



OFFICE OF THE CITY CLERK

CITY OF CAMBRIDGE

CITY HALL, CAMBRIDGE, MASSACHUSETTS 02139

JOSEPH E. CONNARTON
CITY CLERK

(617) 349-4260

JOHN E. FLYNN
DEPUTY CITY CLERK

TO: The Honorable, The City Council

FROM: Joseph E. Connarton, City Clerk *JKL*
Sandra Albano, Assistant to the City Council

DATE: December 5, 1991

SUBJECT: Inaugural Ceremony/ 1992

Please be advised that a meeting of the Inaugural Committee was held on Monday, December 2, 1991, in the Ackermann Room, with Councillor Sheila Russell and Councillor Timothy Toomey. A review of the activities relative to the ceremonial functions was made by us going over the requests for bids which had been sent for photographer and printing services.

As you know, due to these difficult financial times, no money exists for a luncheon after the swearing in ceremony. Given that fact, it was discussed that no formal "morning wear" attire be required of the gentlemen of the Council.

Relative to the morning exercises, as always you and your ushers and usherettes are invited to the Mayor's office for coffee and pastries beginning at 9 A.M. on Monday January 6, 1992. At that time pictures will be taken. At 10:00 A.M. we will begin the actual ceremony.

Arrangements have been made for all the carpets in the Chamber, Mayor's office, Ackermann Room and Council office to be cleaned prior to January 6th.

The members of the Committee who were present have indicated that they would like Father John Cummings, Pastor of Saint John's Roman Catholic Church and Father Kevin Toomey associate pastor of Saint Jude's Roman Catholic Church to serve as chaplains of the day.

The issues which remains incomplete is the floral arrangement for the Chamber, etc.

The printing of the programs and invitations has been awarded to Sterling Business Forms. The Photographer bid has been awarded to Maclone. Chairs and coat racks along with the rug for the entrance to the Chamber have been ordered.

For those Councillors who have not provided us with a picture, would you kindly do so, along with the names of your ushers and/or usherettes by Wednesday, December 11, 1991. Unfortunately, if the names and/or pictures are not received by Wednesday, they will not appear in the program.

If you have any questions on any of the above information please feel free contact either of us.

Thank you for your cooperation.

1. 5-1261
COMMUNICATIONS & REPORTS FROM
CITY OFFICERS

Comm. from City Clerk transmitting a communication from himself and Sandra Albano, Assistant to the City Council, relative to a hearing held by the Inaugural Committee on Monday, December 2, 1991 regarding the Inaugural Ceremony for 1992.

In City Council,

December 9, 1991

Placed on file