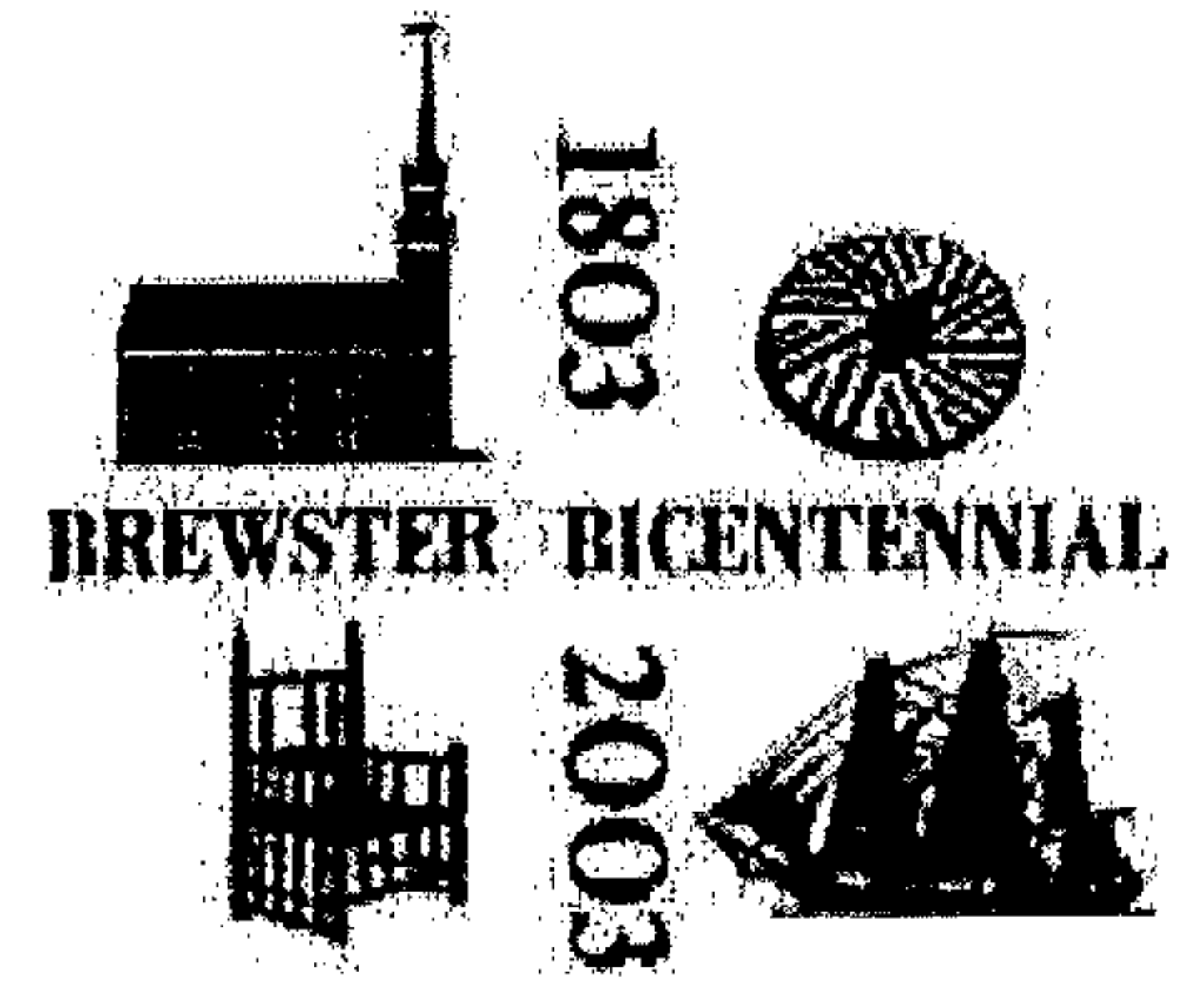




Town of Brewster
Community Preservation Committee
2198 Main Street
Brewster, Massachusetts 02631-1898
(508) 896-3701 x 133
Fax (508) 896-8089



APPLICATION FOR COMMUNITY PRESERVATION ACT FUNDING

Date Application Submitted:

11/28/2017

Name of Project Applicant:

Brewster Recreation Dept.

Name of Co-Applicant(s), if applicable:

Name of Contact Person:

Ellen Bearse, Director

Contact Person's Mailing Address:

2298 Main St, Brewster MA 02631

Contact Person's Daytime Phone Number:

(508) 896-9430

Contact Person's email Address:

ebearse@brewster-ma.gov

Proposed Project Name:

ADA Improvements to Athletic Fields

Project Address (or assessor's parcel ID):

Freemans Way, Town Hall, Gage's Field

Project Synopsis:

This project would fund ADA improvements to the Town's athletic fields located at Freemans Way, Town Hall and Gage's Field.

Category: ☐ Open Space ☐ Historic Preservation ☒ Recreation ☐ Community Housing

CPA funding requested \$ 50K - \$150K

Total Cost of Proposed Project \$ 150,000

PROJECT DESCRIPTION

CPA Grant

ADA Improvements to Town Athletic Fields

Project Description

This grant would fund ADA improvements to the Town's athletic fields located at Freemans Way, Town Hall and Gage's Field behind the Fire Station.

Coordinated by the All Citizens Access Committee and the Recreation Department, in August 2012 a representative from the Massachusetts Office on Disability visited Brewster to provide guidance on improvements for the athletic fields. *See Appendix A*

Listed below are the following improvements this grant will allow the Town to complete.

Freemans Way – 90 ft Diamond

- Establish handicap parking spots at the top of the field in the main parking area.
- Create viewing area
- Create walkway from parking spots to viewing area
- Create walkway from establish lower parking spots to the third base dugout area.

