

BOXBOROUGH PUBLIC CELEBRATIONS & CEREMONIES COMMITTEE MEETING AGENDA

Date and Time: Monday November 13thth @7:30pm

Location: zoom

<https://us02web.zoom.us/j/87439265012?pwd=T3FoWi84VEFKMII3MGMxelpGYlp0Zz09>

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES FROM LAST MEETING

Meeting Minutes from 11/07/2023

IV. OPEN ISSUES

- a) Discuss Town Tree Lighting Ceremony
- b) Contact Chris Bard for Lyrics - who should print?
- c) Contact Police and Fire to confirm event time frame
- d) FreeBee for special guest update
- e) Check in with the Lucy and Luther, for special appearance
- f) Santa who is this? PCCC to purchase Candy Canes
- g) Recap on supplies needed or donated for the cookie and drink table

V. NEW BUSINESS

- a) none

VI. ADJOURNMENT

Town Hall is inviting you to a scheduled Zoom meeting.

Topic: PCCC Meeting - November 13th


Time: Nov 13, 2023 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87439265012?pwd=T3FoWi84VEFKMII3MGMxelpGYlp0Zz09>

Meeting ID: 874 3926 5012

Passcode: 081114

 **Location:** Zoom

 **Date:** 11/13/2023

 **Time:** 7:30pm

Jennette : Tree lighting ceremony scheduled for December 2, rain or shine

Chris Bard, a band director from Blanchard gave an event rundown
Brass wind arrives between 4 and 4:15 at Boxborough museum
Set up by the tree / sound system pick up from the town hall

Note: someone needs to print the lyrics - figure out who does it.

The ceremony starts with a speech honoring the organization that made impact on the town
Jennette wants to nominate Boxborough Bee for all the efforts running a FreeBee market (free vegetables, free costumes)
Reach out Heather Flemming and discuss it with her

After the speech the lights turn on
Then the music starts playing
Santa Claus arrives at the fire truck between 4:45 and 4:50
Bharti will talk with Owen about him playing Santa
Jennette suggested that PCC supplies candy canes
Set up a tent by the museum to distribute hot chocolate, cider and cookies
Check for possible donations for hot chocolate and cider
Need to find if town hall has large hot beverage containers - Asya
PA System - Asya
Talk about turning a switch on a tree - Jennette
Glow sticks purchase/donations - Jennette
Talk to fire and police about road closure - Jennette

Next meeting : November 13 at 7:30