



**TOWN OF BOXFORD**  
**Office of the Town Administrator**  
7A Spofford Road  
Boxford, MA 01921

**DATE:** Friday, November 4, 2022  
**TO:** Select Board  
**FROM:** Matt Coogan, Town Administrator  
**RE:** **10 Elm Community Working Group**

Construction at the Center at 10 Elm is getting close to substantial completion. It is anticipated that the COA will be able to occupy the space and move in after Thanksgiving. There has been an ongoing dialogue between my office, COA Chair Liz Murphy, and COA Director Pam Blaquiere regarding how the COA will be utilizing the space for their operations and their plan for how 10 Elm will enable them to provide additional programming and services to the senior population. We would also like to begin discussions on how 10 Elm could be utilized for community and programming events beyond the COA's offerings.

There are several groups or organizations that could be interested in providing programs and services that utilize the new community spaces at 10 Elm. For example, the Cultural Arts Council has expressed an interest in hosting cultural programs. I have also heard that there's a need to develop youth programming, which could be housed at 10 Elm.

If the Select Board is interested in proactively marketing 10 Elm for community programming and events, the Board could create a working group to oversee this effort. A 10 Elm Community Working Group could consist of members who are involved with organizations that may be interested in holding programs or events at 10 Elm, such as the Cultural Arts Council, the Tri-Town Council, and the PTO. The Working Group could facilitate discussions with these groups on how they could utilize the available space at 10 Elm. Furthermore, the Working Group could coordinate with Pam and the COA on available times that would not conflict with COA operations and events. There may even be opportunities for the COA and the Working Group to facilitate partnerships for multi-generational events.

If the Board creates a 10 Elm Community Working Group, we could do an open call for members that would be appointed by the Board at its December 5<sup>th</sup> meeting. My office would serve as the staff liaison to the working group. It could be constituted for one year, at which the Board can evaluate whether Group would need to remain intact. One way to determine the success of the Working Group is how many community programs occurred at 10 Elm within the first year of opening.

The Working Group would focus on developing partnerships for community programs. How residents, non-profits, and other parties rent space at 10 Elm for function events or meetings will also need to be determined, but not through this effort.