

Sudbury250 Committee
Hybrid Meeting
Agenda
July 10, 2024
11 AM

Sudbury 250 Committee meeting on July 10, 2024 11:00:00 AM EDT (-04:00)

On-site: Flynn Building - Silva Meeting Room (2nd Floor), 278 Old Sudbury Rd

To join the Sudbury 250 Committee meeting virtually, please click on this link:
<https://us02web.zoom.us/j/82488578214>

For audio only, call the number below and enter the meeting ID on your telephone keypad.

Dial-in number: 978-639-3366 or 470-250-9358

Meeting ID: 824 8857 8214

Item #	Time	Action	Item
1	11:00 AM		Call the meeting to order
2			Meeting minutes recorder
3			Opening Remarks by Chair
4	11:05 AM		Public Comment
5	11:10 AM		Member reports <ul style="list-style-type: none">• Report on the Select Board Update• Update on Flash Poll
6	11:35 AM		Discussion of events, possible scheduling of events and estimated costs, finances, and fund-raising. Three documents that will be created and updated as the committee's work progresses <ul style="list-style-type: none">• Application for a booth at the 2024 Sudbury Colonial Faire• Funding updates• Ordering of Sudbury 250 merchandise• Timeline of events for 2024-2026• Timeline of events circa 250 years ago• Status of events planned

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.

Item #	Time	Action	Item
7	11:55 AM	Vote	Approve the application for a booth at the 2024 Sudbury Colonial Faire
8	12:00 PM		Future meeting times
9	12:05 PM	Vote	Vote to review and possibly approve the open session minutes of 6/20/24
10	12:10 PM		Adjourn

These agenda items are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. Some items may be taken out of order or not be taken up at all. The Chair will strive to honor timed items as best as possible. The Chair reserves the right to accept public comment on any item and may establish time limits.

Sudbury 250 Committee

Thursday June 20, 2024

7:00 PM

(Meeting can be viewed at www.sudburytv.org)

Zoom Meeting

Present: Chair Radha Gargeya, Vice-Chair Jan Hardenbergh, Committee Member Josh Gilman, Committee Member John Neuhauser, Committee Member Rachael Robinson

Absent: Committee Member Jim Weigel, Committee Member Tim Cobbett, Ex-Officio Committee Member Leila Frank

The statutory requirements as to notice having been complied with, the meeting convened at 7:02 PM via Zoom telecommunication mode.

Radha announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order

Committee Roll Call: Gargeya-present, Hardenbergh-present, Gilman-present, Neuhauser-present, Robinson-present.

Opening Remarks by Chair

Radha read the OML (Open Meeting Law) guidelines for taking meeting minutes.

New Member introductions

Radha welcomed Josh Gilman as the newest member of the committee. Josh Gilman introduced himself. He completed 26 years at Lincoln Sudbury High School as a teacher in the History department. He teaches AP History besides many other courses. He would be sharing his seat on the committee with Tim Cobbett.

Radha said that Josh is a valuable addition to the committee as he brings his knowledge of history and would be able to engage with the students, faculty, and staff regarding the Sudbury 250 activities.

Public Comment

There was no public comment.

Member Reports

John is doing the groundwork with various reenactors and giving them our event timeline.

Jan reported on his contacts with the Battle Road communities.

Rachael described the proposed survey of Sudbury residents. Once finalized, she would work with Leila to publish or send out the survey.

Rachael mentioned the six questions on the survey, which are:

1. How likely will you be to go to Concord on 4/19/2025? 1-10 (10 most likely)
2. If there is something to do in Sudbury on 4/19/2025, would you stay in Sudbury?
3. What kind of event would you like to be held in Sudbury on 4/19/2025? [open answer]
4. What kind of events would you like in Sudbury between 4/19/2025 to 7/4/2026?

