

# Boxford Self Evaluation ADA Report

2017

# Table of Contents

\*NOTE: Updates were made in January 2024 based on Fall 2023 reinspections\*

<u>SECTION I – TOWN HALL/LIBRARY</u> .....	2
<u>SECTION II – POLICE STATION</u> .....	7
<u>SECTION III – EAST FIRE STATION</u> .....	14
<u>SECTION IV – WEST FIRE STATION</u> .....	18
<u>SECTION V – BOXFORD COMMUNITY CENTER</u> .....	21
<u>SECTION VI – LINCOLN HALL</u> .....	26
<u>SECTION VII – DEPARTMENT OF PUBLIC WORKS</u> .....	29
<u>SECTION VIII – VETERANS OFFICE</u> .....	33
<u>SECTION X I – ADA SELF ASSESSMENT FROM OPEN SPACE &amp; RECREATION</u> .....	36

## SECTION I

### BOXFORD TOWN HALL/LIBRARY



ADA Self-Evaluation Survey Provided for  
**Boxford Town Hall/Library**

7A Spofford Road

Boxford, MA 01921

Alan Benson, Town Administrator

Tel: (978) 887-6000 ext. 502

[abenson@town.boxford.ma.us](mailto:abenson@town.boxford.ma.us)

The Americans With Disabilities Act (ADA) self evaluation survey was completed on Thursday, June 22, 2017 by James Lyons, of the Northeast Independent Living Program (NILP), and John Dold, Boxford Department of Public Works (DPW) Director. We thank the town for their hospitality, and we would like to express our appreciation for the partnership, and cooperation, as well as the quick response to our request for a tour with John Dold.

The ADA requirement for The Town of Boxford is that the services they provide be operated in such a way that, when viewed in its entirety, the facilities are readily accessible to and useable by people with disabilities. This is referred to by the ADA as the program accessibility standard, and these are among the most important concepts in ADA compliance. We were impressed with much of the Town Hall's accessible features. The architects for the building were J. Robert Stewart Architects of Somerville, MA. The ADA compliant Boxford Town Hall was originally built in 2004.

**Rationale:** The basis for conducting the ADA assessment and its transition Plan is that it is the optimal way to enhance the climate of equal opportunities for everyone, regardless of disability, to all the services, programs, and activities the Town of Boxford has to offer. The rationale behind the ADA self-evaluation is that we provide recommendations that define any areas that do not currently comply with the Federal Americans with Disabilities Act (ADA) Accessibility Guidelines, and The State Architectural Access Board requirements, (521CMR). In other words, the reason for completing this activity in partnership with The NILP is to help all of us make sure that people with disabilities are able to participate on an equal opportunity basis in all that the town offers.

**SIDEWALKS AND RAMPS:** We determined that the Town Hall sidewalks provide access to all entrances, and are in full compliance with the ADA. The ramp is also excellent, and in full compliance, and the slope is perfect. In my opinion, The Town of Boxford is most deserving of kudos for their innovative actions, and effective planning to achieve ADA compliance at the Town Hall for the benefit of everyone. I determined that *all* of door handles at Town hall are accessible i.e., paddle type

**TOWN HALL RESTROOMS:** We surveyed all of the restrooms at the Town Hall and our finding is that all of them provide excellent ADA compliance. For example, the paper towels dispensers are perfect, and are properly mounted at a height of 43" above the finish floor. As per the ADA Accessibility Guidelines (ADAAG) regulations, section 4.2.5 that states: "if clear floor space only allows forward approach to a dispenser, the maximum forward reach allowed shall be 48 inches, *and the maximum low reach is 15 inches.*" The stall doors are accessible (i.e., operable with a closed fist). The men's room stall door however, is not self-closing needs adjustment, and needs to have broken and missing bolts replaced (Maintenance) door opening pressure is too heavy measuring 8 lbs force.

We recommend the tension lever *on the men's room stall door* be adjusted so that it is self-closing. As per The ADA Access Guidelines, section 4.13.11 \*Door Opening Force, section (2( 9a) interior hinged doors (ADAAG, U.S Department of Justice 28 CFR Part 36), "The Maximum force to push or pull a door shall be 5lb." In our opinion, this is a Repair/ Maintenance need. This is also required by the Massachusetts Architectural Access Board (AAB) regulations, section 30.6.1 (b) Stalls: that calls for: "The stall door shall have an automatic self-closing hinge device."

As required by ADAAG, in section 4.13.11, (door opening force) - the maximum force for pushing or pulling open a door shall be as follows: interior hinged doors, no more than 5 pounds (lbs) of pressure is allowed. We recommend the stall doors be adjusted, as such. No equipment, nor material costs should be required to accomplish that task. ADA Section 4.13.10 and 4.13.11 closing speed 6 seconds from an open position of 90 degrees.

**AMENITIES PROVIDED:** We found that a tax payments box is provided in the front of Town Hall, and determined that it is definitely operable with a closed fist, and is totally accessible. The town also provides a Library book return box that is totally accessible as well. The closing speed at the main door of the Town Hall was tested, and found to be 9 seconds that is correct according to the ADAAG.

**OFFICES:** We found that all of the offices at Town Hall are in compliance with the ADA.

As concerns **communication accessibility** for The Town of Boxford, we recommend that the Town adopt an effective communication policy.

**GENERAL POLICY/PROCEDURAL ISSUES:**

The ADA Public notice should be posted on the bulletin board, and public notice area, as it is required by the ADA to be a separate notice for ADA only. The notice is required to include the name and phone number of the paid staff member who has been designated as the agency's ADA Coordinator.

The NILP is a consumer controlled, cross disability Independent Living agency, providing advocacy, peer counseling, skills training, nursing home transitions, and information and referral services to Boxford residents who have disabilities. For the past 36 years, we have provided consultations for businesses, Town and town governments, educational institutions, etc. to assist with completing requirements for Section 504/Americans with Disabilities Act (ADA) self-evaluation monitoring reviews/transition plans, etc. Thank You.

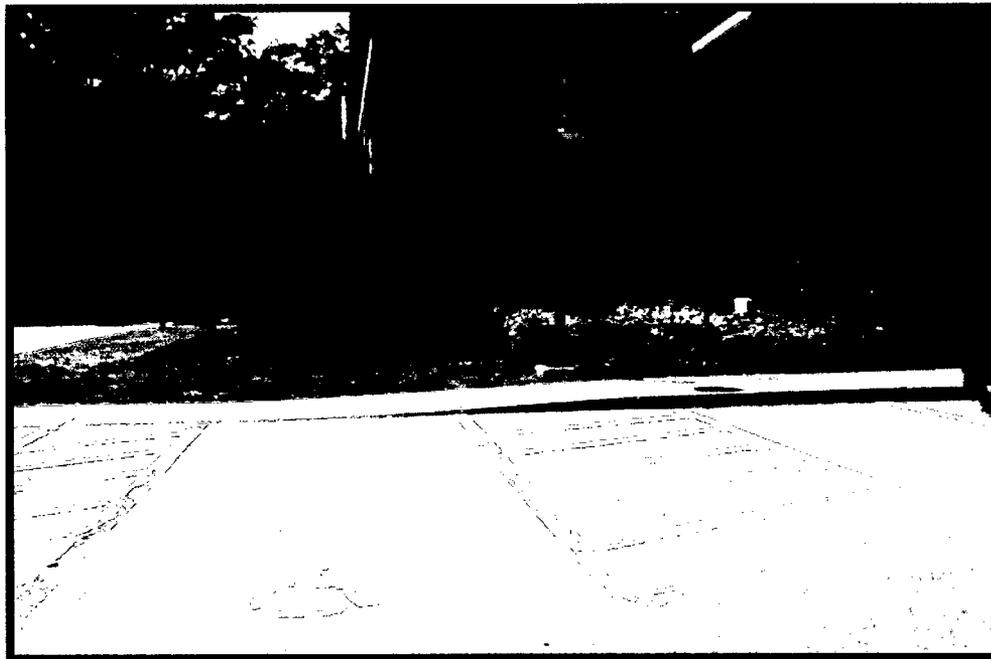
Sincerely,

James F. Lyons Jr.  
Community Development Director

Shelia Hegarty  
Training and Special Events Coordinator

Cc: Alan Benson, Town Administrator  
Susan Inman, Assistant to the Town Administrator  
John Dold, Town Engineer/DPW Superintendent

#### **Addendum: Parking Lot Goals**



**Parking:** The Town Hall provides 3 HP (accessible) parking spaces. However, there no van accessible parking spaces provided at this time. My recommendation is to add one Van accessible space with Van accessible above ground sign. The HP signs need to be at least 5 feet above the ground. A “van Accessible” sign should be posted on the pole just under the HP sign.

The surface stripes have become worn out, are unreadable, and need to be re-striped in our opinion. AAB Section 23.3.1, “location: Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance.” The parking area also

appropriately provides HP access aisles, as required by the Massachusetts AAB, in Section 23.4.6 (a) Access aisles. "Parking access aisles shall be part of an access route to the building."

- A Van accessible space and sign, etc. are needed as required by The ADA, Section 4.6.4
- "One in every eight accessible spaces, but not less than one, shall be van accessible."

Massachusetts AAB Section 23.4.7 specifies the following:

- (b) Each space shall have a sign designating it "Van Accessible"
- (d) Eight foot minimum (8'0") wide space.
- (e) Provide an access aisle of eight feet (8'0").

AAB Section 23.6.4 such signs shall be permanently located at a height not less than five feet (5'0"), nor more than eight feet (8'0").

**Addendum:  
Examples of "Van Accessible" signs:**



*High Intensity Grade*



**ADA Handicapped Sign: (Van Accessible)**

**Most States**

based on 9 customer reviews

**4.9 out of 5 stars**

5 Star 8

4 Star 1

ADA Handicapped Sign  
Van Accessible (Most states)

K-1479

Blue

Horizontal

[Free PDF](#)

Loading....

Header  
Legend  
Part#  
Color  
Shape



- **Reflective Grades**

Make your sign visible, day or night. Choose Engineer, High-Intensity, or Diamond Grade.

**Product Description**

**A Highly Reflective Van Accessible Sign can effectively reinforce your ADA Parking Sign.**

- Handicap parking signs use 3M's engineer-grade, reflective film.
- Signs are fabricated from aluminum that is lightweight and durable. These

rust-proof signs outlast steel or plastic competitors.

- Signs have pre-drilled holes for easy installation on U-Channel r fences.
- Signs are printed using enamel inks.

Material	Size	Ship by date	Quantity / Price (Per Sign)				
▶ Reflective Aluminum Signs			«fewer				
◀ <u>3M Engineer Grade (Standard)</u>	6" x 12"	8/4	\$8.95	\$8.75	\$8.65	\$8.55	\$8.4

Place these supplemental signs *underneath* other parking signs.



Loading....		<a href="#">Zoom</a>	<a href="#">Price</a>	<a href="#">Zoom</a>	<a href="#">Price</a>	<a href="#">Zoom</a>	<a href="#">Price</a>	<a href="#">Zoom</a>	<a href="#">Price</a>	<a href="#">Zoom</a>	<a href="#">Price</a>	<a href="#">Buy</a>
		VAN ACCESSIBLE S.T.O.		VAN ACCESSIBLE		Van Accessible (California)		Most States				
		6"x12"		6"x12"		8"x12"		Van Accessible (Most states) 6"x12" to 9"x18"				



## SECTION II

### BOXFORD POLICE STATION



ADA Self-Evaluation Survey Provided for

**Boxford Police Station**

285 Ipswich Road

Boxford, MA 01921

978-887-8135 (business)

*[kfitzpatrick@town.boxford.ma.us](mailto:kfitzpatrick@town.boxford.ma.us)*

July 27, 2017

The Americans With Disabilities Act (ADA) self evaluation survey was conducted on Thursday, July 27, 2017 by Shelia Hegarty, Training and Events Coordinator, James Lyons, Community Development Director, of the NILP, John Dold, Boxford's DPW Director, Mary Anne Nay, Boxford's ADA Coordinator. We thank the Town official's for your hospitality, and we appreciate the cooperation and rapid response to our request for a tour with Officer Fitzpatrick

The Boxford Police Station was totally renovated in 2011 when the building was essentially made accessible. The Town has done a very good job at providing accessibility in the police station overall. We also reviewed the accessibility of the police station parking lot. In our opinion, the dedication of the Town employees, both volunteer and paid is an integral part of the ADA compliance process. We are fortunate to have a superlative survey team that includes both NILP consultants in harmony with knowledgeable Town representatives. The Boxford Police Station is a modern structure, equipped with the latest technology, including the communication division, and is situated next to the Town Hall. Below are all of our recommendations for the police station to enhance the accessibility.

**PARKING LOT:** After reviewing the police station parking lot the NILP team has four recommendations to improve accessibility. The parking lot provides accessible parking, but we identified that weeds and vegetation has grown into the area, and is blocking visibility to the signs. Therefore, we suggest that the overgrown brush be cut back. We also found that the HP sign is

mounted too low (measuring 4'3"), and it should be posted at least 5 feet above the ground. We recommend that the sign be raised to 5 feet above the ground. Thirdly, there is no van sign posted. The NILP/Boxford ADA survey team found that the stripes and markings for the HP space have worn out over time. We suggest that the lines for the accessible parking along with the access aisles to be repainted.