Freemans Way – 2 60 ft Diamonds

- Establish handicap parking spots at the top of the field in the main parking area.
- Create viewing area adjacent to the Concession Stand.
- Create walkway from parking spots to viewing area

Freemans Way – Soccer field

- Establish handicap parking spots at the top of the field in the main parking area.
- Create viewing area
- Create walkway from parking spots to viewing area

Town Hall Fields

- Establish handicap parking spots near the field closest to the town hall building
- Create walkway from parking spots to benches/viewing area (at minimum to 1 field)
- Re-establish viewing area
- Purchase/build new benches for all three fields.

Gage's Field

- Establish handicap parking spots.
- Create viewing area
- Create walkway from parking spots to viewing area
- Ensure bleachers are accessible.

Historic Preservation

N/A

CPA Goals/Criteria

This project meets the CPC Goals of enhancing the quality of life for Brewster residents, serving a currently under-served population, better utilizing existing Town resources and has received endorsement by other Town committees such as the Brewster Select Board and the All Citizens Access Committee.

Community Benefits

The importance of making ADA improvements to Town facilities cannot be stressed enough. It is well documented that the population of Brewster and the Cape in general is aging. Brewster is now the second oldest community on the Cape. However, this population is still very much involved in recreation and visiting Town athletic fields. Many children are now being raised by their grandparents and are regularly attending their grandchild's activities.

The improvements that would be made to facilities with the assistance of this grant would allow the Town's population with mobility concerns to remain active in our community.

Community Support

Please see Appendix B

Brewster Select Board

Denise Rego, Council on Aging Director

Timeline

May 2018, Special Town Meeting – Award Financials.

May 2018, Complete Engineered Plans for the project

June/July 2018, Complete Bid Process for the project

Sept/Oct 2018, Complete project

Credentials

Ellen Bearse, Recreation Director

Patrick Ellis, DPW Supt.

James Jones, DPW Foreman

Jeffrey Dougan, Asst Dir for Comm. Services, Mass Office on Disability

Claire Gradone, All Citizens Access Comm Chair

Budget

Based on estimates of the scope of the project and materials, the project, including engineering, would be an \$150,000.

The Recreation Department has applied for a State MOD grant for \$100,000. Grant announcements for this grant are made in January 2018.

Maintenance

Maintenance of the improvements will be handled by the Recreation Department and Department of Public Works. Improvements are designed for minimum maintenance.

Site Control

N/A

Appendix A



Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor
Myra Berloff, Director

Massachusetts Office on Disability

One Ashburton Place, Room 1305
Boston, MA 02108

617-727-7440 voice & TTY
800-322-2020 voice & TTY
617-727-0966 FAX
Web: <http://www.mass.gov/mod>
Jeff.Dougan@Massmail.state.ma.us

August 29, 2012

Maureen Steinmann
Chairperson
All Citizens Access Committee
4 Daisy Lane
Brewster, MA 02631

Dear Maureen:

This report is a follow up to the site visit conducted on August 27, 2012 of the Freemans Way Recreation Fields located in Brewster. The purpose of the survey was to assist the All Citizens Access Committee and the Town Recreation Department in evaluating potential barriers for persons with disabilities either visiting or using the fields. This was done in two parts. The survey looked at programmatic access for the programs offered at these fields and other fields throughout Brewster as well as the visitors coming to watch the activities at these specific fields. Since no work has been done recently, with the exception of the concession stand, the survey looked at the new obligations under the 2010 ADA Standards for Accessible Design for potential barriers.

Present for the survey were:

Maureen and Robert Steinmann – All Citizens Access Committee,
Ellen Ojala – Recreation Director,
Denise Rego – Director of the Council on Aging, and
Jeffrey Dougan, Assistant Director for Community Services, Massachusetts Office on Disability.

I have attached a report outlining my findings. It is my understanding that no work is planned at the current time and this survey was to be used to evaluate remedies to be incorporated in a capital plan, so I have been somewhat general in my findings. As the work is planned and progresses, please feel free to contact me for more detailed and specific requirements.

If there are any questions regarding the report, please feel free to contact me at the above number.

Sincerely,

Jeffrey L. Dougan
Assistant Director for Community Services



Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor
Myra Bedloff, Director

Massachusetts Office on Disability
One Ashburton Place, Room 1305
Boston, MA 02108

617-727-7440 voice & TTY
800-322-2020 voice & TTY
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Web: <http://www.mass.gov/mod>
Jeff.Dougan@Massmail.state.ma.us

Brewster – Freemans Way Fields **Accessibility Survey**

Conducted by the Massachusetts Office on Disability

August 27, 2012



Prepared by the Massachusetts Office on Disability

1. Programmatic Access to the player seating locations.

During the survey, we discussed the various activities offered at these fields. There are three baseball fields and one soccer field provided at this park. None of the fields offer an accessible route or accessible features at the player seating areas. This proves difficult to remedy without major alterations due to topography of the land leading to very steep inclines and declines to the actual fields (See pictures below). However, I was told that there are other baseball fields throughout the town that would offer accessible routes and accessible features at the player seating areas.

My Suggestions:

- a) The town creates, if not already in place, a procedure for the reserving or the swapping of the accessible fields for participants needing the accessible features. Typically, this would be announced or advertised on promotional and reservation materials as well as the website.
- b) Ensure that the accessible fields are truly accessible with regards to the accessible route to the player seating areas and the actual features provided at the player seating locations. The checklist that I handed out discusses what this truly means.

