



**TOWN OF CONCORD**  
**COMMUNITY PRESERVATION COMMITTEE**  
141 KEYES ROAD, CONCORD, MA 01742  
TEL. (978) 318-3290 FAX (978) 318-3291

**Application for CPA Funding**  
Due no later than 4:00pm on Friday, September 20, 2019

Applicant: Minute Man Arc for Human Services, Inc.

Co-Applicant (if applicable): \_\_\_\_\_

Project Name: Accessible Outdoor Oasis Recreation Park for People with Disabilities

Project Location/Address: 35 Forest Ridge Road, Concord, MA 01742

Purpose: (Select all that apply)

- Open Space       Community Housing       Historic Preservation       Recreation

Project Budget:

Amount of CPA Funds Requested:      \$100,000  
Amount from Other Funding Sources:      \$ 86,000  
Total Project Budget:      \$289,500  
(If multi-year project, note current phase only)

Please check which of the following is included with this Application:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> One Paragraph Project Summary *         | <input checked="" type="checkbox"/> Timeline *   |
| <input checked="" type="checkbox"/> Map (if applicable)                     | <input checked="" type="checkbox"/> Architectural plans, site plans, photographs (if appropriate)                                |
| <input checked="" type="checkbox"/> Narrative *                             | <input checked="" type="checkbox"/> Copy of Audit or most recent Financial Information ( <u>Non Profit Organizations Only</u> )* |
| <input checked="" type="checkbox"/> Selection Criteria and Needs Assessment | <input checked="" type="checkbox"/> Letters of Support (if any)  |
| <input checked="" type="checkbox"/> Detailed Project Budget *               |  |
| <input type="checkbox"/> Feasibility Assessment                             |  |
| <input type="checkbox"/> Statement of Sustainability (if applicable)        |  |

\* Required Documentation

The Contact Person for this Project is: Jean Goldsberry, CEO

All Correspondence should be mailed to: Minute Man Arc, 35 Forest Ridge Road, Concord, MA 01742

The Contact Person can be reached by phone at: 978-287-7914 or by email at: jgoldsberry@minutemanarc.org

Signature of Applicant: *Jean A. Goldsberry*

Signature of Property Owner (if different): \_\_\_\_\_

**For Historic Preservation Projects Only** – please check the box below left and acknowledge:

- I/We have read the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and understand that planning for and execution of this project must meet these standards.

**1. CPA Application Cover Page**

See attached cover page for **Minute Man Arc for Human Services, Inc.**

- 2. Brief Project Summary - *Introduce the project with a brief summary which notes the category, goals, project scope, and budget at the start of each application packet. This summary should be a maximum of one paragraph in length and be suitable for distribution to other Boards and Commissions as a reasonable depiction of the overall project.***

Minute Man Arc is respectfully seeking financial support to build a fully accessible **Outdoor Oasis Recreation Park** for 350 adults with disabilities in Concord. The Oasis will provide more recreational and social activities to this underserved population while increasing their therapeutic options and fostering better health. The Recreation Park will include ADA-compliant walking paths around Minute Man Arc's headquarters that connect to the established Concord Trail System off of Forest Ridge Road. A pair of vestibular therapeutic swings, a music garden of giant instruments and a multi-purpose sport court will provide many choices for recreation and therapeutic stimulation. Accessible picnic tables with seating for wheelchair users and granite benches will facilitate greater social interaction and inclusion within the Concord community. We will invite Concord residents to the Outdoor Oasis Recreation Park to interact with our clients and enjoy the facilities. The Oasis will enhance Concord's desirability as a place to live by improving both its physical and social environment and by promoting inclusion in a natural outdoor environment. The project budget is \$289,500 and approximately 30% of funds have already been raised. There are no state funds available to Minute Man Arc to support this type of project and so we ask the Community Preservation Committee to consider a contribution of \$100,000, thereby joining other committed donors in creating a fully accessible, unique and lasting Recreation Park for people with disabilities.