**This is suggested as per the ADA guidelines under Section 4.6.4** that requires: "One in every eight accessible spaces, but not less than one, shall be van accessible".

The parking regulations are also described in The Massachusetts AAB, Section 23.4.7

**(b) Each space shall have a sign designating it "Van Accessible"**

**(d) Eight foot minimum (8'0") wide space.**

**(e) Provide an access aisle of eight feet (8'0").**

AAB Section 23.6.4 such signs shall be permanently located at a height not less than five feet (5'0"), nor more than eight feet (8'0").

In summary, the parking lot recommendations include:

1. Cut back and remove the overgrown vegetation that is blocking the sign,
2. Raise the sign to at least 5 feet above the ground,
3. Add one "Van Accessible" sign to the post, (cost estimate, \$40.00),
4. Re-paint the stripes, median strip (hash tags) and international wheelchair symbol of access on the ground. (cost estimate of approximately, \$120.00 labor, etc.),

We recommend these steps be taken with an estimated total cost of \$160.00, and a suggested target completion date of January 15, 2018.

**MAIN ENTRANCE:** The front doors entering the police station have paddle-type, ADA appropriate handles. We identified that the self-closing adjustment mechanism on both doors needs adjustments as the door was too heavy and closed too quickly. The measuring force of the doors was 16 pounds and 12 pounds (respectively), exceeding the 5 pound limit. It is recommended that this be remedied by either by having a professional come in and adjust the hinge issue or by installing an automatic door for the public.

We recommend the tension lever on the door be adjusted so that it is self-closing. As per The ADA Access Guidelines, section 4.13.11 \*Door Opening Force, section (2( 9a) interior hinged doors (ADAAG, U.S Department of Justice 28 CFR Part 36), "The Maximum force to push or pull a door shall be 5lb."

This is also required by the Massachusetts Architectural Access Board (AAB) regulations, section 26.8 **DOOR OPENING FORCE**

"The maximum force for pushing or pulling open a door shall be as follows:

**26.8.1 Doors:** These forces apply only to opening the door, not to the effort required to retract latch bolts or disengage other devices that may hold the door in a closed position.

- a. exterior hinged doors: 15 lbs.
- b. interior hinged doors: 5 lbs.

c. sliding or folding doors: 5 lbs.

Exception: Fire doors shall have the minimum opening force allowable by the appropriate administrative authority.

**26.8.2 Compensating devices:** Doors requiring greater force shall be equipped with compensating devices to reduce the operating force, or shall be equipped with automatic opening devices.

**26.9 Door Closers:** If a door has a closer, then the sweep period of the closer shall be adjusted so that from an open position of 90 degrees, the door will take at least six seconds to close.”

During the assessment, The Boxford personnel requested that we recommend an electric door opener is installed at The Police station. Although it is not required, the Town wishes to take a highly affirmative stance, and make the recommendation to install a door opener. The NILP applauds this decision, and we recommend an electric door opener be installed at the police station main entrance.

**POLICE STATION FOYER:** In the foyer we found that there are two counters that are fully accessible height for individuals with disabilities. However there is concern for someone who may have visual impairments as they may not realize how far the counters are protruding. It is recommended that some plant or other item be placed at the aluminum cane level in order for an individual to have awareness to the counters. We also noticed that there are bags left on the floor in the foyer. We were concerned that this could be a safety hazard for individuals and recommend that they find proper storage for these items.

There is also a medication drop-box which is mounted on the side of the counter. We recommend that this drop box be relocated as it could possibly have injury to an individual who is blind or visually impaired.

**POLICE STATION FOYER BATHROOM:** The team determined that the accessible bathroom in the foyer is an excellent example of a fully ADA compliant restroom. The signage on the exterior is posted at the required height and the Braille is present on the sign. The grab bars are nicely positioned at all appropriate placement in the bathroom as well. The sink was accessible to individuals using wheelchairs and the hot water, and drain pipes include the insulation as they should (in full compliance with The ADA, regulations, section 4.19.4, exposed pipes and surfaces).

The front meeting room had appropriate Audio/Visual (AV) alarms and contains furniture that is easily movable and accessible to individuals. The emergency exit also had appropriate signs and placement.

We then were toured through the remainder of the building and one consistent missing feature in the meeting rooms was the presence of Audio/Visual (AV) alarms. It is our recommendation that these be present in each room.

**POLICE STATION EMPLOYEE SPACES:** Upon visiting employees space such as the restrooms and the kitchen we found that there could be improvements upon accessibility. In regards to the kitchen we would recommend when there is a need to make updates or fix broken appliances that they be replaced with accessible fixtures. The stove has knobs that are situated in the back of the unit and would be difficult for people who have a disability. We found that since the sink has shelving underneath individuals using a wheelchair would not be able to reach the faucets.

In regards to the employee restrooms, we recommend that proper signage to be posted on the pull side of the doors. Currently the sign is posted on the door and does not have any Braille markings. We recommend that the sign be placed to the right side (pull side) of the door at proper set height (60 inches high to the centerline), and include Braille on it. We found that these restrooms did not have an accessible stall. The shower has a small lip at the bottom which could make it inaccessible for people with disabilities. It is recommended in future updates that some consideration is made in finding a way to provide accessible restrooms to employees so that they would not need to use the restroom in the foyer. Essentially, this is an employee-only area, but we realize that in the future, there may be an employee with a physical disability working at the site. We therefore recommend, based on the ADA, that the town post a sign designating these specific areas as "employee-only areas" Since the ADAAG states that "Employee- only areas are NOT required to permit maneuvering within the work area or to be constructed or equipped to be accessible", as per section 4.1.1(3). Posting an "employee-only area" sign would clarify the function of the secure areas in our opinion, until the site can be remodeled.

**POLICE STATION CELLS:** In reviewing the cell area we found that the openings to the cells varied in size. The opening was between 31 and 33 inches if an individual uses a chair and was to be held in custody they may not be able to be put in one of the cells. There was discussion that there was a secondary plan in order to hold an individual in the back with handcuffs. It was also discussed that officers use standard vehicles which would not be able to transport an individual with a wheelchair therefore the likelihood of someone being held who uses a wheelchair was limited. We recommend that one of the cell doors be widened, as needed, in order to accommodate a person who uses a wheelchair.

**POLICE STATION MEETING ROOM:** We also were shown a meeting room used to further investigation about cases. We found that this room could potentially be used when an individual found their own transportation to the police station. We notice that if an individual used mobility device there was no space for them to be able to have seating. We recommend that they remove at least one of the chairs and place a sign on the wall designating it accessible seating area. This would allow available seating for anyone who may use a mobility device who came to the police station through their own transportation.

Thank You.

Sincerely,

James F. Lyons Jr.  
Community Development Director

Shelia Hegarty  
Training and Special Events Coordinator

Cc: Alan Benson, Town Administrator  
Susan Inman, Assistant to the Town Administrator  
John Dold, Town Engineer/DPW Superintendent  
Mary Anne Nay, ADA Coordinator  
Sargent Fitzpatrick, Boxford Police Department



The parking lot recommendations include:

1. Cut back and remove the overgrown vegetation that is blocking the sign,
2. Raise the sign to at least 5 feet above the ground,
3. Add one "Van Accessible" sign to the post,
4. Re-paint the stripes, median strip (hashtags) and international wheelchair symbol of access on the ground.

**ADA Self Evaluation**  
**Addendum:**  
**Examples of Electric Door Openers/Hardware**

**Example 1: Door Closer Hardware**

- Door Hardware
- Door Closer Hardware
- ADA-Compliant Door Openers



- **NORTON POWERED DOOR OPERATORS**

Norton Powered Door Operators

- ***Multiple product options available***

**Norton® 5700 Series** powered door operators function as standard, spring-force closers during close cycles, when doors are opened manually, and when power is lost or turned off. Hold-open time is adjustable from 0 to 30 sec. If doors are obstructed, the motors stop, and the doors close. They are ideal for doctors' offices, retirement facilities, schools, churches, and other applications where noise may be a concern. Non-handed.

**Norton® 5800 Series** operators are compact and electromagnetic, with low-energy operation. They are ideal for high-traffic manual opening applications that require automatic operation in schools, banks, and retail outlets. Simple to use, they do not require electrical wires for installation.

***Multiple product options available***

Price \$2,250.40–\$2,285.60 Norton 5845 Interior and Exterior Heavy Duty

Electronically Controlled

## Example 2: Power Access Automatic Door Openers

### Easy to Install, Low Maintenance Path to Independence

**Power Access** is a Connecticut manufacturer of automatic door openers that are designed to assist the handicapped through side hinged doors.

For over thirty years, Power Access has manufactured automatic door openers and related door controls to help those handicapped and others who need assistance through doors with side hinges. To date, many thousands of Power Access door openers have been built and installed throughout the USA and Canada. Wheelchair and scooter users are now able to open their doors to independence with ease and economy.

Installation of a Power Access automatic door opener unit is usually quite simple. However, an extensive network of dealers who are familiar with the Power Access door opener is also available to select the proper unit for the application, install it and back it up with service, if needed.

#### *Featured Products*

Model 4300  
Commercial Automatic  
Door Opener



Model 2300  
Residential Automatic  
Door Opener



#### *Power Access Videos*



## Example 3: Alden Door Controls

### Contact Information

1053 Belmont St

Watertown, MA 02472

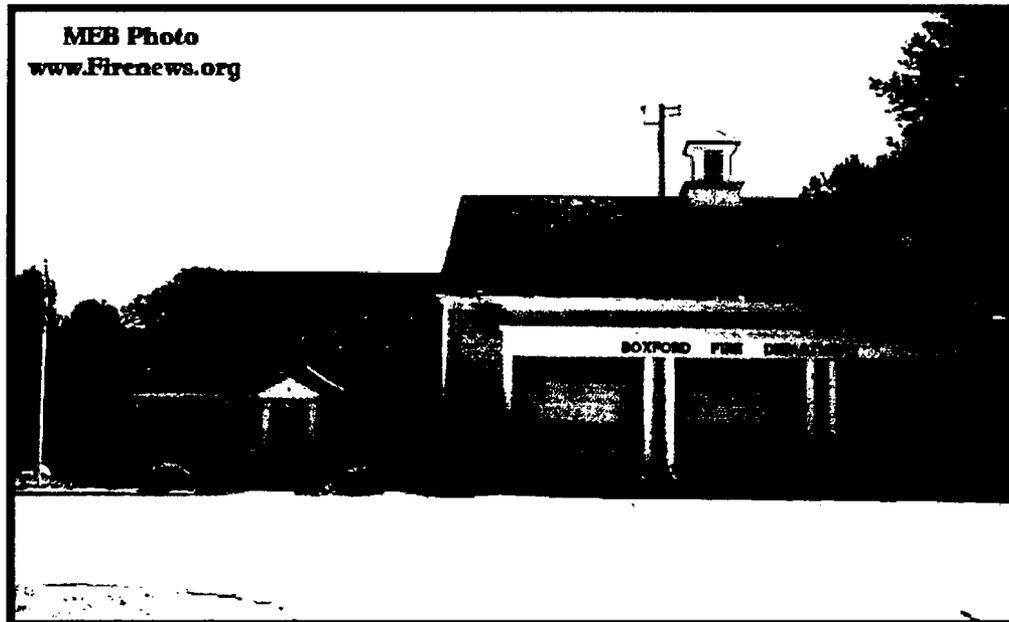
Telephone: (617) 484-2239

Credit Cards Accepted: No

24 Hour Mobile on-site service available: Yes

## SECTION III

### BOXFORD EAST FIRE STATION



**ADA Self-Evaluation Survey Provided for  
The Boxford Fire Department**

**East Fire Station**  
6 Middleton Road  
Boxford, MA 01921

Brian Geiger, Boxford Fire Department Chief

Tel: (978) 887-5725

7/18/2017

The Americans With Disabilities Act (ADA) self evaluation survey was completed on Thursday, July 18, 2017 by James Lyons, of the NILP, and John Dold, Boxford Department of Public Works (DPW) Director, and Chief Brian Geiger, of The Boxford Fire Department. We thank the town for their hospitality, and we would like to express our appreciation for the full cooperation, as well as the quick response to our request for a tour with John Dold, and Brian Geiger.

