

**Town of Groveland, MA
183 Main Street
Groveland, MA 01834**

**Town of Groveland
Americans With Disabilities Act (ADA)
2020 Accessibility Project**

June 2020



Americans With Disabilities Act (ADA) Consulting Self-Evaluation and Transition Plan Town of Groveland

*Rebecca Oldham, Town Planner
Town of Groveland
183 Main Street
Groveland, MA 01834*

*Re: Consulting Agreement to provide an ADA monitoring self-
evaluation review and Transition Plan for the Town of Groveland*
- ADA/Consulting services
- ADA/Access Surveys-Self Evaluations, and Transition Plans

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Accessibility Survey Methodology

The analysis of existing conditions that comprises the body of the report is based on observations and documentation completed by multiple NILP consultants and Groveland Town employees' teams during site visits from February to June of 2020.

The Town sites we completed ADA accessibility surveys and Transition Plans include the following facilities:

- 1. Riverview Cemetery, 161 Main Street**
- 2. Langley-Adams Library, 185 Main Street**
- 3. Groveland Town Hall, 183 Main Street**
- 4. Groveland Fire Department Central Station, 181 Main Street**
- 5. Groveland Police Department 181 Main Street**
- 6. Groveland Fire Department South Station, 107 Washington Street**
- 7. Groveland Municipal Light Department, 944 Salem Street**
- 8. Groveland Water and Sewer Department, 23 School Street**
- 9. Veasey Memorial Park, 201 Washington Street**
- 10. Bagnall School, 253 School Street**
- 11. Open Space and Recreation Plan Update**
- 12. Town of Groveland ADA Policies, Procedures, and Practices**

Analysis

Title II of the ADA prohibits discrimination based on disability. Specifically, Title II requires that: *No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by The Town of Groveland (35 CFR Part 35.130 (a).*

I - Designation of Responsible Employee

Title II of the ADA makes clear that a public entity must designate a responsible employee and adopt grievance processes.

Designation of Responsible Employee: A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part.

We recommend that The Town of Groveland officially designate an ADA Coordinator, and post the contact information on the Town website, etc. We also recommend that The Town of Groveland shall make this available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph. (35 CFR Part 35.107 (a).

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
1. Riverview Cemetery - 161 Main Street					
Riverview Cemetery	1. The goal is to install accessible water spickets (3).	ADAAG Section 4.27.4 "Controls shall be operable with one hand."	ADA Coordinator/ Board of Selectman	Ball Valve \$10.00 (3) Labor \$140.00 Total \$170.00	12/31/2020
	2. The goal is to install a paddle type accessible door handle on the office door.	MA AAB 26.11.1 states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."	ADA Coordinator/ Board of Selectman	\$95.00 handle (1) \$140.00 Labor Total \$245.00	12/31/2020
	3. The goal is to install a ramp upon request to the Cemetery office.	ADAAG Section 207 access means of egress	ADA Coordinator/ Board of Selectman	\$1,146 for Materials Labor \$840.00 Total \$ 1,986.00	12/31/2020
2. Langley-Adams Library - 185 Main Street					
	1. The goal is to add two above ground HP accessible parking signs with poles.	ADA Section 4.6.4 ADA Access Signs Regulations- The international symbol of accessibility should be posted on all accessible parking spaces marking the reserved spot. The accessibility symbol is the well-known picture of a person using a wheelchair on top of a blue background. (Some states' standards vary from the federal standard.	ADA Coordinator/ Board of Selectman	\$85.00 each (2) \$140.00 Labor Total \$310.00	12/31/2020
	2. The goal is to repair the cracks in the HP Van accessible space.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	one 40 pound bag of heavy duty asphalt (\$350.00) \$420.00 Labor Total \$770.00	12/31/2020
	3. The goal is to repair the cracks in the entrance walkway/ramp to the Library entrance.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	one 40 pound bag of heavy duty asphalt (\$350.00) \$420.00 Labor Total \$770.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
Langley-Adams Library	4. The goal is to install a second railing on the Town Hall side of the Library entrance walkway/ramp.	ADA 2010 Section 505.10 Handrails	ADA Coordinator/ Board of Selectman	\$400 each rail section(1) \$560.00 Labor Total \$3,520.00	12/31/2020
	5. The goal is to move the AED to another wall at a more accessible height.	ADA 2010 Section 308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1220 mm) maximum and the low side reach shall be 15 inches (380 mm) minimum above the finish floor or ground.	ADA Coordinator/ Board of Selectman	\$140.00 Labor	12/31/2020
	6. The goal is to install Raised Letter restroom signs for both the Men's and Women's restroom on the wall on the pull sides of the doors.	ADA section 4.30: Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 each (2) \$140.00 Labor Total \$170.00	12/31/2020
	7.The goal is to install accessible coat hooks in both the Men's and Women's restroom.	ADA, Lockers- shelf and coat hooks shall be no higher than 48 inches above the floor, shelves no lower than 15 inches handles must be recessed...	ADA Coordinator/ Board of Selectman	\$8.00 each (2) \$140.00 Labor Total \$156.00	12/31/2020
	8. The goal is to insulate the sink pipes in both the Men's and Women's restroom.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60.00 Each (2) Total \$120.00	12/31/2020
	9. The goal is to install move the stack in between the two windows 5 inches towards the parking lot to allow a clear pathway	ADAAG 8.5 Stacks. Minimum clear aisle width between stacks shall comply with 4.3, with a minimum clear aisle width of 42 in (1065 mm) preferred where possible. Shelf height in stack areas is unrestricted.	ADA Coordinator/ Board of Selectman	\$840.00 Labor	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

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	10. The goal is to purchase an accessible counter and use a clipboard for consumers until then.	ADA 2010 States "Where a forward approach is provided, the accessible portion of the counter must be at least 30 inches long and no higher than 36 inches, and knee and toe space must be provided under the counter. ... It is a clarification of the ongoing requirement that part of the sales and service counter be accessible."	ADA Coordinator/ Board of Selectman	N/A	12/31/2020
3. Groveland Town Hall - 183 Main Street					
Groveland Town Hall	1. The goal is to repair the numerous cracks on the walkway between Town hall and the Police Department.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	six 40 pound bag of heavy duty asphalt (\$2,100.00) \$1120.00 Labor Total \$3,220.00	12/31/2020
	2. The goal is to install two HP accessible parking signs above ground on poles.	ADA Section 4.6.4 ADA Access Signs Regulations- The international symbol of accessibility should be posted on all accessible parking spaces marking the reserved spot. The accessibility symbol is the well-known picture of a person using a wheelchair on top of a blue background. (Some states' standards vary from the federal standard.	ADA Coordinator/ Board of Selectman	\$85.00 each (2) \$140.00 Labor Total \$310.00	12/31/2020
	3. The goal is lower both hand sanitizing dispensers in the hallway to an accessible height.	ADA, section 4.2.5 Forward Reach If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 in (1220 mm).	ADA Coordinator/ Board of Selectman	N/A	12/31/2020
	4. The goal is to lower the Automated External Defibrillator (AED) on the wall in the hallway.	ADA, section 4.2.5 Forward Reach If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 in (1220 mm).	ADA Coordinator/ Board of Selectman	N/A	12/31/2020
	5. The goal is to install a tactile warning for the AED machine.	ADAAG Chapter 3 Petruding Objects (Subsection 204)	ADA Coordinator/ Board of Selectman	\$560.00 Labor	12/31/2020
	6. The goal is to install Raised Letter Braille signs for each room. These include Town Clerk, Water & Sewer, Town Assesor, Conference Room, Council on Aging, Health Department, Building Inspector, Stairs, Road Commission, Storage, Custodian, Town Treasurer, Employees Only, Copy Center, and Men's and Women's Restroom.	ADA section 4.30: Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 each (16) \$420.00 Labor Total \$660.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
	7. The goal is to lower the coat hooks in the accessible stalls in the Men's and Women's restroom.	ADA 2010 213.3.7 Coat Hooks and Shelves. Where coat hooks or shelves are provided in toilet rooms without toilet compartments, at least one of each type shall comply with 603.4. Where coat hooks or shelves are provided in toilet compartments, at least one of each type complying with 604.8.3 shall be provided in toilet compartments required to comply with 213.3.1.	ADA Coordinator/ Board of Selectman	\$16.00 coat hook (2) \$140.00 labor Total \$172.00	12/31/2020
	8. The goal is to insulate the sink pipes in each restroom.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60.00 Each (2) Total \$120.00	12/31/2020
	9. The goal is to install accessible stall locks on the accessible stall in each restroom.	ADA section 404.2. Requires that "Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist. Most lever-operated mechanisms, push-type mechanisms, and U-shaped handles are acceptable designs."	ADA Coordinator/ Board of Selectman	\$26.00 Waterproof Shower Mat (2) Total \$52.00	12/31/2020
	10. The goal is to install accessible door handles on each restroom door.	MA AAB 26.11.1 states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."	ADA Coordinator/ Board of Selectman	\$30.00 each (2) Total \$60.00	12/31/2020
	11. The goal is to install knurled handles on the Custodian and Storage room doors.	AAB Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	Handles \$95.00 each (2) \$280.00 Labor Total \$470.00	12/31/2020
	12. The goal is to install accessible counters in the Water & Sewage department and Town Clerk office.	ADA Sales and Service Counters states "Service counters must have a clear floor space in front of the access surface."	ADA Coordinator/ Board of Selectman	Modify Service Counter \$1427.00(2) (Means ADA Pricing Guide) Total \$2854.00	12/31/2020
4. Groveland Fire Department - 181 Main Street					
Groveland Fire Department	1. The goal is to install a knurled handle on the storage closet door.	AAB Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	Handles \$95.00 each (1) \$140.00 Labor Total \$235.00	12/31/2020
	2. The goal is to insulate the sink pipes in both the Men's and Women's restrooms.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60.00 Each (2) Total \$120.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
	3. The goal is to install Raised Letter restroom signs for both the Men's and Women's restroom, the Fire Chief's office, and the Kitchen on the wall on the pull sides of each door.	ADA section 4.30: Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 each (4) \$140.00 Labor Total \$170.00	12/31/2020
5. Groveland Police Department - 181 Main Street					
Groveland Police Department	1. The goal is to install an "Van Accessible" parking sign on the HP space in front of the Police Department	ADAAG, Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."	ADA Coordinator/ Board of Selectman	Small"Van accessible" Sign \$16.00	12/31/2020
	2. The goal is to insulate the sink pipes in all Men's and Women's Restrooms/locker rooms.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60.00 Each (4) Total \$240.00	12/31/2020
	3. The goal is to install Raised Letter Braille signs for all restrooms, the locker room, Conference Room, Squad room, Dispatch room, Custodian room, Garage, Contraband room, Booking room, Police Chief office, Kitchen, and Records room,	ADA section 4.30: Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 each (14) \$280.00 Labor Total \$490.00	12/31/2020
	4. The goal is to install an accessible paddle type handle on the Conference room door.	MA AAB 26.11.1 states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."	ADA Coordinator/ Board of Selectman	\$95.00 handle (1) \$140.00 Labor Total \$245.00	12/31/2020
	5. The goal is to install a knurled handle on the Custodian closet door.	AAB Section 26.11.4 states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	Handles \$95.00 each (1) \$140.00 Labor Total \$235.00	12/31/2020
	6. The goal is to relocate the feminine product holder to an accessible height in the Women's restrooms.	MA AAB 521 CMR 30.12 state "Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR 39.5, Operation."	ADA Coordinator/ Board of Selectman	\$140.00 Labor	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

