



Commission on Veterans' Affairs (CVA) Meeting Minutes
Tuesday, June 10, 2025 – 7:00 p.m.
West Hartford Town Hall Room 407

1. Call to Order/Roll Call : Meeting called to order at 7:15 p.m. by Chairman Knoll

Present: Rolf Knoll, Matt Hart, John Mele, Nicola Rubinow, Rachel Avenick, John Coss, Karen Paquette, CVA Representative for West Hartford.

Absent: Chad Light, Inga Bowes

2. Public Comment: None.

3. Approval of Minutes of March 11, 2025:

A motion was made by Nicola Rubinow to approve the March 11, 2025 minutes; it was seconded by Matt Hard, and the minutes were approved.

4. Reports:

Discussion of the Mission Statement of the Commission: 4 mission statement options were considered. A motion was made by Rachel Avenick and seconded by John Mele to approve Option 3 with minor word editing; it was unanimously approved.

Report on Military Induction Ceremony: Dr. Knoll summarized the event that was widely praised and attended by graduating seniors and their families, many West Hartford school and town officials, and members of the American Legion. A concise video of the event was produced by the Education Department that will be posted on CVA Facebook page and the CVA town web site.

Report on Celebrate West Hartford Days: Dr. Knoll reported on the well-attended two-day event that saw many visitors to the American Legion/CVA tent with the distribution of important information on veterans benefits. Of note, 17 veterans provided contact information that will be added to CVA data and followed up by the American Legion.

Report on Town Veterans Web Site and Facebook Page and new CVA banner: Jon Coss was congratulated for his outstanding efforts in the design and acquisition of both CVA banners and the update and maintenance of the CVA Facebook page.

5. Business Items:

- Discussion of possible 2025-2026 Commission Initiatives

• Sterling Field project	• Gold Star Family Benefit (Town Council)	• Standdown in September
• Handicap Access to Veterans' Memorial	• Veterans Day Activities	• Tricare Options Research
• Veteran Coffee/Breakfast sponsorship and schedule	• 250 th USA Anniversary	• Publication of Veteran Bulletin

• Publish CVA 2025 events	• Identify Public Veteran-owned Businesses	• Funding of CVA mailings
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6. Agenda for next meeting - TBD
7. Correspondence/Handouts - None
8. Adjournment at 8:15 p.m.

John Mele, Secretary

Anyone requiring auxiliary aid or service for effective communication or modifications of policies or procedures to participate in a meeting, service, program or activity of the Town of West Hartford, should contact Suzanne Oslander, ADA Coordinator, at suzanneo@westhartfordct.gov or (860) 561-7580, as soon as possible, preferably seven days beforehand.