The ADA requirement for The Town of Boxford is that the services they provide be operated in such a way that, when viewed in its entirety, the facilities are readily accessible to, and useable by people with disabilities. This is referred to by the ADA as the program accessibility standard, and these are among the most important concepts in ADA compliance. We were impressed with much of the Fire Department's accessible features. The Boxford Fire Station was originally built in 1976. Boxford Fire is a combination department consisting of (5) paid staff and about (50) paid on-call firefighters. They operate out of 2 fire stations and serve a population of 8500 over 24 square miles. The service area is a community of residential single-family homes located 30 minutes north of Boston

**Rationale:** The basis for conducting the ADA assessment and its transition plan is that it is the optimal way to enhance the climate of equal opportunities for everyone, regardless of disability, to all the services, programs, and activities the Town of Boxford has to offer. The rationale behind the ADA self-evaluation is that we provide recommendations that define any areas that do not currently comply with the Federal Americans with Disabilities Act (ADA) Accessibility Guidelines, and The State Architectural Access Board requirements, (521CMR). In other words, the reason for completing this activity in partnership with The NILP, is to help all of us make sure that people with disabilities are able to participate on an equal opportunity basis in all of the town's programs, services, and activities. *We found the following issues:*

**PARKING LOT:** There is presently no accessible parking space provided at the space closest to the accessible main entrance. Our recommendation is to add one accessible (HP) space, that being a Van Accessible space with an above ground sign. Additionally, we found that there was one space in the wrong location (not in the area nearest the main entrance) and although there is an international wheelchair access symbol painted on the ground, surface stripes have become totally worn out, are unreadable, and the HP space needs to be moved to the spot nearest the main entrance, then re-striped. Specifically:

**Where the Massachusetts Architectural Access Board (AAB), Section 23.3.1(location),** Requires that: "Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance".

**Mass AAB requirements, per Section 23.4.6 (a)** calls for access aisles, i.e., "Parking access aisles shall be part of an access route to the building."

- A Van accessible space and sign, etc. are needed.

**As required by the Americans With Disabilities Act (ADA), under Section 4.6.4, requires** "One in every eight accessible spaces, but not less than one, shall be van accessible".

Additionally, The Massachusetts AAB, under Section 23.4.7 states that:

(b) Each space shall have a sign designating it "Van Accessible"

(d) Eight foot minimum (8'0") wide space.

(e) Provide an access aisle of eight feet (8'0").

AAB Section 23.6.4 Such signs shall be permanently located at a height not less than five feet (5'0"), nor more than eight feet (8'0"). "

**MAIN ENTRANCE:** We determined that the main entrance is not accessible at this time. We found that both entrances have one step that measures 7 inches high. Access can be acquired through the bay doors but that could be hazardous, and is not technically an entrance, etc. Therefore we recommend that a 7 foot ramp be installed upon request, or during the next renovation/building maintenance plan. We recommend the ramp be built in compliance with the ADA regulations (28 CFR Part 36, "non-discrimination on the basis of disability by public accommodations." That includes:

A maximum slope of 1:12, a clear width of 36 inches, handrails on both sides, etc.

**RESTROOMS:** The men's and women's rooms signs are not raised lettered/Braille posted on the doors. The ADAAG, section **4.30.6 Signage, states that:** "Where permanent identification is provided, signs shall be installed on the wall adjacent to the latch side of the door. Mounting height

shall be 60 in above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 in of the signage without encountering protruding objects or standing within the swing of the door.”

We found that the restroom, and most of the remaining doors measure 29 inches wide.

**The ADAAG, under section 4.13.9, Door Hardware requires that** Handles, pulls, latches, locks and other operating devices shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate. **General note:** We recommend that knurled door handles should be installed on all storage, custodians, electrical and all hazardous rooms. Specifically: The men’s room does not provide a 5’ turn radius. The coat hook is too high (66”), and we recommend it be relocated at a height of 48” above the floor.

**ADAAG Section 4.2.5** The maximum high forward reach allowed shall be 48 inches.

The men’s restroom toilet flusher is on the inaccessible side. The **ADAAG Section requires: 4.16.5 flush controls.** Controls for flush valves shall be mounted on the wide side of the toilet area.

The urinal is too high (25”) and it should be 17” to the rim. The **ADA Guidelines, in Section 4.18.2** requires that Urinals shall be at a maximum of 17in above the finished floor.

The Sink height is 35 in. to top and 32 in. under sink. **ADA Section 4.19.2 height and clearances.** Lavatories shall be mounted with the rim or counter surface no higher than 34 in. above the finish floor. Provide at least 29in. to the bottom of the apron.

The drain and sink pipes should be insulated. **ADA Section 4.19.4 Exposed Pipes and Surfaces.** Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact.

The Ladies room is partially accessible. We found that the Ladies room door measures 3 feet 36 inches wide (clear space), and is semi accessible at this time. Also, in the Ladies Room we determined that both the soap dispenser and paper towels are accessible. In our opinion, Kudos is in order to the Fire Department for providing Ladies Room accessibility already, however the sign is posted on the door.

Our recommendation is to make the Ladies Room accessible as a unisex restroom, upon request by posting an accessible sign, on the pull side of the door indicating “Unisex Accessible Restroom.” Otherwise, our recommendation is to do what can readily be done within one year, i.e., add pipe insulation on both restroom sinks, move Braille signs, where plausible to the pull side of the door. **The ADA, under Section 4.19.4 Exposed Pipes and Surfaces, requires** “Hot water and drain pipes under lavatories shall be insulated or otherwise configured to protect against contact.”

The shower has a 4 inch lip at its entrance and is not accessible. We found that the fire fighters’ office as well as the Dispatch Communications Offices are not fully accessible at this time. These are obviously employee-only areas, and our recommendation at this time is to add a sign designating them as “employee-only areas” Since the ADAAG states that “Employee- only areas are NOT required to be constructed to permit maneuvering within the work area or to be constructed or equipped to be accessible”, as per section 4.1.1(3)

A paddle-type door handle is already provided at the Dispatch door office.

There are no visual alarm's in the restrooms nor some of the offices. The **ADAA Guidelines, in Section 4.28.1**: requires that Audible/Visual alarms shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use.

The second floor has no access, no lift on site, and the recommendation is to- add a sign designating the second floor as employee-only areas." Since we are informed that the second floor is an employee-only area, we similarly suggest that an employee- only area sign be posted on the second floor.

We found that the service counter for the kitchen is already accessible kudos to the Town for providing this access already!. Clearly, the kitchen itself is an employee only area, and can be designated as such by posting a sign at the kitchen door, until major update renovations are done, in my opinion.

Since we are informed that public meetings are sometimes held at the Main Fire Station, we recommend the 7 foot ramp be installed at the main entrance as per the drawing provided. Citizens also visit The East Fire Station in order to apply for permits, etc. Both of the Boxford stations are emergency designated temporary shelters. Please contact us at: (978) 687-4288 if you have any questions or concerns regarding this report.

Sincerely,

James Lyons  
Community Development Director

Cc: Alan Benson, Town Administrator,  
Brian Geiger, Chief  
Susan Inman, Assistant to the Town Administrator

## SECTION IV

### BOXFORD WEST FIRE STATION



ADA Self-Evaluation Survey Provided for  
The Boxford Fire Department

**West Fire Station**

585 Main Street

Boxford, MA 01921

Brian Geiger, Boxford Fire Department Chief

Tel: (978) 887-5725

7/18/2017

The Americans With Disabilities Act (ADA) self evaluation survey was completed on Thursday, July 18, 2017 by James Lyons, of the NILP, and John Dold, Boxford Department of Public Works (DPW) Director, and Chief Brian Geiger, of The Boxford Fire Department. We thank the Fire Department for their hospitality, and we would like to express our appreciation for the full cooperation, as well as the quick response to our request for a tour with John Dold, and Brian Geiger. The ADA requirement for The Town of Boxford is fully described in our Main Fire Station Self evaluation report. The West Fire station was built originally circa 1976, with a roof renovation project done approximately 1985.

*We found the following issues:*

**PARKING:** Essentially, our survey has determined that The West Fire Station is not accessible at this time. First, we found that the Van accessible (HP) space has become worn out, and we recommend that one van space be installed, and the stripes be re-painted with international wheelchair access symbol painted on the ground. Due to the fact that it has become worn out, the West Fire Station (Boxford Fire Department) has no (accessible) parking spaces available at this time. Also, there is no van accessible parking spaces provided at this time. My recommendation is to add one HP space, that being a Van accessible space with Van accessible above ground sign at the space closest to the main entrance. Additionally, I found that the surface stripes have become worn out, are unreadable, and the HP space needs to be re-striped in my view. Specifically:

**Where the Massachusetts Architectural Access Board (AAB), Section 23.3.1 (location),** requires that: "Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance".

- No access aisle is provided between existing parking spaces.

**Mass AAB requirements, per Section 23.4.6 (a)** calls for access aisles, i.e., "Parking access aisles shall be part of an access route to the building. "

**As required by the Americans With Disabilities Act (ADA), under Section 4.6.4, requires** “One in every eight accessible spaces, but not less than one, shall be van accessible”.

Additionally, The Massachusetts AAB, under *Section 23.4.7* states that:

(b) Each space shall have a sign designating it “Van Accessible”

(d) Eight foot minimum (8’0”) wide space.

(e) Provide an access aisle of eight feet (8’0).

**AAB Section 23.6.4** Such signs shall be permanently located at a height not less than five feet (5’0”), nor more than eight feet (8’0”). “

**ENTRANCE:** We found that there is a 7 inch step at both of the entrances. We recommend the station be designated with a sign added employee only area as per the ADAAG states that “Employee- only areas are NOT required to be constructed to permit maneuvering within the work area or to be constructed or equipped to be accessible”, as per section 4.1.1(3).

I was informed that the West Fire Station is closed most of the time. The architectural design of the station is essentially the same as main fire station

**REST ROOMS AND SHOWER:** We determined that the restrooms and shower are not accessible at this time. I was informed that the shower provided is employee -only area.

For these reasons, our recommendation is to designate the entire station as employee-only area. The station I am informed is only used as needed, with on –call fire fighters (Volunteers). We can see that many portions of the West Fire Station used mostly for storage, and the station is closed most of the time. Accordingly, as previously stated, the West Fire Station is all employee - only areas because it is also an entirely on call fire station.

**RESTROOMS:** The restrooms are not accessible at this time. Also, the mens room is also an employee only area has an inaccessible shower. We recommend renovating the restrooms upon request, or as part of a building update/maintenance project.

**ROOMS:** We surveyed all rooms, including the electrical room. Our recommendation is to replace the door knob with a paddle type, knurled handle to be installed on the electrical and Maintenance Shop doors. These doors and other hazardous areas should have hardware with a knurled or roughened lever. This is required by The Mass AAB regulations, Section 26.11.4 Special Hardware.

Doors opening into hazardous areas should have door opening hardware which is knurled or has a roughened surface to give tactile warning to persons with visual impairments. Hazardous areas shall include but not limited to loading platforms, boiler rooms, and electrical equipment rooms. The rationale for installing the knurled handles on these doors is that people who are blind or have other various disabilities are then able to recognize the room as a hazardous area, and to keep out. This will increase safety for employees especially.

We also recommend adding a employee-only area sign on electric rooms. We found that the Meeting room is inaccessible and for town employees only.

Submitted by: The Training and Learning Collaborative of the Northeast Independent Living Program, Inc.

Sincerely,

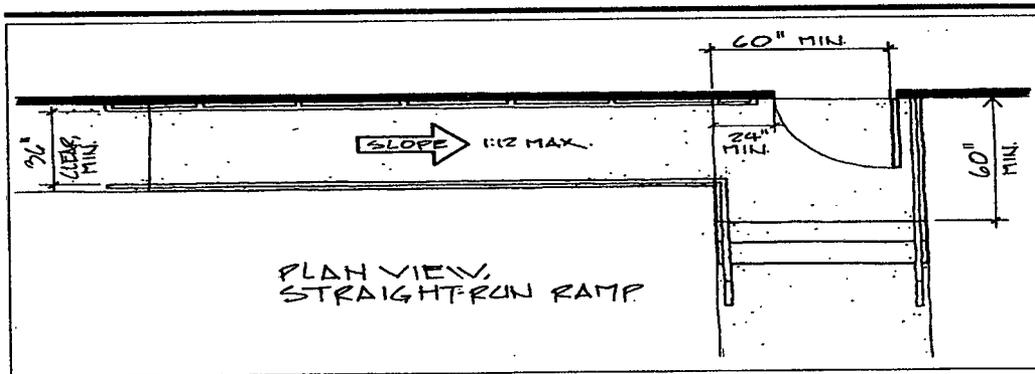
James Lyons  
Community Development Director

Cc: Alan Benson, Town Administrator,  
Brian Geiger, Chief,  
Susan Inman, Executive Assistant

# 8

## Construct New Ramp: Straight

Re: East - Fire Station



Ramps are a common method of creating an accessible route, not only for people who use wheelchairs, but also for people with baby strollers, shopping carts, and almost any other device with wheels. A straight ramp is the easiest to use, since it requires no turns by the user. A long straight-run ramp can be a strong visual element, however. If aesthetic requirements are a consideration, an alternate

configuration, such as a dog-leg ramp, might mitigate the visual impact.

**ADAAG References**  
206.4, Entrances  
207, Accessible Means of Egress  
302, Floor or Ground Surfaces  
404.2.4, Maneuvering Clearances  
405, Ramps  
505, Handrails

(Consult ADAAG 202.5 for special allowances for historic facilities and alterations.)  
IBC 1007.5 Egress (2003 Edition)

### Where Applicable

Entrances, exits, and routes of travel where steps or different levels exist. A straight ramp is usually employed when the vertical rise is 30" or less.