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	7. The goal is to restripe the HP spaces at the Police Station.	MA AAB Section 2.6 states "Accessible features shall be maintained at all times."	ADA Coordinator/ Board of Selectman	\$980.00 Labor	12/31/2020
	8. the goal is to repair the sunken bricks in front of the main entrance.	MA AAB Section 2.6 states "Accessible features shall be maintained at all times."	ADA Coordinator/ Board of Selectman	\$1680.00 Labor	12/31/2020
	9. The goal is to install an accessible locker in the Men's and Women's Locker rooms.	ADA, Lockers- shelf and coat hooks shall be no higher than 48 inches above the floor, shelves no lower than 15 inches handles must be recessed...	ADA Coordinator/ Board of Selectman	\$436.00 each (2) Total \$872.00	12/31/2020
6. Groveland Fire Department South Station - 107 Washington Street					
Groveland Fire Department South Station	1. The goal is to insulate the sink pipes in both the Men's and Women's restrooms.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60 each (2) Total \$120.00	12/31/2020
	2. The goal is to install Raised Letter Braille signs on the pull side of the door for the Watchroom, Storage room, Fire Chief's office, and Men's and Women's restroom.	ADA section 4.30: Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 Sign (5) \$240.00 Labor Total \$315.00	12/31/2020
	3. The goal is to install an waterproof shower mat for the shower in the Men's room.	ADA, Section 608.2.2- With all manufactured shower systems the installation has to bring the floor to within 0.5" of the top of the threshold to be ADA compliant and comply with the following: Shall not exceed a .5" change in level and Transfer showers allow for rounded, beveled or vertical...	ADA Coordinator/ Board of Selectman	\$20.00 Waterproof Shower mat	12/31/2020
	4. The goal is to lower the paper towel dispenser in both the Men's and Women's restroom.	MA AAB 521 CMR 30.12 state "Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR 39.5, Operation."	ADA Coordinator/ Board of Selectman	\$140.00 Labor	12/31/2020
	6. The goal is to install accessible paddle type door handle for the Women's restroom.	MA AAB 26.11.1 states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."	ADA Coordinator/ Board of Selectman	\$95.00 Each \$140.00 Labor Total \$235.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

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	7. The goal is to install an accessible entrance at the rear of the South Fire Station.	ADA 2010 Means of Egress	ADA Coordinator/ Board of Selectman	Materials and Labor Total \$2,486.00	12/31/2020
	8. The goal is to install an knurled handle on the Storage room door.	AAB Section 26.11.4 states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	Handles \$95.00 each \$280.00 Labor Total \$375.00	12/31/2020
7. Groveland Electric Light Department					
Groveland Electric Light Department	1. The goal is to install one "Van accessible" above ground sign for the designated van space.	ADAAG, Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."	ADA Coordinator/ Board of Selectman	Small"Van accessible" Sign \$16.00	12/31/2020
	2. The goal is to raise the above ground HP parking sign to an accessible height.	ADA Section 4.6.4 ADA Access Signs Regulations- The international symbol of accessibility should be posted on all accessible parking spaces marking the reserved spot. The accessibility symbol is the well-known picture of a person using a wheelchair on top of a blue background. (Some states' standards vary from the federal standard.	ADA Coordinator/ Board of Selectman	Sign \$85.00 \$70.00 Labor Total \$155.00	12/31/2020
8. Groveland Water and Sewer Department					
Groveland Water and Sewer Department	1. The goal is regrade the main entrance pavement to make the main entrance accessible.	ADA 2010 Section 403.4 Changes in Level Changes in level shall comply with 303	ADA Coordinator/ Board of Selectman	\$2,100.00 Labor	12/31/2020
	2. The goal is to install an HP parking space with ground markings and above ground sign with the International symbol of Accessibility.	ADA 2010 Section 502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.	ADA Coordinator/ Board of Selectman	\$295.00 Ground Paint \$26.00 Sign \$32.00 Pole \$1,120.00 Labor Total \$1,473.00	12/31/2020
	3. The goal is to install an HP "Van accessible sign to the add on to the above ground HP accessible parking above ground sign.	ADAAG, Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."	ADA Coordinator/ Board of Selectman	Small "Van accessible" Sign \$16.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

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	4. The goal is to install railings on both sides of the main entrance steps, both sides of the ramp entrance, railing on the end of the main entrance platform, railing on the side entrance platform, railing on both sides of the side entrance steps, railing on both sides of the back entrance steps, and a railing on the end of the back entrance platform.	ADA 2010 Section 505.10 Handrails	ADA Coordinator/ Board of Selectman	\$870.00 Handrails \$560.00 Labor Total \$1,430.00	12/31/2020
	5. The goal is to continue the ramp out 15ft. to fix the ramp slope that exceeds 1/12 slope requirement.	ADAAG Section 207 access means of egress	ADA Coordinator/ Board of Selectman	15' Ramp + Concrete Total \$28,674.00	12/31/2020
	6. The goal is to install "Employee Only" Raised Letter Braille signs on the two employee's only entrances at the back entrance, side entrance, and Internal Meeting Room entrance.	ADA section 4.30; "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$85.00 Sign (3) \$140.00 Labor Total \$395.00	12/31/2020
	7. The goal is to install new stairs at the back entrance replacing the inaccessible stairs.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	\$12,900.00 Materials \$4,200.00 Labor Total \$17,100.00	12/31/2020
	8. The goal is to install a new platform at the back entrance replacing the inaccessible wooden one.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	\$12,000.00 Materials \$2,800.00 Labor Total \$14,800.00	12/31/2020
	9. The goal is to smooth out the cracks that exceed 3/4 inches at the accessible back entrance.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	\$9,500.00 Asphalt \$4,200.00 Labor Total \$13,700.00	12/31/2020
9. Veasey Memorial Park - 201 Washington Street					
	1. The goal is to install an HP "Van Accessible" parking sign on a pole installed near the Transfer Station office.	The Americans With Disabilities Act (ADA), Section 4.6.4 "Space shall have an additional sign "Van Accessible" mounted below the symbol of accessibility."	ADA Coordinator/ Board of Selectman	\$85.00 sign \$40.00 pole \$240.00 Labor Total \$425.00	12/31/2020
	2. The goal is to paint ground markings for an HP Van Accessible parking space near the Transfer Station office.	ADA Section 502.6 Identification. Parking space identification signs shall include the International Symbol of Accessibility complying with 703.7.2.1. Signs identifying van parking spaces shall contain the designation "van accessible." Signs shall be 60 inches (1525 mm) minimum above the finish floor or ground surface measured to the bottom of the sign.	ADA Coordinator/ Board of Selectman	\$490.00 Paint \$240.00 Labor Total \$730.00	12/31/2020
	3. The goal is to repair cracks in the accessible entrance walkway.	MA AAB, section 2.6, Maintenance of Accessible Features states "At all times accessibility features must be maintained and fully operational."	ADA Coordinator/ Board of Selectman	one 40 pound bag of heavy duty asphalt (\$350.00) \$420.00 Labor Total \$770.00	12/31/2020
	4. The goal is smooth out the threshold that exceeds ¾ inches at the accessible entrance.	ADA Section 4.13.8 Thresholds of Doorways states "Thresholds of doorways shall not exceed ¾ inch in height for exterior doors... Raised thresholds and floor level changes at accessible doorways shall be beveled."	ADA Coordinator/ Board of Selectman	2.5 hours Labor Total \$350.00	12/31/2020

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	5. The goal is to install knurled handles on the plumbing and Heating Room.	AAB Section 26.11.4 states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	\$95.00 each (2) \$140.00 Labor Total \$310.00	12/31/2020
	6. The goal is to create a 3-foot turning radius in one restroom on each floor.	ADA 2010 Standards Section 604.8.1.1 states "The minimum space required in toilet compartments is provided so that a person using a wheelchair can maneuver into position at the water closet. This space cannot be obstructed by baby changing tables or other fixtures or conveniences."	ADA Coordinator/ Board of Selectman	Restroom Expansion Estimate Total \$12,00.00	12/31/2020
	7. The goal is to install a handheld nozzle in the shower.	ADA 2010 Standards Section 604.8.1.1 Size states "Wheelchair accessible compartments shall be 60 inches wide minimum measured perpendicular to the side wall, and 56 inches deep minimum for wall hung water closets and 59 inches deep minimum for floor mounted water closets measured perpendicular to the rear wall. Wheelchair accessible compartments for children's use shall be 60 inches wide minimum measured perpendicular to the side wall, and 59 inches deep minimum for wall hung and floor mounted water closets measured perpendicular to the rear wall."	ADA Coordinator/ Board of Selectman	\$40.00 Nozzle \$280.00 Labor Total \$320.00	12/31/2020
	8. The Goal is to relocate the Men's and Women's Room Restroom signs from the doors to the pull side wall.	MA AAB 41.2 Mounting Location and Height 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."	ADA Coordinator/ Board of Selectman	1 hour Labor Total \$140.00	12/31/2020
	9. The Goal is to add accessible coat hooks in each restroom.	MA AAB states "Coat hooks shall be 54 inches high."	ADA Coordinator/ Board of Selectman	\$10.00 Coat Hook (2) \$140.00 Labor Total \$160.00	12/31/2020
	10. The goal is to install one accessible toilet on each floor.	ADA 2010 Standards Priority 3 Section 606.2 states "If a toilet room is available to the public at least one toilet room shall be accessible either one for each sex or one unisex."	ADA Coordinator/ Board of Selectman	\$1370.00 \$840.00 Labor Total \$2210.00	12/31/2020
	11. The goal is to lower the paper towel dispensers in one restroom on each floor.	MA AAB 521 CMR 30.12 states "Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR 39.5, Operation."	ADA Coordinator/ Board of Selectman	2 hours Labor Total \$240.00	12/31/2020
	12. The goal is to lower the mirror in one restroom on each floor	MA AAB 521 CMR 30. 11 states "The top of any shelf and or bottom of any mirror that is provided above a sink shall be set with the bottom edge of the reflecting surface no higher than 40 inches above the finish floor."	ADA Coordinator/ Board of Selectman	\$260.00 Materials \$140.00 Labor Total \$380.00	12/31/2020
	13. The goal is to fill in the hole in front of the "Abilities Entrance."	ADA 2.6 Maintenance of Accessible Features states "At all times accessibility features must be maintained and fully operational."	ADA Coordinator/ Board of Selectman	\$1400.00 Materials \$420.00 Labor Total \$1760.00	12/31/2020

