

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 September 19, 2016

ATTENDANCE: John Arena (Chair), Erin Logan, Ed Murray, Trish Ng, Robert Norton, and Tom Valle.

Call to Order: The meeting was called to order at 6:30 PM. – A quorum being present.

1. Minutes from 8/8/16 were reviewed and amended to include a higher encumbrance from 2015-2016. The minutes were then approved by unanimous vote.
2. New Business
 - a. John has spoken with Katie Meisner about joining the Committee, she may attend an upcoming meeting.
 - b. The Committee reviewed the Veterans' Day Checklist and made work assignments.
 - c. The Committee discussed the logistics of printing and mailing the 2016-2017 calendars.
 - d. Rob is looking into the purchase of two speakers for approximately \$600; John will check to see if additional money from last year's encumbrance can be spent on radios.
3. Administrative
 - a. John is checking into filing permit applications for the year's events.
 - b. John has started a file for 2016-2017 events for use for all our documents.
 - c. The Committee discussed how to improve the 21-Gun Salute at the Dawn Salute. The Committee agreed to invite representatives of the Battery to a fall PCCC meeting to discuss ideas.
 - d. The Committee discussed Patriots Day, including getting invitations out early, and inviting additional bands, potentially to include colleges, service academies, and CCHS.
 - e. The Committee discussed the Honored Citizen Cane situation and potential new vendors from which we might get the canes in the future.
4. Public Comment – none
5. Next meeting will be held on Monday, October 3 at 6:00pm in the Harvey Wheeler Community Center.
6. Meeting adjourned at 7:16 pm

Minutes Respectfully Submitted,
Tom Valle - Member