IT office. **(OPEN)**

b. Upcoming Memorial Day activities were reviewed. Possible guest speaker had to withdraw. Mr. Janke is working issue of guest speaker and clergy representative. **(OPEN)**

c. Mr. Janke is waiting for the CPA committee decision regarding the speaker system on the town common. **(OPEN)**

**4. New Business:**

a. Mr. Viglione briefed Memorial Day flagging dates. Mt. Hope cemetery is scheduled for 19 May at 10:00 am with the American Legion. South Cemetery is scheduled for 19 May at 1:00 pm with the VFW. **(OPEN)**

**5. Public Input/Concerns/Comments: None**

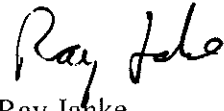
**6. Good of the VSAB:**

a. Mr. Bowen briefed that Westover ARB has an active retiree's office that can be reached at 413-557-3948. Mr. Janke will spread info. .

7. The meeting adjourned at 6:35 p.m. All documents that were provided during the meeting will be attached to the original minutes on file in the Town Clerk's office. The next meeting will be held at the call of the chair.

Vincent Viglione  
VSAB Recording Secretary

Approved

A handwritten signature in black ink that reads "Ray Janke". The signature is written in a cursive style with a large, prominent "R" and "J".

Ray Janke  
Veteran's Service Agent  
Co-Chairperson

Cc: Town Clerk  
Town Administrator  
Board of Selectman  
Committee members



## Veterans' Services Advisory Board Meeting Notice

**Meeting Date: 4-19-2018**

**Time: 6:00 pm**

**Location: Selectmen's Meeting Room Agenda:**

- #1 Old Business
  - #1a Memorial Day planning/coordination 2018
  - #1b Memorial Day guest speaker possibilities/options
- #2 New business
  - #2a Memorial Day coordination for flagging the graves
- #3 Public input/concerns
- #4 Good of the VSAB



**For Immediate Release  
May 11, 2018**

**Contact: Ray Janke  
Phone: 413-323-0409**

**\*\*\*Press Advisory\*\*\***

**2018 Belchertown Memorial Day Events**

Ray Janke, the Belchertown Veterans' Agent, announces the annual Memorial Day events set for this year's Memorial Day weekend beginning Saturday May 26.

Please come out and participate in one or more of the planned Memorial Day events to remember and honor our nation's men and women who fell in battle. Gold Star parents planning to attend Monday's parade and ceremony should contact Mr. Janke at 323-0409.

The following Memorial Day events are planned for May 26, 27, and 28:

- Saturday, May 26: The American Legion will sell poppies at local Belchertown businesses 8:00 am to 12:00 noon.
- Sunday, May 27: Belchertown Veterans Council, in conjunction with the Friends of the Quabbin and the Massachusetts Department of Conservation and Recreation, invites everyone to attend the traditional memorial services at Quabbin Park Cemetery. Please begin gathering at 10:30 am for the 11:00 am ceremony.
- Monday, May 28: 8:30 – 8:45 am South Cemetery, a salute to the veterans interred at Belchertown's South cemetery. Everyone is invited.
- Monday, May 28: People marching in the Belchertown Memorial Day Parade are asked to gather at the Town Hall starting at 9:30 am. The parade will step off at 10:00 am beginning at the town hall and ending at the town common, followed by a ceremony. The guest speaker will be retired XXX XXXX of the United States XXX XXXX. Organizations and individuals that would like to march in the parade must contact parade coordinator Ray Janke at: rjanke@belchertown.org or call 323-0409 before Friday, May 25.
- Anyone wishing to retire old U.S. flags may drop them off at the VFW, the Selectmen's office, and/or the Veterans' Agent office.

