

Matthew Coogan, AICP



Town of Boxford
7 Spofford Rd
Boxford, MA 01921

To whom this may concern:

I am pleased to submit my application for the Town Administrator position with the Town of Boxford. I am a skilled municipal manager, with experience working in both historic coastal cities and rural towns on the North Shore. I bring Boxford a keen understanding of municipal budgeting and finance, strategic planning, and collective bargaining, as well as an intimate knowledge of issues facing many communities in the region. I am a versatile manager and thrive while meeting new challenges, always striving to learn and grow and become a more effective public servant.

I am currently the Chief of Staff for Mayor Donna D. Holaday in the City of Newburyport, a non-political position that serves as the director of policy and administration for the City. My top priority is to build the annual municipal budget and 5-year capital improvement plan. I have a strong track record of working collaboratively with the 11-member City Council on passing budgets. Working in step with the Finance Director and collaborating with department heads, I am proud of my contributions to improve upon each year's budget document to set department goals and increase transparency and government accountability. I strive to build a fiscally responsible budget within GFOA guidelines that provides residents efficient and effective delivery of services. The budgets I have overseen on behalf of the Mayor have been funded within the 2.5% levy capacity, with the most recent fiscal year 2021 budget funded with only a 1% tax levy increase. Through sound budgeting and financial policies Newburyport has maintained a AAA bond rating for the past nine years.

Finding ways to improve the efficiency of delivery of services is important to help reduce costs, and I collaborate frequently with neighboring communities to create impactful regional benefits. I have negotiated Inter-Municipal Agreements for shared services, including for Animal Control and Veterans Services. Recently I worked with the Town of West Newbury to support their \$1M Massworks grant and negotiate a cost share agreement to replace a bridge that straddles both communities. Over the years I have also forged strong relationships with regional planning agencies, including the Merrimack Valley Planning Commission and Metropolitan Area Planning Council, and have participated in group procurements and regional projects, such as LED streetlight conversion and regional hazard mitigation planning. I have worked with state and federal legislative delegates to pass home rule petitions and legislation that has helped the North Shore communities where I have worked.

I have experience in economic development and strategic planning in small, more rural communities of the North Shore rich in history, heritage, and character. As the part time Town Planner for Essex, I have worked with the Board of Selectmen to create an Economic Development Committee and recently completed an economic development plan with technical assistance from the MAPC. I understand how to plan, coordinate and strategize for appropriate economic development that is complementary to the Town's desire to preserve open space and conserve the rural, bucolic qualities of Essex. I have enjoyed

working collaboratively with several boards and commissions and together we completed the Town's first Strategic Plan in 2015. I feel that my experiences in Essex would translate well as the Town Administrator for Boxford.

In the 10 years since my wife and I moved to the North Shore we have forged close ties to the region and we are now raising our family here. I have been fortunate to have held public positions that have provided me opportunities to work within these local communities and make positive change. My experiences with all aspects of municipal operations and administration, and my willingness to work collaboratively and take a hands-on approach, would make me an effective Town Administrator for the Town of Boxford. I would very much like to opportunity to meet and learn more about the position.

Sincerely,

Matthew Coogan