## SECTION V

### BOXFORD COMMUNITY CENTER\*



ADA Self-Evaluation Survey Provided for The Boxford Community Center  
4 Middleton Road  
Boxford, MA 01921

(February 2024 update): The building at 4 Middleton Road is in a period of transition. The Council on Aging has relocated to a new facility at 10 Elm Street; this building is currently unoccupied, and the Town is in the process of determining its future use. The only upgrades made to the structure since the last plan were the installations of a new ramp and a new lift. It is expected that further improvements will be made once its new use is determined.

The Community Center was originally built circa 1900, and a substantial renovation was completed in 1983. James Lyons, of the NILP, Inc. conducted this survey on July 18, 2017. This self-evaluation assesses the level of compliance with the ADA as well as Commonwealth of Massachusetts Architectural Access Boards (AAB) regulations (521 CMR). Because the Community Center was built circa 1900, The Americans with Disability Act (ADA) allows a transition plan that we have completed.

In our opinion the following issues were identified:

**PARKING LOT:** We found that the center already provides two accessible (HP) parking spaces. One space is aptly situated alongside the access ramp, and the second space is situated in front of the ramp (which is the main entrance). In my opinion, kudos is in order for the Center assuring the provision of accessible parking. The accessible parking spaces are provided at the space closest to the accessible entrance. The Community Center is essentially in compliance in terms of parking. This is in harmony with the Massachusetts **AAB Section 23.3.1 location**. “Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance”

However, we found that no access aisle is provided between existing parking spaces. This is required by the Massachusetts AAB, contained in Section 23.4.6 (a) Access aisles, "Parking access aisles shall be part of an access route to the building".

We found that there is no *Van accessible space* and sign, provided in the parking lot. As delineated by the ADA Accessibility Guidelines, Section 4.6.4: "One in every eight accessible spaces, but not less than one, shall be van accessible."

**Also, the Massachusetts Architectural Access Board (AAB), Section 23.4.7 calls for:**

(b) Each space shall have a sign designating it 'Van Accessible'

(d) Eight foot minimum (8'0") wide space.

(e) Provide an access aisle of eight feet (8'0").

Mass AAB, Section 23.6.4 states that: "Such signs shall be permanently located at a height not less than five feet (5'0"), nor more than eight feet (8'0)".

We recommend adding one 'van accessible' sign be posted below the HP sign that is already posted." In our opinion, posting the van sign, and drawing the access aisle on the ground will accomplish ADA compliance in terms of parking.

**The Community Center already provides an Access Ramp (installed in 1983):**

We are most pleased to report that the Council On Aging has successfully repaired the 2" gap (we had found during our 2005 survey) at the ramp entrance, and there were significant cracks at the halfway mark on the ramp that have been fully eliminated. We thank the Council for completing this ADA transition plan goal that the NILP identified during the ADA assessment the Council had asked us to complete in 2005.

- The exterior ramp at the accessible entrance measures, using the Smart Level:
- 9.1% at the entrance,
- 9.2% at midpoint, making the ramp slope in ADA compliance

Although the main entrance is essentially accessible in our opinion, we identified that the *ramp railings are not continuous*. Portions of the railings have rotted, and fallen off due to the effects of weather etc. The ADA accessibility guidelines, in Section 4.8.5 (1): require that: "Handrails shall be provided along both sides of a ramp segments and comply with ADA Section 4.26" We therefore recommend that the missing sections be completed with a suggested target completion date of May/2018. The estimated cost for this repair is approximately \$280.00, including labor.

Since the second door is not accessible, we recommend directional signs be posted. -We suggest that 2 *directional signs* be posted at the inaccessible entrances, and the parking lot, - directing people to the accessible entrance, as per: Section §35.163 **Information and signage.**

- (a) "A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities".

We identified that there are no visual alarm's in the restrooms or any of the offices. **The ADA access guidelines, in Section 4.28.1 Audible/Visual alarms**, states that "Alarms shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use". Therefore we

recommend that 5-6 audio/visual alarms be installed in each of the restrooms, meeting room, etc., throughout the facility.

**THE KITCHEN:** The kitchen door is inaccessible, only 28 inches clear width . (32 inch clear opening is required.) We found that the kitchen is not inaccessible-i.e., there is no 5' turn radius provided, etc. However, we were informed that the kitchen is a *designated employee -only area*. The ADA states that "Employee- only areas are NOT required to be constructed to permit maneuvering within the work area or to be constructed or equipped to be accessible", as per section 4.1.1(3)

**LADIES ROOM:** does not provide a 5' turn radius. We recommend removal of the stall door and wall to provide compliance. The Restroom coat hooks measure 66 inches above the finish floor and they should be lowered to 42 inches from the finish floor. This is required by Mass AAB 30.6.2 (c) – "A coat hook shall be provided at a maximum height of 54 inches". The estimated cost for the coat hooks are approximately \$14.00 each (heavy duty clothes hook with mounting), plus one hour labor. We recommend the accessible coat hooks be installed with a suggested target date of January/2018.

The restroom signs are on the door, and are not raised lettered/Braille. Although the ADA requires that restroom identification signs (with the international wheelchair access symbol) be mounted on the wall on *pull side of the doors*, this is impracticable at this time because we found there is no space on the pull side of the doors to do so. Thus, (in our opinion), it is technologically unfeasible to post the signs on the pull side of the doors.

We found that the Ladies room sink is not accessible. There is 25" clear space under the sink we recommend it be cut so that 27" clear space is provided.

**MEN'S ROOM:** does not provide a 5 feet turn radius. We recommend removal of the stall door and wall to provide improved compliance. The coat hook is mounted too high for a patron using a wheelchair to be able to reach (66"). We recommend it be lowered and relocated at a height of 48 inches above the floor.

This is specified in ADAAG, 28 CFR, part 36; Section 4.2.5 "The maximum high forward reach allowed shall be 48 inches". (See estimated cost above.)

The space measured from the front wall to a wall that is located just inside the Men's room door is 39 inches wide, making an impossible turn for people using wheelchairs, and not in harmony with ADAAG, section 4.2, 4.3, and Section 4.13.

The men's restroom toilet flusher is on the inaccessible side.

**ADAAG Section requires: 4.16.5 flush controls.** Controls for flush valves shall be mounted on the wide side of the toilet area. The urinal is too high (25") and it should be 17" to the rim, where the **ADA, under Section 4.18.2** states that "Urinals shall be at a maximum of 17 inches above the finished floor"

We found that the sink height is 35 in. to top and 32 in. under sink.

**ADA Section 4.19.2 height and clearances.** "Lavatories shall be mounted with the rim or counter surface no higher than 34 in. above the finish floor. Provide at least 29 in. to the bottom of the apron". In our opinion, it is not technologically feasible, and is impossible to provide a fully accessible sink at this time because there is not enough room to do so in the restrooms.

The drain and sink pipes should be insulated, as recommended by the **ADA, Section 4.19.4 "Exposed Pipes and Surfaces.** Hot water and drain pipes

under lavatories shall be insulated or otherwise configured to protect against contact". We recommend that the hot water and drain pipes be insulated, as per the ADA Guidelines. This is a readily achievable goal, in our opinion. The estimated cost for insulating each sink pipe is approximately \$27.00 per sink plus an hour labor, for a total estimate of \$75.00.

**THE COMMUNITY (DINING) ROOM:** which holds approximately 25 seats is inaccessible. We recommend tables be rearranged to improve access and maneuvering. The community room needs an accessible table, as per- the **ADA Section 4.33.3** "Wheelchair locations. Wheelchair areas shall be an integral part of any fixed seating plan". We recommend an accessible dining table be provided. The cost of an accessible dining table is approximately \$300.00 - \$350.00 plus one hour labor, for a total estimate of \$450.00 (**i.e., a Knob-Adjusted Econo Wheelchair Accessible Table.**) We suggest a target completion date of January/2018 to acquire or build an accessible dining table.

**LIMITED USE ELEVATOR:** The Massachusetts AAB Architectural Access Board (AAB) granted a variance in 1983. As concerns Section 35.13, The Board allowed the installation of this lift in lieu of a full elevator. . We tested the closing speed, and determined that the elevator door closes in 4 seconds, and needs to be adjusted so that they both upstairs and downstairs, close in 9 seconds.

**OFFICES:** Signs are not in full compliance due to the need for accessible signage. We recommend raised lettered/Braille identification signs be installed on the pull sides of the doors at a height of 60 inches to the centerline of the sign where it is technologically feasible. Also in a similar way, the furniture needs to be rearranged to provide improved access to some of the offices. The cost estimate to do so is approximately \$240.00, including a total 4 hours labor cost.

**DOORKNOBS:** Throughout the building are inaccessible. We recommend that paddle-type handles be installed on doorknobs in the building. The Basement door at the front of the building needs a knurled-paddle type handle. Doors opening into hazardous areas shall have door-opening hardware, which is knurled or has a roughened surface. Doors throughout the building need to be adjusted for opening pressure and closing speed. The estimated cost for accessible door hardware is approximately \$30.00 each, plus an hour labor, for a total estimate of \$85.00 to change and re-install each door knob.

**Section 26.8.1** The maximum force for pushing or pulling open a door shall be as follows:

- a. exterior hinged doors: 15lbs.
- b. Interior hinged doors: 5lbs.

**Section 26.9** If the door has a closer, then the sweep period of the closer shall be adjusted so that from an open position of 90 degrees, the door will take at least six seconds to close.

-General note: knurled door handles should be installed on all storage, custodians, electrical and all hazardous, rooms.

**According to The Massachusetts AAB regulations, section 27.12., states that "Doors opening into hazardous areas (janitor's closets, electrical, elevator control rooms, etc.) need hardware that is knurled or roughened."** *General note: knurled door handles should be installed on all storage, custodians, electrical and all hazardous, rooms. Additionally, there are no audio/visual alarms found in neither the Men's nor Women's rooms. Audio visual alarms, as per ADAAG Section 4.17. as well as Mass AAB, section 40.3, that says that A/V alarms should be installed in the restrooms. Also, ADAAG, Sec.28.1 General: Visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general use areas.*

There is a 1/2 " threshold at most of the rooms upstairs, and three on the main floor which should be removed or beveled.

**ADA section 4.13.8** thresholds at doorways shall not exceed 1/2 inch.

**STAIRS:** Handrails on the stairs are not oval or round. We recommend they be installed on the stairs. The gripping surface of the handrail shall be 1 1/4 to 1 1/2

**SECOND FLOOR:** The second floor consists of one large room, a stage, a small kitchen, and a balcony. The stage is inaccessible, and we recommend that other community groups not use the stage because it is not in compliance. The kitchen and sink in the second floor are inaccessible, and they are not used by anyone for meetings and events because this is a violation of the ADA- to conduct municipal events, or allow other important organizations to use an inaccessible room. Also the entire balcony area is used for storage only.

**STAGE:** We found that the stage is not accessible for a person with a disability. **ADA Section 4.33.5, suggests that "an accessible route shall connect wheelchair-seating locations with performing areas, including stages."**

In our opinion, signage should be removed from all doors and placed on the latch side of the door wherever plausible. However, at some of the locales, this is technologically unfeasible due to space constraints, and no recommendation is made for the restroom signs.

**ADA Section 4.30.6 Signage:** Where permanent identification is provided, signs shall be installed on the wall adjacent to the latch side of the door. Mounting height shall be 60 in above the finish floor to the centerline of the sign.

There are no visual alarms in either of the two restrooms, common and general usage areas. This is required by The ADA, Section 4.28.1 General: Visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general use areas.

There are no accessible door handles on any doors.

**ADA Section 4.13.9 Door Hardware.** Handles, pulls, latches, locks and other operating devices shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate.

We recommend that the Community Center Post an ADA Public Notice on the bulletin board, similar to the example we provided.

Thank You,  
James F. Lyons, Jr.  
Community Development Director

Shelia Hegarty,  
Training and Events Coordinator

Northeast Independent Living Program, Inc.  
Training and Learning Collaborative  
20 Ballard Road,  
Lawrence, MA 01843

## SECTION VI

### LINCOLN HALL



ADA Self-Evaluation Survey Provided for  
Lincoln Hall  
565 Main Street  
Boxford, MA 01921  
7/11/2017

Lincoln Hall was originally built circa 1913, and a substantial renovation was completed in 2006. Northeast Independent Living Program (NILP) conducted this survey on July 18, 2017. This self-evaluation assesses the level of compliance with the ADA as well as Commonwealth of Massachusetts Architectural Access Boards (AAB) regulations (521 CMR). Because the town's Lincoln Hall was originally built in the early 1900's, The Americans with Disability Act (ADA) allows a transition plan that we have completed. In my observation, the renovations were done in a fully ADA compliant manner, while at the same time, with complete respect for the historic nature of the building. The Town offers rental opportunities for members of the public to use the newly renovated historic hall for functions, activities or events.

In fact, this is an active community center situated in historic West Boxford. It was originally built as a VFW Hall, and has been a community meeting facility since 1913. It provides an accessible, open wooden floor with a small stage and is a multi-function building that serves the Town also as a meeting place for the grange, Veterans, Boy Scouts, BOLT meetings, school plays, receptions, dances and other educational, and cultural gatherings.

