

CHARGE TO THE 10 ELM COMMUNITY COMMITTEE

Dated: November 21, 2022

The 10 Elm Community Committee (“Committee”) is created pursuant to a vote of the Select Board on November 21, 2022. The Committee shall consist of five members appointed by the Boxford Select Board.

1. The Committee shall be comprised of Boxford residents interested in developing and coordinating community events and programming at the Center at 10 Elm (“10 Elm”) for the general public. Committee members can be representatives active or indirectly involved in groups or organization interested in holding public programs or events at 10 Elm.
2. The purpose of the Committee is to consider how 10 Elm will be used for community events and programming beyond the Council on Aging’s (“COA”) offerings. The Committee shall determine the capacity at 10 Elm to program community events. This includes assessing which new spaces at 10 Elm would be available and which days of the week or times of day will be available. The Committee will identify groups or organizations that may be interested in developing programs at 10 Elm and reach out to these groups to discuss opportunities.
3. The Committee will consult with the COA, specifically, the COA Director, to identify opportunities for the COA and the Committee to partner on programs that achieve common goals, including multi-generational events. In addition, the Committee will consult with the COA on available times that do not conflict with COA operations and events.
4. Meetings shall be held pursuant to the Open Meeting Law, M.G.L. Chapter 30A, Sections 18 to 25, as temporarily amended due to COVID -19 by Chapter 22 of the Acts of 2022. Meetings shall be posted with the Town Clerk pursuant to said Laws.
5. The Committee shall appoint a chair to coordinate meetings and to oversee progress. Copies of approved minutes shall be forwarded to the Select Board.
6. The Committee shall issue an interim report to the Select Board by April 1, 2023, if practicable. The report will identify which groups and programs they recommend at 10 Elm, as well as recommendations on what resources will be necessary for the Town to coordinate and sustain community programming events at 10 Elm.
7. The Committee will remain constituted for 1 year, at which time the Board will reevaluate whether to extend the Committee’s work.