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LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
	14. The goal is to install a ramp at the South Entrance. To provide partial building access.	ADA Section 405 "Ramp runs shall have a running slope no steeper than 1:12. Changes in level other than the running slope are not permitted on the ramp run."	ADA Coordinator/ Board of Selectman	Materials and Labor Total \$5348.00	12/31/2020
	15. The goal is to install 1 LULA in the back by the back stairs	MA AAB 521 CMR, Section 28.1 General states "In all multi story buildings and facilities, each level including mezzanines, shall be served by a passenger elevator... Accessible elevators shall be on an accessible route and located within the space with which it is intended to serve."	ADA Coordinator/ Board of Selectman	Total \$50,000.00	12/31/2020
	16. The goal is install a LULA indoors near the South Entrance.	MA AAB 521 CMR, Section 28.1 General states "In all multi story buildings and facilities, each level including mezzanines, shall be served by a passenger elevator... Accessible elevators shall be on an accessible route and located within the space with which it is intended to serve."	ADA Coordinator/ Board of Selectman	Total \$40,000.00	12/31/2020
	17. The goal is to install a full elevator.	MA AAB 521 CMR, Section 28.1 General states "In all multi story buildings and facilities, each level including mezzanines, shall be served by a passenger elevator... Accessible elevators shall be on an accessible route and located within the space with which it is intended to serve."	ADA Coordinator/ Board of Selectman	Estimated Total \$75,000.00 - \$150,000.00	12/31/2020
	18. The goal is to install a 7-8 ft. ramp in The Great Hall.	ADA 2010 Standards Section 206.2.2 states "At least one accessible route shall connect accessible buildings, elements, and accessible spaces..."	ADA Coordinator/ Board of Selectman	\$191.00/ Linear Ft. Total \$1528.00	12/31/2020
	19. The goal is to install a "V" shaped ramp to access the rear entrance to The Great Hall.	ADA Section 405 "Ramp runs shall have a running slope no steeper than 1:12. Changes in level other than the running slope are not permitted on the ramp run."	ADA Coordinator/ Board of Selectman	Materials and Labor Total \$10696.00	12/31/2020
	20. The goal is to install another railing on the internal entrance to Great Hall.	ADA 2010 Section 505.2 states "Handrails shall be provided on both sides of stairs or ramps."	ADA Coordinator/ Board of Selectman	Railing Total \$826.00	12/31/2020
	21. The goal is to install another railing on the concrete steps leading to the parking lot	ADA 2010 Section 505.2 states "Handrails shall be provided on both sides of stairs or ramps."	ADA Coordinator/ Board of Selectman	\$2478.00 Railing \$560.00 Labor Total \$2958.00	12/31/2020
	22. The goal is to install a railing on the steps at the South Entrance of Veasey Memorial Park.	ADA 2010 Section 505.2 states "Handrails shall be provided on both sides of stairs or ramps."	ADA Coordinator/ Board of Selectman	Railing \$826.00	12/31/2020
	23. The goal is to install accessible door hardware in one restroom on each floor.	ADA Section 4.13.9 Door Hardware. States "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."	ADA Coordinator/ Board of Selectman	\$90.00 each (2) \$140.00 Labor Total \$320.00	12/31/2020

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
Bagnall School	1. The goal is to lower the above ground HP parking signs to an accessible height.	ADA 2010 Section 502.6 states "Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible. Signs shall be 60 inches minimum above the finish floor."	ADA Coordinator/ Board of Selectman	\$280.00 Labor	12/31/2020
	2. The goal is to install 2 above ground HP parking signs for the HP parking spaces behind Bagnall School.	ADA 2010 Section 502.6 states "Parking space identification signs shall include the International Symbol of Accessibility. Signs identifying van parking spaces shall contain the designation "van accessible. Signs shall be 60 inches minimum above the finish floor."	ADA Coordinator/ Board of Selectman	\$28.00 Sign (2) \$280.00 Labor Total \$308.00	12/31/2020
	3. The goal is to install a small "Van accessible" sign on one of the HP parking spaces behind Bagnall School.	ADAAG, Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."	ADA Coordinator/ Board of Selectman	Small"Van accessible" Sign \$16.00	12/31/2020
	4. The goal is to install an above ground sign indicating the location of the accessible entrance.	ADA 2010 Section 216.6 states that "Descriptions are required when not all public entrances are accessible."	ADA Coordinator/ Board of Selectman	\$280.00 Labor	12/31/2020
	5. The goal is to repair the crosswalk in front of the main entrance to remove all cracks greater than 3/4 inches.	MA AAB Section 2.6 states "Accessible features shall be maintained at all times."	ADA Coordinator/ Board of Selectman	\$1050.00 Paint \$280.00 Labor Total \$1,330.00	12/31/2020
	6. The goal is to insulate the sink pipes in both boys restrooms, both girls restrooms, staff restroom, Health room bathroom.	ADA Section 4.19.4 "Exposed pipe shall be insulated."	ADA Coordinator/ Board of Selectman	\$60.00 Each (6) Total \$360.00	12/31/2020
	7. The goal is to install knurled handles on both custodian closets.	AAB Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."	ADA Coordinator/ Board of Selectman	\$95.00 Handle (2) \$140 Labor Total \$330.00	12/31/2020
	8. The goal is to install accessible coat hooks in all of the boys and girls restrooms.	ADA 2010 213.3.7 Coat Hooks and Shelves. Where coat hooks or shelves are provided in toilet rooms without toilet compartments, at least one of each type shall comply with 603.4. Where coat hooks or shelves are provided in toilet compartments, at least one of each type complying with 604.8.3 shall be provided in toilet compartments required to comply with 213.3.1.	ADA Coordinator/ Board of Selectman	\$16.00 each (4) \$140.00 Labor Total \$202.00	12/31/2020
	9. The goal is to move the table blocking access to one of the handrails on the ramp to the stage.	MA AAB Section 2.6 states "Accessible features shall be maintained at all times."	ADA Coordinator/ Board of Selectman	N/A	12/31/2020
	10. The goal is to lower the AED machine to an accessible height.	ADA 2010 Section 308.3.1 Unobstructed. Where a clear floor or ground space allows a parallel approach to an element and the side reach is unobstructed, the high side reach shall be 48 inches (1220 mm) maximum and the low side reach shall be 15 inches (380 mm) minimum above the finish floor or ground.	ADA Coordinator/ Board of Selectman	\$16.00 each (4) \$140.00 Labor Total \$202.00	12/31/2020
	11. The goal is to install Raised Letter Braille signs on the pull side of each room door.	ADA Section 4.30; Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities.	ADA Coordinator/ Board of Selectman	\$15.00 each (35) \$420.00 Labor Total \$945.00	12/31/2020
	12. The goal is to install an accessible pathway to the playground equipment.	ADA 2010 Section states "There must be an accessible path from the building to the edge of the play area and secondly requires an accessible path from the edge of the play area to the play equipment."	ADA Coordinator/ Board of Selectman	\$142.00 Each Mat Total: \$1,704.00	12/31/2020
	13. The goal is to install an accessible picnic table.	ADA Section 4.32: seating and table	ADA Coordinator/ Board of Selectman	Total \$440.00	12/31/2020
	14. The goal is to repave all of the asphalt surrounding the playground.	MA AAB Section 2.6: "Maintenance of accessible Features..."	ADA Coordinator/ Board of Selectman	\$3.25 per square foot 9920 square foot Estimated Total \$32,240.00	12/31/2020
	15. The goal is to install accessible surface material to accommodate to the newly acquired accessible playground equipment.	ADA Section 4.5 Accessible ground and floor surfaces	ADA Coordinator/ Board of Selectman	\$2.25 per square foot 4000 square foot Estimated Total \$7,520.00	12/31/2020
		Address – 183 Main Street			

Groveland, MA - ADA TRANSITION PLAN

LOCATION	ACTION ITEM	REGULATION – ADA – AAB	PERSON RESPONSIBLE	COST ESTIMATE	EST COMPLETION DATE
	<u>*Source: Means ADA Compliance Pricing Guide, 2nd Edition</u>				



Riverview Cemetery
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

1. Riverview Cemetery Address: 161 Main Street

Present today were:

*Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

The Cemetery Offices were surveyed by the team delineated above on January 23, 2020. The Groveland Cemetery Commission and its staff are dedicated to the maintenance, restoration and perpetuation of the grounds and monuments of the Riverview Cemetery and the smallpox cemetery. The ADA requirements for Riverview Cemetery is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Riverview Cemetery and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons

with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Cemetery Offices.

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at the Cemetery offices. In my opinion the following issues were found:

Door Hardware and Signage: We found that there is not currently an accessible paddle type door handle on the office door. We recommend that that one be installed as required by the Massachusetts Architectural Access Board (AAB) Section 26.11.1 which states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."

Entrance: We found that there is 6-inch step at the Riverview Cemetery office door. We recommend that a ramp be installed upon request to make the office accessible to people with disabilities as required by the Americans with Disabilities Act Accessibility Guidelines (ADAAG).

Additional ADA Accommodations Recommended: We found that the water spickets do not have accessible paddle type handles as required by AAB Section 26.11.1. We recommend that 3 water spickets be made accessible for people with disabilities visiting Riverview Cemetery.

We would like to express our heartfelt Kudos to the Town of Groveland

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843

Tel: (978) 687-4288 v/tty

Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner

Chuck Desrosiers, Cemetery Superintendent,

June Sauvageu, C.E.O. Northeast Independent Living Program



Langley-Adams Library Groveland, MA
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

2. Langley-Adams Library Address: 185 Main Street

Present today were:

Darcy Lepore, Director Langley-Adams Library
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.