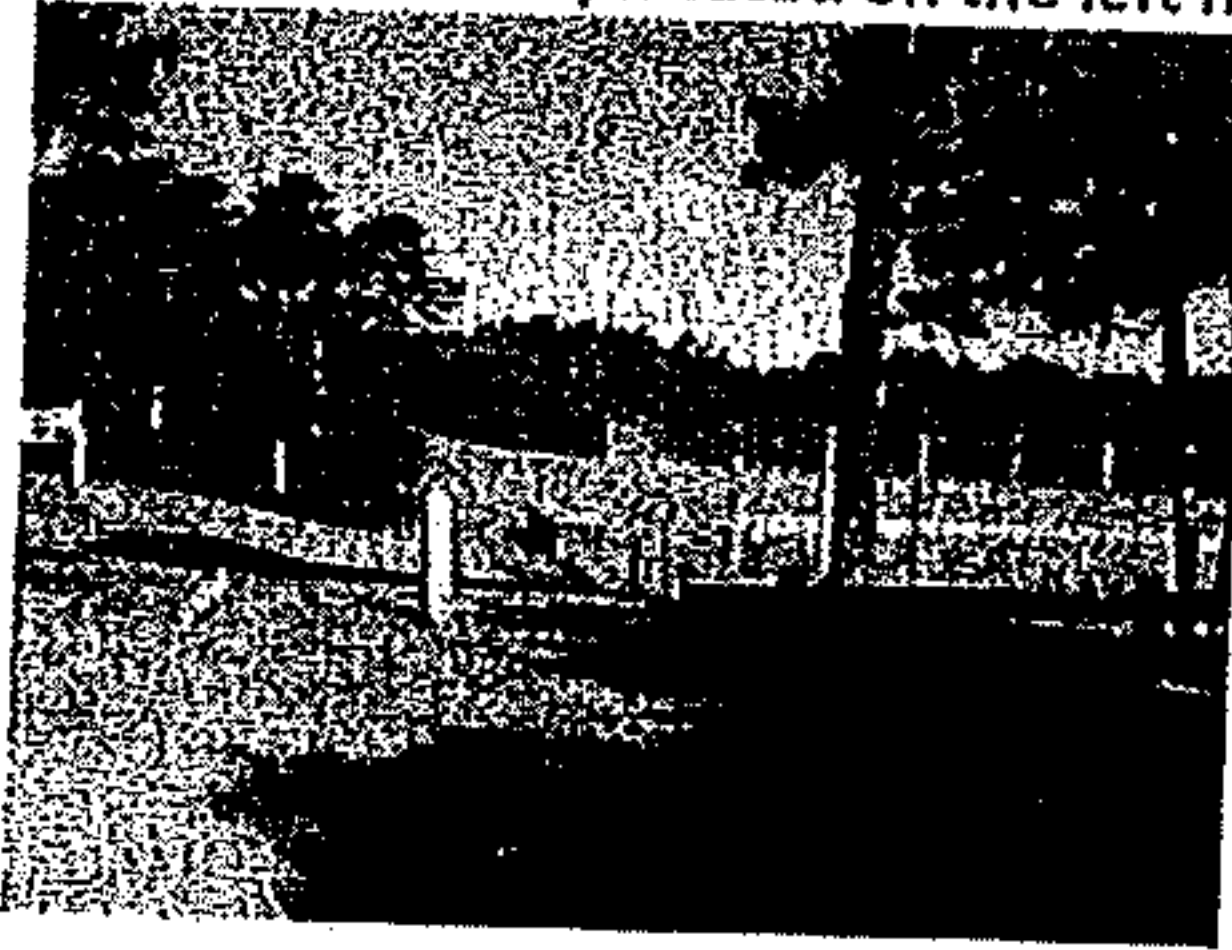


Prepared by the Massachusetts Office on Disability

2. The Spectator Seating:

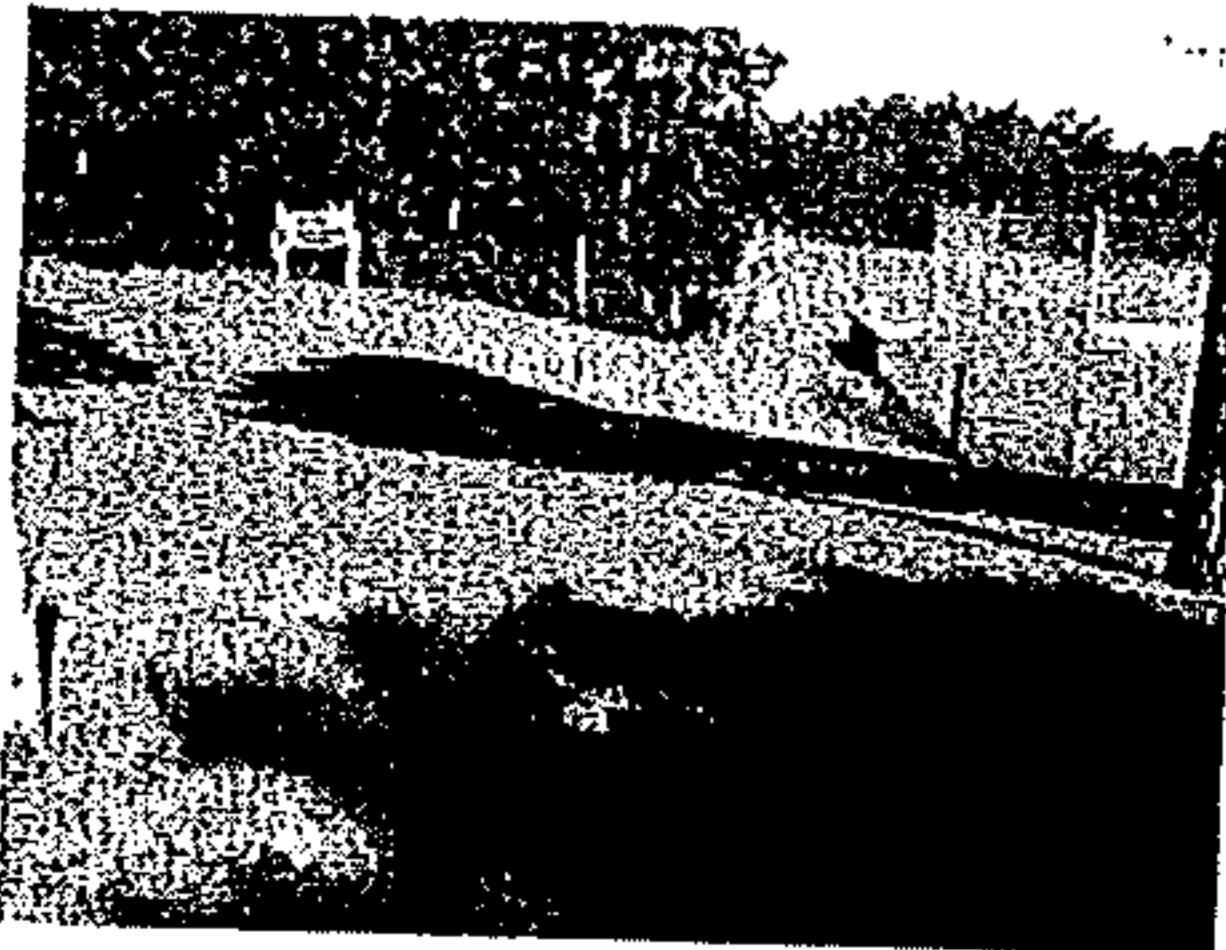
The current layout uses the surrounding lawn for the seating locations. During the survey, we discussed potential locations for wheelchair accessible seating, potential accessible routes to those locations and potential locations for accessible parking spaces to serve each field. I have looked at each field individually.

