



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Selectmen / Town Administrator
TEL 978-468-5520 FAX 978-468-8014

MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Proposed Charge of 375th Anniversary Committee
DATE: November 10, 2016

As you know, 2018 marks the Town's 375th Anniversary since our original incorporation in 1643. The Board has expressed interest in beginning to prepare for this important celebration. A key element of those initial preparations involves creating a committee to undertake the work associated with planning for these events, appointing residents to serve on the committee, and then supporting their efforts. To that end, here is a proposed charge for the committee:

The 375th Anniversary Committee shall be comprised of up to nine members, serving one year terms, and subject to annual reappointment by the Board of Selectmen. The Committee will focus on the following functions:

- Conduct outreach to the community to ask for suggested events that residents would be interested in attending.
- Partner with local businesses, community organizations, non-profits, and Town departments to develop events that appeal to all ages and encourage the greatest participation of all Wenham residents and friends.
- Plan and coordinate a series of events for the recreational, educational, and cultural benefit of the community that will serve to commemorate Wenham's heritage and will lead to greater knowledge and appreciation of our history and our future.
- Work with the Board of Selectmen to develop a strategy to fundraise for the Anniversary events.
- Create a master calendar of events and develop marketing materials to disseminate information about the events hosted by the 375th Anniversary Committee, its partners, and friends of Wenham.
- Encourage and support other community organizations to host events that highlight their group's mission and their connections to the history of Wenham.



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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Proposed Revision to 375th Anniversary Committee Charge
DATE: April 12, 2017

In November, the Board approved the following charge for the committee:

The 375th Anniversary Committee shall be comprised of up to nine members, serving one year terms, and subject to annual reappointment by the Board of Selectmen. The Committee will focus on the following functions:

- *Conduct outreach to the community to ask for suggested events that residents would be interested in attending.*
- *Partner with local businesses, community organizations, non-profits, and Town departments to develop events that appeal to all ages and encourage the greatest participation of all Wenham residents and friends.*
- *Plan and coordinate a series of events for the recreational, educational, and cultural benefit of the community that will serve to commemorate Wenham's heritage and will lead to greater knowledge and appreciation of our history and our future.*
- *Work with the Board of Selectmen to develop a strategy to fundraise for the Anniversary events.*
- *Create a master calendar of events and develop marketing materials to disseminate information about the events hosted by the 375th Anniversary Committee, its partners, and friends of Wenham.*
- *Encourage and support other community organizations to host events that highlight their group's mission and their connections to the history of Wenham.*

As of April 4, the Board has appointed nine residents to serve on this committee. We recently received a letter of interest from Bob Hicks, a long-time resident who was involved in the 300th Anniversary as a middle schooler and editor of *Messing About in Boats*.

After talking to the committee chair, I would suggest that the Board amend the charge to expand the number of potential seats from nine to eleven so that Mr. Hicks and potentially one other resident could serve on this committee.