Multiple Choice:

- | | |
|--|------------------------------------|
| <input type="radio"/> Concerts | <input type="radio"/> Reenactments |
| <input type="radio"/> Lectures | <input type="radio"/> Tours |
| <input type="radio"/> Presentations | <input type="radio"/> Parties |
| <input type="radio"/> Classes | <input type="radio"/> Other |
| <input type="radio"/> Community events (e.g., fairs) | |
5. Are you interested in seeing Sudbury Minutemen at 5:45 AM on 4/19/2025 from the Sudbury Town Center?
 6. Additional Comments? [open answer]

Rachael would also like to work with the Goodnow Library to keep reading lists. She requested book suggestions from the members. She also specifically requested Josh for book suggestions for all residents including students.

John said that it would be extremely hard to get reenactors for 4/19/2025 as most would be committed to towns such as Concord.

Sudbury 250 Logo Design – Discuss and Choose

Radha explained the process of choosing the Sudbury 250 Logo. There were four emails and six image submissions. They were from: Martin Greenstein, Mike Hegelson, Sydney and Robin Merrill, Stephanie Mooney. The six images were numbered 01_Greenstein, 02_Hegelson, 03_Merrill, 04.1_Mooney, 04.2_Mooney, and 04.3_Mooney.

All members voted independently of one another by ranking the six logos from 1 (highest rank) to 6. Their votes were aggregated. There was a consensus on the Merrill logo, which received the highest score.

Rachael motioned to accept the Merrill logo as the Sudbury 250's official logo. Josh seconded the motion.

It was on motion 5-0. Gargeya-aye, Gilman-aye, Hardenbergh-aye, Neuhauser-aye, Robinson-aye.

VOTED: To accept the Merrill logo as the Sudbury 250's official logo.

There was consensus on the committee that the reward to the winning logo designers, besides bragging rights, could be logo-based swag.

The committee expressed its gratitude to all the submitters for their time, dedication, and design. Radha will write to the Merrills informing them of their logo's selection and requesting a high-resolution image and a vector format. Radha will also thank Martin Greenstein, Mike Hegelson, and Stephanie Mooney.

Discussion of events

Leila wrote in an email to the committee that the Town Manager is suggesting \$25K from ARPA funds towards Sudbury 250 with the consent of the Select Board. Contracts for services must be finalized by December 2024.

Josh asked if it would be hard to sign contracts by December 2024 for events that may occur far beyond, even in 2026.

There was a discussion about the cost of procuring logo-based swag.

Radha suggested that there could be a draft three-year calendar that is kept up to date with events. Such a calendar would go on the committee website.

There was a discussion about how to collect ideas about events in between committee meetings while following OML guidelines. One suggestion was that members would write to one designated person on the committee with ideas, and the latest compilation would be shared and discussed at the next meeting.

Future Meeting Times

Previously scheduled:

Wednesday 7/10/2024 at 11 AM, in-person and hybrid

Wednesday 7/24/2024 at 7 PM, in-person and hybrid

Wednesday 8/7/2024 at 11 AM, in-person and hybrid

Scheduled at this meeting:

Wednesday 8/28/2024 at 7 PM, in-person and hybrid

Quarterly Update to the Select Board

Radha shared the Quarterly Update to the Select Board and took in members' suggested edits.

Under the funding category, Rachael mentioned that we could have sponsorship levels for private grants – platinum, diamond, and so on. John mentioned that private companies and foundations have certain funds set aside for annual grants and we could apply for those. Radha said that we should explore all funding opportunities – public and private.

Meeting Minutes

Jan motioned to accept the 6/5/2024 meeting minutes as edited by the committee. Josh seconded the motion.

It was on motion 5-0. Gargeya-aye, Gilman-aye, Hardenbergh-aye, Neuhauser-aye, Robinson-aye.

VOTED: To accept the 6/5/2024 meeting minutes as edited by the committee.

Logo Public Release

Rachael motioned to authorize Radha and Jan to write a public release statement on the Sudbury 250 Logo design choice. Josh seconded the motion.

It was on motion 5-0. Gargeya-aye, Gilman-aye, Hardenbergh-aye, Neuhauser-aye, Robinson-aye.

VOTED: To authorize Radha and Jan to write a press release on the Sudbury 250 Logo design choice.

Adjourn

Rachael motioned to adjourn the meeting at 8:38 PM. Josh seconded the motion.

It was on motion 5-0. Gargeya-aye, Gilman-aye, Hardenbergh-aye, Neuhauser-aye, Robinson-aye.