We appreciate the hospitality of John Dold, Boxford Director of Public Works who provided us with the tour.

In our opinion the following violations were found and should be corrected.

**PARKING LOT:** We found that the accessible parking space is definitely provided at the space closest to the accessible entrance, as required by the Massachusetts Architectural access Board (AAB) **Section 23.3.1 location**. "Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance".

**AAB Section 23.4.6 (a)** Access aisles,: “Parking access aisles shall be part of an access route to the building” However, the accessible parking space is becoming over grown with weeds, and needs to be re-striped. The access aisle stripes have all worn out

- I found that there is no van accessible space provided at the site. A Van accessible space and sign, etc. is needed.

**As per the ADA Section 4.6.4** “One in every eight accessible spaces, but not less than one, shall be van accessible”.

**AAB Section 23.4.7**

(b) Each space shall have a sign designating it “Van Accessible”

(d) Eight foot minimum (8’0”) wide space.

(e) Provide an access aisle of eight feet (8’0”).

AAB Section 23.6.4 such signs shall be permanently located at a height not less than five feet (5’0”), nor more than eight feet (8’0”).

Recommendation: specifically, I recommend that one van accessible sign be added and installed directly below the HP sign. This will provide van accessibility.

We also recommend that the newly grown weeds be removed to provide a smooth surface.

We recommend the space be re-striped, as described above. During the 2006 renovation, the town installed two electronic door openers (one for each of the two door series). After testing the electric door openers, I found that they are not working at this time. I recommend that the door openers be repaired, and the functionality be restored, with a suggested target completion date of September, 2017. The cost estimate is approximately \$280.00 including labor (The Means ADA Compliance Pricing Guide).

The Massachusetts Architectural Access Board (AAB-521 CMR requires “**MAINTENANCE OF ACCESS FEATURES:** At all times, accessibility features must be maintained and fully operational. (i.e. access aisles kept clear at all times, mechanical devices be kept in operating condition, etc.)”.

We are most pleased to report that the DPW office has informed us that they repaired the door opener successfully on July 19, 2017. We thank John, Eric, and the DPW Department for repairing the door opener, and restoring ADA compliance at this site. In my opinion, The Town, along with its pertinent volunteer Boards is most deserving of kudos for their innovative actions, and effective planning to achieve ADA compliance at Lincoln Hall.

The NILP has completed a complete ADA survey of the restroom, and found that it has been built in complete ADA compliance.

For example, the raised letter/Braille sign is posted appropriately on the pull side of the door as per the ADA regulations. This is described in ADAAG, under section 4.30.6, Signs mounting location and height that states, “Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Mounting height shall be 60 inches above the finish floor to the centerline of the sign.”

We found that Lincoln Hall does have a complete system of accessible Audio/Visual (A/V) alarms throughout the building.

ADA accessible, paddle type door handles are provided nicely throughout the facility.  
A Garreventa mini-elevator has been installed that also provides full access to the stage  
The Town has done an excellent job on the Lincoln Hall accessibility.

Thank You,

James F. Lyons, Jr.

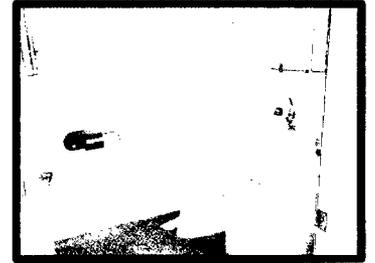
Community Development Director

Sheila Hegarty,  
Training and Special Events Coordinator

Northeast Independent Living Program, Inc.  
Training and Learning Collaborative  
20 Ballard Road,  
Lawrence, MA 01843

## SECTION VII

### DEPARTMENT OF PUBLIC WORKS



#### ADA Self-Evaluation Survey Provided for Department of Public Works

7B Spofford Road

Boxford, MA 01921

John Dold, Town of Boxford Director of Public Works

Tel: (978) 352-6555

6/22/2017

The Americans With Disabilities Act (ADA) self evaluation survey was completed on Thursday, June 22, 2017 by James Lyons, of the NILP, and John Dold, Boxford Department of Public Works (DPW) Director. We thank the town for their hospitality, and we would like to express our appreciation for the full cooperation, as well as the quick response to our request for a tour with John Dold, and Eric Wendell

The ADA requirement for The Town of Boxford is that the services they provide be operated in such a way that, when viewed in its entirety, the facilities are readily accessible and useable by people with disabilities. This is referred to by the ADA as the program accessibility standard, and these are among the most important concepts in ADA compliance. We were impressed with much of the Department of Public Works (DPW) features The Boxford DPW garage was originally built in May of 1970, and the town added a trailer to the site in 2007.

**Rationale:** The basis for conducting the ADA assessment and its transition Plan is that it is the optimal way to enhance the climate of equal opportunities for everyone, regardless of disability, to all the services, programs, and activities the Town of Boxford has to offer. The rationale behind the ADA self-evaluation is that we provide recommendations that define any areas that do not currently

comply with the Federal Americans with Disabilities Act (ADA) Accessibility Guidelines, and The State Architectural Access Board requirements, (521CMR). In other words, the reason for completing this activity in partnership with The NILP, is to help all of us make sure that people with disabilities are able to participate on an equal opportunity basis in all that the town offers. The town recycling center is the main service that is provided at this site. Also, we are informed that contractors and town residents occasionally visit the DPW to seek various permits.

As aptly described on the Town website: The mission of the Boxford Public Works Department is to maintain, preserve, and protect the infrastructure resources of the Town in the most efficient and effective manner possible; to provide guidance and assistance to all citizens of the community regarding the development and protection of property and to provide clean, healthy and safe municipal buildings. Public Works is responsible for construction and paving of all roadways (including curbs) as well as snow and ice removal for the 100 road miles in Boxford. They also maintain sidewalks, guardrails, storm drains, culverts and catch basins, street signs and all required street/parking lot markings. The Parks Division maintains 19 acres of Town owned recreational fields. Public Works is responsible for maintenance of nine town owned buildings - Town Hall, Police Station, DPW Garage, Community Center, East and West Libraries, East and West Fire Stations and Lincoln Hall.

**PARKING:** We found the following issues: The DPW office site has no (accessible) parking spaces provided at this time. Our recommendation is to install one van accessible (HP) space, that being a Van accessible space with an above ground sign. Additionally, I found that there was one space in the wrong location (not in the area nearest the main entrance) and the surface stripes have become totally worn out, are unreadable, and the HP space needs to be moved to the spot nearest the main entrance, then re-striped in my view. Specifically:

- **Parking lot:** There is presently no accessible parking space provided at the space closest to the accessible main entrance.

**Where the Massachusetts Architectural Access Board (AAB), Section 23.3.1 (location),** Requires that: “Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance”.

**Mass AAB requirements, per Section 23.4.6 (a)** calls for access aisles, i.e., “Parking access aisles shall be part of an access route to the building. “

A Van accessible space and sign, etc. are needed. **As required by the Americans With Disabilities Act (ADA), under Section 4.6.4, requires** “One in every eight accessible spaces, but not less than one, shall be van accessible”.

Additionally, The Massachusetts AAB, under Section 23.4.7 states that:

**“(b)** Each space shall have a sign designating it “Van Accessible”

**(d)** Eight foot minimum (8’0”) wide space.

**(e)** Provide an access aisle of eight feet (8’0”).

AAB Section 23.6.4 such signs shall be permanently located at a height not less than five feet (5’0”), nor more than eight feet (8’0”). “

**ENTRANCE:** We determined that the main entrance is not accessible at this time. We found that the main entrance has one step that measures 7 inches high. Inside the entrance, the office has 5 steps. In my opinion, it is presently impracticable to retro-fit the building to provide accessibility without planning a complete remodeling of the site. The suggested plan is to request a new accessible DPW Office be built, while the request will be made in 2018. Although this is not an immediate plan, not in design stage yet, we suggest doing so in 2018 in order to plan the process of renovating the existing (office site) structure, and building a new DPW administrative facility. In the meantime, we recommend providing the accessibility described below to create as much access as possible at this time, until a major renovation is done. We recommend a policy be utilized that provides for people who have disabilities with the opportunity to conduct DPW business (such as permit requests) at the Town Hall right next door. This would be a temporary policy only until the office is made accessible. We encourage the Town to remodel the site as soon as possible.

We found that the DPW offices are essentially “employee-only areas” as per the ADA. We therefore recommend, based on the ADA that the town post a sign designating them as “employee-only areas” Since the ADAAG states that “Employee- only areas are NOT required to permit maneuvering within the work area or to be constructed or equipped to be accessible”, as per section 4.1.1(3). Posting an “employee-only area” sign would clarify the function of the offices in our opinion, until the site can be re modeled.

**RESTROOMS:** The men’s and women’s rooms signs are not raised lettered/Braille posted on the doors. The ADAAG, section 4.30.6 **Signage, states that:** Where permanent identification is provided, signs shall be installed on the wall adjacent to the latch side of the door. Mounting height shall be 60 in above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 in of the signage without encountering protruding objects or standing within the swing of the door.

We found that the restroom and most of the remaining doors measure 29 inches wide. However, we found that the main door already has an accessible handle. **The ADAAG, under section 4.13.9, Door Hardware requires that:** “Handles, pulls, latches, locks and other operating devices shall have a shape that is easy to grasp with one hand and does not require tight grasping, tight pinching, or twisting of the wrist to operate”. We thank the town for already providing accessible handles at The DPW office.

**GENERAL NOTE:** Knurled door handles should be installed on all storage, custodians, electrical and all We would like to recommend that the Porta- potty that is provided for the soccer and sports fields behind the DPW garage be switched for an accessible one.

**GENERAL POLICY/PROCEDURAL ISSUES:**

~ The ADA Public notice should be posted on the bulletin board, and public notice area. as discussed it is required by the ADA to be a separate notice for ADA only. The notice is required to include the name and phone number of the paid staff member who has been designated as the agency's ADA Coordinator.

Thank You,  
James F. Lyons, Jr.

Community Development Director

Northeast Independent Living Program, Inc.  
Training and Learning Collaborative  
20 Ballard Road,  
Lawrence, MA 01843

## SECTION VIII

### BOXFORD/NORTH ANDOVER VETERAN'S OFFICE



#### ADA Self-Evaluation Survey Provided for The Boxford /North Andover Veteran's Office

120 Main Street

North Andover, MA 01845

Alan Benson, Town Administrator

Gerry Maguire, Veteran's Agent

Tel: (978) 688-9525

Fax: (978-609-2977

[gamaquire@townnorthandover.gov](mailto:gamaquire@townnorthandover.gov)

7/31/2017

The Americans With Disabilities Act (ADA) self evaluation survey was completed on Monday, July 31, 2017 by James Lyons, of the NILP. We thank the town for their hospitality, and we would like to express our appreciation for the partnership, and cooperation, as well as the quick response to our request for a tour with Gerry Maguire.

The overall ADA requirement for The Town of Boxford is that the services they provide be operated in such a way that, when viewed in its entirety, the facilities are readily accessible to and useable by people with disabilities. This is referred to by the ADA as the program accessibility standard, and these are among the most important concepts in ADA compliance. We were impressed with much of the Town Hall's accessible features. *The architects* for the renovation were Dunham and Sweeney (Architects). The North Andover Town Hall was originally built in 1909, and the entire building, including the town Library, was fully renovated, and essentially brought into ADA compliance during the year 2016.

**Rationale:** The basis for conducting the ADA assessment and its transition Plan is that it is the optimal way to enhance the climate of equal opportunities for everyone, regardless of disability, to all the services, programs, and activities the Town of Boxford has to offer. The rationale behind the ADA self-evaluation is that we provide recommendations that define any areas that do not currently

comply with the Federal Americans with Disabilities Act (ADA) Accessibility Guidelines, and The State Architectural Access Board requirements, (521CMR). In other words, the reason for completing this activity in partnership with The NILP is to help all of us make sure that people with disabilities are able to participate on an equal opportunity basis in all that the town offers.

**Mission:** The mission of the North Andover-Boxford Veterans' Services is to advocate on behalf of all Veterans and provide them with the quality support services and to direct an emergency financial assistance program for those Veterans and their dependents that are in need. As nicely delineated on the Town of Boxford website: "Those quality support services include; Annuities for 100% Disabled Veterans' and Gold Star Parents, housing/shelter assistance, Veterans' License Plates, Employment & Educational opportunities, and Funeral assistance to include Military Honor Guards and burial markers as well as free interment in our State Veterans' Memorial Cemeteries, with a minimal cost for inclusion of Veterans' Spouse.

*We found the following ADA issues:*

**PARKING:** The Town Hall provides 3 HP (accessible) parking spaces. However, there no van accessible parking spaces provided at this time. My recommendation is to add one Van Accessible space with Van accessible above ground sign. We recommend the Town designate the space on Main Street in front of The TD Bank. This area is flat, and is perfect for an accessible space. We remind everyone that all people who have a HP plate, placard, or a Veterans Plate can readily park in a van accessible space as long as no one with a van needs it at the same time.

Additionally, we found that the surface stripes on the existing HP spaces located in the rear of Town Hall have become worn out, are unreadable, and need to be re-striped in our opinion.