Langley-Adams Library was surveyed by the team delineated above on February 13, 2020. Langley-Adams Library was built in 1976 and is part of the municipal complex in the center of Town. The Library provides a variety of programs and services that bring families in the community together and foster a love of reading. The Library also provides a relevant collection of print and non-print materials that meet the developmental needs of the young people of Groveland. The Langley-Adams Library provides a community place for the Town of Groveland by maintaining an inviting, modern facility where people want to gather.

The ADA requirements for the Langley-Adams Library is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the

most important concepts in ADA compliance. We appreciate the hospitality of Darcy Lepore, who provided us with the tour.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Langley-Adams and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Langley-Adams Library.

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at the Library. In my opinion the following issues were found:

ADA Parking Provided: We found that there were two HP accessible parking spaces that did not have the above ground International symbol of accessibility mounted at a height of 5-8 ft. off the ground. We recommend two signs be purchased and mounted on poles at the appropriate height as required by ADA Section 4.6.4 ADA Access Signs Regulations. We found cracks more than $\frac{3}{4}$ inches in two HP accessible parking spaces. We recommend these be repaired as required by the Massachusetts Architectural Access Board Section 2.6: "Maintenance of accessible Features..."

Entrances: We found that there are cracks that are more than $\frac{3}{4}$ inches in the walkway leading to the Langley-Adams Library main entrance. We recommend those cracks be repaired as required by the Massachusetts Architectural Access Board Section 2.6: "Maintenance of accessible Features..." We found that the sloped walkway leading to the Langley-Adams Library main entrance does not have railings on both sides. We recommend that a second railing be installed on the Town Hall side of the walkway that stops at the beginning of the walkway running behind Town Hall. ADA 2010 Section 505.10 Handrails states that such railings are required.

Restrooms: We found that both the Men's and Women's restrooms have sink pipes that are not insulated. We recommend both sinks be insulated as required by ADA Section 4.19.4 "Exposed pipe shall be insulated." We found that the coat hooks in both the Men's and Women's restrooms were not at an accessible height. We recommend the coat hooks be lowered to an accessible height as required by the ADA 2010 213.3.7 Coat Hooks and Shelves. We found that there are no Raised Letter Braille Signs indicating the location of the Men's and Women's restrooms. We recommend that Raised Letter Braille signs are mounted on the pull side of each door as required by ADA Section 4.30.

Miscellaneous: We found that the automated external defibrillator was not located at an accessible height. We recommend it be relocated to the adjacent wall on the Town Hall side as required by the ADA. We found that the counter at the Langley-Adams Library is not accessible and does not include an accessible portion. We recommend that a clipboard be used for visitors until an accessible counter is requested. This is required by the ADA Sales and Service Counters which states "Service counters must have a clear floor space in front of the access surface."

We found that one book prevents an aisle from being at least 3 feet wide. We recommend that the bookshelf against the wall between two windows be moved 5 inches in the direction of the parking lot to create an accessible aisle at least 3 feet wide. This is required by ADA Section 4.3.3 Width which states "The minimum clear width of an accessible route shall be 36 inches."

Thank you,

James Lyons
Vice President of Community Advocacy

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Darcy Lepore, Director Langley-Adams Library
June Sauvageu, C.E.O. Northeast Independent Living Program



Town Hall Groveland, MA
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

3. Groveland Town Hall Address: 183 Main Street

Present today were:

Rebecca Oldham, Town of Middleton Town Planner
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.

Groveland Town Hall was surveyed by the team delineated above on June 10, 2020. Groveland Town Hall was built in 1976 and is part of the municipal complex in the center of Town. The town services we surveyed includes The Town Clerk, Town Assesor, Council on Aging, Road Commission, Town Treasurer, and Water and Sewer.

The ADA requirements for Groveland Town Hall is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance. We appreciate the hospitality of Rebecca Oldham, who provided us with the tour.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Groveland Town Hall

and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Groveland Town Hall.

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at the Library. In my opinion the following issues were found:

ADA Parking Provided and Exterior: We found that there were two HP accessible parking spaces that did not have the above ground International symbol of accessibility mounted at a height of 5-8 ft. off the ground. We recommend two signs be purchased and mounted on poles at the appropriate height as required by ADA Section 4.6.4 ADA Access Signs Regulations. We found cracks more than $\frac{3}{4}$ inches in the walkway that connects Langley-Adams Library to Town Hall. We recommend these be repaired as required by Massachusetts Architectural Access Board Section 2.6: "Maintenance of accessible Features..."

Restrooms: We found that both the Men's and Women's restrooms have sinks that are not insulated. We recommend both sinks be insulated as required by ADA Section 4.19.4 "Exposed pipe shall be insulated." We found that the coat hooks in both the Men's and Women's restrooms were not at an accessible height. We recommend the coat hooks be lowered to an accessible height as required by the ADA 2010 213.3.7 Coat Hooks and Shelves. We found in both the Men's and Women's restrooms the accessible stall did not currently have accessible stall locks. We recommend they be installed as required by the ADA. We found that in both the Men's and Women's restrooms the door handles used for exiting the restroom were inaccessible. We recommend accessible handles be installed as required by MA AAB 26.11.1 which states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."

Signage: We found that each room in Groveland Town Hall currently does not have Raised Letter Braille signs indicating which room it is. We recommend these be installed on the pull side of each door with the total needed being 16. We found that the automated external defibrillator (AED) was not located at an accessible height. We recommend it be lowered as required by the ADA. We found that there is not currently a tactile warning for the AED. We recommend that one be installed as required by the ADA. We found that the hand sanitizer dispensers in the hallway are currently not at an accessible height. We recommend they be lowered to an accessible height as required by the ADA which states "Soap dispensers should not be placed higher than 44 inches if the reach depth (counter) is more than 20 inches but not more than 25 inches in depth." We found that the Custodian and Storage closets each currently do not have knurled handles installed. We recommend these be installed as required by MA AAB Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened."

Counter Accessibility: We found that the counter at the Water and Sewer Department and Town Clerks office is not accessible and does not include an accessible portion. We recommend that a clipboard be used for visitors until an accessible counter is requested. This is required by the ADA Sales and Service Counters which states "Service counters must have a clear floor space in front of the access surface."

Thank you,

James Lyons
Vice President of Community Advocacy

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
June Sauvageu, C.E.O. Northeast Independent Living
Program



Groveland Fire Department Central Station
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

4. Groveland Fire Department Central Station Address: 181 Main Street

Present today were:

*Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

Groveland Fire Department Central Station was surveyed by the team delineated above on March 5, 2020. Groveland Fire Rescue Department is to safeguard the citizens of Groveland, Massachusetts by providing high quality fire prevention, protection and suppression, rescue, and emergency medical services also: To make every effort to maintain a fire fighting force capable of handling structure fires, hazardous materials incidents, incidents of terrorism, medical, and rescue incidents as well as any other catastrophic event which may occur. To maintain proficient and proactive fire prevention programs, to include public education, code enforcement, and systems engineering. The ADA requirements for Central Station is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Central Station and the programs, activities, and services provided at the site. The key to our

success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Central Station

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at Central Station. In my opinion the following issues were found:

Door Hardware and Signage: We found that there is not currently a knurled door handle on the storage closet door. We recommend that one be installed as required by the Massachusetts Architectural Access Board (AAB) Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened." We found that the Men's restroom, Women's restroom, Fire Chief office, and Kitchen do not currently have raised letter braille signs located on the pull side of each door. We recommend these be installed as required by ADA section 4.30 which states "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities."

Additional ADA Accommodations Recommended: We found that currently both restrooms currently don't have insulation on each sink pipe. We recommend they both be insulated as required by ADA Section 4.19.4 which states "Exposed pipe shall be insulated."

We would like to express our heartfelt Kudos to the Town of Groveland for their awareness and practices of the ADA.

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Rober Valentine, Town of Groveland Fire Chief,
June Sauvageu, C.E.O. Northeast Independent Living Program



Groveland Police Department
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

5. Groveland Police Department Address: 181 Main Street

Present today were:

*Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

The Groveland Police Department was surveyed by the team delineated above on March 5, 2020. The Groveland Police Department, in partnership with our community, is committed to maintaining the peace, protecting life and property, and creating an environment where service to the public is paramount. The ADA requirements for Groveland Police Department is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Groveland Police Department and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Groveland Police Department

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at Groveland Police Department. In my opinion the following issues were found:

Accessible Parking and Entrance: We found that the HP accessible parking space at the Groveland Police Department currently doesn't have a "Van Accessible" parking sign mounted above ground. We recommend one be mounted as required by the Americans with Disabilities Act Access Guidelines (ADAAG) which states "One in every eight spaces, but not less than one, shall be van accessible." We found that HP accessible parking space is ground markings are fading. We recommend this parking space be restriped as required by the Massachusetts Architectural Access Board (MA AAB) Section 2.6 which states "Accessible features shall be maintained at all times." We found that the main entrance to the Groveland Police Department has sunken bricks that create a lip of over $\frac{3}{4}$ inches. We recommend the main entrance be repaired as required by the MA AAB Section 2.6 states "Accessible features shall be maintained at all times."

Door Hardware and Signage: We found that Custodian room currently doesn't not have a knurled handle installed. We recommend one be installed as required by the MA AAB Section 26.11.4 states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened." We found that the Conference room doesn't currently have a paddle type handle installed. We recommend a paddle type handle be installed as required by the MA AAB 26.11.1 which states "Handles, pulls, latches, locks, and other operating devices on accessible doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate." We found that the following rooms currently don't have raised letter braille signs located on the pull side of each door: Locker rooms, bathrooms, Squad room, Chief's office, Dispatch room, Custodian room, Garage, Booking room, Contraband room, Records room, and kitchen. We recommend raised letter braille signs be installed on the pull side of each door as required ADA section 4.30 which states "Signs should be mounted to the wall on the latch side of the door. If there is no

room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities."

Restrooms and Locker Rooms: We found that both women's restrooms currently do not have the feminine product holder at an accessible height. We recommend they be lowered to an accessible height as required by the MA AAB 521 CMR 30.12 which states "Towel dispensers, drying devices, or other types of devices and dispensers shall have at least one of each device mounted within the zone of reach. At least one of each device shall be located within reach of a person using the accessible sink and shall comply with 521 CMR 39.5, Operation." We found that the sink pipes in all restrooms and locker rooms currently aren't insulated. We recommend these be insulated as required by ADA Section 4.19.4 which states "Exposed pipe shall be insulated." We found that both locker rooms currently don't have an accessible locker installed. We recommend an accessible locker be installed in each locker room as required by the ADA which states "Lockers- shelf and coat hooks shall be no higher than 48 inches above the floor, shelves no lower than 15 inches handles must be recessed..."

We would like to express our heartfelt Kudos to the Town of Groveland for their awareness and practices of the ADA.