## Memorial Day

### Preparation

1. **February:** Arrange/invite guest speaker.
2. **April:**
  1. Order 4 new wreaths for the monuments; flag pole (WWI/WWII/Korea), Grand Union, Viet Nam, and Middle East.
  2. Procure new flags from Sentry Uniform (paid for by Vet Council funds);
    1. 8x12 all-weather Stars & Stripes and 5x8 dbl-sided POW/MIA for flagpole on the common.
    2. 5x8 all-weather Stars & Stripes and a 3x5 double-sided: POW/MIA & Gold Star/Blue Star Family flag for Town Hall pole.
    3. At South Cemetery: a 5x8 all-weather Stars & Stripes, 3x5 of the following flags- US Army, Air Force, Coast Guard, Marine Corps, Navy, Merchant Marine, and POW/MIA.
    4. At Lake Vale: a 4x6 all-weather Stars & Stripes.
3. **Early May:**
  1. Send invitations to: school bands, Boy Scouts/Girl Scouts/Brownies, Selectmen, Fire, EMS, and elected officials.
  2. Notify B'town police of parade route and required traffic enforcement.
  3. Notify B'town DPW re: events for grounds keeping and decorations.
  4. Coordinate with Graves Officer to flag veterans' graves.
  5. Arrange for Color Guard/firing squad from Am Legion, VFW, and DAV.
  6. Send request letter to each place of worship in town, for a special acknowledgement in their service the Sunday before Memorial Day, for the Veterans who died for our country.
4. **Three weeks prior:** Have either the Commander Co-Chair of the VSAB or the Veterans' Agent write/submit an article of the Memorial Day planned activities to the Sentinel, Hampshire Gazette, Republican newspapers; and Belchertown-news.com inviting all to participate and to gather for the parade at 9:30am in the parking lot of the Town Hall. (Have gold star parents contact my office if they wish to participate in the ceremony) Confirm Invitations and offers to speak for the State and Federal representatives associated with our town, district, and/or state. Distribute this article to the Selectmen's office for a **Channel 5** update and to send out notices of the ceremony to the appropriate town departments. Also have all groups email the parade coordinator at: [rjanke@belchertown.org](mailto:rjanke@belchertown.org) so the parade lineup can be worked out.

**5. Day before parade/ceremony:**

1. Replace old flags with new ones purchased from Sentry Uniform (Friday before).
2. Replace wreaths with new- place on stands and store in gazebo.
3. Stage PA system components in gazebo.

**On Memorial Day**

**1. Early morning:**

1. Lower Town Common, Town Hall flags, and all the flags at South Cemetery to 1/2 staff.
2. Position podium, wreaths in front of gazebo.
3. Prep/position PA system.
4. Have seats for the gold star parents, politicians, and speaker.
5. Bouquet(s) of flowers for gold star mom's staged.

**2. At 8:30 am:**

1. A salute to the fallen at South cemetery (color guard + firing squad)

**3. At 9:30am:**

1. Gather at the Town Hall
2. Arrange for wreath placers (two for each wreath) with local Brownies, Girl Scouts, Cub Scouts and Boy Scouts.
3. Get the names of buglers from band and designate the positions where each bugler should stand.

**4. 9:55am:** Form up parade in street.

**5. 10:00am:** Parade steps off. Proceeds up Main, around common down Park Street, onto the center of the common in positions around the gazebo and monuments for the ceremony. (Firing squad, salute, taps...)

**Note: Have the DPW raise the flags at various Town locations after the Memorial Day ceremonies.**

**Memorial Day reverse 911 statement for inclement weather:**

**Hello this is the Belchertown Veterans' Agent, Ray Janke.**

**Due to inclement weather today, the 8:30 am South Cemetery ceremony and the Memorial Day parade at 10:00 am is canceled.**

**Please consider attending a Memorial Day ceremony at the Belchertown United Church of Christ located at 18 Park Street. The ceremony will start at 10:00 am.**

**DRAFT**

**BELCHERTOWN MEMORIAL DAY PARADE AND CEREMONY**  
**28 May 2018**

**Order of events**

**10:00 am Parade steps off and proceeds to the common**

**Mr. Poulin: Welcome, statement of purpose**

**Invocation: Reverend XXX XXXX**

**Welcome: Chairman of the Belchertown Board of Selectman**

**Pledge of Allegiance**

**Music selection: Jabish Brook Middle School**

**Salute to Fallen Comrades:**

**Presentation of memorial wreaths and reading of KIA names**

**Firing Detail fires three volleys**

**Taps**

**National Anthem: Belchertown High School Band**

**Raising of the U.S. Flag during National Anthem**

**Politicians' Comments: XXXXX XXXXXX XXXXXXXXXXXX**

**Flanders Fields- "Donald Slessler, retired XXX XXX" ???**

**Keynote Speaker: XXXX XXXXX, veteran XX XXXX**

**Musical Selection: Belchertown High School Band**

**Benediction: Reverend XXX XXXX**

**Adjourn**



# 2018 Parade Line-up Protocol

1. **Official Color Guard:** American Legion
  
2. **Military Units:** None- But any Servicemember/Veteran can march with the American Legion or VFW
  
