

**West Suburban Veterans' Services District – July 18, 2016**

**Location: Wellesley Town Hall, Great Hall**

**Present: Chris Coleman, Kate Fitzpatrick, Hans Larsen, John Senchyshyn and Donna VanderClock**

**Also present: Sarada Kalpee, Sally Rose and Stanley Spear**

**Call to order: Meeting called to order at 4:00 pm. Business:**

**1. Citizen Speak**

None

**2. Minutes**

Upon a motion made by Mr. Senchyshyn and seconded by Ms. Fitzpatrick, the Board voted (4-0) to approve the minutes of the March 10, 2016 meeting.

**3. FY 16 and FY17 Budget Status**

Mr. Larsen said that the personal services for FY16 were under budget and that surplus has been allocated, by population, to each community's CH 115 accounts and carried forward to FY17. Mr. Larsen asked Ms. Rose to include the \$5,000 which had been reserved in case Mr. MacGillivray was brought back to fill in while Ms. Kalpee was away on active duty. Ms. Rose will update the FY16 surplus allocation to include this amount.

It was agreed that the Board needed to vote the final FY17 budget. Upon a motion made by Ms. VanderClock and seconded by Ms. Fitzpatrick, the Board voted (4-0-0) to approve the FY17 budget totaling \$199,986.

Ms. Kalpee asked if the budget line for conferences/meetings, including registration, food & tolls, could include purchasing pizza for the programs at the Newton American Legion Post 440. On June 24<sup>th</sup> Ms. Kalpee held the first event, a beer pong tournament, which included about 20 Veterans from such communities as Newton, Framingham, and Middlebury. Although Ms. Kalpee had informed the DPW, Fire and Police Departments in each of the four communities, no one attended from our district. A question was raised as to why the event was being held out of District. Ms. Kalpee said that the Legion is a large, beautiful space, and that no space like it existed within the district. Mr. Spear said that when he and Mr. Ching planned events they mailed publicity postcards. Ms. Kalpee said that she has uploaded a list of Veterans that can be sorted by date of birth, so she can target various age groups. The next event, a Cornhole Tournament, will be on Friday, August 26<sup>th</sup> at the Newton American Legion. The Board supports funding these outreach efforts at the Newton Post, and will reevaluate attendance in 6 months to see if any District Veterans attend the programs.

#### 4. Director's Update

Ms. Kalpee discussed her desired coverage for office hours. Rather than have Mr. Spear mainly cover Wellesley and Wayland office hours, and Ms. Kalpee mainly cover Needham and Weston office hours, Ms. Kalpee wants both VSO's to alternate coverage. Ms. Rose will update the website with the hours of coverage, without mentioning the individual who will be there, as this will be fluid. Since Wellesley is the main office Mr. Spear currently handles many calls from Veterans and family members from all four communities. When she's in Wellesley Ms. Kalpee plans to share the office space with Mr. Spear. Mr. Spear questioned having both VSO's in the office when a meeting with a Veteran or family member is taking place. Veterans develop relationships with a particular VSO and might want that individual to serve him/her. Ms. Kalpee said that if a Veteran asked one of them would leave. The revised office hours are as follows:

**Monday:** from 9:00 a.m. – 5:00

p.m.

Wellesley Town  
Hall

525 Washington Street,  
Wellesley

from 10:00 a.m. – 5:00

p.m.

Needham Town  
Hall

1471 Highland Ave., Needham,  
MA

**Tuesday:** from 9:00 a.m. – 4:00

p.m.

Wayland Town  
Building

41 Cochituate Road,  
Wayland

**Wednesday:** **Morning** hours from 9:00 a.m. – 12:00

p.m.

Weston Town Hall, 11 Town House RD, Weston,  
MA

**Afternoon** hours from 1:00 p.m. – 4:00 p.

m.

Weston Council on Aging, 20 Alphabet Lane, Weston,  
MA

**Thursday:** **Morning** hours from 9:30 a.m. – 1:00

p.m.

Center at the Heights  
(COA)  
300 Hillside Ave, Needham Heights,  
MA

Afternoon hours from 1:30 p.m. – 6:00  
p.m.