- 3. Map – *Indicate the location of the project using a Town GIS map. Include additional maps as helpful including aerial, zoning, vegetation, and abutting buildings.***

See attached maps generated using the town GIS mapping system.

- 4. Narrative - *Expand on the information presented in the project summary and provide a complete description of the project and its proposed use relative to the CPA. Describe what agency or organization will be responsible, what kind of community support has been given to the project, and why Town Meeting should support it. Include an implementation plan describing the steps or phases for completion and the processes needed for approval. Summarize the goals of the project and how they will be measured.***

Minute Man Arc is a respected leader in the human services field, maintaining a high standard of excellence in both program development and service delivery. We provide a community of innovative and lifelong care to 850 people with disabilities in Concord and throughout eastern Massachusetts.

Minute Man Arc will be responsible for securing sufficient funding and building the Outdoor Oasis Recreation Park which has already been supported by dozens of donors in the community. This project supports our mission to improve the lives of children and adults with disabilities by increasing independence, personal choice, and self-advocacy. We are the fourth largest employer in Concord with a staff of 240 and annual revenues exceeding \$15M but there are no funds available from the state for the Recreation Park.

### Agency Background

The agency was founded in 1958 as Minute Man Association for Retarded Children by parents who were in search of services for their children with disabilities. The agency has grown extensively over the years, expanding the mission to support teens and adults with disabilities such as Down syndrome, cerebral palsy and autism. We also support people who are deaf and/or blind and individuals with mental health diagnoses. We offer programs in Early Intervention, Extra Steps Pediatric Therapies, Day Habilitation, Employment Services, Residential Services, and Recreation & Family Services.

### Managing Unprecedented Growth in Clients Served

Over the past five years, Minute Man Arc has experienced explosive growth in people seeking disability services. Our Employment Program has grown by 50% to 150 clients, fueled by young adults on the autism spectrum seeking jobs, social activities and recreation. Our Day Habilitation Program for the most medically complicated clients had a waiting list last year until we could expand our license by 33% more clients. Early Intervention has swelled to over 550 children and resides in a satellite site in Concord. Extra Steps Pediatric Therapies is moving to a leased site in Acton in early 2020 to better accommodate this expanding program.

In 2018, we bought our headquarters at 35 Forest Ridge Road and quickly filled every room with our programs. Today, we are faced with the challenge of maximizing our program site, both inside and out, while addressing the related infrastructure needs of serving more people.

With the inside of our building at near capacity, we will integrate the outside as a natural extension of our services and boost our recreational offerings for both our clientele and for town residents. We will create an Outdoor Oasis Recreation Park with walking paths, a 40'x60' all-season sport court, an outdoor musical instrument area, wheelchair accessible vestibular swings and several areas for socializing. Since our property abuts the Concord Trails walking system, we will link to it and invite neighbors to visit with our clients and staff and to use our equipment.

While we have already raised 30% of needed funds, a grant from the Community Preservation Act will help us better serve one of the most vulnerable populations in Concord through an expanded Outdoor Oasis Recreation Park.

### Implementation Plan

Minute Man Arc's CEO, leadership team and board of directors will be responsible for all building and financial decisions related to the Outdoor Oasis Recreation Park. CEO Jean Goldsberry will seek any necessary permits before construction begins and will appear before any town entities that are tasked with permitting the Recreation Park. Our operations team, led by Director Eric Boroush, will be responsible for overseeing the day to day construction of the Recreation Park. We have developed good working relationships with several local builders and will seek at least three bids for construction of the project. Once completed, maintenance of the Recreation Park will be absorbed in Minute Man Arc's facilities budget.

Raising the remainder of the funds will be managed by CEO Jean Goldsberry and Chief Development Officer Stephanie Parish. So far, we have raised \$86,000 from residents and local businesses. We expect to begin work on the Oasis in May of 2020 and that the project will take six months.