a. The baseball field, located on the left hand side of the road, when facing the soccer fields:



This location was ideal for creating 2 designated accessible parking spaces for multiple reasons.

1. The terrain is level at this location.
2. People can, from inside the vehicle, see about 95% of the field.
3. The proposed seating location (see below) is closest to this area.
4. There is an accessible portable bathroom facility located at that location.



This side of the field is ideal for creating the accessible route and the accessible seating locations.

1. The slope of the land is slight and offers the most practical option for creating the accessible route to a new seating location.
2. The seating location would be provided on the flat surface and would offer an unobstructed view of the entire field.
3. The seating location and accessible route would need to be a hard packed surface.

(Continued on Next Page)



Prepared by the Massachusetts Office on Disability



This area was looked at as an alternative location for accessible seating locations. Due to the steep topography and an obstructed view of the field, the option above seemed more feasible.

b. The 2 baseball fields, located on the right hand side of the road, when facing the soccer fields:



The layout of the 2 fields provides an opportunity for one accessible route to serve both fields.

1. The accessible parking spaces could be provided at the base of this Incline.
2. The Incline may exceed 5%, due to the elevation change, and a variance from the MAAB may need to be sought, depending on what can be created.
3. The single path would branch off to the separate seating locations for the 2 fields and the concession stand.



This location seemed to be the most easily converted to become the accessible seating location. It offers a raised area for someone to see the entire field and is close to the concession stand.

(Continued on Next Page)





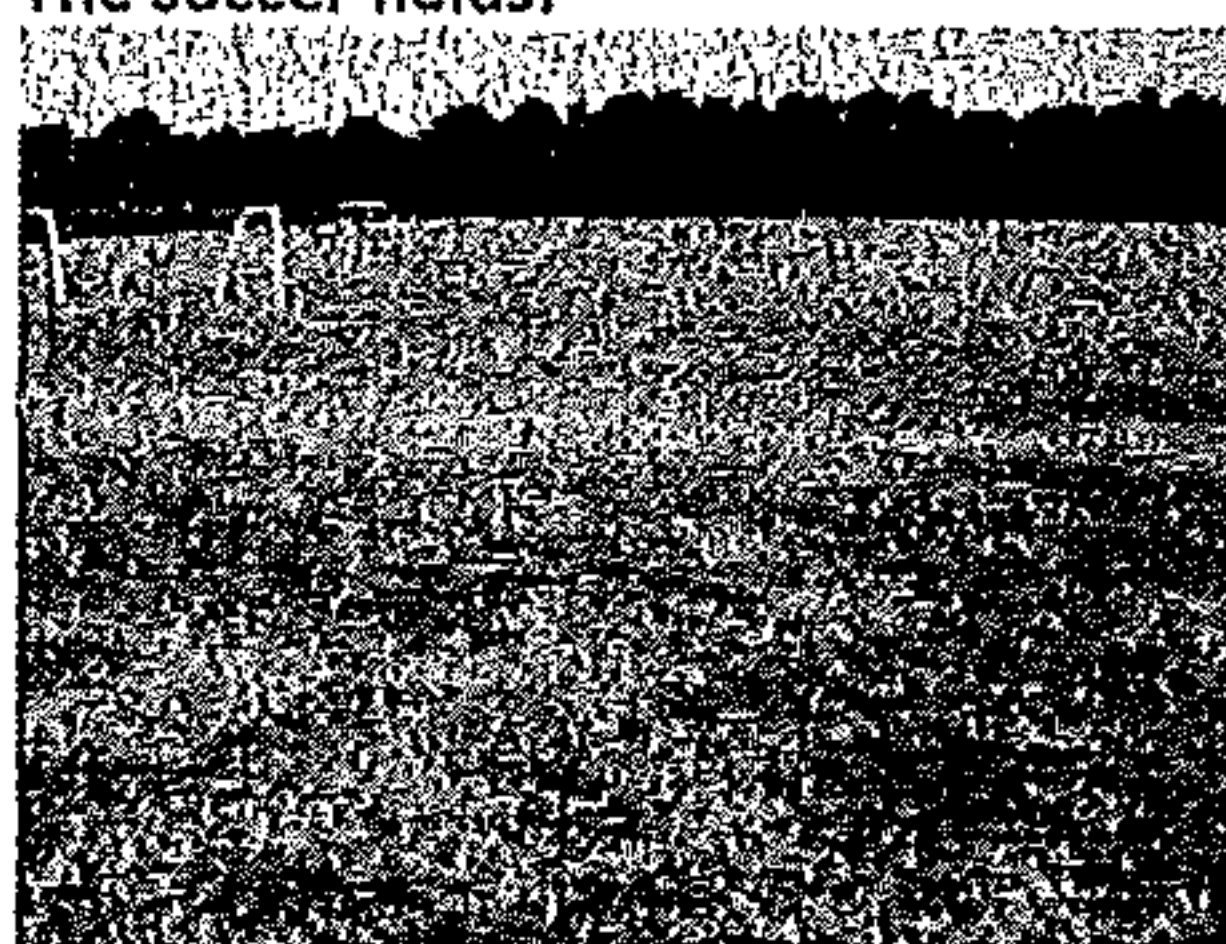
The concession stand, is accessible. However, the route of travel to it is not. With the creation of the accessible routes to the 2 fields at this location, this would resolve that concern.



