

Charge of the 300th Anniversary Committee

The 300th Anniversary Committee is being established by the Board of Selectmen to coordinate the festivities related to the 300th Anniversary in 2027. The Committee will research, evaluate and make recommendations to the Board of Selectmen on an overall plan for, Town-wide activities commemorating the 300th Anniversary of the Town of Uxbridge. The Committee shall also make recommendations to the Board of Selectmen for the expenditures of funds appropriated by Town Meeting, or donated to the Town, for the 300th Anniversary, provided, however, that the Board of Selectmen may authorize the Committee to expend such funds under conditions established at the sole discretion of the Board. The Committee will consist of 9 members appointed by the Board of Selectmen.

The Board of Selectmen recognizes that there may be many volunteers interested in contributing to the celebration of the Town's 300th Anniversary. It is anticipated that interested volunteers will exceed the nine available seats of the Committee. As such, the Committee shall be charged with working with and coordinating the activities of these additional volunteers, as needed.

Staff support will be provided on an as-needed basis, as appropriate, from the following departments: Department of Public Works, Recreation Department, Fire Department, Police Department, Town Manager and Board of Selectmen's Office, Department of Economic Development and Planning, and other Town departments or officials.

Sub-Committees: The broad scope of the Committee's work may require the establishment of sub-committees. Under the Massachusetts Open Meeting Law, sub-committees are public bodies and must conform to all Open Meeting Law requirements. A sub-committee shall only be established by the Board of Selectmen or, after notice to and approval by the Board of Selectmen, by the 300th Anniversary Committee.

Deliverables: As part of its research and evaluation, the Committee shall develop and recommend to the Board of Selectmen a comprehensive plan for celebrating and promoting the 300th Anniversary of the Town of Uxbridge and, from time to time, shall recommend to the Board of Selectmen expenditures from funds appropriated by Town Meeting or donated for such purposes.

The celebration for the 250th Anniversary cost over \$50,000 and it is expected that the celebration for the 300th Anniversary will cost even more, including but not limited to bands, marchers, police details, other events, and firework displays.

The committee will begin its work, soliciting for sponsors and volunteers, hosting fundraiser events, and preparing for the community-wide celebration, in 2024.

Financials:

Solicitation for Gifts and Gifts received by the Town for a specific purpose must be accounted for pursuant to Massachusetts General Laws Chapter 44, Section 53A (*G.L. c. 44*,

§ 53A) which requires approval of the Board of Selectmen before gifts may be expended; please refer to the Town's Financial Policy regarding gift acceptances by the Board of Selectmen. Such funds as may be received shall be deposited with the Town Treasurer, as required by law, and held in a gift account for the specific purpose of the gift.

Deposit of sums from programs and activities: the Committee is further authorized to deposit to said account all sums received in connection with the conduct of programs or activities it is authorized to conduct.

Financial procedures: the Committee shall account for all program-related revenues in accordance with procedures set by the Board of Selectmen.

Expenditure of funds: the Committee may, with approval through the Warrant process, expend funds from said account(s) for any purpose it is authorized to perform without further appropriation; said expenditures to be in compliance with all Massachusetts procurement laws and regulations.