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Jeffrey T. Gillian, Town of Groveland Police Chief,
June Sauvageu, C.E.O. Northeast Independent Living Program



Groveland Fire Department South Station
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

6. Groveland Fire Department South Station Address: 107 Washington Street

Present today were:

Joe Santopolo, Groveland Fire Department
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.

Groveland fire Department South Station was surveyed by the team delineated above on June 10, 2020. Groveland Fire Rescue Department is to safeguard the citizens of Groveland, Massachusetts by providing high quality fire prevention, protection and suppression, rescue, and emergency medical services. To make every effort to maintain a fire fighting force capable of handling structure fires, hazardous materials incidents, incidents of terrorism, medical, and rescue incidents as well as any other catastrophic event which may occur. To maintain proficient and proactive fire prevention programs, to include public education, code enforcement, and systems engineering.

The ADA requirements for South Station is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the

program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to South Station and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability. We appreciate the hospitality of Joe Santopolo, who provided us with the tour.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Groveland Fire Department South Station.

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at South Station. In my opinion the following issues were found:

Entrance: We found that there is not an accessible entrance into South Fire Station. We recommend that the back entrance of South Fire Station be made accessible by installing a ramp and handrails on both sides. This is required by ADA. We recommend that a ramp be installed with handrails on both sides.

Door Hardware and Signage: We found that there is not currently a knurled door handle on the Storage Room door. We recommend that one be installed as required by the Massachusetts Architectural Access Board (AAB) Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened." We found that the Men's restroom, Women's restroom, storage room, watch room, Fire Chief office, do not currently have Raised letter braille signs located on the pull side of each door. We recommend these be installed as required by ADA section 4.30 which states "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities." We found that the Women's restroom currently does not have an accessible door handle. We recommend a paddle type handle be installed as required by the MA AAB 26.11.1 which states "Handles, pulls, latches, locks, and other operating devices on accessible

doors shall have a shape that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate."

Restrooms: We found that currently both restrooms currently don't have insulation on each sink pipe. We recommend they both be insulated as required by ADA Section 4.19.4 which states "Exposed pipe shall be insulated." We found that the paper towel dispensers in each restroom are currently at an inaccessible height. We recommend these paper towel dispensers be lowered to an accessible height required by the ADA. We found that the shower in the Men's restroom is not accessible. We recommend a waterproof shower mat be installed to allow for a person with a disability to access the shower over the current lip present. This is required by the ADA, Section 608.2.2 which states "With all manufactured shower systems the installation has to bring the floor to within 0.5" of the top of the threshold to be ADA compliant and comply with the following: Shall not exceed a .5" change in level and Transfer showers allow for rounded, beveled or vertical.."

We would like to express our heartfelt Kudos to the Town of Groveland for their awareness and practices of the ADA.

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Robert Valentine, Town of Groveland Fire Chief,
June Sauvageu, C.E.O. Northeast Independent Living Program



Groveland Municipal Light Department
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

7. Groveland Municipal Light Department Address: 944 Salem Street

Present today were:

*General Manager Kevin Snow, Groveland Electric Light Department
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Scott Broderick, Northeast Independent Living Program Inc.*

Groveland Municipal Light Department was surveyed by the team delineated above on March 17, 2020. Groveland Municipal Light Department was founded in 1907. In 2006, Groveland Municipal Light Department was one of the first in New England to adopt a new AMI metering system which allows the department to read meters without sending staff to each individual home.

The ADA requirements for Groveland Municipal Light Department is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Groveland Municipal

Light Department and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability. We appreciate the hospitality of Kevin Snow, who provided us with the tour.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Groveland Municipal Light Department.

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at Groveland Municipal Light Department. In my opinion the following issues were found:

Accessible Parking:

We would like to express our heartfelt Kudos to the Groveland Municipal Light Department. We want to commend them for being as a whole very accessible. We would like to specifically recognize the excellent signage provided throughout. We also found that each restroom was fully accessible and include A/V smoke detectors.

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Kevin Snow, General Manager Groveland Municipal Light Department
June Sauvageu, C.E.O. Northeast Independent Living Program



Groveland Water and Sewer Department
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

8. Groveland Water and Sewer Department Address: 23 School Street

Present today were:

*Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

Groveland Municipal Light Department was surveyed by the team delineated above on June 24, 2020. The Groveland Water Department was founded in 1965 after the town had spent numerous years purchasing water from neighboring Haverhill. Groveland's water supply is entirely derived from gravel packed underground wells, which are mostly located near the Merrimack River. Groveland Sewer Department was founded in 1977 in order to collect the town's sewage and pump it to the Haverhill Wastewater Treatment Plant. The department operates and maintains six small lift stations and one main sewer pump station. The system is comprised of 20 miles of gravity sewers and two miles of pressure force main.

The ADA requirements for Groveland Water and Sewer Department is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Groveland Water and Sewer Department and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Groveland Water and Sewer Department.

In our opinion the following issues were found:

Accessible Parking: We found that currently there is no designated HP parking space at the Water and Sewage Department. We recommend that one HP "Van accessible" parking space be made with ground markings and an above ground sign with the "International symbol of accessibility" as required by ADAAG, Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."

Railings: We found that currently there is not a railing on both sides of the steps and both sides of the ramp at the main entrance. We recommend railings be installed on both sides of the ramp and steps as required by ADA 2010 Section 505.10 Handrails. We found that there currently railings located at the end of the main entrance platform, side entrance platform and back entrance platform. We recommend these be installed as required by ADA 2010 Section 505.10 Handrails. We found that currently there is not railings on both sides of the side entrance steps as well as both sides of the back-entrance steps. We recommend railings be installed on both sides of those steps as required by ADA 2010 Section 505.10 Handrails.

Main Entrance: We found that there the pavement at the Main entrance needs to be regraded to make the main entrance accessible. We recommend the pavement be regraded as required by ADA 2010 Section 403.4 Changes in Level Changes in level shall comply with 303. We found that the ramp at the main entrance needs to extend out 15 more feet to meet the 1/12 slope requirement. We recommend this ramp be extended as required by Americans with Disabilities Act Access Guidelines (ADAAG) Section 207 access means of egress.

Miscellaneous: We found that there currently isn't Raised Letter Braille "Employee Only" signs located on the pull side of the door of the three employee entrances to the building as well as the Internal Meeting Room door. We recommend the signs be installed as required by ADA Section 4.30; which states "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities." We found That the steps and platform at the back-employee entrance are inaccessible and need to be replaced. We recommend that both the steps and platform be replaced as required by the Massachusetts Architectural Access Board (MA AAB) 2.6: "Maintenance of accessible Features..." We found that there are currently cracks that exceed $\frac{3}{4}$ inches at the accessible back employee entrance. We recommend the cracks be repaired as required by MA AAB 2.6: "Maintenance of accessible Features..."

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Colin Stokes, Superintendent Groveland Water and Sewer Department
June Sauvageu, C.E.O. Northeast Independent Living Program



Veasey Memorial Park Groveland, MA
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

9. Veasey Memorial Park Address: 201 Washington Street

Present today were:

*Vanessa Lopez, Veasey Memorial Park, Events Coordinator,
Claire Walsh, Veasey Memorial Park, Friends Group,
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

Veasey Memorial Park is operated and managed by The Town of Groveland. Veasey Memorial Park offers many excellent services and opportunities including hosting everything from business meetings, weddings, showers, fundraisers, and parties, to recurring group events, visiting the trail system, picnic areas, car top boat access, and popular winter sledding hill. Veasey is also a good spot for star gazing and birding in the fields, woods, and along the freshwater shoreline. They have year-round rental spaces available.

The Town of Groveland originally purchased the park in 1909. After several changes in ownership, it was bought in the early 1960's by the Little Missionary Sisters of Charity, an order of Italian nuns with the local archdiocese. Under the ownership of the Sisters, several changes were made

to the property. Not only was an “east wing” added to the main building, some of the larger rooms in the building were made into dormitories. The addition of the “east wing” included a new dining room, a small and large chapel and a function hall with a large kitchen.

The sisters decided to sell the property to raise funds for future missions. Town of Groveland was an eager buyer. Thus, in the year 1996 the Town of Groveland purchased the land (47 acres altogether) through a conservation land purchase, and it is now a Conservation Park and Nature Preserve. We have been informed that the Groveland American Legion (The VFW Rents space near The Great Hall at Veasey Memorial Park. The Americans With Disabilities Act (ADA) survey Team surveyed all the following rooms and function halls, etc.:

Pingree Hall: sits right below the Great Hall, has a seating Capacity: 70 people. To allow for access to both the American Legion, The Great Hall, Pingree Hall we recommend the installation of 2 LULA's, a ramp and or a full elevator at Veasey Park that would make an accessible path of travel to most of the building.

The Great Hall: is a 1,500 sq. foot former chapel with a high arching buttressed wooden ceiling. There is a performance stage provided in the hall. We recommend 7-8 ft. ramp cut into the stage area with railing installed. This ramp would require a 3 feet wide section of the stage be cut into for seven feet to provide a perfect, gentle slope ramp. This will enable better access to the stage, as well as the VFW meeting room.

The Boardroom: is a newly renovated room with comfortable chairs and long tables to make it an ideal space for meetings and lectures. Room Capacity: 50

Mill & Green Room: Consisting of two rooms, the Mill suite is a bright room with a wooden floor and a cozy Inglenook fireplace. The Mill & Green Room capacity is 50 people

The Veasey Suite: Includes a very nice working fireplace that is made of striated rock from the Merrimack River. The Suite also has its own entrance though a screened in porch and comfortable couches and chairs. The suite's Room Capacity is 50 people.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to The Veasey Memorial Park and its programs, activities, and services. The key to our success is to provide equivalent access to the maximum extent feasible to everyone,

regardless of disability. This report includes an inventory (and details) of the site where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend The Veasey Park maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all the Veasey Memorial Park parking area, function hall, restrooms etc.

The ADA requirements include, first of all, that the **facility appoint an ADA Coordinator**, and we recommend that Veasey Park designate at least one responsible employee to coordinate ADA compliance. An entity may choose to have more than one ADA Coordinator. The ADA Coordinator is responsible for coordinating the efforts of the Veasey Memorial Park ("The entity") to comply with The ADA and help follow up on the Transition Plan, etc. The name, office address, and telephone number of the ADA Coordinator must be provided to interested persons.

In our opinion the following issues were found:

Accessible Parking: We note there are essentially two parking areas, a small one at the entrance, and the second larger lot is located on the right-hand side as you come up the hill. The ADA team found that there is not a designated "Van Accessible" parking space at Veasey Memorial Park in either of the parking lots. We recommend that a "Van Accessible" sign be purchased and mounted where the current accessible HP parking space is located at the smaller upper lot. There are HP spaces available at the parking lot at the accessible entrance, but no HP spaces were found in the lower parking lot.