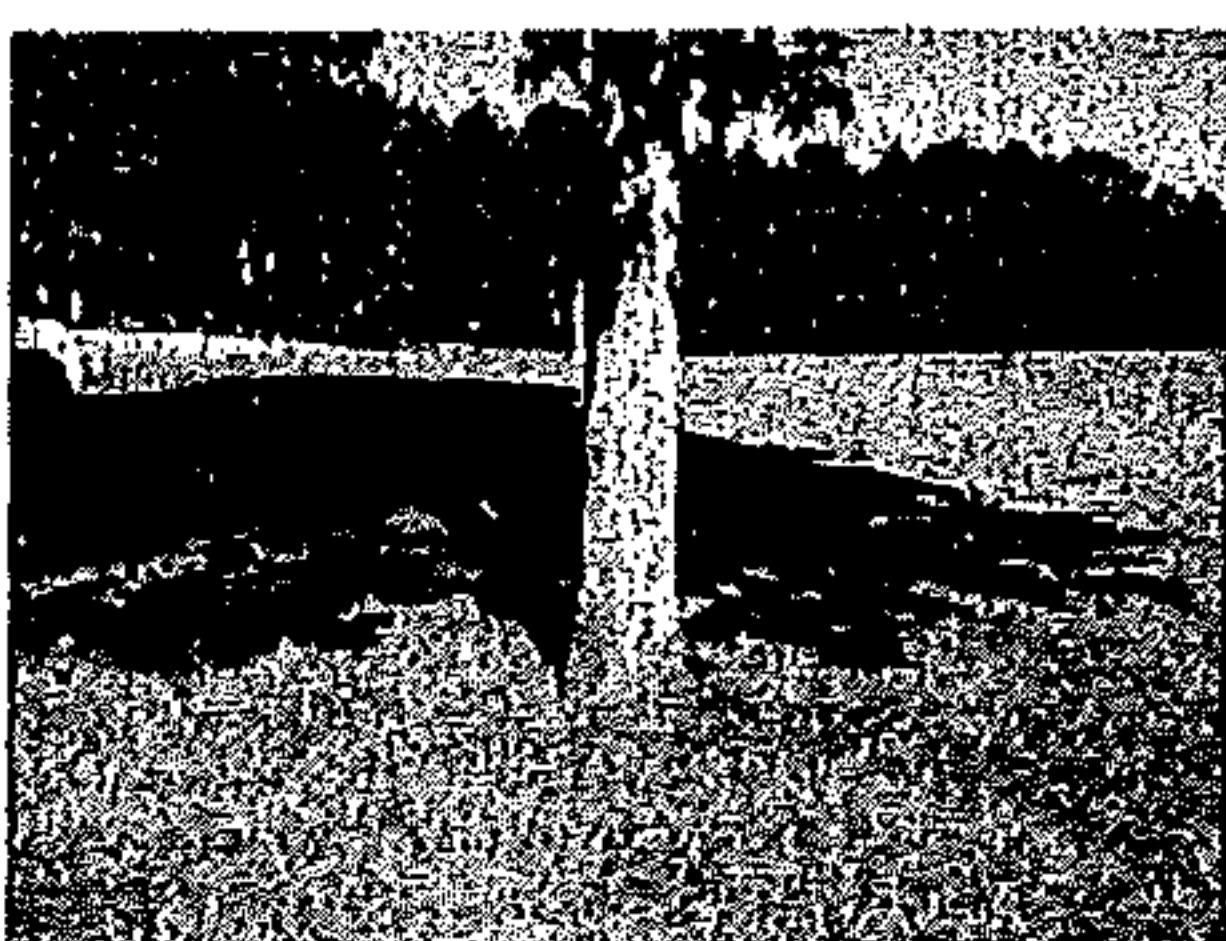
This location seemed the most easily converted to become the accessible seating location. It offers a raised area for someone to see the entire field and is close to the concession stand.



c. The soccer fields:



The soccer field is recessed; however, the land around it is level. The route from the parking to a newly created accessible seating location can easily be created as there is little incline to deal with.



As we discussed, this would be an optimum location for 2 designated accessible parking spaces.