**AAB Section 23.3.1 location.** Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel to an accessible entrance.

- No access aisle is provided between existing parking spaces. Persons using the parking spaces must walk into the flow of traffic to get to the accessible entrance.

**AAB Section 23.4.6 (a) Access aisles.** Parking access aisles shall be part of an access route to the building.

- A Van accessible space and sign, etc. are needed.

**ADA Section 4.6.4** One in every eight accessible spaces, but not less than one, shall be van accessible.

Massachusetts AAB Section 23.4.7 specifies the following:

(b) Each space shall have a sign designating it "Van Accessible"

(d) Eight foot minimum (8'0") wide space.

(e) Provide an access aisle of eight feet (8'0").

AAB Section 23.6.4 such signs shall be permanently located at a height not less than five feet (5'0"), nor more than eight feet (8'0").

**SIDEWALKS AND RAMPS:** We determined that the new Town Hall sidewalks provide access to all entrances, and are in full compliance with the ADA. The ramp is also excellent, and in full compliance, and the slope is perfect. In my opinion, The Town of North Andover has effectively planned to achieve ADA compliance at the Town Hall for the benefit of everyone. All of door handles at Town Hall are accessible i.e., paddle type.

**TOWN HALL VETERANS OFFICE RESTROOM:** We surveyed all of the Ladies, as well as Men's restrooms at the Town Hall and our finding is that all of them provide excellent ADA compliance. For example, the paper towels dispensers are perfect, and are properly mounted at a height of 43" above the finish floor. As per the ADA Accessibility Guidelines (ADAAG) regulations, section 4.2.5 that states: "if clear floor space only allows forward approach to a dispenser, the maximum forward reach allowed shall be 48 inches, *and the maximum low reach is 15 inches.*" There are no stall doors at the North Andover Town Hall restrooms.

**VETERANS OFFICE:** We found that the Boxford/North Andover Veterans office at North Andover Town Hall are in compliance with the ADA. We are also informed that whenever needed, Mr. Gerry Maguire, The Veterans Agent provides home visits to Boxford Veterans as an effective means of providing as appropriate reasonable accommodation.

Thank You.

Sincerely,

James F. Lyons Jr.  
Community Development Director

Cc: Alan Benson, Town Administrator  
Susan Inman, Assistant to the Town Administrator  
Jerry Maguire, Boxford Veterans Agent

**SECTION IX**

**ADA self Assessment from Open Space and  
Recreation Plan**

Open Space ADA Inventory Worksheet

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Name of property: Davis Hayfield (Town of Boxford), Main Street

Date of survey: April 21, 2007 \* nothing has changed (2023)

In attendance: Mary Anne Nay, Amy Hourihan

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Description of the property:

Open field, on Main Street, roughly rectangular lot, bordered by a stream to the south east, Fish Brook, which feeds the Ipswich River. It abuts the Lord property to the north which is also town owned and is located in Boxford Village Historic District. The total size of the property is 4.5 acres, and it is essentially flat. It appears to have been mowed in the previous season.

---

Handicapped Access:

Parking: No parking is available, either for handicapped or otherwise. The field is on a main road, which is quite busy at times, but there is some potential for cars to pull off onto the shoulder into gravel and grass margin along road. There is no street curbing to contend with for those in wheelchairs, and the slope is less than 1:12. An all terrain electric wheelchair could negotiate the transition from roadway to the field if it was kept mowed. In general the site is well maintained, though there is scattered brush along roadway that needs raking. There is access through a stone wall of about eight feet, which is adequate for wheelchair accessibility, directly from Main Street. It is hoped that new plans for parking at the Lord property will consider the need to allow wheelchairs to access the site without requiring wheelchairs to go back out onto the road to gain access to Davis Hayfield.

Site Improvements: There are no site improvements such as picnic tables or benches noted. There are no trails crossing the terrain. There is no signage of any kind, though a kiosk with signage is planned at the adjacent Lord property which will identify the two parcels.

Comments: Potential exists for creating opportunities for handicapped accessible picnicking, kite-flying, dog walking or other passive recreation in this lovely field. Because it is flat, it is useful land for such activities for those in wheelchairs or those who use crutches. There are plans in process at the present time to create pull off road parking in a small lot at the adjacent Lord property. A space should be set aside for handicapped parking and be appropriately marked so that both properties can be reached by handicapped persons. This may require cuts of about eight feet in stone walls running between the 2 properties and some minor grading to accommodate wheelchairs.

Maintaining access by raking paths to accommodate wheelchairs

Open Space ADA Inventory Worksheet

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Name of property: Lord Woodlot (Lords Woods), Lawrence Road

Date of survey: April 21, 2007 \* Nothing has changed (2023)

In attendance: Mary Anne Nay, Amy Hourihan

---

Description of the property:

This 33 acre parcel represents a woodland off of the north side of Lawrence Road in Boxford Village. A trail enters through a chained gate and consists of mostly flat terrain with one significant hill and a stream that is crudely bridged. It connects to the Ericson's Woods to the north, and connects to the Brookview trails on the south side of Lawrence Road.

---

Handicapped Access:

Parking: Parking is available on the edge of Lawrence Road. There is no designated handicapped space. The transition from street to trail is difficult and there is brush that obstructs easy access for those on crutches or wheelchairs..

Trail: The trail is marked with green arrows. There is a non ramped boardwalk: a short distance into the woods. There is a kiosk at the trailhead with a map of the terrain. In general the trail is reasonably flat and passable for those on crutches, but stumps and roots make wheelchair access difficult.

Site Improvements: There was good signage marking the property at the parking lot. There are no site improvements such as picnic tables or benches noted.

Comments: In places where there is standing water or running streams, bridging with ramps would allow wheelchairs to cross such barriers. There should be designated handicapped parking and some grading improvements to make this trail more accessible from the road. Brush removal is important to improve accessibility.

Open Space ADA Inventory Worksheet

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Name of property: Wunnegen Conservation Area, Middleton Road

Date of survey: April 21, 2007 \* Nothing has changed (2023) except for signage to be installed in late 2015

In attendance: Mary Anne Nay, Amy Hourihan

---

Description of the property:

In 2002, the 135-acre Sawyer-Richardson property, located in Boxford near the Middleton town line, was purchased with money from Boxford's Community Preservation Act fund. The parcel has been renamed the Wunnegen Conservation Area. It is accessed via Crooked Pond Road.

---

Handicapped Access:

Parking: There is a rather crude gravel parking lot just off Crooked Pond Road for off street parking. There is not a designated handicapped parking spot. The gravel is sufficiently firm and well graded to accommodate wheelchairs. There are no curbs to contend with, and the parking lot, while it has a pitch, is less than 1:12.

Trail: The trail head is not well marked. In addition, the equipment that graded the parking area appears to have created a berm of soil, perhaps to discourage off road vehicles from entering the trailhead, which would also preclude wheelchairs. The trailhead climbs at a steep grade almost directly from the parking area, and is less than 3 feet wide in places where brush and trees narrow the access. After a steep downward pitch, the trail widens out into a nice carriage road. As the survey was done in springtime, standing water covered the trail in places making only the first 1/4 mile accessible for handicapped walkers/ wheelchairs. In general, the trail was not very usable due to steep grades in places.

Site Improvements: There was good signage marking the property at the parking lot. There were no trail signs or kiosks to guide hikers or users. There are no site improvements such as picnic tables or benches noted.

Comments: Potential exists for creating opportunities for handicapped accessible access to the trails, if a right of way over a driveway bordering the parking lot could be secured. This driveway access would allow a user to enter the trails above the steep pitch at the trailhead and avoid the aforementioned berm of soil.

In places where there is standing water or running streams, simple bridging with ramps would allow wheelchairs to cross such barriers

Open Space ADA Inventory Worksheet

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Property: Haynes Conservation and Recreation Area, Middleton Road and Samuel Bixby Way

Jurisdiction: Conservation Commission

Persons conducting inspection: Nancy Merrill, Natasha Grigg, Mary Anne Nay

Date of inspection: September, 2014 (Updated Fall 2023 - no changes)

---

General description of property:

75 acres of largely woodlands, a stream, a pond, some small meadows, with old logging roads and trails. Purchased with CPA funding for a three uses: open space, ball fields and community housing. Currently nothing has been done with the land.

---

Handicapped Access:

Parking: As of this writing (April 2015), nothing has been done as to parking. There is the Cole School lot across the street and parking alongside the street. Except at the school, there is no handicapped parking.

Site access and walkways: There are none as of this writing, except for some grassy and some dirt logging roads, off Middleton Road.

Site Improvements: Absolutely none.

General comments related to this property: This land was purchased several years ago to be developed to accommodate 3 ball fields, elderly housing and conservation land. The permitting process was so long and delayed by lawsuits, that to date, nothing has been done. The land remains in its natural state. It does have some usable trails that may be accessible to all-terrain wheelchair users.

Open Space ADA Inventory Worksheet

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Name of property: **Anvil Farm** , Main Street

The Anvil Farm ( 28 acres) consists of forests, fields, streams, hills, an esker, a beaver pond and a vernal pool. The State holds an Agricultural Preservation Restriction on the property which is currently farmed by abutting land owners.

There is currently no public access to this property.

Open Space ADA Inventory Worksheet

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Property: Spofford Pond Ballfields Between the Spofford School and the DPW

Jurisdiction Recreation Department

Persons conducting inspection: Angela Steadman, Mary Anne Nay

Date of inspection: April, 2007 \*Nothing has changed (2023)

---

General description of property: Two Baseball Fields.

---

Handicapped Access:

Parking:

*Number of spaces:* Approx. 30 spaces in paved parking area (including 2 handicapped spaces) Additional unmarked gravel area for parking.

*Size of spaces:* Car and van .

*Location of spaces:* Parking areas adjacent to school and ball fields. No handicapped spaces near ball fields.

*Are there marked handicapped spaces?* Yes, but spaces not located near ball fields.

*Surface material:* Part paved; part gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Ball fields share parking with elementary school. If accessing fields from paved parking area, there are curbs without curb cuts, to a very sloped grass area. Access from gravel parking area has no curbs (gravel to grass) and no significant slopes. Second field more accessible -pavement to grass.

Site access and walkways:

*Walkway material:* Paved parking area, gravel parking area, adjacent to grass fields.

*Condition of walkways:* Paved parking area, gravel parking area, adjacent to grass

*Width of walkways:* Paved parking area, gravel parking area, adjacent to grass

*Other pertinent information:* If accessing fields from paved parking area, there are curbs without curb cuts, to a very sloped grass area. Access from gravel parking area has no curbs (gravel to grass) and no significant slopes. Second field more accessible - pavement to grass.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* yes.

*Number:* 2

Open Space ADA Inventory Worksheet

*Convenience of location:* yes.

*Water fountain:* None.

*Trails:*

*Surface:* N/A.

*Dimension:* N/A.

*Rails:* N/A.

*Signs:* N/A.

*Beaches:* None.

*Playground ("tot lots"):* Paved school playground. Not for general public use.

*Ball fields/tennis courts:* 2 baseball fields.

*Access:* see above.

*Court equipment:* N/A.

*Spectator seating:* One field has bleacher seating.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments:

*Facilities:* One field has no seating.:

*Recreational programming:* BAA Programming

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

---

Property: Lockwood Forest, On Lockwood Lane off Middleton Road

Jurisdiction: Conservation Commission

Persons conducting inspection: Angela Steadman, Mary Anne Nay, Nancy

Merrill Date of inspection: June 21, 2000 \*improvements in 2014 (2023 - no change)

---

General description of property: 98 acres of woods, field, trails.

---

Handicapped Access:

Parking:

*Number of spaces:* No official spaces. Parking along street. One entrance to Lockwood Forest is across the street from entrance to Boxford State Forest, and small dirt parking area (large enough for a few cars) in front of entry to Boxford State Forest is used by visitors to Lockwood Forest.

*Size of spaces:* No official spaces. Parking along street.

*Location of spaces:* No official spaces. Parking along streets adjacent to the two entries to Lockwood Forest.

*Are there marked handicapped spaces?* No.

*Surface material:* No official parking area. Parking along street dirt/grass.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* \* A new bridge has been built over the brook with access to the trails. Bridge has rather a steep rise, so that assistance is required for wheelchair accessibility. Some trails also have a fairly steep grade. Several trails are flat and wide enough for all-terrain wheelchair.

Site access and walkways:

*Walkway material:* Dirt.

*Condition of walkways:* Part of main trail floods in wet season. Some trails have steep grade. Some of trails in good enough condition for all-terrain wheelchair.

*Width of walkways:* Varies. Some wide enough for all-terrain wheelchair.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Water fountain:* None.

Open Space ADA Inventory Worksheet

*Trails:*

*Surface:* Dirt.

*Dimension:* Varies.

*Rails:* No.

*Signs:* No.

*Beaches:* None.

*Playground ("tot lots"):* None

*Ball fields/tennis courts:* None

*Boat Docks/Ramps, hunting and fishing facilities:* None

General Comments

*Facilities:* This parcel of land consists of woods, trails and a field. There are horse jumps on a number of the trails, but nothing else that might be considered a facility.