### Goals and Measurement

The success of the Outdoor Oasis Recreation Park will be measured by its benefits to our clients, staff and the overall agency. Additionally, we will increase success by sharing our Recreation Park with the Concord community.

*For our clients*, the Outdoor Oasis Recreation Park will provide the opportunity to experience more quality time outdoors throughout the year. We expect nearly 100% participation in outdoor activities on a weekly basis by all teen and adult clients, weather permitting. We will measure the use of the Recreation Park by recording the number of clients enjoying it each week, noting improvements in their walking, stability, core strength, and aerobic levels; observing more social interaction; and measuring decreases in the repetitive behaviors of autism through rhythmic swinging and music playing. These activities will be entered into each client's Individual Service Plan (ISP) and applied to their weekly goals.

*For staff*, this project will be successful when everyone is able to enjoy the outdoors for recreation and social time. Our employees will be able to enjoy the benefits of the Oasis as they work with clients or eat lunch or on weekends.

*For the overall agency*, the Recreation Park will support our mission to serve people with disabilities in Concord and the surrounding community. It will also allow us to accept more clients into our programs which will have a positive impact on our financial health. Additionally, we will be able to offer even more options for daily activities outdoors and enhance our status as a preferred provider to the disabled community.

We would be delighted to share the Recreation Park with community members – young and old - on a regular basis. We currently offer meeting space to local organizations such as the Concord Rotary Club, Concord League of Women Voters, and National Charity League. Weekend retreats for other entities such as Sunday fellowship groups, scouts and children's sports teams will also be encouraged. Our neighbors at Black Birch, an over-55 community, will be invited to utilize our Recreation Park, walk our trails and get to know our clients while increasing their own physical activity.

Minute Man Arc is a well-known and highly respected organization which has been providing services to some of Concord's most vulnerable residents for over 60 years. We are now asking the town to work with us and support the Outdoor Oasis. Without a doubt, our clients will be overjoyed to experience a new outdoor haven built especially for them. The Outdoor Oasis Recreation Park will set a new standard for bringing the great outdoors to people with disabilities in Concord who find it difficult to access general purpose recreational areas. Together with the Community Preservation Committee and a cadre of caring donors, Minute Man Arc will raise the bar for the 350 adult clients we are proud to serve as well as many community members and friends.

### Why Town Meeting should support this project

The town has a long history of supporting people with disabilities through local jobs, religious groups and volunteer opportunities. Minute Man Arc chose to be located in Concord 60 years ago and remains today because of the outstanding collaboration and friendship of its residents. Concord's Commission on Disability and the Public/Private Partnership are evidence of the town's goal to ensure all of its residents have access to playing fields, town buildings, schools and recreation areas. Minute Man Arc's Outdoor Oasis will help fulfill the mission of these entities by providing an accessible recreational area for all.

Additionally, recreation is central to the Community Preservation Fund's purpose which seeks to create recreational offerings for all residents, be it trails, sports, parks, playgrounds or other uses. Town meeting voiced its desire to offer recreation when it established the Community Preservation Fund tenets. This project aligns perfectly with those stated goals.

### **5. CPC's Selection Criteria and Needs Assessment - *Please include responses as to how your project (if applicable) addresses the issues raised in the CPC's General Selection Criteria and the Specific Use Criteria for your project category from the Needs Assessment.***

#### **General Selection Criteria**

*a. The project's eligibility for CPA funding under the CPA legislation.*

This application meets the criteria for Recreational Land under CPA legislation because it will provide land for active recreational use including trails, sidewalks and sports for the disabled population.