VOTED: To adjourn the Sudbury 250 Committee meeting.

Meeting adjourned at 8:39 PM.

Respectfully submitted,

Radha Gargeya

Documents used during the meeting:

1. 250LogoDesignChoice_06.12.24.xlsx
2. 2024_Q2_Sudbury250_SSB_Report
3. Sudbury250Committee_Minutes_20240605_DRAFT_RRG.docx

DRAFT

Sudbury 250 Committee

Quarterly Update to Sudbury Select Board

June 20, 2024

Preamble

When in the course of commemorating the 250th anniversary of the commencement of the American Revolution, it became necessary for the Sudbury Select Board to establish the Sudbury 250 Committee on 5th of December in the year 2023, the Board submitted the following in the mission declaration: “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.”

Sudbury 250 Committee (“The Committee”) wishes to augment the commemorations by including Sudbury’s role in the events leading up to the American Revolution and beyond.

Members

In addition to the four members - Radha Gargeya, Jan Hardenbergh, John Neuhauser, and Rachael Robinson – initially appointed by the Select Board, three members joined The Committee recently – Jim Weigel, Tim Cobbett, and Josh Gilman.

Tim Cobbett – Faculty, History Department, Lincoln Sudbury Regional High School; Sudbury resident.

Leila Frank – ex-officio member, Select Board Office Supervisor, and Information Officer

Radha Gargeya – Sudbury resident

Josh Gilman - Faculty, History Department, Lincoln Sudbury Regional High School

Jan Hardenbergh – Sudbury Town Historian

John Neuhauser – Commander, Sudbury Companies of Militia and Minute

Rachael Robinson – Director, Sudbury Historical Society

Jim Weigel – Trustee Wayside Inn, VP Finance Mass Air Space Museum, Retd. Col. US Army

Purpose

The Committee agreed that its work will serve these purposes:

- To celebrate and commemorate the 250th anniversary of the American Revolution through various planned events,
- To have the said events take place mostly between April 19, 2025 and July 4, 2026, while encompassing events in the American Revolutionary history,
- To include and engage all Sudbury citizens, starting with our children and students,
- To tell and record stories that are untold or under-told, and
- To inform and entertain.

Plan of Events

We are attaching a document that has a suggested partial list of events. The list under development includes but is not limited to: existing events that could be supplemented, new events, presentations, dances, and concerts.

Outreach and Engagement

We are committed to include all of Sudbury. We will collaborate with our schools, community organizations, businesses, town historians, and various town committees and boards. The goal is to have the 250th events offer an enlivening, unifying, and reflective opportunity across Sudbury.

We are also working with the 250 Committees of neighboring towns to collaborate and coordinate our activities.

Budget and Finances

As we firm up the events and their estimated expenses, we will arrive at a budget for the Sudbury 250 events and activities. We are gratified that the Town Manager has suggested ARPA as a potential funding source. We will work to make a detailed and itemized request to the Select Board for their review. We will work to seek donations from other public and private sources.

Logo

The Committee received six submissions for the Sudbury 250 Logo Design Contest. We are impressed by the commitment, thought, and design that has gone into each of the submissions. We are grateful for the honor of their time. We are happy to report that The Committee has chosen a logo at their meeting on 6/20/2024. A press release announcing the logo and the designers' names is being issued separately. We encourage all Sudbury residents to proudly display this logo wherever they can.

Dear Town Manager and Select Board:

I am Radha Gargeya of the Sudbury 250 Committee (The Committee).

First, our committee expresses its appreciation for the Town Manager's suggestion that \$25K of the ARPA money could be used for The Committee's work after duly approved by the Select Board.

The Committee has a few questions which I thought I would ask of you prior to my update to the Select Board tomorrow.

1. Does The Committee need to have signed contracts for services by December 2024 given that not all events that would take place between 4/19/2025 and 7/4/2026 would be decided by December 2024? Or could this money be set aside in an account from which The Committee could draw upon, with the Select Board approval, as contracts are finalized?
2. If expenses are made for a particular purpose, such as ordering materials with the newly chosen Sudbury 250 logo, from a personal account, how would reimbursement work? Or would you suggest an alternative method?
3. If The Committee obtains grants from private or public organizations, could they be deposited into an account earmarked for The Committee? One option that was mentioned to me is to use Sudbury Historical Society as that organization held grants in 2014 on behalf of the Sudbury's 350th committee.