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

---

Property: Palmer Woods (Lord Forest), Main Street

Jurisdiction: Conservation Commission

Persons conducting inspection: Angela Steadman, Mary Anne Nay, Nancy

Merrill Date of inspection: June, 2007 \*Nothing has changed (2023)

---

General description of property: Woods, field (used as cow pasture), trails.

---

Handicapped Access:

Parking:

*Number of spaces:* No official spaces. Parking difficult.

*Size of spaces:* No official spaces. Parking difficult.

*Location of spaces:* No official spaces. Parking difficult.

*Are there marked handicapped spaces?* No.

*Surface material:* No official parking area.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Grass/Dirt. In spring/summer grass may impact accessibility because it is not always cut.

*Condition of walkways:* Grass/Dirt. In spring/summer grass impacts accessibility because it is not always cut.

*Width of walkways:* Varies. Five feet to twenty feet.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Water fountain:* None.

*Trails:*

*Surface:* Dirt.

*Dimension:* Varies.

*Rails:* No.

Open Space ADA Inventory Worksheet

*Signs: No.*

*Beaches: None.*

*Playground ("tot lots"): None.*

*Ball fields/tennis courts: None*

*Boat Docks/Ramps, hunting and fishing facilities: None.*

General Comments

*Facilities: N/A*

*Recreational Programming: N/A.*

*Programming for people with disabilities: N/A.*

Open Space ADA Inventory Worksheet

---

Property: Witch Hollow Farm, Ipswich and Main Street

Jurisdiction: Conservation Commission

Persons conducting inspection: Angela Steadman, Mary Anne Nay, Nancy Merrill

Date of inspection: June 21, 2000 \* Revisited Fall of 2023 - no change

---

General description of property: Field with grassy trail around perimeter.

---

Handicapped Access:

Parking:

*Number of spaces:* There is general parking at the Main Street entrance by the kiosk and on the road to Camp Wakanda

*Size of spaces:* Location of spaces:

*Are there marked handicapped spaces?* No.

*Surface material:* dirt/grass.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* The fact that this trail is flat and relatively wide might make it suitable for use by individuals with physical disabilities, as well as for use by individuals with all terrain wheelchairs.

Site access and walkways:

*Walkway material:* Mowed, grassy trail around perimeter of property.

*Condition of walkways:* Mowed, grassy trail around perimeter of property. Trail is level.

*Width of walkways:* Wide and mowed grassy trail around perimeter of property.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Water fountain:* None.

Trails:

*Surface:* Grassy.

*Dimension:* Wide.

*Rails:* No.

Open Space ADA Inventory Worksheet

*Signs:* \*yes, an information kiosk on the flora and fauna of the area.

*Beaches:* None.

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* None

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments:

*Facilities:* N/A

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

*Other Comments:* The fact that this trail is flat and relatively wide makes it suitable for use by individuals with physical disabilities, as well as for use by individuals with all terrain wheelchairs.

Open Space ADA Inventory Worksheet

---

Property: Lord Woods, Lawrence Road

Jurisdiction: Conservation Commission

Persons conducting inspection: Angela Steadman, Mary Anne Nay, Nancy

Merrill Date of inspection: June 21, 2007 \*Nothing has changed 2023

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General description of property: 35 acres of woods with grass/dirt trail.

---

Handicapped Access:

Parking:

*Number of spaces:* No official spaces. Parking difficult. Possible parking along street. Possible parking for one car at top of trail in small grassy area.

*Size of spaces:* No official spaces.

*Location of spaces:* No official spaces.

*Are there marked handicapped spaces?* No.

*Surface material:* No official parking area. Parking along street- grass. Parking at top of trail - grass.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Entrance area does have incline. Other pertinent information:

Site access and walkways:

*Walkway material:* Grass/Dirt.

*Condition of walkways:* Condition varies.

*Width of walkways:* Varies from five feet to twenty feet.

*Other pertinent information:* Handicap accessibility also negatively impacted by cable across entry. \* a route around the cable-bearing post will be created in 2015

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Waterfountain:* None.

Open Space ADA Inventory Worksheet

*Trails:*

*Surface:* Grassy.

*Dimension:* Wide.

*Rails:* No.

*Signs:* No.

*Beaches:* None.

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* None.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments:

*Facilities:* N/A

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

---

Property: Haynes Field, Main Street and Middleton Road

Jurisdiction: Conservation Commission

Persons conducting inspection: Mary Anne Nay, Nancy Merrill

Date of inspection: June, 2014 (2023 reinspection no change)

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General description of property: Field with a mowed perimeter trail

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Handicapped Access:

Parking:

*Number of spaces:* No official spaces. Limited parking along street.

*Size of spaces:* No official spaces. Limited parking along street.

*Location of spaces:* No official spaces. Limited parking along street.

*Are there marked handicapped spaces?* No.

*Surface material:* No official parking area.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Two breaks in stonewall (one on Middleton Road and one on Main Street) allow entrance to field from street.

Site access and walkways:

*Walkway material:* N/A

*Condition of walkways:* N/A

*Width of walkways:* N/A

*Other pertinent information:* Two breaks in stonewall allow entrance to field from street. Currently parcel is strictly a hayfield, and has a mowed trail between the hay field and shrub line around the hay field.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Water fountain:* None.

*Trails:* Mowed perimeter path

Open Space ADA Inventory Worksheet

*Beaches:* None.

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* None.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

Other Comments:

*Facilities:* N/A

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A

Open Space ADA Inventory Worksheet

---

Property: Cole School Baseball Fields (one field is known as Cargill field),  
Main Street, behind the Cole School

Jurisdiction: Recreation Department

Persons conducting inspection: Mary Anne Nay

Date of inspection: April, 2015 (2023 update - no change)

---

General description of property: Two Baseball Fields.

---

Handicapped Access

Parking:

*Number of spaces:* 2 marked spaces adjacent to fields, paved area.

*Size of spaces:* Marked spaces.

*Location of spaces:* There is paved area between school and fields.

*Are there marked handicapped spaces?* Yes

*Surface material:* Pavement.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

Site access and walkways:

*Walkway material:* Level, clear dirt trail.

*Condition of walkways:* Good.

*Width of walkways:* Handicap accessible.

*Other pertinent information:* Level grass area between pavement

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Water fountain:* None.

*Trails:* Paved walkway.

*Surface:* Paved.

*Beaches:* None.

Open Space ADA Inventory Worksheet

*Playground ("tot lots"):* Yes, but it is the school playground; not for public use.

*Ball fields/tennis courts:* 2 baseball fields.

*Access:* see above.

*Court equipment:* N/A.

*Spectator seating:* None.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments

*Facilities:* One field has no seating.

*Recreational Programming:* BAA.

*Programming for people with disabilities:* No.

Open Space ADA Inventory Worksheet

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Property: Boy Scout Park Fields Cahoun Road

Jurisdiction: Recreation Department

Persons conducting inspection: Mary Anne Nay

Date of inspection: April, 2015 , no change (2023)

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General description of property: Two baseball/softball fields, one regulation soccer field. Total of 19.97 acres.

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Handicapped Access

Parking:

*Number of spaces:* Approx. 150.

*Size of spaces:* Spaces not delineated with lines.

*Location of spaces:* Adjacent to fields.

*Are there marked handicapped spaces?* Yes.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Dirt and a wooden bridge, to grass and fields.

*Condition of walkways:* Good.

*Width of walkways:* Handicap accessible.

*Other pertinent information:*

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* Yes.

*Number:* 2.

*Convenience of location:* Good.

*Water fountain:* None.

*Trails :* Dirt and a wooden walkway

*Beaches:* None.

Open Space ADA Inventory Worksheet

*Playground ("tot lots"):* Yes. See separate inventory sheet.

*Ball fields/tennis courts:* Baseball/softball field/soccer field.

*Access:* see above.

*Court equipment:* N/A.

*Spectator seating:* Yes – on baseball field only (with only minimal seating capacity). Seating is adjacent to wooden bridge.

*Porta-potty:* One

*Boat Docks/Ramps, hunting and fishing facilities:* None.

*General Comments:*

*Facilities:* N/A

*Recreational Programming:* BAA.

*Programming for people with disabilities:* No.

Open Space ADA Inventory Worksheet

Property: Ackerman Tot Playground, Calhoun Road; Boy Scout Park

Jurisdiction: Board of Selectmen

Persons conducting inspection: Mary Anne Nay

Date of inspection: April, 2015 , no change (2023)

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General description of property: Large wooden playground structure. Playground located at Boy Scout Park.

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Handicapped Access

Parking:

*Number of spaces:* Approx. 150.

*Size of spaces:* Spaces not delineated with lines.

*Location of spaces:* Adjacent to playground.

*Are there marked handicapped spaces?* Yes.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Need marked handicapped spaces near playground.

Site access and walkways:

*Walkway material:* Ramped entrance.

*Condition of walkways:* Good.

*Width of walkways:* Wheelchair accessible.

*Other pertinent information:*

Site Improvements:

*Picnic facilities:* Yes.

*Tables and benches:* Yes.

*Number:* Two sets of tables. One set (3) for children, one set (3) for adults. The tables for adults are all wheelchair accessible.

*Location:* N/A.

*Access to open space areas:* N/A.

*Back and arm rests:* No.

*Grills:* None.

*Trash cans:* Yes.

*Number:* 2.

Open Space ADA Inventory Worksheet

*Convenience of location:* Good.

*Water fountain:* None.

*Trails:* N/A

*Beaches:* None.

*Playground ("tot lots"):* Yes.

*Access to equipment:* Wood decks and mulch.

*Types of equipment:* Large wooden structure containing all types of playground equipment.

*Safety features/space between equipment:* some areas of play structure wheelchair accessible.

*Ball fields/tennis courts:* N/A.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments

*Facilities:* N/A

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

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Property: **Johnson Field**, Located between the Spofford School and the DPW parking lots off Spofford Road

Jurisdiction: Recreation Department

Persons conducting inspection: Mary Anne Nay, John Dold (DPW)

Date of inspection: April, 2015 , no change (2023)

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General description of property: Two Baseball Fields, small playground (slide, turnabout)

---

Handicapped Access:

Parking:

*Number of spaces:* Approx. 61.

*Size of spaces:* Standard size parking spaces.

*Location of spaces:* Adjacent to fields.

*Are there marked handicapped spaces?* Yes. Two spaces.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Shares parking lot with DPW and Johnson Field.

Site access and walkways:

*Walkway material:* No walkways as such. Paved parking area directly on to grass.

*Condition of walkways:* No walkways as such. Paved parking area directly on to grass.

*Width of walkways:* No walkways as such. Paved parking area directly on to grass.

*Other pertinent information:*

Site Improvements:

*Picnic Facilities:* None.

*Grills:* None.

*Trash Cans:* Yes.

*Number:* 1

*Convenience of location:* Good.

*Water fountain:* None

*Trails:* None.

*Beaches:* None

Open Space ADA Inventory Worksheet

*Playground ("tot lots"):* Yes.

*Access to equipment:* N/A

*Types of equipment:* Slide, turnabout.

*Safety features/space between equipment:* Old equipment.

*Ball fields/tennis courts:* Two baseball fields. Turn into 5 small soccer fields.

*Access:* Pavement directly to fields.

*Court equipment:* N/A.

*Spectator seating:* No seating.

*Boat Docks/Ramps, hunting and fishing facilities:* None

General Comments:

*Facilities:* N/A

*Recreational Programming:* BAA Programming

*Programming for people with disabilities:* N/A.:

Open Space ADA Inventory Worksheet

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Property: Chadwick Field, located Between Spofford School and DPW

Jurisdiction: Recreation Department

Persons conducting inspection: Mary Anne Nay, John Dold

Date of inspection: April, 2015 , no change (2023)

---

General description of property: Three regulation soccer fields which are split into smaller units for the younger children.

---

Handicapped Access:

Parking:

*Number of spaces:* Approx. 61.

*Size of spaces:* Standard size parking spaces.

*Location of spaces:* Up gravel road from fields.

*Are there marked handicapped spaces?* Yes. Five spaces.

*Surface Material:* Gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Shares parking lot with DPW and Johnson Field. T

Site access and walkways:

*Walkway material:* Gravel drive to grassy area.

*Condition of walkways:* Good.

*Width of walkways:* Handicap accessible.

*Other pertinent information:*

Site Improvements:

*Picnic facilities:* None

*Grills:* None.

*Trash cans:* None

*Water fountain:* None

*Trails :*None.

*Beaches:* None.

*Playground ('tot lots'):* None.

Open Space ADA Inventory Worksheet

*Ball fields/tennis courts:* Five small soccer fields.

*Access:* See above.

*Court equipment:* N/A.

*Spectator seating:* Small seating area on one field.

*Boat Docks/Ramps, hunting and fishing facilities:* None

General Comments:

*Facilities:* N/A

*Recreational Programming:* BAA

*Programming for people with disabilities:* N/A

Open Space ADA Inventory Worksheet

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Property: Stiles Pond Boat Ramp. Stiles Pond Road

Jurisdiction: Town owned land leased to Boxford Athletic Association for ten years.

