

Approved: February 8, 2021
Amended: July 12, 2021
Amended: March 20, 2023
Amended: Approved June 3, 2024
Amended: August 25, 2025

Concord250 Executive Committee Charge

Purpose and Duties

The year 2025 will mark the 250th anniversary of the historic battles of Concord and Lexington. 2026 will mark the 250th anniversary of the signing of the Declaration of Independence. To mark these significant anniversaries, the Select Board will create the Concord250 Executive Committee (Committee). The purpose of the Committee is to identify and evaluate opportunities and needs and make recommendations as to how the Town should organize for this event and to serve as the Committee to oversee subcommittees to be created to assist with this effort; and, to encourage, manage, and/or implement in coordination with the Town Manager activities to be held to commemorate the 250th Anniversary of the Battle of Concord and other historical events related to the founding of our Country.

The Committee will also coordinate the Town's events with the other Battle Road communities of Lincoln, Lexington, and Arlington; Minute Man National Historical Park, Hanscom Air Force Base as well as with other local, state, regional and federal partners and private organizations.

As the 200th celebration in 1975 was a grand celebration including multiple events across several months/years planned by numerous subcommittees and entities well in advance of an accepted invitation from President Ford and other dignitaries, the Committee's work will commence immediately and extend through December 2026 in anticipation of a possible breadth of events on the same scale. Given the scope of the Committee's charge, it may be necessary for the Committee to request from time to time an amended charge from the Select Board.

As part of its duties, the Committee shall:

1. Develop a comprehensive course of action for celebrating and promoting the 250th anniversary of the Battle of Concord and other historical events leading to the founding of our Country which includes reference to new historical research and the contributions of native and Black Concordians in the founding and development of our country;
2. Identify funding needs and a plan for both Town and private funding including options such as establishing a 501(c)(3) non-profit organization and/or establishing a Town gift account that will provide monthly reports to the Select Board regarding how all of the funds the organization receives and distributes align with the opportunities and needs established by the Committee;
3. Work closely with the Concord250 Corporation to submit proposals and recommendations for their consideration;
4. Develop a plan for one or more commemorative memorials;
5. Appoint subcommittees, where necessary, to carry out specific tasks and in so doing may appoint members of the Committee and/or other individuals;
6. Identify and encourage opportunities for individuals or private organizations and businesses to participate in celebrations of the anniversary;
7. Ensure that activities represent a commitment to diversity and inclusiveness, and create opportunity at all levels and activities for citizen participation, especially youth;

Approved: February 8, 2021
Amended: July 12, 2021
Amended: March 20, 2023
Amended: Approved June 3, 2024
Amended: August 25, 2025

8. Develop and implement a robust public outreach program for individuals, businesses and organizations that disseminates information utilizing a variety of media venues including video recordings, websites, social media, public meetings, newspapers and magazines;
9. Report its activities to the Select Board on a periodic basis including monthly financial reports;
10. File a final summary report of committee activities and events with the Select Board on/ or before December 31, 2026, and subsequently with the Town Municipal Archives including associated celebration memorabilia.

Membership

The Committee shall be a 7-member committee with appointments made by the Select Board for the period of August 2025 – December 2026 and may be subsequently expanded thereafter by the Select Board to no more than 15 members. Members of the Committee will represent a mix of public and private interests, experience, and expertise.

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 Administrative Policies of the Town. Given the number of citizens that may be asked to participate in committee- related activities for their particular interest, expertise, and community connection, APP #10 Section 7c, d, e and g will not apply to this committee or its subcommittees.