

TOWN OF SUDBURY
SUDBURY 250 COMMITTEE

Approved by the Select Board: December 5, 2023

Mission:

The Sudbury Select Board established the Sudbury 250 Committee to plan for the commemoration of the 250th anniversary of the commencement of the American Revolution. It is anticipated that many of the observances will take place in the early spring through late winter of 2025, although the Committee may plan later events, such as the July 4, 2026 observances.

The Committee will:

1. evaluate and make recommendations on how the Town should manage the commemoration of this historic event.
2. sponsor activities that commemorate and celebrate the place of Sudbury in the history of our nation.
3. ensure that all events are designed to involve and have outreach to all residents of Sudbury.

Duties:

The Committee will coordinate the Town's events with local, regional, state, and federal groups, committees, and agencies in producing the events. As part of its duties, the committee shall:

1. Develop a comprehensive plan for celebrating and promoting the 250th anniversary and other historical events leading to the founding of our country.
2. Work with Town staff to develop and administer programs, funding, and grant applications, and may make a request for funding as part of the Town budget process.
3. Appoint subcommittees, where necessary, to carry out specific tasks.
4. Engage with other 250 committees in Massachusetts to be informed about the ideas and activities that are related to this important commemoration.
5. Identify opportunities for individuals or organizations to participate in celebrations of the anniversary.
6. Ensure that activities represent a commitment to diversity and inclusiveness, sustainability, accessibility and create opportunity for individuals of all abilities to participate.
7. Hold public forums to solicit input, and provide periodic updates to the Select Board which will review progress, no less often than on a quarterly basis.
8. Suggest amendments, if necessary, to the duties and responsibilities of the committee to the Select Board.
9. File an Annual Town report of committee activities and events with the Select Board on/or before December 31, 2024, December 31, 2025, and prior to dissolution of committee.

Membership:

The Sudbury 250 Committee shall be appointed by the Select Board for the period of January 2024 through September 2026. Committee membership will be up to 9 individuals. Representatives may be selected from the following groups:

- Select Board member
- Town Historian
- Sudbury Public Schools/Lincoln-Sudbury Regional High School educator
- Community members with expertise or interest in historical events of Sudbury
- Event planning and/or logistics expertise

- Community leaders with fundraising experience
- Business, Civic, or Community groups including literature, music, and the arts community
- Town Manager or designee (ex-officio)
- Public Safety (ex-officio)

The Committee shall meet as needed, with more frequent meetings expected as the events approach. The Committee shall elect a Chair, Vice-Chair, and Clerk. A quorum shall consist of a majority of the full members. If any full voting member is absent from five (5) consecutive regularly scheduled meetings of the Committee, their position may be deemed to be vacant and the position shall be filled by the Select Board.

The Committee shall be dissolved on September 30, 2026, unless continued by a vote of the Select Board.

Other Considerations

The Committee shall comply with the provisions of the Open Meeting Law (OML), the Public Records Law, the Conflict-of-Interest Law and all other laws and regulations of the Commonwealth, as well as all relevant bylaws and policies of the Town, including the Town's Email Communication for Committee Members Policy.

Voting members may elect a Clerk who will ensure that full minutes and a list of members in attendance are kept of each meeting and promptly submitted to the Committee for approval, filing with the Town Clerk, and posting to the Town's website. Meetings will be open to the public and recorded.

The Commission will keep minutes of all meetings and post minutes and other Commission materials on the Town's website. The Commission will post notice of meetings on the Town's website as well as at the Town Clerk's Office.