Prepared by the Massachusetts Office on Disability



Appendix B



Town of Brewster

2198 Main Street
Brewster, MA 02631-1898
Phone: (508) 896-3701
Fax: (508) 896-8089

Office of
Board of Selectmen
Town Administrator

October 16, 2017

Allen Beards
Recreation Director
Brewster Recreation Department
2298 Main Street
Brewster, MA 02631

This letter is to confirm that at the October 2, 2017 Board of Selectmen's meeting, the Board voted unanimously to support the Recreation Department's application for a Municipal ADA Improvement Grant and are fully supportive of the Department's efforts to undertake a renovation and upgrade of the current facilities.

We have been fully apprised of the Department's proposed projects, which will increase the accessibility to the Town's athletic fields.

We feel that these projects will have a positive impact on our community and further the Recreation Department's mission of meeting the diverse recreational, cultural, athletic and leisure pursuit of the residents in our community.

Sincerely,

Brewster Board of Selectmen

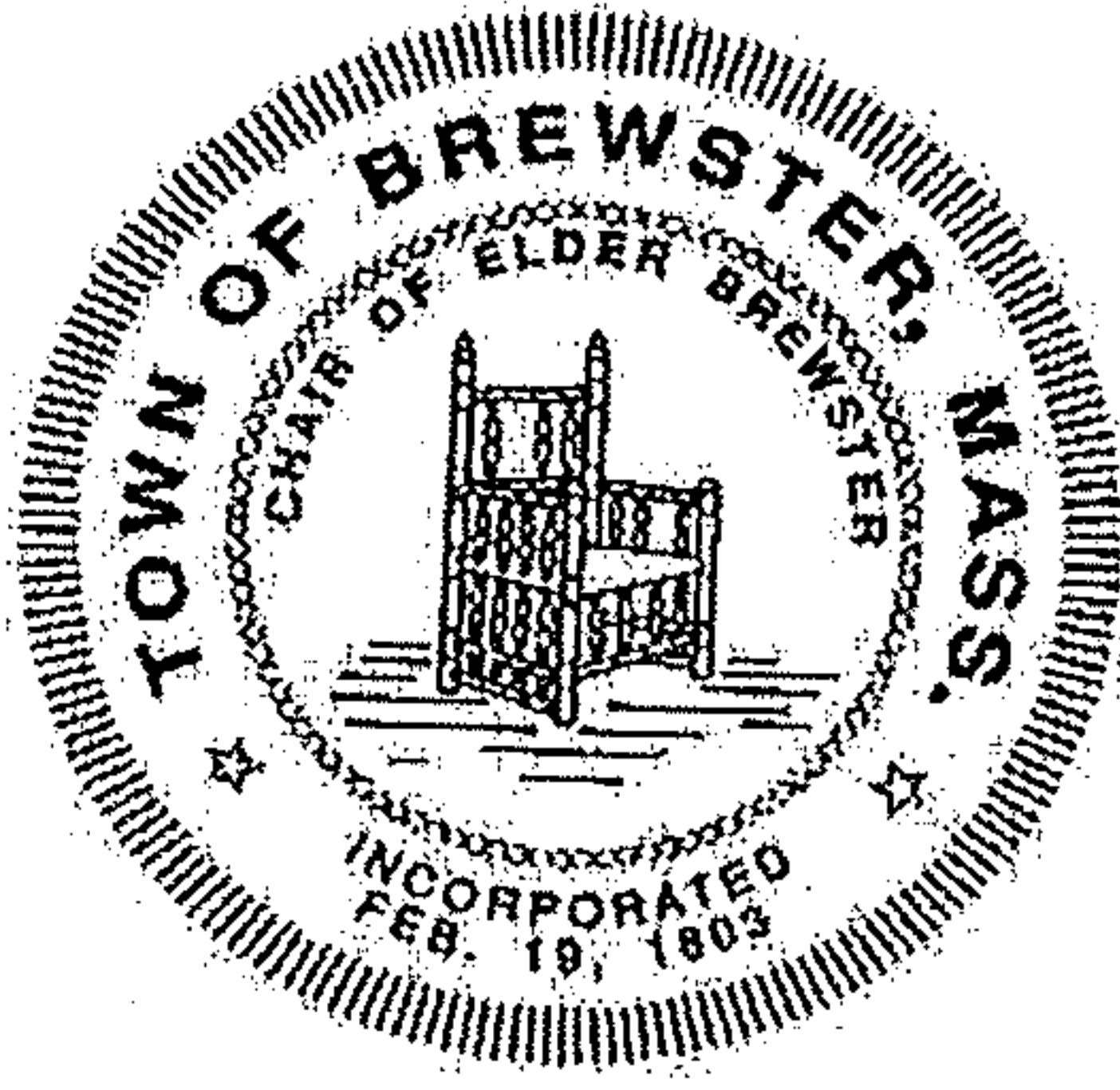

Peter Norton, Chairman


David Whitney, Clerk


John Dickson


Cynthia Bingham, Vice Chair


James Foley



Brewster
Council on Aging
1673 Main Street
Brewster, MA 02631-1898
T (508) 896-2737
F (508) 896-7587
drego@brewster-ma.gov



November 20, 2017

To Whom It May Concern:

I am writing this letter as support from the Brewster Council on Aging Department.

The Brewster Recreation Department is applying for CPC Grant funding for the ADA improvements within the Town of Brewster. Not only do these improvements help the children participating on the Town fields, but citizens of all ages.

We need to commit to the Age-Friendly Community movement, which is a community that is safe and secure, has affordable and appropriate housing and transportation options, and offers supportive community features and services to enhance personal independence and foster engagement in the community's civic, economic and social life.

Please consider the Recreation Department's request for ADA improvements within the Town of Brewster.