3. **Veteran Organizations:** VFW
  
4. **Elected Officials:**
  - US House of Rep.**
  - St. Senate**
  - St. Rep.**
  - Town Selectmen**
  - Guest Speakers**
  
5. **Clergy:** Reverend (Father) Jack Sheaffer
  
6. **Police, Fire, EMT**
  
7. **Organizations:** Scouts, Clubs/Organizations, and Professionals
  
8. **Schools:** Bands, Twirlers, and Students
  
9. **Citizen Participants**

## Ray Janke

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**From:** David Preston <dpreston7425@gmail.com>  
**Sent:** Friday, April 13, 2018 5:11 PM  
**To:** Ray Janke  
**Subject:** Re: Memorial Day guest speaker request

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Thank you Raymond. I still consider Belchertown my home, and would love to speak there as a Veteran. Have a great day,

Dave

Sent from my iPhone

David J. Preston  
(757) 291-8027

On Apr 13, 2018, at 10:54 PM, Ray Janke <[rjanke@belchertown.org](mailto:rjanke@belchertown.org)> wrote:

Good Afternoon David,

Thank you for letting me know that you cannot participate as our guest speaker for our Memorial Day ceremonies. I'll keep you on my list for possible speakers for Veterans Day. Take care and enjoy the warmer days of Spring.

Best regards,

Raymond Janke

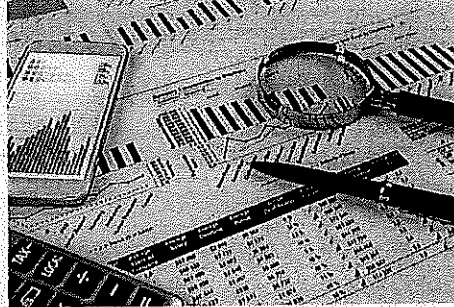
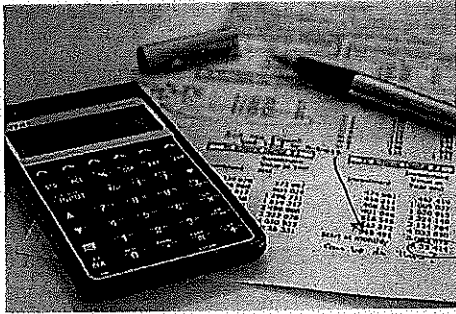
Veterans' Agent  
2 Jabish Street  
P.O. Box 670  
Belchertown, MA 01007

(V) 413-323-0409  
(F) 413-323-0445

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# MILITARY FINANCE NIGHTS



JOIN THE CHICOPEE DEPT. OF VETERANS SERVICES  
AND CAMBRIDGE CREDIT COUNSELING FOR A FREE  
SEMINAR SERIES ON VETERANS FINANCES

Over 4 nights, WITH FOOD, we'll show you how to:

- Create a strategy to pay down debt and improve credit
- Read your credit reports and improve your scores
- Detect and undo identity theft
- Deal with collection agencies
- Regain control of your money, and other topics that matter to you!

## Dates:

Tuesday, May 15  
Wednesday, May 23  
Tuesday, May 29  
Wednesday, June 6

## Location:

Chicopee Public Library  
449 Front Street  
Chicopee, MA 01013



**Time:** 5:30 p.m. - 7:00 p.m.

Refreshments will be served!

**RSVP IS MANDATORY. PLEASE RSVP TO CAMBRIDGE CREDIT  
COUNSELING AT (413) 241-2401, OR BY E-MAILING TO  
mlynch@cambridgecredit.org**