The team also recommend that two additional HP accessible spaces be added at the site in the upper parking area, and in the lower parking lot.

Entrances: We found that there is a sign already posted to identify the accessible entrance, and it is identified as the "All Abilities Entrance." The ADA team found that the accessible entrance has cracks that exceed $\frac{3}{4}$ inch in the concrete walkway. We recommend the cracks be repaired as is called for by The Massachusetts Architectural Access Board, section this is required by Massachusetts AAB, section 2.6, that states, "Accessible features must be kept maintained at all times." 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 always, mechanical devices be kept in operating condition, etc.)".

There is a threshold at the "All Abilities" Entrance that exceeds $\frac{3}{4}$ inch, and is a barrier, in our opinion. We recommend that the threshold on this accessible entrance door needs to be beveled and eliminated. This is required as per the ADA section 4.13.8, "Thresholds and doorways shall not exceed $\frac{3}{4}$ inches in height for exterior doors... raised thresholds and floor level changes at accessible doorways shall be beveled."

We recommend securing the area in front of the accessible door that is forming a hole and it is unsteady. Specifically, we recommend the holes be filled in, and the surface be repaired to ensure accessibility.

Doors: Pingree Hall needs *knurled handles* on the doors accessing the plumbing and heating room in the basement level. This is required by the Massachusetts AAB, Section 26.11.4, that states "Doors opening into hazardous areas shall 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 be limited to loading platforms, boiler rooms, and electrical equipment rooms." Also, we recommend the door hardware be replaced with accessible lever type handles as recommended by ADA 2010 Standards Section 404.2.7 which states "The door shall be equipped with hardware that is operable with one hand and is does not require tight grasping, pinching, or twisting of the wrist..."

Restrooms: There are two restrooms located on the main floor, one is partially accessible and the other is not. The accessible restroom located on the main floor does not have 3' turning radius. The ADA, 2010 standards, require that: "If toilet rooms are available to the public, then at least one toilet room shall be accessible (either one for each sex, or one unisex.)" section 603.1. The ADA team also noted that the restroom measured only 54" x 86" which is too small for use by people with disabilities. We recommend that the area in front of the toilet be widened as required by ADA Section 4.17.3 requires clear floor space of minimum 60" x 56" per accessible wheelchair stalls. (Please see the attached ADA accessible restroom diagrams.)

The ADA Evaluation team found that the shower is not accessible. We recommend that the shower in restroom have a hand-held sprayer installed. The Shower does have grab bars, however. We recommend that one accessible shower be provided as required by ADA Section 4.23.6 which states "If showers are provided then at least one accessible shower shall be provided."

The ADA team surveyed both the Men's and Women's restrooms and found the signs are posted on the doors. Additionally, all signs should provide

braille, and raised letters, contrasting backgrounds, etc., as required by the ADA. We suggest they be relocated to the pull side of each door as per ADA requirement.

We also found the coat hooks are mounted too high to be reached or used by people who use wheelchairs. This is called for by ADA, 2010 standards that states that "Coat hooks shall be mounted no greater than 48 inches above the floor." We recommend the they either be lowered, or new coat hooks installed to allow for use by people with disabilities.

We also found there was no ADA accessible toilets in either restroom with the height of each seat ranging from 17 to 19 inches above the ground. We recommend removing one toilet on each floor and replacing it with an accessible toilet as per ADA 2010 Standards Priority 3 Toilet Rooms Section 403 as well as Section 603.4.

We found the paper towel dispensers in both the Men's and Women's restrooms were too high, measured at 42 inches above the finish floor. We recommend those be lowered to 38 inches above the floor as per ADA 2010 Standards Section 309.4 states.

The ADA Team also found that the mirrors in both the Men's and Women's restrooms are too high to be utilized by people with disabilities. We recommend that one on each floor be tilted or lowered to allow for use by someone with a disability as required by MA AAB (521 CMR), section 30.11.

All restrooms were noticed to have inaccessible door hardware. We recommend those be replaced with paddle type handles allowing for access as required by MA AAB (521 CMR) section 26.11.1, as well as The ADA 2010 Standards, Section 404.2.7 which states "The door shall be equipped with hardware that is operable with one hand and is does not require tight grasping, pinching, or twisting of the wrist..."

Audio/Visual (A/V) Alarms: A/V Alarms were installed in every room following a storm 3 years ago. Kudos to Veasey Hall for taking the initiative to have these costly alarms installed to provide exemplary access for guests who are deaf or hard of hearing! Veasey Park has ensured the full and effective provision of A/V alarms throughout the entire structure!

Stairs: The Team determined that an oval or round railing is needed on all the steps in the facility including, for example, the steps leading from the parking lot to the Great Hall.

We found that the railings provided on the stairs leading to the basement as well as those leading to the Great Hall are not currently oval or round. We recommend these railings be replaced with oval or round railings as required by the ADA 2010 Standards Section 505.2, "handrails shall be provided on both sides of stairs."

We found that the steps leading to The Great Hall from the parking lot, South Entrance steps, and internal Great Hall entrance steps do not have railings on both sides. We recommend another railing be installed on all 3 steps as required by ADA 2010 Section 505.2 which states "Handrails shall be provided on both sides of stair and ramps."

Path of Travel (Access to the Different Levels at Veasey Park): There are several possible options we discussed that can be fully investigated to improve accessibility to the building.

1. The first option in our opinion is to seek and acquire estimates from Limited Use Limited Access (LULA) elevator companies to install: an elevator in the rear of the building behind the rear steps. This may be one of the optimal spots for attempting to install accessibility in a meaningful and effective manner.

A V shaped concrete walkway would then be installed to access the new ADA elevator in the rear. This V shaped sidewalk would connect the rear elevator and stairs with the side driveway, and then the lower parking lot. This would be a 3 stop elevator. The project would need for example call buttons, audio system, a 2-story full protective wooden structure, with full roof, and other materials. We utilized the Means ADA Compliance Guide, 2nd Edition to develop this rough estimated cost = \$ 29,000.00 including labor as per building laws regulations, covenants, etc. to protect the LULA, etc.

2. The second option in our opinion is to seek and acquire estimates from Limited Use Limited Access (LULA) elevator companies to install: an elevator inside the building near the south entrance that currently contains 3 eight steps; measuring eight inches each. This may be one of the optimal spot for attempting to install accessibility in a meaningful and effective manner, in our opinion.

The Park is recommended to ask the LULA company representatives where they think the optimal interior spot is for such an elevator installation is at the Park? The important question is where the best spot is inside the building. We can ask the dealers what is allowed under regulations etc.?

According to the ADA, section 28.3.2: such call buttons should have visual signals to indicate when each call is registered and when each call is answered. 28.3.3 Call buttons shall be a minimum of $\frac{3}{4}$ of an inch ($\frac{3}{4}$ " = 19mm) in the smallest dimension. The button designating the up direction shall be on top. Buttons shall be raised or flush. 28.3.4 Objects mounted beneath hall call buttons shall not project into the elevator lobby more than four inches (4"=102mm). Note: The automatic door reopening device is activated if an object passes through either line A or line B. Line A and line B represent the vertical locations of the door reopening device not requiring contact. 28.4 HALL Lanterns a visible and audible signal shall be provided at each hoist way entrance to indicate which car is answering a call.

According to the ADA, section 28.8.4, that delineates tactile, Braille, and visual control indicators: "All control buttons shall be designated by Braille and by raised standard alphabet characters for letters, Arabic characters for numerals, or standard symbols as shown in Fig. 28e. a. Raised, and Braille characters and symbols shall comply with 521 CMR 41.00: Signage: The call button for the main entry floor shall be designated by a raised star at the left side of the floor designation.

Next, a dogleg type ramp is needed, and we recommend the Park install a dogleg type ramp from the side entrance to the driveway also the side of the building.

Currently there is a concrete stairway at the entrance, and this stair will always be needed at the park in our opinion. The park also includes a concrete walkway the ramp must not cover the existing stairs. And the ramp would have to come to top of stairs along the side of the stairs

Signage: The ADA team found that there is no directional sign posted at the inaccessible entrance informing people with disabilities of the accessible path to the "All abilities" entrance. This is required by the ADA 2010 Standards Section 216.6. directing people to the accessible entrance, as per: Section §35.163 Information and signage states "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."

As concerns signage at the Veasey Memorial Park, the ADA team strongly recommends that a sign be developed and posted informing guests of ADA amenities.

We recommend providing accessible tables in the function halls. According to the ADA, wheelchair accessible tables must, where practical, be distributed throughout the establishment. Accessible tables must be between 28 and 34

inches from the floor to the top of the table if readily achievable. Keep a list of accessible tables so the person who seats customers will be able to direct customers using wheelchairs to accessible tables.

Thank you,

James Lyons

Grant Murphy

Community Advocacy Director
Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

ADA Coordinator



The ADA team also noted that the restroom measured only 54" x 86" which is too small for use by people with disabilities. We recommend that the area in front of the toilet be widened as required by ADA Section 4.17.3 requires clear floor space of minimum 60" x 56" per accessible wheelchair stalls.



The Great Hall provides a large performance stage. We recommend 7-8 ft. ramp cut into the stage area with railing installed. This ramp would require a 3 feet wide section of the stage be cut into for seven feet to provide a perfect, gentle slope ramp. This will enable better access to the stage, as well as the VFW meeting room.