We look forward to your feedback.

Regards.

- Radha Gargeya
Chair
Sudbury 250 Committee
Sudbury250@sudbury.ma.us



Colonial Faire – 28 September 2024
Vendor Agreement Form

In consideration of receiving an invitation to participate as a Vendor in the Sudbury Colonial Faire scheduled for Saturday, 28 September 2024, I/We, the Undersigned with the Trade Name Business of (please print, below):

Sudbury 250 Committee, Sudbury, MA

have acquainted myself/ourselves with, and agree to, the following:

- That I/We are familiar with the thematic nature of the Faire as per the outline of expectations contained in the Letter of Invitation, and that I/We are participating in a self-supporting manner and will operate in a safe-manner in keeping with a family-oriented, themed fair. I/We hold the Sudbury Companies of Militia and Minute, the Sudbury Ancient Fyfe and Drum Company, and the Wayside Inn Historic Site harmless in the event of injury, damage, loss, or mental aggravation--instances of gross negligence on the part of the latter parties notwithstanding.
- I/We will be set up for business no later than 9:30 A.M. of Saturday, 28 September 2024. I/We understand that I/we will be assigned a booth space on arrival during Friday, Sept. 27th, or early Saturday morning, Sept. 28th, by the Faire Coordinators or their Agents. I/We also agree that my/our car, and other means of transport, will be parked off of the Faire grounds by 9:30 A.M., Sat., 28 Sept. 2024.
- I/We understand that the Faire will take place “Rain or Shine,” and that Faire Administrators make no guarantee of a given profit-level for my/our participation at said event.
- I/We will remit to the Sudbury Companies of Militia and Minute a Registration Fee of \$25.00, payable with this application. I/We also agree to a 10% Commission on all Sales over \$250 payable to the Sudbury Companies of Militia and Minute **after the close of business (between 4 and 6 P.M.) on Saturday, Sept. 28th, 2024.**
Note: The \$25.00 Registration Fee is nonrefundable after 15 August 2024.

Vendor Printed Name(s):

Radha Raman Gargeya, Chair, Sudbury 250 Committee

Vendor Signature(s)_____

Dated: 7/10/2024

Colonial Fair – 28 September 2024
Vendor Registration Form

I. Vendor Information:

Proprietor(s) Radha Raman Gargeya, Chair, Sudbury 250 Committee

Trade Name of Business Sudbury 250 Committee, Sudbury, MA

Street Address Flynn Building, 278 Sudbury Rd

City/Town Sudbury State & Zip MA 01776

Telephone # 978-639-3381? Email sudbury250@sudbury.ma.us

II. Briefly describe your merchandise and planned booth presentation:

The purpose of the booth is to spread awareness of the Sudbury 250 activities and the committee. We may have with us Sudbury 250 swag (such as sweatshirts, T-shirts, Caps, Mugs, Bumper stickers, Magnates).

III. Vendors may begin setting up booths after 12:00 Noon of Friday, September 27rd, and must be complete in terms of setup by 9:30 A.M. of Saturday, September 28th, 2024.

What is your planned arrival time? 4 PM, September 27th?

III. Lot size is a standard 12-foot wide by 15-foot depth; if you believe that you require a different size, please specify the size and reason, and any other special need.

The standard lot size would suffice.

V. Will your booth be prepared with covering in the event of rain? Yes X No _____

RETURN THIS FORM WITH THE COMPLETED AGREEMENT FORM AND A CHECK FOR \$25.00 MADE PAYABLE TO: Sudbury Companies of Militia and Minute, P.O. Box 187, Sudbury, MA 01776.

Please Return This Form, The Agreement Form, and \$25 Registration Fee by 15 August 2024. Incomplete Registration Packets will not be processed.

For further questions and information, please feel free to contact Adjutant Will Hutchinson at faire@sudburyminutemen.org or 774-287-2312