*b. The project's consistency with Town-wide planning efforts and reports that have received broadbased scrutiny and input. Specifically, the 2018 Comprehensive Long Range Plan's Systems Checklist (which can be found on Page 240 of the Comprehensive Long Range Plan):*

*<https://www.concordma.gov/DocumentCenter/View/15258/Section-5---Implementation-Actions>*

This project addresses many of the questions raised in the 2018 Comprehensive Long Range Plan:

Relative to improving the livability and values of Concord, this proposal enhances Concord's physical desirability as a place to live, its social network and its environment by adding an accessible recreational facility open to the public. Furthermore, it will improve the health and wellness of its residents, promote inclusion and social equality, and benefit other town-wide interests.

Relative to the impact on mobility and accessibility in Concord, this proposal increases connectivity, accessibility and mobility choices for Concord residents, not only the disabled community but also the elderly, children and those with mobility issues. It encourages more walking, sports and other forms of active transportation via the walking paths, connection to the Concord Trail system and sport court.

Relative to financial sustainability, this proposal has already identified and secured several funders (many of whom are Concord residents, businesses, family foundations and churches). Once the Recreation Park is completed, it will not require additional resources, staffing, or equipment.

*c. The project's support by relevant Town boards and committees and community groups and its consistency with recent Town Meeting actions.*

This application is supported by town boards, committees and community groups as evidenced by letters of support from the Commission on Disability, Attorney Henry J. Dane of Dane Brady & Haydon, and neighboring Black Birch developer Jack McBride.

*e. The extent to which the project serves multiple or underserved populations and/or is open to the public.*

This project will directly serve people of all ages with disabilities and/or mobility issues via ADA compliant trails, walkways and seating. We will invite the public to visit the Recreation Park, especially our neighbors at the Black Birch housing development and the Mews where many children reside.

*g. Administrative and financial management capabilities of the applicant.*

Minute Man Arc is audited annually by Leonard, Mulherin & Greene, P.C. Our most recent audited report is dated November 14, 2018 and states: "In our opinion, the consolidated financial statements referred to above present fairly, in all material aspects, the consolidated financial position of the Organization as of June 30, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America."

*i. Whether or not the applicant has site control or written consent by the property owner to submit an application.*

Minute Man Arc owns the property at 35 Forest Ridge Road where the Recreation Park will reside.

*j. Demonstrated financial need.*

Minute Man Arc is primarily funded by the Department of Developmental Services, the Department of Public Health, Medicaid and private insurance. None of these entities provide any funding whatsoever for a Recreation Park so Minute Man Arc is seeking funds from the CPC, private donors and foundations.

*k. Whether or not there will be multiple sources of funding for the project, including leveraging of other public and/or private funding.*

There will be many sources of funding for this project. To date, we have raised \$86,000 from private donors, businesses, family foundations and churches. In addition to this CPA grant request, we have submitted grant requests to Amelia Peabody Charitable Trust, Agnes Lindsay Trust, and Autism Speaks.

*n. The provision for maintenance of the project.*

Minute Man Arc owns two program sites in Concord as well as five residential group homes where our clients reside. Maintenance of all of our properties is budgeted annually and managed by Director of Operations Eric Boroush. The cost of maintaining the Oasis will be absorbed in Minute Man Arc's operations budget upon completion. No additional funds will be requested of the CPC for maintenance.

*s. The use of qualified vendors which are located in Concord is encouraged when applicable.*

Concord-based Lemon Brooke landscape architects was hired to create the concept of the Recreation Park. Principal Jennifer Brooke is a Concord resident and has actively overseen the project to date. We will be soliciting bids from local builders, excavation companies and tree removal companies.

### **Specific Use Criteria for Open Space Projects**

4. *Provide connections with existing trails or potential trail linkages with open space.*

This project will connect to the Concord Trail system off of Forest Ridge Road.

### **Specific Use Criteria for Recreation Projects**

3. *Ensure universal accessibility to recreational activities.*

This application meets the CLRP checklist for increasing connectivity, increasing accessibility and mobility choices, and encouraging walking and hiking.