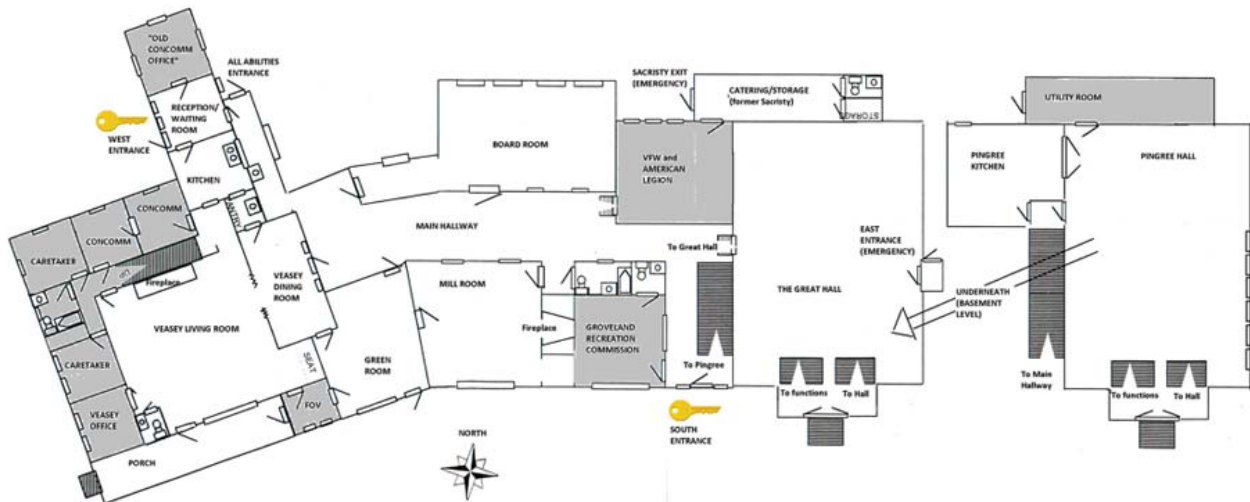
We found that the steps leading to the Great Hall do not include railings on both sides. We are informed that this area is currently leased to the Groveland Veterans of Foreign Wars (VFW).



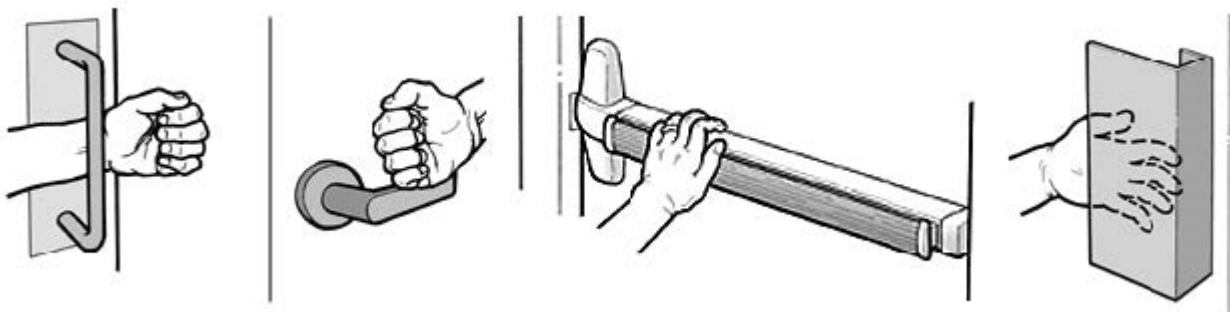
A dogleg type ramp is needed, and we recommend the Park install a dogleg type ramp from the side entrance to the driveway also the side of the building.

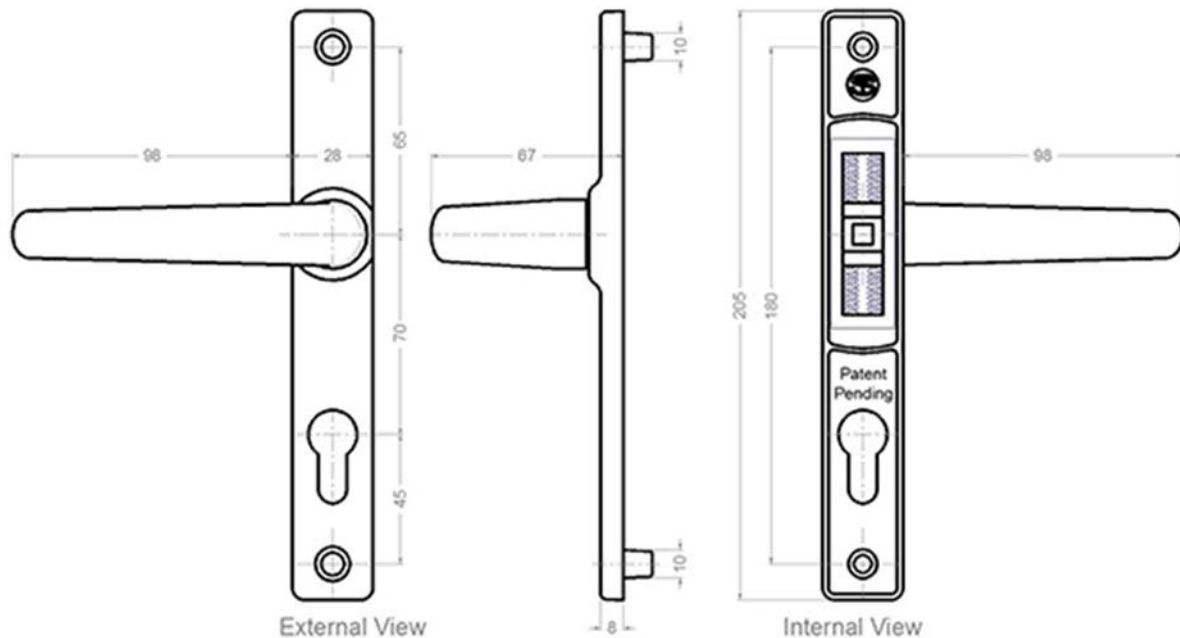
A second option, in our opinion is to seek and acquire estimates from LULA Limited Use Limited Access elevators companies to install: an elevator in the inside the building near the south side entrance that currently contains 3 eight steps eight inches each.

Diagram from the Veasey Memorial Park website:



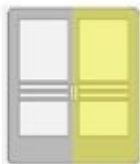
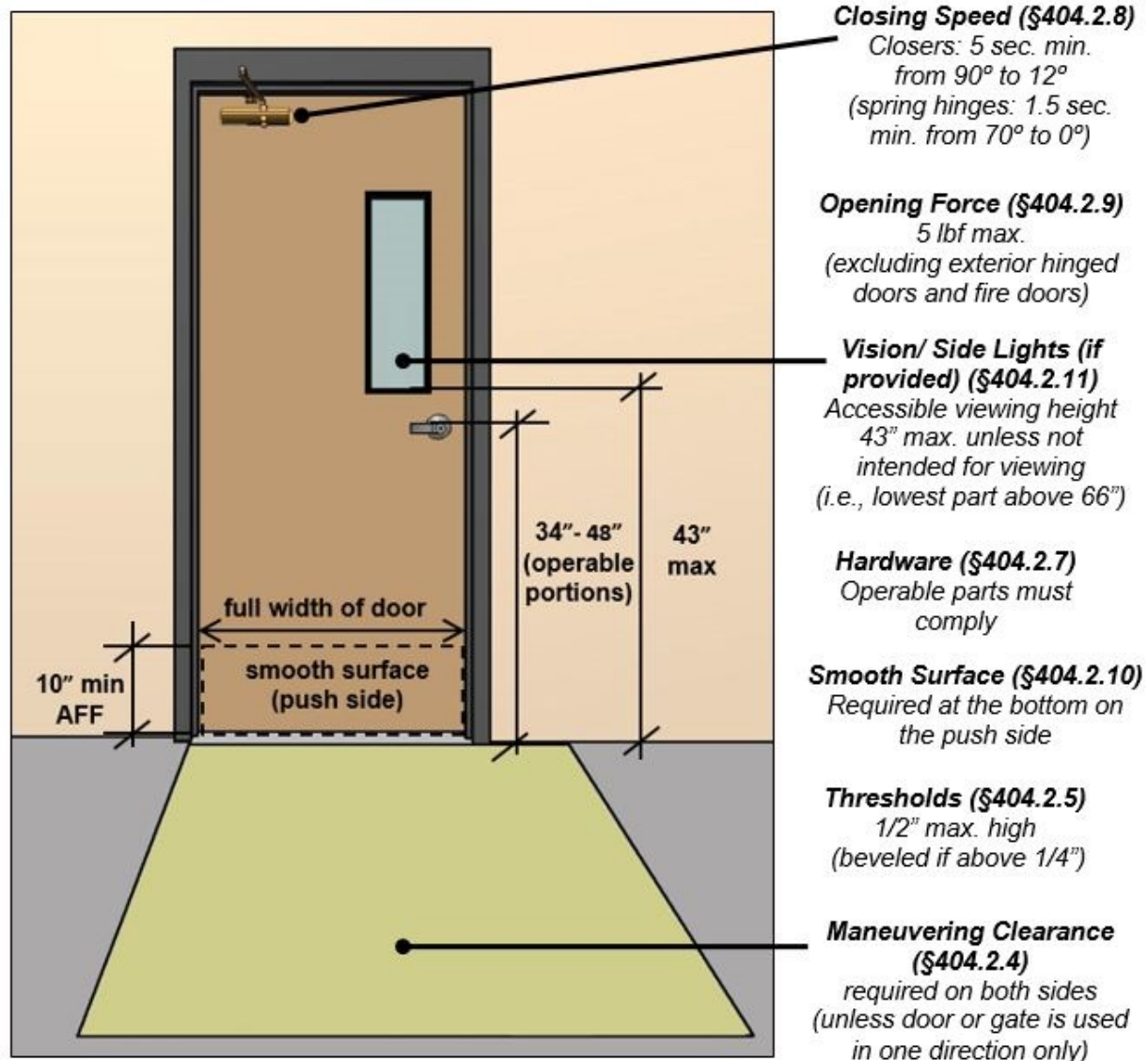
The following diagram is a pictorial summary of the ADA 2010 Amendments requirements for door hardware:





Drawings of hand-activated door opening hardware including handles, pulls, and latches (ADA accessible door hardware). These accessible, lever type handles are recommended by the ADA, 2010 Standards, Section 404.2.7 which states "The door shall be equipped with hardware that is operable with one hand and is does not require tight grasping, pinching, or twisting of the wrist..."

The following diagram is a pictorial summary of the ADA 2010 Amendments requirements for doors in general:



Double-Leaf Doors (§404.2.2)

One active leaf of double-leaf doors is required to meet criteria for clear width and maneuvering clearance. Other door requirements apply to both leaves.

Examples of Where to find Limited Use Limited Access (LULA) type Elevators:

NationwideLifts, inc
Tel: 518) 798-0871
info@nwlifts.com

Freedom Commercial LULA



The Freedom Commercial LULA is an economical commercial elevator for many two-level and three-level applications.

The Freedom Commercial model can hold up to 1400lbs and moves at 30fpm. This type of elevator, which can travel up to heights of 25 feet, is best suited for two-level or three-level office buildings, schools, or churches.

- Ideal for handicap accessibility in small buildings
- Smooth, Quiet Hydraulic Operation
- Variety of Finish Options

Cab Dimensions & Options

Cab dimensions for a Freedom Commercial elevator are 48 inches by 54 inches, with a height of 84 inches. The elevator doors are automatic side-slide, which are typical for commercial use. Inside, the cab has stainless steel fixtures and choice of wall panels.

