



## MEETING MINUTES

*Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Permanent Monument Subcommittee (PMS) of the Concord250 Executive Committee was held in the Goodwin Forum of the Concord Free Public Library, 129 Main Street on January 10, 2024.*

Members Present: Gary Clayton, Christa Collins, Joe Palumbo, Polly Reeve, Tooley Rogers

Guests Present: From Sasaki Associates – Joe Hibbard and Ponnapa “Gift” Prakkamakul; Nancy Fresella-Lee, Historian and monuments documenter, 140 Walden Street; Nancy Brown, member Concord Diversity, Equity and Inclusion Committee; Nancy Nelson, former Superintendent of Minute Man National Historical Park

Call to Order: The meeting was called to order at 3:11 PM; a quorum being present.

1. The minutes of the PMS subcommittee meeting of December 12, 2023 were approved.
2. 250 Trees Planting Initiative Update – Christa stated that she had attended a School Committee meeting to discuss planting trees at Concord Schools. Superintendent Laurie Hunter is receptive to this initiative. Christa chairs a volunteer group that is looking into tree siting and planting, species selection and funding options.
3. Veterans Documents Initiative – Gary reported that the Simmons College intern at the Library has started with Civil War veterans, and will be focusing over time on all veterans spanning the arc of the Revolution through WWII. The records will be organized, catalogued, digitized and, when required, restored and preserved.
4. Memorial Park Initiative and the Public Forum presentation – Joe H and Gift presented their nearly finalized PowerPoint for the Public Forum on January 17. There was discussion about content – the memorial will have five standing six foot tall rectangular posts – each with a “dialog” between a story or quote from a historical figure paired with a contemporary quote. Joe P is working with writers and historians to get the draft wording polished for next week’s Public Forum. We continue to focus on how to honor the people of Musketaquid, and will take the time to do this appropriately by reaching out to the Indigenous community. Members also talked of how to display the Thoreau plaque currently on the site. Also discussed at length regarding the Public Forum were how to display models and materials, seating, timing, and how to orient the Community Feedback activity. Joe H and Gift had also submitted an agenda for the meeting (attached below), which provides the overview of our discussion and planning for the Public Forum next Wednesday.

Also discussed was how to best get the word out to people, what to include on the website, and how to ensure that our materials are easily accessible to the public. The group shares a common commitment around the need to inform people about our initiatives, and to provide more information to the public.

Next steps • Joe H and Joe P to finalize George Dugan content with Joe P: Joe H to provide Gary with script

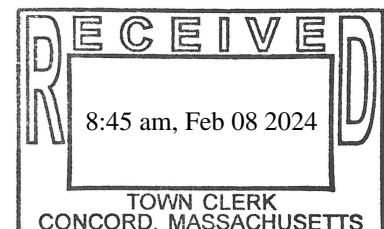
- Polly to work with Joe P on content and on the continuing search for funding sources;
- Joe P to work with Joe H on content, and continue to work with writers on same
- Tooley to work with Donna MacIntosh, Concord Communications Manager to get our website more current and Informative, send Town Clerk Dec 12 minutes and January 17 agenda, also produce handouts of the agenda, our mission statement and the George Dugan script (to be finalized by Gary, Joe P and Joe H)
- Gift and Joe H to finalize their PowerPoint, display materials and the 3-D model of the memorial

Next meetings: January 17 – 5:30-8:30 PM      Public Forum Goodwin Forum, Concord Free Public Library

The meeting was adjourned at 4:52 PM.

Minutes respectfully submitted,  
Tooley Rogers

Attachment 1





## JANUARY 17, 2024 PUBLIC FORUM

### Agenda

1. **INTRODUCTION** – *Gary Clayton – 10 Minutes*
  - a. Memorial Subcommittee Members and Consultants
  - b. Subcommittee Mission – trees, veteran’s resources, memorial park
  - c. Statement of Purpose for the Park
  - d. Purpose of this third of three public Forums: Present a concept design for the 250 Memorial Park.
  
2. **MEMORIAL PARK DESIGN** – *Sasaki – 30 Minutes*
  - a. Summary of the objectives of the park project –
  - b. Physical Organization of the Park Plan
  - c. The Look and Feel of the Park
  - d. Design of the Commemorative Elements
  - e. The Narrative Content for the Commemorative Elements – Draft of work in Process
  
3. **FEEDBACK FROM COMMUNITY** – *Polly Reeve and Joe Palumbo – 40 Minutes*
  
4. **NEXT STEPS AND PROJECT SCHEDULE**  
– *Gary Clayton - 10 Minutes*
  - a. Finalizing the Narrative Content and Advancing the Design
  - b. Design Reviews and Obtaining Permits
  - c. Options for Funding