



**Town of West Hartford
Commission on Veterans' Affairs**

January 17, 2024

West Hartford Town Hall, Room 407

Minutes

1. Call to Order/Roll Call – Mr. Hart in the role of Acting Secretary called the meeting to order at 7:05 PM.

Committee members Ingrid Bowes, Alexis Davidoff, Matt Hart, John Keleher, and Rolf Knoll were recorded as present. Patrick Harrell was in attendance as a guest.

2. Public Comment – none.

3. Approval of Minutes from December 13, 2023, 2023 – Mr. Knoll made a motion to approve the minutes, seconded by Ms. Bowes. Motion passed unanimously.

4. Reports

- a. Chair – none.

- b. Secretary – Mr. Hart reported that he had posted the schedule of 2024 Commission meetings with the Town Clerk's Office. He will also look into using the Commission's Facebook page to highlight Commission activities.

- c. American Legion – Mr. Farrell reported on the Legion's major events and its interest in erecting a memorial at Sterling Field in honor of 2LT Gordon Sterling, Jr., who was killed in action at Pearl Harbor.

- d. Other – Mr. Knoll reported that he has reviewed the Town's list of veterans and has made several corrections. He has also met with Devon Julien, representing Commissioner (BG Ret.) Ron Welch of the CT Department of Veteran's Affairs. The Department plans to assist with our upcoming Spring Resource Fair.

5. Business Items

- a. Appointment of Officers – Mr. Hart made a motion, seconded by Mr. Keleher, to appoint Mr. Knoll as a Cochair of the Commission to serve with Ms. Bakari. Motion passed unanimously.

Mr. Knoll made a motion, seconded by Ms. Davidoff, to appoint Mr. Hart as Secretary. Motion passed unanimously.

- b. Status of Commission Vacancies – Mr. Hart reported that the Commission has two vacancies at present. Mr. Harrell is interested in serving as a member and Mr. Knoll has another potential candidate in mind. Mr. Knoll will consult with the Town Clerk's Office regarding the appointment process, and report back to the members.

- c. Preparations for Spring Resource Fair – The members reviewed the draft invitation prepared by Mr. Knoll and suggested a few minor edits, including the addition of a RSVP for those wishing to attend the event and the inclusion of an email address that the public can use to contact the Commission. Mr. Knoll will contact the Town Clerk's Office to see if the staff can assist with mailing the invitation.
 - d. Agenda Items for Next Meeting – The Commission will continue its preparations for the Spring Resource Fair. At a future point, the Commission will discuss the Legion's interest in erecting a memorial monument at Sterling Field, with the permission of the Town.
6. Correspondence – Mr. Hart and Mr. Knoll noted the 2024 Meeting Schedule and the Notice of Voluntary Training for Commission/Committee members.
7. Adjournment – Mr. Knoll adjourned the meeting at 8:05 PM.

Respectfully submitted,

Matthew W. Hart, Acting Secretary