

Public Ceremonies and Celebrations Committee
Minutes
May 2, 2016

Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Public Ceremonies and Celebrations Committee was held at the Harvey Wheeler Building, 1276 Main Street, on May 2, 2016

ATTENDANCE: Kathleen Stone (Chair), John Arena III, Trish Ng, Tom Valle, Erin Logan

Call to Order: The meeting was called to order at 6:10 PM. – A quorum being present.

1. Minutes from 4/11/16 amended and approved by unanimous vote.
2. Old Business
 - a. Bills
Committee unanimously approved the following invoices
 - i. Horse and Carriage for Patriot's Day (700.-) and Honored Citizen Banner (280.-)
 - ii. Tom Valle (Batteries – 5.32) and Waters (39.92)
 - iii. Trish Ng (Water – 34.93) and Doughnuts for Walkthrough (23.97)
 - iv. Trish will follow up with Martha regarding Patriots Day invoice.
3. Spring 2016
 - a. Patriots Day Review
 - i. Applications need to be updated and sent out by the first week of January 2017.
 - ii. Committee members should each have a number of participants assigned to invite (verses one committee member sending out all of the applications).
 - iii. It would be ideal to invite more bands.
 - iv. There were some communication issues with the MCV – Kathy will call their director to discuss.
 - v. It would be helpful to purchase two more radios so each committee member has access to one.
 - vi. There has to be a smoother protocol regarding the parade rejoining the forward echelon after the bridge ceremony.
 - vii. There were some issues involving too much of a gap between respective units.
 - viii. Committee felt that the collation could take place outside of the Hunt Gym if the weather was not inclement.
 - b. Dawn Salute Review
 - i. Concord Minutemen need to be monitored about crossing the bridge at the correct time and where to march once inside the ropes by the flagpole.
 - ii. The twenty-one-gun salute is too long. The committee agreed that one solution can be splitting up the group of muskets to speed along the salute.
 - c. Memorial Day
 - i. The 2016 checklist was presented, and tasks were assigned to committee members.
 - ii. John will update the script for the Concord center ceremony
 - iii. Tom will update the script for the West Concord observation.
 - iv. Kathy would like to be e-mailed as tasks are completed.
4. Public Comment: None
5. Next meeting will be held on 5/12/16 at 6:30 pm in the Harvey Wheeler Community Center.
6. Meeting adjourned at 7:40 pm

Minutes Respectfully Submitted,
John Arena, III - Member