

From: [George, Evan \(OHA\)](#)
To: [Brendan Sweeney](#)
Subject: Municipal ADA Improvement Grant Award Announcement
Date: Thursday, February 1, 2024 10:04:12 AM

External Sender

FROM: Mary Mahon McCauley, Executive Director

TO: BRENDAN SWEENEY, Applicant

RE: Boxford FY2024 Municipal ADA Improvement Grant

The Massachusetts Office on Disability's Grant Application Selection Committee has reviewed your application for the **FY24 Municipal ADA Improvement Grant Program. Your application has been provisionally approved by the Massachusetts Executive Office of Administration and Finance for a maximum grant of \$75000.**

Now, we ask the following:

- **Your chief executive (Town Administrator/Mayor/Chair of Select Board) will receive an AdobeSign document from Michael Dumont with the contract, agreement, and other required documents for them to sign.** If your chief executive did not receive this email, please contact Grant Compliance Coordinator Evan George Evan.George@Mass.Gov, no later than 5 days after receipt of this email, with the signatory's name, title and email address.
- You are not eligible to begin work until we receive the signed contract, agreement, and other required documents. Please double check all forms to ensure that they are accurate.
- All forms must be fully completed. A response of "Not Applicable" for any values will not be considered complete. It is the full responsibility of your municipality to complete the forms completely and accurately.

In order to receive the maximum grant amount listed above:

- The work must be completed **after** the contract execution date, but **before** June 30, 2024. The date that **all** forms are properly completed, signed, and returned to MOD by the municipality will be considered the contract execution date.
- MOD must receive and approve detailed, itemized invoices showing expenses incurred under the grant agreement. The invoices must represent approved expenditures as authorized in the attached *Grant Agreement document, Section 1: Project Scope*.
- A complete set of invoices should be sent to Evan George, Grant Compliance Coordinator, no later than July 9, 2024. Please submit all invoices together, along with a cover letter and before, during, and after photos of the project.
- Any invoices dated prior to the contract execution date or later than June 30, 2024, are not eligible for grant funding; further, grant funds will not be released unless/until MOD receives and approves invoices for funding. Invoices received after July 9, 2024 may be rejected.
- If you anticipate any of these requirements being an issue, or if you no longer plan to pursue the approved project, please let us know so other applications can be considered.

If you have questions about the procurement process, please refer to your municipality's procurement personnel. MOD cannot answer questions about procurement. However, if you have grant questions related to these contracts or if you have other miscellaneous grant related questions, such as applicable architectural regulations, design questions or general disability related questions, please contact the Grant Compliance Coordinator, Evan George at Evan.George@Mass.Gov.

Thank you and congratulations!

Mary Mahon McCauley

Executive Director

Massachusetts Office on Disability

One Ashburton Place, Room 1305 Boston, MA 02108

Email: MaryMahon.McCauley@mass.gov

Website: www.mass.gov/mod

Section 3.1 – Project Request

Grant Type: Project

Amount Requested: \$75,000

Grant Scope: The Town-owned Stiles Pond Beach provides an opportunity for residents to enjoy the summertime at beautiful Stiles Pond at a very low cost. One of the major benefits of Stiles Pond is the child-friendly swimming area, which allows beachgoers and their children to cool off on a hot summer day.

Currently, the beach has three docks: two “I” shaped docks adjacent to the shoreline and one small, square floating dock at the edge of the swimming area. I’ve included a picture of one of the existing “I” docks in the supporting documents, for reference. Not only are these docks beyond their useful life, they are not ADA-compliant. There are no railings or bump-outs and the existing ramp is not of sufficient quality to allow for easy access to the docks for adults and children that use wheelchairs or have other mobility-related disabilities.

In order to remedy the situation and ensure that the docks and swimming area of Stiles Pond Beach are accessible to everyone, the Town is proposing to utilize this grant funding to replace the existing docks and install new ADA-compliant docks, consistent with the diagrams submitted in the supporting documents. The ADA-compliant feature of the new docks, which do not currently exist at the docks at Stiles Pond Beach now, are:

- Railings, which allow for use of the docks by those that use wheelchairs or deal with mobility impairments;
- A 10-foot ramp at the entrance to each dock to allow for easy access to the docks for those that use wheelchairs or deal with mobility impairments;
- Swim ladders to ensure access to the water for those that use wheelchairs or deal with mobility impairments;
- ADA curbing around the new, square floating dock to allow for use of the floating dock by those that use wheelchairs or deal with mobility impairments.

Cost Estimate: The total project cost estimate is \$75,000, as outlined in the attached quote from EZ Dock Northeast (including an additional \$1,500 above the quote as a contingency).

Project Timeline: If we are granted funding in December 2023, the Town would immediately issue a request for proposals (RFP) using the competitive sealed proposal process outlined in M.G.L. c. 30B. It is anticipated that the vendor with the most advantageous proposal would be selected before the end of January 2024. At that time, an installation schedule will be established with the selected vendor for sometime in either April or May 2024. Based on my conversations with an EZ Dock Northeast representative, installation should only take one day, meaning that it will be completed prior to the opening of the Stiles Pond Beach for the 2024 season in June.

Proposed Use: The Stiles Pond Beach is an affordable resource to Boxford residents seeking to enjoy the pond’s natural beauty in the hot summer months. Currently, the docks Town-owned beach are not ADA-compliant and cannot be sufficiently utilized by residents with mobility issues, so this project would

allow those with mobility issues to fully enjoy the beach and swimming area and use the docks during their time at the beach.

Staffing and Maintenance Plan: No alterations to the beach's current staffing model and operations would be required. Installation and maintenance are expected to be handled by the dock vendor.

Renovation and Construction History: The current docks were installed sometime around the year 2000.

Additional Funding Sources: The Town has not allocated additional funding for this project. However, the Boxford Athletic Association (BAA), which manages the beach, has some reserve funding available, though such funding is utilized to supplement the beach's operating expenses and keep membership fees affordable for residents.

Section 3.2 – Impact Information

Impact on People: Anywhere from 250 – 400 Boxford families are members of the Stiles Pond Beach each summer, and a countless number of the Town's roughly 8,500 residents utilize the beautiful beach each season.

Impact on Access: Of those 250 - 400 families that join the Stiles Pond Beach each summer, many have dependents with disabilities that are unable to fully enjoy the Stiles Pond Beach swimming area and docks, or they have disabilities themselves. This means that they cannot fully enjoy the amenities that Stiles Pond Beach has to offer, and many avoid the beach altogether because of this. Installing ADA-compliant docks will remedy the barriers to access for those with mobility issues so that they can fully enjoy Stiles Pond Beach, the swimming area, and the docks.

Monthly Usage: The beach is open from June until early September (Labor Day). Usage during those months is high, especially on the weekends, by the 250-400 families that sign up for memberships.

Census Data: In 2021, the US Census Bureau estimated that 4.7% of the Town's population under the age of 65 years old has a disability.

Section 3.3 – Other Information

Applicant Team: Brendan Sweeney, Assistant Town Administrator; Christopher Olbrot, Superintendent of Public Works; Josilyn DeMarco, BAA President and Stiles Pond Beach Director; Peter Delaney, ADA Coordinator

Architectural Board History: N/A

State and Federal Agency History: N/A