

*Pursuant to a notice duly filed with the Town Clerk of Concord, a meeting of the Permanent Monument Subcommittee of the Concord250 Executive Committee was held at the Harvey Wheeler Center on March 29, 2023.*

**Members Present:** Gary Clayton, Christa Collins, Nancy Koehn, Polly Reeve, Tooley Rogers

**Guests Present:** Joe Palumbo, Historian and Concord Tourism guide, Nancy Fresella-Lee, Historian and Monuments documenter with Historical Commission, and Melissa Saalfield, Historical Topics Forum

Call to Order: The meeting was called to order at 9:35AM; a quorum being present.

Minutes of the March 8, 2023 meeting of the subcommittee were reviewed and adopted as written.

The Committee met at the Harvey Wheeler Center to do a run-through for the April 10 Public Forum. The Committee discussed general logistics, setup 5-6 tables with 6-7 chairs each so that the breakout groups will be pre-set. Nancy will be the greeter and have the registry and assign each attendee a number for the breakout groups, will be the timekeeper to keep speakers on time.

The Committee then did a thorough review of their presentation and the Powerpoint, making various changes and additions in preparation for the Public Forum on April 10.

Polly and Tooley to pick up the key for the HWC on the afternoon of April 10.

We discussed getting the word out - who will do what:

Gary to get names of all Concord250 Committee and Subcommittee member to contact, bring large prints of Parcel 1693.

Melissa will send a notice of the Public Forum to the roughly 150 emails on her list (thank you Melissa)

Polly will contact the Parents' Network; Christa will contact "This Week Concord"

Tooley to get External Agenda to the Donna Macintosh of Town to publish, and print Nancy's slide with her email on it to hand out at the Forum (and bring speaker and laser pointer on April 10)

Joe will work to get the Agenda onto a QR code - other information on the QR?

Chris of Harvey Wheeler was most helpful in telling us where everything was and getting us set up.

We established the Committee meeting schedules through June (locations tbd):

April 10 - Public Forum Harvey Wheeler Center 7:00-8:30 pm

April 14 - 2:00 - 4:00 AM Trustees Room Concord Free Public Library

April 26 - 9:30 - 11:00 PM Trustees Room Concord Free Public Library

May 10 - 9:30 - 11:00 AM Trustees Room Concord Free Public Library

June 14 - 9:30 - 11:00 AM Trustees Room Concord Free Public Library

June 28 - 9:30- 11:00 AM Trustees Room Concord Free Public Library

Meeting adjourned at 11:03 am

Minutes respectfully submitted,  
Tooley Rogers