Needham Town  
Hall  
1471 Highland Ave, Needham,  
MA

Friday: from 9:00 a.m. – 5:00  
p.m.

Wellesley Town  
Hall  
525 Washington Street,  
Wellesley

Mr. Larsen said that he sees the benefits in having continuity regarding who covers which office, and some advantage to having some degree of rotation. Ms. Kalpee and Mr. Spear will create a coverage schedule.

Ms. Kalpee discussed the tracking software – People Forms – that can be accessed remotely. It is important that no personal information is included in these notes. Ms. Kalpee maintains an individual Google Docs and Mr. Spear an Excel spreadsheet tracking client contact. Mr. Senchyshyn said he'd like an overall activity report at each quarterly meeting. Mr. Larsen encouraged the Board to sit down, every 6 months, with Ms. Kalpee and discuss community activity and what is helpful. Ms. Kalpee then discussed proper flag disposal. Cotton flags can be burned, but synthetic flags no longer can be. A high school senior volunteered to cut the flags so that they can be recycled. Currently in Wellesley we have bags of stars, bags of stripes, and bags of binding and grommets. Ms. Kalpee said that a flag company in Framingham will ship the bags of stripes to a VA company where they will be recycled. At this point the shipping cost is unknown. A local company will take the stars and blue pieces at no cost. Mr. Spear said that Mr. Ching had taken about 15 bags of flags from Wayland to Logan where they were burnt. Weston and Needham take care of their own flags. Needham residents drop flags off at the DPW and they take care of them. Mr. Bill O'Neil in Weston handles their flags. Mr. Dillon used to take Wellesley's synthetic flags to the RDF where they were buried. Each community purchases their own flags and it is the responsibility of the Graves Officer, a resident of a given community, to take care of properly disposing them. Ms. Kalpee will provide a report on what each community does with their flags.

Ms. Kalpee solicited feedback on Memorial Day activities. Besides the weather, where heavy rain impeded Needham's plans, the consensus was that the Memorial Day Observations went well. In addition to the events held at the Newton American Legion, Ms. Kalpee discussed outreach efforts the District has done or is planning to do. A 2 mile run is taking place in

Needham on July 21<sup>st</sup>. Sixth graders at The Tenacre Elementary School, a private school in Wellesley, have written appreciation letters to Veterans and have asked that Mr. Spear speak this Veterans' Day. The Wellesley high school intern that cut the flags also interviewed a World War II Bronze Star Veteran. Ms. Kalpee said this cross generational discussion was meaningful. Ms. Fitzpatrick said reaching youth is important. She said that Needham State Representative Denise Garlick teaches 8 civics classes to Middle Schoolers and had commented that a student said that there had been no war during his lifetime. When in fact, there has been war throughout his whole lifetime. Ms. VanderClock said high school students need service hours and that school principals would be a good contact for finding interns. Effort should be made to compile an email distribution list. At any event or through any contact email addresses should be collected. Mr. Spear said that he had received a call from a Needham Veteran seeking a ride to the VA in Jamaica Plain. Mr. Spear called Tom Keating, the Chaplain of the VFW, and Bill Topham transported the Veteran to/from his appointment. The VFW keeps track of their members and would be a good source for outreach. Ms. Kalpee said that the Weston Police Chief is putting together a plaque honoring past and current Police Veterans. He is also creating a military appreciation ribbon that can be worn on their uniforms. Ms. Kalpee said she will talk with the other chiefs about creating ribbons for their Veterans.

#### **5. Old/New Business**

Mr. Larsen will be retiring sometime between October 1<sup>st</sup> and November 30<sup>th</sup>. He said that he is inclined to have his successor assume the role of District Chair with the understanding that other Board Members will step in to help. Ms. Fitzpatrick assured him that they would.

Ms. Rose reminded the Board that Purple Heart Day is August 7<sup>th</sup>, and that the flag should be flown. Since that day is a Sunday the flag will probably be flown for the entire weekend.

The Board agreed that the next meeting will be on Thursday, October 13<sup>th</sup> at 4:00 p.m. in Wellesley's Great Hall.

At 5:00 p.m. the meeting was adjourned.