Sincerely,

Denise Rego
Brewster COA Director

Brewster Community Preservation Committee
Brewster Town Hall
2198 Main Street
Brewster, Ma. 02631

Dear Ladies and Gentlemen:

This letter is in support of the requested funding from the Brewster Community Preservation Committee by the Brewster Recreation Department to create accessible viewing areas at the Brewster Community fields. The Brewster All Citizen's Access Committee appreciates that accessible viewing platforms and pathways will be available at the Town Youth Athletic Fields. The completion of this project will allow Grandparents and others with mobility issues to more easily attend youth sporting events.

The Brewster All Citizen's Access Committee fully supports the concept that all Town facilities should be accessible to all citizens. This is a multi-generational project that will benefit will benefit the entire community. The Brewster ACAC is in full support of this endeavor by the Recreation Department.

Sincerely.

Claire Gradone
Brewster All Citizens Access Committee, Chair

Filter by: Segment 1: 001

Parameters: Fiscal Year: 2018 Start Date: 7/1/2017 end: 6/30/2018

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
001-999-600-630-5100-5110-100-99	Wages - Full Time	65,821.00	-25,374.70	40,446.30	38.55
001-999-600-630-5100-5125-100-99	Wages - Temp Seasonal	57,578.00	-48,682.75	8,895.25	84.55
001-999-600-630-5100-5141-100-99	Wages - Longevity	450.00	0.00	450.00	0.00
001-999-600-630-5241-5241-200-99	Recreation: Facility Maintenance	1,500.00	-2,662.46	-1,162.46	177.50
001-999-600-630-5400-5244-200-99	R M Boat	800.00	-1,200.33	-400.33	150.04
001-999-600-630-5400-5380-200-99	Seasonal Certifications	1,100.00	0.00	1,100.00	0.00
001-999-600-630-5400-5707-700-99	Meetings	300.00	-370.00	-70.00	123.33
001-999-600-630-5400-5710-700-99	Mileage	600.00	-116.10	483.90	19.35
001-999-600-630-5400-5721-700-99	Public Rec - Playground	1,000.00	-742.69	257.31	74.27
001-999-600-630-5400-5722-700-99	Public Rec - Office	300.00	-62.60	237.40	20.87
001-999-600-630-5400-5728-700-99	Public Rec - Swim	600.00	-378.50	221.50	63.08
001-999-600-630-5400-5776-200-99	Advertising/Promotions	500.00	0.00	500.00	0.00
001-999-600-630-5700-0221-200-99	Recreation: Youth Sports	6,700.00	-3,121.00	3,579.00	46.58
13 Account(s) totaling:		137,249.00	-82,711.13	54,537.87	60.26



TOWN OF BREWSTER
2298 MAIN STREET
BREWSTER, MA 02631
PHONE: (508) 896-9430
FAX: (508) 896-9430
BREWREC@TOWN.BREWSTER.MA.US

OFFICE OF
RECREATION COMMISSION

Recreation Department - Fiscal Year 2018

Recreation Department Operating Budget

Temp/Seasonal/Lifeguard

This line item will supplement our temporary/seasonal employees. The amount requested will represent Summer Rec staff, Lifeguards, Swim Instructors and Swim director. Please see breakdown below.

Temporary/Seasonal/Lifeguard Wages - FY 18

1. Playground Program

<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Director	1	7.5	\$18.00	22	\$396	\$2,970
Asst. Director	1	7.5	\$14.00	22	\$308	\$2,310
Head Counselors	8	7.5	\$13.00	168	\$2,184	\$16,380
Jr Counselors	5	7.5	\$11.00	63	\$693	\$5,198
Counselors	8	7.5	\$12.00	168	\$2,016	\$15,120
Playground Program Total:						\$41,978

2. Lifeguard Program

<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Head Lifeguard	1	9	\$15.00	40	\$600	\$5,400
Lifeguard	1	9	\$13.00	40	\$520	\$4,680
Lifeguard	1	8	\$12.00	20	\$240	\$1,920
Lifeguard Total:						\$12,000

3. Swimming Program

<u>Positions</u>	<u>No. of Positions</u>	<u>No. of Weeks</u>	<u>Wages/ Hour</u>	<u>Hours/ Week</u>	<u>Individual Weekly Wages</u>	<u>Total Wages</u>
Instructors	2	6	\$12.00	50	\$600	\$3,600
Swimming Program Total:						\$3,600

Overall Totals	\$57,578
---------------------------	-----------------

Facility Maintenance

This line item helps to support basic maintenance on the office, fields, buildings (sheds/garages), and recreational facilities around the town. Locations include the Rec Dept Office at the Eddy Elementary School, Freemans Way Recreational Fields, Town Hall Fields, Gage's Field, Jean Finch Skate Park, Brewster Tennis Courts, Long Pond Beach, and Upper Mill Pond.

Meetings/Conference

With this line item, our department pays for membership dues and conference fees for professional associations, such as Mass Parks and Recreation Assoc.

In-State Travel

This line item covers in-state staff mileage reimbursement.

Playground

This line item supplements costs of the summer playground program "Summer Rec", such as program supplies, staff uniforms, etc. (2010: staff of 15, 2011: staff of 18, 2012: Staff of 20, 2012: staff of 20, 2013: staff of 21, 2014 staff of 22, 2015 staff of 22, 2016: staff of 23) (Participants: 2009: 152, 2010: 158, 2011: 177, 2012: 217, 2013: 260, 2014: 269, 2015: 268, 2016: 250)

Office Supplies

This budget covers office supplies needed for the daily operations of the Recreation Office.

Youth Sports

This line item supplements costs of the department's soccer, basketball and softball/baseball programs (ages 3 – 12). We have costs of field maintenance (paint, goals, etc), uniforms, soccer balls, basketballs, baseballs, referees, gym supervision, etc.

Boat Maintenance

This line item supports the costs of maintaining our fleet of sail boats and motor boat (utilized by our summer sailing program). We cover the cost of parts and scheduled repairs.

