



MEMORIAL DAY CEREMONY AND PARADE

Responsible	Responsible Tasks	Assigned
1. Town Administration		
Leadership	Make meeting in February with Fire Dept, School System Rep, Facility Director, Highway Dept., Resident Trooper, Place meeting in Bolton Newsletter for others to participate	
	1. First Selectman Welcome and Selectman Contingent	
	2. Resident Troopers-	
	On duty-Lead Parade	
	Safe Road Closure-Parade and ceremony	
	3. Highway Department	
	Flags ordered for children to carry	
	PA System for Town Ceremony	
	Orange cones and signs for parade line up at school	
	Barrels/Barricades for street closure	
	Flags on Town Green hung	
2. Bolton School System		
	1. Notification to Superintendent, Principals, Band and Chorus Directors	

Responsible	Responsible Tasks	Assigned
Responsible for:	<ol style="list-style-type: none"> 2. Star Spangled Banner 3. Patriotic Song 4. Student Speaker-Main 5. In Flanders field Recitation 6. Playing of Taps 	
3. Fire Department	Parade Participation <ol style="list-style-type: none"> 1. Color Guard 2. Help with Road Closure 3. Have the Firehouse as backup for inclement weather 4. Help hang flags with Town 	
5. First Selectman	<ol style="list-style-type: none"> 1. Welcome 2. Selectmen Contingent for parade 	
6. Pastor	<ol style="list-style-type: none"> 1. Welcoming and Closing Prayer 	
7. Master of Ceremony		
8. Girl Scouts		
9. Boy Scouts		
10. Rec Director	<ol style="list-style-type: none"> 1. Contact all Bolton Teams 	

Responsible	Responsible Tasks	Assigned
11. Aerial Paperwork for flyover	1. Town to obtain and complete paperwork	
12. Publicity	1. Town Newsletter-April edition	
	2. JI Notification Put in paper May	
13. Programs for ceremony	1. Print at least 20 copies for the ceremony	
14. Lineup for Parade at School	1. Make sure signs are there with orange cones for all participants	
	2.	



STATE OF CONNECTICUT • COUNTY OF TOLLAND • INCORPORATED 1720

TOWN OF BOLTON

222 BOLTON CENTER RD, BOLTON, CONNECTICUT 06043-7698

TEL. 860-649-8066 FAX 860-643-0021 www.bolton.govoffice.com

Elizabeth C. Waters, CCTC
Town Clerk

Cynthia Chmielowiec, Asst. Town Clerk

June 27, 2023

All Appointed Board and Commission Chairman

Re: Election of Officers

This is to remind you that, pursuant to the Bolton Town Charter, Section 11.1 (B) "...on or after July 1, but not later than thirty (30) days after all required appointments to a commission, board or agency have been made, such appointed commission, board or agency shall hold an organization meeting and shall choose a chairman and vice chairman, and such other officers as such commission, board or agency deems necessary."

THE ELECTION OF OFFICERS MUST BE IN THE FORM OF A MOTION AND MUST BE VOTED UPON. PLEASE INFORM YOUR BOARD CLERK THAT IT MUST APPEAR IN THE MINUTES OF THE MEETING.

If you have any question about this, please feel free to call me at 860-649-8066 x6106.

Sincerely,

Elizabeth C. Waters, CCTC
Town Clerk