4. *Expand programs or facilities for special needs, youth, young adults and seniors seeking new recreational health and fitness opportunities.*

The Outdoor Oasis Recreation Park will expand the number of programs and facilities in Concord for special needs individuals of all ages seeking recreational health and fitness opportunities.

### **6. Budget -Please Note: Non Profit Organizations should also include a current financial statement.**

#### **INCOME SOURCES**

Board of Directors donations and recorded pledges	26,250.00
Non-board private donations	43,750.00
Private Concord family foundation	5,000.00
Concord church grant	5,000.00
Family donation of musical instrument	6,000.00
<u>CPA grant</u>	100,000.00
<b>TOTAL INCOME</b>	<b>186,000.00</b>

#### **EXPENSES**

##### **Groundwork:**

Tree removal and ground restoration	30,000.00
Excavation for multi-use sport court	31,000.00
Sidewalks circling parking lot	35,000.00
Graded switchback walking path throughout Oasis	42,000.00
Clearing dirt pathway to Concord Trails	2,000.00

##### **Therapeutic Equipment:**

Multi-use sport court for basketball, soccer, hockey, yoga, four square: 40'x60'	65,000.00
Three giant, accessible musical instruments: vertical chimes, xylophone, drums	23,500.00
Two wheelchair accessible vestibular therapeutic swings for adults	30,000.00

##### **Seating:**

Five custom-made conversational benches in granite	20,000.00
Three all season community dining tables with accessible seating	4,500.00

**Other:** Permit fees and other admin fees 6,500.00

**TOTAL EXPENSES** **289,500.00**

**Net to be raised after CPA grant:** **103,500.00**

- 7. Feasibility - Summarize and attach any feasibility reports that may have been prepared. Explain all further actions that will be required for completion of the project such as zoning, environmental assessment, permits, restrictions, agreements or other potential impediments to implementation.**

Our designer, Jennifer Brooke, who created the outdoor plans for the Playscape at Ripley and the Discovery Museum, feels confident that Tenneco will approve our project location and design above a 50 foot wide gas easement that runs under the Oasis area. The gas line has been marked, Dig Safe has visited, and Tenneco will be visiting the property in the next few weeks to confirm.

- 8. Statement of Sustainability – If the project incorporates sustainable design features, explain how they will reduce impacts on the environment including, but not limited to, reducing energy consumption, enhancing energy and water conservation, and the use of recyclable materials. Applicants should address the four Sustainability Principles adopted by the Town as stated on Page 29 in condition r. in the 2018 CPC Plan. N/A**

- 9. Timeline - Describe the major milestones and when the anticipated completion date is. Include an estimate of when the CPA funds requested will be needed.**

May 2020 – clear trees, ready groundwork around sport court, grade oasis area

June 2020 – create walking paths around property

July/August 2020 – install swings, instruments, tables, benches, sport court

September 2020 – ribbon cutting and open house

CPA funds will be needed starting 7/1/2020. We will begin the project using funds already raised.

- 10. Architectural plans, site plans, photographs, if applicable See attached drawing in full size.**



- 11. Letters of Support are welcome from the public or other appropriate organizations.**

See attached letters from the Commission on Disability, Attorney Henry J. Dane of Dane Brady & Haydon, and neighboring Black Birch developer Jack McBride.





# 35 Forest Ridge Rd aerial photo



Connect to Concord Trails



# TOWN OF CONCORD

## COMMISSION ON DISABILITY

P.O. BOX 535 ~22 MONUMENT SQUARE ~CONCORD, MA ~01742  
Email address: [disabilitycom@concordma.gov](mailto:disabilitycom@concordma.gov)

Town of Concord  
Community Preservation Committee  
141 Keyes Road  
Concord, MA 01742

September 14, 2019

The town of Concord's Commission on Disability fully supports Minute Man Arc's application for funding to build an Outdoor Oasis Recreation Park on their Forest Ridge Road property. An accessible outdoor recreation park designed for people of all abilities and ages will enhance the health, quality and inclusivity of the entire community.