Persons conducting inspection: Angela Steadman, Maryanne Nay

Date of inspection: April, 2007 \*Nothing has changed (2023)

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General description of property: Boat Ramp.

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Handicapped Access

Parking:

*Number of spaces:* Small gravel area -no defined spaces.

*Size of spaces:* Small gravel area -no defined spaces.

*Location of spaces:* Adjacent to ramp.

*Are there marked handicapped spaces?* When beach is open there is one movable handicap parking space sign.

*Surface Material:* Gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Parking area itself level.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Gravel parking leads directly to slightly sloped boat ramp.

*Condition of walkways:* Gravel parking leads directly to slightly sloped boatramp.

Open Space ADA Inventory Worksheet

*Width of walkways:* Gravel parking leads directly to slightly sloped boat ramp

*Other pertinent information:*

Site Improvements:

*Picnic facilities:* None

*Grills:* None

*Trash cans:* None

*Water fountain:* None

*Trails:* None

*Beaches:* None

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* None

*Boat Docks/Ramps, hunting and fishing facilities:* Small boat ramp.

*Access:* Gravel parking leads to sloped ramp.

*Equipment:* N/A.

*Signs:* N/A.

General Comments:

*Facilities:* N/A.

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

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Property: Stiles Pond Beach, Off Stiles Pond Road

Jurisdiction: Town owned land leased to Boxford Athletic Association

Persons conducting inspection: Mary Anne Nay

Date of inspection: Fall 2023 (changes denoted with "\*")

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General description of property: Beach with small playground.

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Handicapped Access:

Parking:

*Number of spaces:* Gravel area to park -no defined spaces.

*Size of spaces:* No defined spaces.

*Location of spaces:* Adjacent to ramp.

*Are there marked handicapped spaces?* Two spaces.

*Surface Material:* Sandy gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Parking area itself level.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Natural surface to water's edge

*Condition of walkways:* Good

*Width of walkways:* Handicap accessible

*Other pertinent information:* There is signage to water's edge and back to parking lot.

\*Beach mat installed during summers with access from accessible parking spots to water's edge/

Site Improvements:

*Picnic facilities:* Yes.

*Tables and benches:* Yes.

*Number:* Approximately six.

*Location:* Adjacent to Beach.

*Access to open space areas:* Wheelchair accessible.

*Back and arm rests:* No.

*Grills:* N/A

*Trash cans:* Yes.

*Number:* 2

*Convenience of location:* N/A.

Open Space ADA Inventory Worksheet

*Water fountain:* Yes.

*Number:* One.

*Convenience of location:* Yes.

*Wheelchair accessible?* No.

*Trails:* Yes. See trail to water's edge

*Beaches:* Yes.

*Entrance access:* Handicap accessible.

*Safety features:* N/A.

*Handrails/other features:* No.

*Playground ("tot lots"):* Small open playground.

*Ball fields/tennis courts:* See Stiles Pond Ballfield

*Boat Docks/Ramps, hunting and fishing facilities:* See Stiles Pond Boat Ramp

General Comments

*Facilities:* Trail for handicap access to water's edge needs to be kept clean.

*Recreational Programming:* N/A.

*Programming for people with disabilities:* No.

Open Space ADA Inventory Worksheet

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Property: Morse Field, Behind 188 Washington Street (Route 133)

Jurisdiction: Recreation Department

Persons conducting inspection: Mary Anne Nay

Date of inspection: September, 2014 , no change (2023)

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General description of property: Baseball field and small soccer field.

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Handicapped Access:

Parking:

*Number of spaces:* Shares parking lot with library. Approximately 12 up top and as many behind bldg. 2 marked handicap accessible on upper level and 1 by field.

*Size of spaces:* Regular.

*Location of spaces:* Parking areas adjacent to library and field.

*Are there marked handicapped spaces?* Yes.

*Surface Material:* Paved.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1 :12 or less?* Yes.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Pavement to grass.

*Condition of walkways:* N/A

*Width of walkways:* Handicap accessible.

*Other pertinent information:* Grading from parking area to bleachers could be an issue that would interfere with accessibility.

Site Improvements:

*Picnic facilities:* None.

*Tables and benches:* None

*Grills:* None

*Trash cans:* Yes.

*Number:* 2

*Convenience of location:* Good

*Water fountain:* None

*Trails:* None

Open Space ADA Inventory Worksheet

*Surface:* Pavement to grass walkway to field

*Beaches:* None.

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* Yes

*Access:* Pavement to grass walkway.

*Court equipment:* Baseball, basketball hoops, gazebo

*Spectator seating:* Seating adjacent to one of the fields only.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments

Facilities: N/A

Recreational Programming: BAA

Programming for people with disabilities: None.

Open Space ADA Inventory Worksheet

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Property: Camp Sacajawea, Stiles Pond Road

Jurisdiction: Recreation Department

Persons conducting inspection: Angela Steadman, Maryanne Nay, Nancy

Merrill Date of inspection: June 21, 2007 \* (No changes, 2023)

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General description of property: 31.44 acres consisting of wooded camp area, small beach.

---

Handicapped Access

Parking:

*Number of spaces:* Small paved lot, no lined spaces.

*Size of spaces:* No lined spaces.

*Location of spaces:* Adjacent to camp area. Are there marked handicapped spaces? No. Surface Material: Paved.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* There are some steep areas.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Paved.

*Condition of walkways:* Steep.

*Width of walkways:* Variable.

*Other pertinent information:* Steepness of some of the walkways could impact handicap accessibility.

Site Improvements:

*Picnic facilities:* Yes.

*Tables and benches:* Yes.

*Number:* Eight.

*Location:* Within camp area.

*Access to open space areas:* Picnic facility within camp area.

*Back and arm rests:* No.

*Grills:* Yes.

*Number:* Two to three.

*Height of cooking surface:* Standard grill height (not handicap accessible)

*Convenience of location:* Yes.

*Trash cans:* None.

Open Space ADA Inventory Worksheet

*Water fountain:* None

*Trails:*

*Surface:* Paved.

*Dimension:* Variable.

*Rails:* No.

*Signs:* No.

*Beaches:* Yes. Very small.

*Entrance access:* Concrete ramp to beach and water.

*Safety features:* No.

*Handrails/other features:* No.

*Playground ("tot lots"):* Small playground. Swings.

*Access to equipment:* Good.

*Types of equipment:* Swings

*Safety features/space between equipment:* N/A

*Ball fields/tennis courts:* Yes.

*Access:* Yes.

*Court equipment:* Low basketball hoop.

*Spectator seating:* N/A.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments:

*Facilities:* All handicap accessible.

*Recreational Programming:* Greater Lawrence Collaborative uses camp area for its Camp Stepping Stone.

*Programming /or people with disabilities:* Yes. Greater Lawrence Collaborative uses camp area for its Camp Stepping Stone.

Open Space ADA Inventory Worksheet

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Property: Tennis Courts Ipswich Road, behind the Police Station

Jurisdiction: Recreation Department

Persons conducting inspection: Angela Steadman, Mary Anne Nay, Nancy

Merrill Date of inspection: June 21, 2007 \*(Nothing changed 2023)

---

General description of property: Tennis Courts

---

Handicapped Access:

Parking:

*Number of spaces:* Approximately twenty (shares parking spaces with police station)

*Size of spaces:* No lined spaces.

*Location of spaces:* Adjacent (approximately forty feet away) to entrance to tennis

*Are there marked handicapped spaces?* Not in part of parking lot close to tennis

*Surface Material:* Paved.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Located in back of police station. Shares parking lot with police station.

Site access and walkways:

*Walkway material:* Grassy path.

*Condition of walkways:* Grassy.

*Width of walkways:* Ten feet.

*Other pertinent information:*

Site Improvements:

*Picnic facilities:* None

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Waterfountain:* None.

*Trails:*

*Surface:* Grassy trail to tennis courts.

*Dimension:* Ten feet.

*Rails:* None. Signs: N one.

*Beaches:* None.

Open Space ADA Inventory Worksheet

*Playground ("tot lots"):* None.

*Ball fields/tennis courts:* Yes.

*Access:* Grassy path.

*Court equipment:* Tennis courts.

*Spectator seating:* No.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

*General Comments:*

*Facilities:* N/A

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A

Open Space ADA Inventory Worksheet

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**Property:** Stiles Pond Baseball Field, Assessors map and parcel number: 15-1-4; Stiles Pond Road

**Jurisdiction:** Town owned land leased to Boxford Athletic Association for ten years.

**Persons conducting inspection:** Mary Anne Nay, Nancy Merrill

**Date of inspection:** June, 2014 , no change (2023)

---

**General description of property:** Stiles Pond Baseball Field.

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**Handicapped Access**

**Parking:**

*Number of spaces:* One

*Size of spaces:* No lined spaces.

*Surface Material:* Sandy gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:* Shares parking with Stiles Pond Beach.

**Site access and walkways:**

*Walkway material:* Sandy gravel parking to baseball field.

*Condition of walkways:* Sandy gravel parking to baseball field

*Width of walkways:* Sandy gravel parking to baseball field

*Other pertinent information:* Spectator area handicap accessible from parking area, but not the field itself because of steep grade.

**Site Improvements:** See separate inventory form for Stiles Pond Beach

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash cans:* None.

*Bathrooms:* One for men and one for women.

*Waterfountain:* None.

**Trails:**

*Surface:* Grassy trail to tennis courts.

*Dimension:* Ten feet.

*Rails:* No.

*Signs:* No.

**Beaches:** See separate inventory form for Stiles Pond Beach.

**Playground ("tot lots"):** See separate inventory form for Stiles Pond Beach

Open Space ADA Inventory Worksheet

*Ball fields/tennis courts:* Yes.

*Access:* Grassy path.

*Court equipment:* Baseball field.

*Spectator seating:* N/A.

*Boat Docks/Ramps, hunting and fishing facilities:* See Stiles Pond Boat Ramp Inventory.

General Comments:

*Facilities:* N/A

*Recreational Programming:* BAA.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

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Property: Wildcat Forest, Herrick Road

Jurisdiction: Conservation Commission

Persons conducting inspection: Nancy Merrill

Date of inspection: September, 2014 , no change (2023)

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General description of property: Approx 300 acre wooded parcel with trails.

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Handicapped Access

Parking:

*Number of spaces:* Gravel parking area large enough for four to six cars.

*Size of spaces:* No lined spaces.

*Location of spaces:* Immediately adjacent to entryway to parcel on Herrick Road.

*Are there marked handicapped spaces?* Yes.

*Surface Material:* Gravel.

*Are there curb-cuts for wheelchair access?* No curbs.

*Are slopes 1:12 or less?* Yes.

*Other pertinent information:*

Site access and walkways:

*Walkway material:* Gravel with roots and stones.

*Condition of walkways:* Flat gravel parking area leads directly to trails.

*Width of walkways:* Flat gravel parking area leads directly to trails of variable widths and grades.

*Other pertinent information:* N/A.

Site Improvements:

*Picnic facilities:* None

*Tables and benches:* None

*Grills:* None

*Trash cans:* None

*Water fountain:* None

*Trails:*

*Surface:* Dirt.

Open Space ADA Inventory Worksheet

*Dimension:* Variable. Some accessible to all terrain wheelchair.

*Rails:* N/A.

*Signs:* N/A.

*Beaches:* None

*Playground ("tot lots"):* None

*Ball fields/tennis courts:* None.

*Boat Docks/Ramps, hunting and fishing facilities:* None.

General Comments:

*Facilities:* N/A.

*Recreational Programming:* N/A.

*Programming for people with disabilities:* N/A.

Open Space ADA Inventory Worksheet

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Property: Nason Conservation Land, Washington Street (Route 133)

Jurisdiction: Conservation Commission

Persons conducting inspection: Natasha Grigg, Mary Anne Nay, Nancy Merrill

Date of inspection: September, 2014 , no change (2023)

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General description of property: Approximately 46 acres of old forest, woods trails, abutting Hovey's Pond, small meadow, power lines, wetlands.

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Handicapped Access

Parking:

*Number of spaces:* Some (4) on gravel drive leading to property and gated entrance; unlimited under power lines, when gate is opened.

*Size of spaces:* No lined spaces

*Are there marked handicapped spaces?* No

*Surface material:* Coarse gravel

*Are there curb-cuts for wheelchair access?* No curbs

*Are slopes 1:12 or less?* Yes.

Site access and walkways:

*Walkway material:* Gravel leading to packed earth.

*Condition of walkways:* Good.

*Width of walkways:* Largely wide enough for several people abreast; then some narrowing.

Site improvements:

*Picnic facilities:* None.

*Tables and benches:* None.

*Grills:* None.

*Trash Cans:* None.

*Water fountain:* None.

Trails:

*Surface:* Gravel to packed earth.

*Dimension:* Variable; quite wide in places; some access for all-terrain wheelchairs.

*Rails:* N/A

Open Space ADA Inventory Worksheet

*Signs: None.*

*Beaches: None*

*Playgrounds ("tot lots"): None.*

*Ball fields/tennis courts: None.*

*Boat Docks/Ramps, hunting and fishing facilities: None.*

Comments:

*Facilities: N/A*

*Recreational programming: None.*

*Programming for people with disabilities: N/A.*