



**SEPTEMBER 11 MEMORIAL GARDEN
OVERSIGHT COMMITTEE
Town of Sudbury, Massachusetts**

Voted to establish by the Sudbury Board of Selectmen on March 30, 2004

Amended July 26, 2016

Background

The events of September 11, 2001 impacted not only our country, but also our community. On that day, the Town of Sudbury lost three beloved residents – Cora Holland, Peter Goodrich, and Geoffrey Cloud. Our community vowed never to forget the lives of these residents or the tragic events of September 11th.

On September 11, 2003, the Town of Sudbury proudly dedicated the September 11 Memorial Garden. The Memorial Garden features flowering plants and trees, three bluestone benches, and a commemorative center stone of Sudbury granite, where engraved bronze plaques recount the events of September 11, 2001 and memorialize the three Sudbury residents who were lost.

This stunning landmark is designed to be a peaceful and beautiful place where town residents can reflect on the impact that solemn September day had on our nation and our community of Sudbury.

Mission Statement

It is the intention of the Selectmen, in creating the September 11 Memorial Garden Oversight Committee, to provide a mechanism for protecting, maintaining, and enhancing the Memorial Garden and the adjacent flagpole now and into the future, using funds in the newly created September 11 Memorial Garden Trust Fund. All monies from the initial fund-raising shall be used to create this new Trust Fund, and the entire trust shall be considered “expendable” for the purposes of accomplishing the mission of this Oversight Committee.

Responsibilities

The September 11 Memorial Garden Oversight Committee will meet at least quarterly to accomplish the following tasks:

1. Assure the upkeep of the Memorial Garden and all its components, and decide on appropriate modifications as needed. Responsibilities include, but are not limited to:

- a. Arranging for watering, pruning, and weeding of horticulture within Garden and immediately around flagpole;
 - b. Deciding on and arranging for installation of new plantings within Garden and immediately around flagpole;
 - c. Checking on a regular basis for damage, wear, or maintenance needs of horticulture, stone, benches, plaques, and flagpole, and arranging for needed repairs;
 - d. Arranging for seasonal maintenance, including leaf removal and shoveling;
 - e. Planning for and recruiting volunteers as needed for work that can be accomplished by volunteers, such as planting of annuals;
 - f. Deciding on and implementing creative modifications (e.g., flagpole improvements, lighting).
 - g. Insuring that all applicable permits are received before beginning any work that requires such permitting.
2. Collaborate with other town organizations, such as the Historical Commission, the Permanent Landscape Committee, the Department of Public Works, the Parks & Recreation Department, the Conservation Commission, and local garden clubs, in the upkeep and maintenance of Heritage Park.
 3. Accept financial responsibilities related to the September 11 Memorial Garden, including:
 - a. Making an annual budget request to the Trustees for Town Trust Funds for a fiscal year allocation of funds, following the process established by the Town's Finance Director/Treasurer-Collector;
 - b. Making annual reports to the Trustees for Town Trust Funds;
 - c. Developing and maintaining a budget, including the planning of expenses and request for payment of bills to the Town Manager;
 - d. Working with Town departments on yearly and seasonal expenditures as they relate to the September 11 Memorial Garden;
 - e. Reviewing all financial reports generated by the Finance Department of the Town of Sudbury for accuracy and budgetary position;
 - f. Raising any future monies required for the Memorial Garden.
 4. Inform the community about matters related to the September 11 Memorial Garden, including:
 - a. Filing an Annual Report to the Town and Trustees for Town Trust Funds;
 - b. Maintaining and updating Town Archives as related to the Garden;
 - c. Planning, promoting, and implementing annual commemorations every September 11th, if desired;
 - d. Other publicity as needed.

Appointment and Composition of the Committee

The Oversight Committee shall be appointed by the Town Manager with the approval of the Selectmen and shall have at least five (5) but no more than eight (8) voting members. In making these appointments, the Town Manager shall endeavor to have a majority of Committee members be Sudbury residents. All appointments are for three-year terms. The Committee's composition shall be as follows:

1. A landscape expert, preferably a resident of Sudbury. If no such expert is available or willing to serve on the Committee, then this position may be left vacant or filled by a

Sudbury resident with no horticultural expertise. In such case, the Committee shall consult with a landscape expert on an as needed basis, compensating said expert with funds from the Memorial Garden Trust Fund, if required.

2. A family member, or a representative of each of the three victims' families, named at each family's discretion. These members need not be residents of Sudbury. If members of the three victims' families choose not to serve on the Committee or choose not to name a representative, then this position may be appointed by the Town Manager, with consideration given to both Sudbury and non-Sudbury residents recommended by the Committee.
3. At least three committee positions shall be filled by Sudbury residents.
4. To the extent possible, a member of the original September 11 Memorial Garden Executive Committee shall be the final member of this Oversight Committee. If no member of the original group is available or willing, this position shall be left vacant.

In addition, the Town Manager, Public Works Director (or his designee) and one member of the Board of Selectmen shall be ex-officio, non-voting members of the Oversight Committee. However, should any vote of the Committee result in a tie vote, the Selectman ex-officio member shall be able to vote to break the tie.

The following staff of the Town of Sudbury can be available on an occasional basis as time permits and the Town Manager approves: Conservation Coordinator, Recreation Director, and Finance Director/Treasurer-Collector. No financial resources are currently available for committee work, except the annually provided for distribution from the Expendable Trust Fund.

Operation of the Committee

The Committee shall elect the following officers: A Chair, a Clerk, a Publicist, and a Treasurer from among its members. The Clerk shall insure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted for approval, and shall post notice of all meetings. The Treasurer shall maintain the budget and oversee the payment of bills, as well as prepare numbers for the Annual Town Report. The Publicist shall be responsible for keeping the community informed of decisions and plans regarding the Memorial Garden, as well as writing the summary for the Annual Town Report.

Compliance with State and Local Law

The Oversight Committee is responsible for conducting its activities in a manner which is in compliance with all relevant state and local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, and Conflict of Interest Law, especially in reference to the use of email among committee members.