

Public Ceremonies Committee Meeting Minutes September 11, 2019

Wayland Town Building
Selectmen's Meeting Room
41 Cochituate Road
Wayland, MA 01778

Attendees: George Bernard, Richard Turner, Rod McLean, Donna Bouchard, Michelle Galicia
Location: Large Conference Room

Meeting Called to Order: 7:05

Approval of prior meeting notes from: May 16th, 2019

- No Public comment
- Reading of correspondence
 - Invoice from facilities for use of custodian for janitorial services from Memorial Day
- Review minutes from previous meeting. Some small changes.
- Approve minutes
- Old business
 - The selectman should announce Memorial Day and veteran's day activities
- Freedom prize
 - Processing invoice from committee – should be done by Finance Dept. via selectmen
- New Business
 - New member joined Donna Bouchard – welcome introductions
- Annual Report Review
- Veteran's Day – Monday, November 11th, 2019 at Trinitarian Congregational Church
 - Programing set up same as 2 years ago – See handout
 - Pastor will make announcement and benediction
 - 10 am begin
 - Prelude – Richard
 - Welcome by Donna Bouchard- master of ceremonies
 - Posting of color guard
 - Star Spangled Banner - song
 - Pledge of Allegiance
 - Invocation
 - Recognition of Veterans
 - Eternal Father Strong to Save - song
 - Documentary presentation – will be about someone from Wayland
 - America the Beautiful – Song
 - Why we serve
 - God Bless America - song
 - Folding of the American flag
 - Announcements
 - Moment of silence
 - Benediction
 - Retire the colors
 - Postlude
 - Mike Patterson will be the backup speaker
 - Will need \$150 for Janitor at church
 - Joe Oneschuk. of WHS considering performing 2 songs for the 10am program

- Volunteers will help set up
 - Flowers – Cost \$80. Will split 40/40 so can keep at church after
 - 2 Cakes – Carolyn Bernard
 - Cookies – Michelle Galicia
- Last year had quiz in brochure – Rod to formulate new questions for this year
- Church wants insurance form filled out (\$1 million liability)
- Will end at 11am then coffee and sweets until 12pm
- Walk over to monument for reading of the names at 12pm – Legion to read
- Police detail will be there 9am-1pm
- Notify Wayland News, Patch and Wayland's voter's Network - Donna
- Need to contact facilities dept. about tent with sides (10x20) – last year very cold. Also will need them to set up chairs and podium
- George and Rod to set up speakers
- Sign by Villa “Welcome to Cochituate” needs to be replaced
- Will try and get in another meeting after October 9th meeting. Suggest meeting again on November 6th

Meeting Adjourned at 8:25

Next meeting October 9th, 2019

Submitted by Michelle Galicia