

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 February 27, 2017.

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

Also Present: Bill Brooks of the National Park Service.

Call to Order: The meeting was called to order at 6:32pm, a quorum being present.

1. Minutes from 2/13/17 were reviewed and approved by unanimous vote.
2. The Committee discussed several spring events with Bill Brooks. All were in agreement that good communication between the Committee and the NPS is essential, as are effective walk-throughs of the events. All agreed that a walk-through of Patriots' Day about two weeks before the event makes sense. Bill and John Arena will meet with the Concord Police on 3/2 to review upcoming events.

Bill feels the field at Meriam's Corner will be fine for the event, and he said he will look into an expanded sounds system for Patriots' Day. He agreed that limiting the length of the 21-gun salute at the Dawn Salute would be positive.

Bill said that the new Park Superintendent, BJ Dunn, will attend the next PCCC Meeting on March 13.

3. Invoices – Trish presented an invoice for \$185.94 for the Honored Citizen clock, which was approved unanimously for payment.
4. Current Planning
 - A. Honored Citizen. The Committee reviewed the checklist for the 2017 Honored Citizen Ceremony.
 - B. Review other Checklists. The Committee reviewed checklists for other upcoming events including Meriam's Corner, Patriots' Day, and Dawn Salute. There was specific discussion and general agreement to see if we might place the reviewing stand closer to Monument Square for Patriots' Day.
5. Public Comment – none
6. Next meeting will be held on Monday, March 13 at 6:30pm in the Harvey Wheeler Community Center.
7. Meeting adjourned at 7:17pm

Minutes Respectfully Submitted,
Tom Valle - Member