Sudbury 250 Committee

Summary for October 29, 2025
Virtual meeting at 7:00 PM
(Meeting video can be viewed at www.sudburytv.org)

Attendees: Radha Gargeya, Committee Chair; Jan Hardenbergh, Committee Vice-Chair, John Neuhauser, Jim Wiegel, Timothy Cobbett

Roll Call: Gargeya, present; Hardenbergh, present; Cobbett, present, Wiegel, present; Neuhauser, present
Minutes taker: Jan Hardenbergh

Quorum was confirmed and the meeting was called to order at 7:04 under the new virtual-meeting procedure (chair names all members before roll call, notes there is no expectation of privacy, and confirms the meeting is being recorded).

Thank you to SudburyTV for recording this meeting.

AI summaries will be available a day or so after meetings.

Opening Remarks

Radha and Jan were at the Sudbury 250 table at the Battle of Red Horse Tavern.

Public Comment

No members of the public were present.

Member Reports

John: Red Horse Tavern Event Review. Despite lower attendance than previous years, the event was considered a success, with positive feedback from vendors and spectators.

Jim concurred with John that the Battle of Red Horse Tavern. He gathered business cards for May 16. Redcoats and Patriots shared beer after the battle. The group also discussed sharing event videos and photos, with suggestions to use cloud storage or YouTube for easy sharing.

Jan sent letters of invitation to Sudbury 250 Day to the Historical Commission, the Historic Districts Commission and the 9/11 committee.

Radha related his experience of the Battle of Red Horse Tavern. We, Sudbury 250, sold some items ($100 + $20 donation), but not like the Colonial Faire.

Discussion of 5/16/2026: Sudbury 250 Day

The committee discussed plans for Sudbury 250 Day, emphasizing the need to send out invitations promptly to secure vendor participation. Radha and John worked on preparing invitations, a vendor list, and registration documents for the event, which Jan and Jim agreed to review.

Radha presented the draft invitation.

The team discussed invitation categories and pricing for vendors at an upcoming event. John suggested creating different invitations for various categories, including living history demonstrators, food trucks, and vendors, with different pricing structures. They agreed to offer an honorarium of $50 to living history

participants, as these individuals often donate their time. Radha will review and update the invitation document with these changes, including personalized cover letters and specific category-based language.

Vendor Compensation and Honorarium Standards

The group discussed vendor compensation for an event, with John suggesting $75 as a standard honorarium while acknowledging that some vendors, like blacksmiths who require significant setup, might need higher amounts. Jim noted that certain vendors with substantial setup requirements, such as blacksmiths and colonial reenactors, should receive higher compensation to reflect their effort, while Jan proposed offering a standard $75 rate with flexibility to pay more for particularly complex demonstrations. The discussion clarified that vendors would receive an honorarium in addition to any booth fees, and that vendors could continue selling their goods alongside demonstrations.

Radha displayed the Food Vendor Registration form.

Radha and John discussed the logistics for the Sudbury 250 event, including booth sizes, vendor setup times, and communication channels. They agreed to create a dedicated email address for the event and to separate registration forms for food and craft vendors, with different setup times of 8 AM for craft vendors and 10 AM for food vendors on the event day. Jan raised a concern about noise levels, and Timothy mentioned the need to coordinate with the school department regarding the use of the noise fields. Radha noted that she had contacted the park and rec director about using the noise building and would update the group once she heard back.

Event Logistics and Vendor Fees

The committee discussed event logistics, including adjusting the timing to 9:30 AM - 3:00 PM and confirming a 15x15 lot size for food trucks. They agreed to use phone numbers for last-minute changes and decided to consult with Layla about vendor fees, with food vendors potentially charged $100-150 and craft vendors $50-75. Radha noted she would need to run the liability clause by town council before finalizing the contract.

Radha presented the Vendor Agreement Form

John and Radha discussed the logistics of organizing a fair, focusing on the allocation of vendor spaces and the categorization of vendors into dry goods and food vendors. They clarified the need for advance planning, including assigning booth numbers and determining vendor preferences for sunny, shady, or indoor locations. Radha planned to finalize vendor lists, prepare registration forms, and work with Leila to ensure all necessary documents were ready, including invitations and release forms, while considering feedback from vendors.

Vendor Outreach Strategy Discussion

The group discussed vendor outreach for an upcoming event, with John offering to compile a list of potential vendors from various sources including craft fairs and the Wachusett Apple Festival. They agreed to send invitations from a single account to maintain a record of who was contacted and when, with Radha taking the lead on consolidating multiple vendor lists into a master spreadsheet. The team decided against prioritizing vendors by type or implementing a first-come-first-serve policy, instead choosing to welcome all interested vendors while spreading them out to avoid clustering.

Letter Review Meeting Logistics

The team discussed logistics for reviewing and finalizing letters, agreeing to meet on November 12th from 5:30 to 6:30 PM despite scheduling conflicts. Radha will compile a master list of letters, eliminate duplicates, and circulate a draft for review before the meeting. The group also addressed the need to use BCC for mass emails and discussed parking, site layout, and AV system planning for an upcoming event.

Sudbury 250 Day Planning Meeting - Radha presented the timeline for Sudbury 250 Day.

The group discussed plans for Sudbury 250 Day, including changing a meeting from hybrid to virtual and surveying the event location. Jim and Radha agreed to meet over the weekend to review grants. They also discussed the need for porta potties, estimating around 1,500-2,000 attendees. Jan suggested inviting the Sudbury Foundation, Presbyterian Church, Sudbury Extended Day, and local businesses to participate. The group explored ideas for engaging students from Sudbury Public Schools and Ellis Library, including a potential treasure hunt activity with prizes like Massachusetts shillings.

Event Planning and Schedule Adjustments

The committee discussed several event planning matters, including a presentation at Martha Mary Chapel on November 16th, which they decided to proceed with despite concerns about visibility and sound, as Sudbury TV will provide equipment. They agreed to move Tony Haus's presentation on Ezekiel How to March 15th due to scheduling conflicts, though they need to find a new venue since First Parish is unavailable that day.

Vote to review and possibly approve the open session minutes of 9/24/2025

The committee approved the September 24th meeting minutes with minor amendments.

Moved by Gargeya, seconded by Hardenbergh. Vote: Hardenbergh, aye; Cobbett, aye; Gargeya, aye; Wiegel, aye; Neuhauser, aye.

Future meeting was scheduled for December 10th at 7pm.

Motion to adjourn was made by Radha, seconded by Cobbett. Vote: Vote: Hardenbergh, aye; Cobbett, aye; Gargeya, aye; Wiegel, aye; Neuhauser, aye.

The meeting was adjourned at 8:47PM