Seasonal Certifications

This line item covers the costs of making sure our staff is current on certifications such as first aid and CPR, lifeguard certifications and Water Safety Instructor certifications.

Advertising

This line item supplements our cost to produce brochures, run advertisements, etc.

Brewster Recreation Programs and Events

January 2016 – December 2016

Below, please find a description of our events and programs this year, including the number of participants. These programs are funded by both the Operating Budget line items and the Recreation Department's Revolving Fund. Our Revolving Fund supports approximately 60% of our department's payroll, office functions and programs.

Senior Striders: 10	Tennis, spring: 47	Tennis, youth summer: 129
Skippers: 26	Spring soccer: 68	Tennis, summer adult: 10
Basketball, ages 5-6: 40	Softball, grades 3-6: 30	Stand Up Paddleboard: 32
Basketball, ages 7-8: 36	Farm league baseball: 31	Golf, summer: 10
Basketball, grades 3-6: 79	Archery, spring: 10	Golf, fall: 10
Basketball, ages 3-4: 15	Archery, summer: 30	Soccer: summer: 8
Futsal: 35	Archery, fall: 10	Movie Night
Floor Hockey: 12	T-Ball: 90	Breakfast with Santa: 250
Skyzone field trip: 35	Mens Basketball, pick up	Soccer, grades 3-6: 88
Dodgeball: 13	Whitecaps baseball: 57	Soccer, ages 3-8: 146
Beach Yoga: 300+	Sciensational: 9	Field Hockey: 18
Games Group: 13	Summer Rec: 250	Flag Football: 20
Bloom Run: 209	Youth Leader: 54	Tennis, fall adult: 8
Senior Tennis: 62	Hoop Fitness: drop in	Tennis, fall youth: 29
Tennis, adult: 21	Sailing: 157	Running Club: 17

Recreation Department Revolving Budget

Summary

The Brewster Recreation Revolving Account allows us to raise revenue through fees and charges for a specific purpose and to use the revenue without the necessity of a town meeting appropriation to support the services necessary to run the department. A full time salary employee (with benefits), contracted instructors, seasonal staff wages, program coordinator wages and private facility usage fees are funded through this account, which are all crucial to the success of the Recreation Department. Without these items the department would not be able to provide such diverse programs to the community.

The local business network the department has established provides an economic impact within the community amounting to thousands of dollars in consumer spending. Finally, the Department is able to employ 30 young adults during the summer programs, providing jobs to the local community. These positions provide stable work environments and financial support to families with costs of supporting children.

Revolving Account Revenue/Expenses

	FY 13		FY 14		FY 15		FY 16		FY 17 (To Date)	
Line Item	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses	Revenue	Expenses
Youth Sports	\$ 16,475	\$ (4,510)	\$ 17,838	\$ (1,781)	\$ 18,407	\$ (1,977)	\$ 17,313	\$ (901)	\$ 7,341	\$ (766)
Asst. Programs	\$ 32,941	\$ (20,005)	\$ 39,463	\$ (32,625)	\$ 23,666	\$ (20,659)	\$ 25,736	\$ (13,322)	\$ 5,029	\$ (7,459)
Summer Programs	\$ 96,312	\$ (19,283)	\$ 103,415	\$ (26,081)	\$ 92,787	\$ (30,690)	\$ 92,802	\$ (43,612)	\$ 24,347	\$ (21,606)
Field Rental/Maint	\$ 4,045	\$ (1,332)	\$ 5,015	\$ 67	\$ 5,380		\$ 6,206	\$ (6,280)	\$ 340	\$ (7,121)
Special Events	\$ 1,646	\$ (3,537)	\$ 2,270	\$ (4,108)	\$ 489	\$ (1,879)	\$ 1,420	\$ (1,612)	\$ 127	\$ (1,246)
Asst. Dir. (Wages/Benefits)	\$ 44,846	\$ (44,846)	\$ 46,533	\$ (52,730)	\$ 57,669	\$ (57,667)	\$ 60,823	\$ (63,721)	\$ 63,971	\$ (37,128)
Wages (Misc PT/Seasonal)		\$ (26,467)		\$ (28,911)		\$ (20,908)		\$ (25,984)		\$ (18,732)
Office Misc		\$ (9,539)		\$ (8,433)		\$ (2,826)		\$ (3,194)		\$ (2,466)
Credit Card		\$ (1,447)		\$ (2,836)		\$ (2,557)		\$ (2,800)		\$ (687)
Budget Encumbered	\$ 47,816		\$ 66,217		\$ 65,542		\$ 63,945		\$ 42,840	
Totals	\$ 244,081	\$ (130,966)	\$ 280,751	\$ (157,438)	\$ 263,940	\$ (139,163)	\$ 268,245	\$ (161,426)	\$ 143,995	\$ (97,211)

Department Expenses Comparing Operating Account and Revolving Account.

Operating and Revolving Budget Comparison				
	FY 13	FY 14	FY 15	FY 16
Operating				
Payroll Expenses	\$ 98,023	\$ 102,164	\$ 109,010	\$ 114,463
General Expenses	\$ 17,450	\$ 17,750	\$ 12,625	\$ 12,925
<i>Subtotal</i>	\$ 115,473	\$ 119,914	\$ 121,635	\$ 127,388
Revolving				
Payroll Expenses	\$ 71,313	\$ 81,641	\$ 78,575	\$ 89,705
General Expenses	\$ 59,653	\$ 75,797	\$ 60,587	\$ 71,721
<i>Subtotal</i>	\$ 130,966	\$ 157,438	\$ 139,162	\$ 161,426
Total Budget Expenses	\$ 246,439	\$ 277,352	\$ 260,797	\$ 288,814
% of Budget funded by Revolving Account	53%	57%	53%	56%