

**RESOLUTION No. 03-03**  
***Resolution To Approve The Formation Of An***  
***Ad-Hoc 350<sup>th</sup> Anniversary Committee***

**BE IT RESOLVED**, by the Council of the Town of Scarborough, Maine, in Town Council Assembled, that,

**WHEREAS**, the Town of Scarborough will celebrate its 350<sup>th</sup> anniversary, since its incorporation, on or before July 14, 2008; and, in a collaborative effort to prepare, plan and organize any such celebratory events, an organizational committee comprised of Scarborough citizens must be established; and,

**WHEREAS**, the Committee shall consist of fifteen (15) members appointed by the Town Council and shall be appointed to a term to expire no later than October 31, 2008; and,

**WHEREAS**, the duties of the Committee shall serve as an advisory committee to the Town Council on the organizational planning and management of all events and activities relating to the celebration of Scarborough's 350<sup>th</sup> Anniversary and in performing that function the Committee shall:

- (1) Prepare an Organizational Plan detailing its functional structure and leadership; and,
- (2) Present an Activity Plan to the Town Manager and Town Council in January of each year for consideration in preparation of the municipal budget; and,
- (3) Prepare and present budgets detailing Sources and Uses of Cash; and,
- (4) Keep records of its meetings and activities and make an annual report to the Council; and,
- (5) Coordinate, manage and approve all activities and functions of the celebratory event; and,

**WHEREAS**, in performing its duties, the Committee may:

- (1) Advertise, prepare, print and distribute books, maps, charts, plans, and pamphlets, which it considers necessary in the promotion of all events of similar cause; and,
- (2) Solicit, receive and approve gifts and donations in the name of the Town of Scarborough for any of the Committee's purposes with the approval of the Town of Scarborough, and shall administer such gifts for those purposes subject to the terms of the gifts; and,
- (3) Consult with municipal staff employees; and request that the Town Manager provide the Committee with technical assistance for specific problems and projects; and,

**WHEREAS**, the Committee's powers and duties shall not exceed those prescribed, herein or otherwise restricted by Town Council Rules, Policies and Charter; and,

**WHEREAS**, the cooperation with departments of town government is crucial to the successful production of the events, thus the Town Manager shall appoint such staff person(s), (which may be the department head) to serve as a contact person with the Committee; and,

**WHEREAS**, meetings of the Committee may establish a schedule of meetings and may conduct meetings in addition to regularly scheduled meetings as needed from time to time. All meetings of the Committee shall be conducted as public proceeding; and,

**NOW, THEREFORE, BE IT RESOLVED**, by the Scarborough Town Council in Town Council assembled, that we do hereby support and approve the formation of an Ad-Hoc Committee, as set forth herein this document and shall be named Scarborough's 350<sup>th</sup> Anniversary Committee.

Signed and dated this 22<sup>nd</sup> day of January, 2003, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine.

Signed: \_\_\_\_\_  
Patrick J. O'Reilly  
Council Chair

Attested by: \_\_\_\_\_  
Yolande P. Justice  
Town Clerk