As a member of the Commission on Disability and as a person with a disability, I support the funding of this project without hesitation. It is common knowledge that access to nature, outdoor recreation and social interaction are important determinants of individual and community health.

These factors are especially important to the health of individuals and populations whose health is compromised by social isolation due to limited mobility, cognitive and sensory impairment and other disabling conditions. The Outdoor Oasis Recreation Park, due to its location, visibility and unique design will increase the opportunity for people of all abilities to reap the benefits of access to nature, outdoor recreation and social interaction.

Please accept this letter of recommendation for the Minute Man Arc Outdoor Oasis and Recreation Park. This was discussed at our recent commission meeting and there was a unanimous vote to support the project.

Sincerely,

Marybeth Barker LCSW, MPH  
Concord Commission on Disability

**HENRY J. DANE**  
P.O. BOX 540  
CONCORD, MASSACHUSETTS 01742-0540  
AREA CODE 978 369-8333  
FAX 978 369-3106  
e-mail: hdane@danelaw.com

September 18, 2019

Community Preservation Committee  
141 Keyes Road  
Concord, Massachusetts 01742

Re: Minute Man Arc – Outdoor Oasis

Dear Committee Members;

I am pleased to write in support of the Minute Man Arc's application for CPA funds to help complete its Outdoor Oasis project. The Arc is the fourth largest employer in Concord, and, through its programs and activities supports the needs of more than eight hundred people of all ages from Concord and surrounding towns who have special needs because of developmental disabilities.

Because of its support, about two-thirds of its adult clients are able to lead useful lives working in local businesses and by providing volunteer services to the Town and local non-profits such as the Open Table, Household Goods and Gaining Ground.

The Outdoor Oasis will provide an adapted outdoor recreational space for both the clients of the Arc and members of the surrounding community. It has been thoughtfully designed by Jennifer Brooks, a Concord resident and gifted landscape architect, and will provide accessible walking paths, adult swings, picnic tables and installed musical instruments suited to the needs of the Arc's clients.

While the operating funds of the Arc are provided by the Department of Developmental Services and Mass Health, the Arc must pay for its physical facilities. The cost of the project is estimated at \$280,000 and over \$100,000 of that figure has already been raised by the staff and Board of Directors from local businesses and residents devoted to bringing joy and hope to the lives of those who have been differently blessed.

CPA support for this project will make a valuable contribution to a unique community resource that provides services that would not otherwise be available in this area.

Yours sincerely,



Henry J. Dane



*Advanced Built. Individually Inspired.*

September 10, 2019

Town of Concord  
Community Preservation Committee  
141 Keyes Road  
Concord, MA 01742

Dear Members of the Concord Community Preservation Committee,

We enthusiastically support Minute Man Arc's application for funding to build an Outdoor Oasis Recreation Park at their headquarters on Forest Ridge Road. As builders of the Black Birch community, which abuts Minute Man Arc, we are excited about increased interaction between the residents of Black Birch and the clients and staff of Minute Man Arc which will increase the sense of community among the Forest Ridge neighborhood and within the entire Town of Concord. The Outdoor Oasis will enhance Concord recreational offerings while promoting inclusion in a natural outdoor environment.

Great care was taken to create an active, social and welcoming neighborhood at Black Birch, complete with wooded walking paths, sidewalks, benches and gazebos. A connection to the clients and staff at Minute Man Arc via the Concord Trail system will make the neighborhood even more appealing. The residents of Black Birch will be able to walk to and enjoy the recreational aspects of the new Oasis that will include an all-season sport court, swings for adults with mobility issues, a music park, benches and sheltered tables. The entire area will be fully accessible, benefiting not only people with disabilities but also residents in the Black Birch neighborhood.

Please accept this letter of recommendation for the Minute Man Arc Outdoor Oasis and Recreation Park.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Jack McBride'.

Jack McBride  
President, Abode Builders and Concord resident