ADA Compliant

This elevator meets US and Canadian code requirements for Limited Use Limited Application (LULA) commercial requirements and is ADA compliant. (Note: This elevator does not meet size requirements for gurney access. We recommend consulting with your local building department and fire marshal to obtain approval for a LULA elevator.)

Installation

A machine room is required for this elevator. In most regions, the machine room must be 5' wide by 5' deep. The elevator power and a functional telephone jack must be present in the machine room. A light (with protective cage) and a GFI outlet must be located in the machine room. The door to the machine room must be self-closing and self-locking. In many cases the fire and smoke alarm signals should be wired to the machine room.

Freedom LULA - Doors 90 Degrees Right - Cab 51x51

Freedom LULA - Doors Opposite Sides - Cab 42x60

Freedom LULA - Doors Opposite Sides - Cab 48x54

Freedom LULA - Doors Same Side Left - Cab 42x60

Freedom LULA - Doors Same Side Left - Cab 48x54

Freedom LULA - Doors Same Side Right - Cab 42x60

Freedom LULA - Doors Same Side Right - Cab 48x54

Standard Features

- 1400 lb. capacity
- Travel capability of up to 25 feet with up to 4 stops
- 14" pit requirement
- 30 fpm rated speed
- Hydraulic drive system for smooth, quiet operation
- Standard cab platform of 48x54 or 42x60

- 84" interior cab height
- Emergency battery powered lowering
- Automatic emergency cab lighting for added safety

Halley Elevator, Inc.

11 Tyng Street

Newburyport, Mass. 01950

Phone: 978-463-0020

Fax: 978-463-0320

Email: info@halleyelevator.com

The following elevator information is provided by:
Fixr.com



Fixr.com provides cost guides, comparisons, and term cheat sheets for hundreds of remodeling, installation and repair projects

Types

Ultimately, there are essentially five types of home elevators being offered today. Depending on the manufacturer, there may be variations within the five types, but the basic mechanics remain the same. Of these five, hydraulic and pneumatic are the most commonly found in homes.

- In a cable driven elevator, a cable is wound around a turning drum, which raises and lowers the elevator. This drum requires significant space in addition to the shaft itself, which makes it impractical for retrofit installations.
- In chain drive elevators, a counterweight attached to a chain travels in the opposite direction of the elevator car. This requires the shaft to be much larger as well, although it doesn't need a separate motor room like the cable driven elevator does.
- In a hydraulic elevator, a ram is used to push the elevator straight up or down. It takes up less space, although you need to have some room above or below the shaft for the device.
- Gearless traction elevators are very uncommon in homes, but work like either with a cable or chain elevator, but without gears in the motor to turn it. They work best in tall buildings as they are built for speed.
- Pneumatic elevators use a vacuum tube to pull the car up or down. They take up the least space but are highly visible.

Elevator Type	Pros	Cons
Pneumatic (\$35,000-\$50,000)	Energy efficient and eco-friendly	Very visible and meant to be placed in the open
Cable Driven (\$15,000-\$30,000)	Good for new construction	The cable stretches and can break, needs to be replaced every 5 years
Hydraulic (\$20,000-\$50,000)	Doesn't require a machine room, better at retrofitting than cable-driven	Cable must be replaced every 5 years
Chain Driven (\$20,000-\$50,000)	Chain doesn't break	Noisy and impractical for residential installation
Gearless (\$20,000-\$50,000)	Less maintenance	Not practical for most homes, best used in commercial settings or very tall buildings

Brands

There are numerous manufacturers of residential elevators. The one you choose should ultimately be based on how well their elevators will meet your needs.

Brand	Pros	Cons
Easy Climber - hydraulic (\$10,000-\$15,000)	Installs very quickly	Highly visible
Crystal - hydraulic or cable driven (\$20,000-\$30,000)	Custom made	Fewer options for retrofitting
Inclinotor - hydraulic or cable driven (\$20,000-\$30,000)	Several cab styles and drive systems to choose from	Made to order, so long build and installation times
Stiltz - hydraulic (\$15,000-\$20,000)	Small, shaftless elevator good for retrofitting	Limited in height of the operation
Stratus - hydraulic (\$20,000-\$30,000)	Quiet	Can only travel 15 feet

Handilift.com Tel: (201) 933-0111

Fax: (201) 933-0050 Sales or product inquiries: sales@handi-lift.com

Architects, send drawings to: drawings@handi-lift.com Headquarters & Warehouse: **730 Garden Street, Carlstadt NJ 07072** Handi-Lift is the leading accessibility contractor in the Tri-State area. With **products like wheelchair lifts and home elevators**, we create solutions that enable people with mobility impairments to live freely.

We provide one-on-one design and code consulting, a broad product range, expert installation, and superior service



**What is your accessibility challenge? Let us help.
Call Garaventa Lift now 1.800.663.6556**

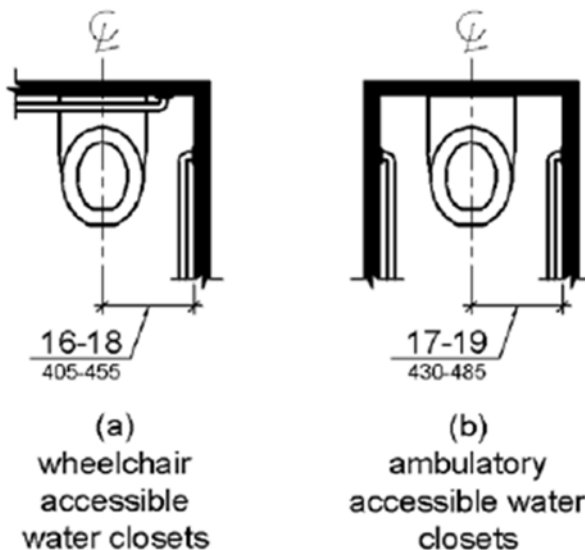
Garaventa Lift Phone: [1.800.663.6556](tel:1.800.663.6556)
Email: customerrelations@garaventlift.com

How much do home elevators cost? This is similar to asking, "how much do cars cost?" There is a wide range, depending on a number of factors. Generally speaking, in most parts of North America, two-stop home elevators start in the range of **\$20,000** installed. **Typical installations cost between \$19,000 and \$39,000.**

Specific ADA requirements for toilets:

604.2 Location. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 16 inches (405 mm) minimum to 18 inches (455 mm) maximum from the side wall or partition, except that the water closet shall be 17 inches (430 mm) minimum and 19 inches (485 mm) maximum from the side wall or partition in the ambulatory accessible toilet compartment specified in 604.8.2. Water closets shall be arranged for a left-hand or right-hand approach.

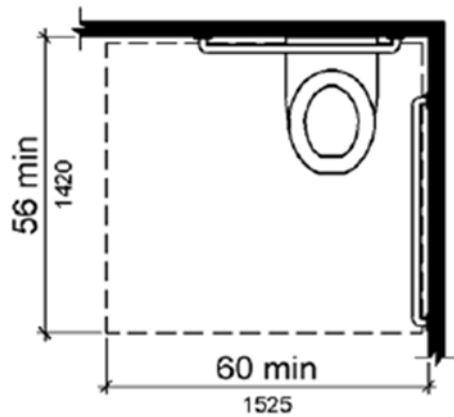
Figure 604.2 Water Closet Location



604.3 Clearance. Clearances around water closets and in toilet compartments shall comply with 604.3.

604.3.1 Size. Clearance around a water closet shall be 60 inches (1525 mm) minimum measured perpendicular from the side wall and 56 inches (1420 mm) minimum measured perpendicular from the rear wall.

Figure 604.3.1 Size of Clearance at Water Closets



604.3.2 Overlap. The required clearance around the water closet shall be permitted to overlap the water closet, associated grab bars, dispensers, sanitary napkin disposal units, coat hooks, shelves, accessible routes, clear floor space and clearances required at other fixtures, and the turning space. No other fixtures or obstructions shall be located within the required water closet clearance.



Bagnall School Groveland, MA
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

10. Bagnall School
Address: 253 School Street

Present today were:

Bob Danforth, Town of Groveland
Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.

Bagnall School was surveyed by the team delineated above on June 17, 2020. Bagnall School is owned by the Town of Groveland and is operated by the Pentucket Regional School System. The school was named after Dr. Elmer S. Bagnall, who worked as Groveland's town doctor for many years. In 1949, Dr. Bagnall was named Massachusetts' first "General Practitioner of the Year." The Bagnall School in Groveland was originally built in January of 1964. A major renovation for the school was completed in 2012.

The ADA requirements for the Bagnall School is that it be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance. We appreciate the hospitality of Darcy Lepore, who provided us with the tour.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Bagnall School and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA Evaluation includes all: Bagnall School

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at the school. In my opinion the following issues were found:

Accessible Parking: We found that the above ground HP accessible parking sign is currently at an accessible height. We recommend the sign be lowered to a height between 5 – 8 feet as required by the ADA. We found that designated HP accessible parking spaces in the rear of Bagnall School currently don't have above ground signs. We recommend the signs be installed as required by the ADA Section 703.7.2.1 which states "Accessible spaces must be identified by signs with the International Symbol of Accessibility." We found that currently there is no designated "Van accessible" parking space at the rear of Bagnall School. We recommend an above ground "Van accessible" sign be installed for one of the two HP spaces at the rear of Bagnall school as required by Americans with Disabilities Act Access Guidelines (ADAAG) Section. 4.6.4 states "One in every eight spaces, but not less than one, shall be van accessible."

Entrances: We found that there is currently no sign indicating the location of the accessible entrance. We recommend an above ground sign be installed informing people where the accessible entrance is located as required by ADA 2010 Section 216.6 which states "Descriptions are required when not all public entrances are accessible." We found cracks in the crosswalk in front of the main entrance that exceed $\frac{3}{4}$ inches. We recommend all cracks be repaired as required by Massachusetts Architectural Access Board (MA AAB) Section 2.6 which states "Accessible features shall be maintained at all times."

Restrooms: We found that currently there is not an accessible coat hook in the accessible stall of all boy's restrooms, girl's restrooms, and the health room bathroom. We recommend an accessible coat hook be installed in each of the restrooms mentioned as required by the ADA 2010 Section 213.3.7 Coat Hooks and Shelves which states "Where coat hooks or shelves are provided in toilet rooms without toilet compartments, at least one of each type shall comply with 603.4. Where coat hooks or shelves are provided in toilet compartments, at least one of each type complying with 604.8.3 shall be provided in toilet compartments required to comply with 213.3.1." We found that currently there is not insulation on the sink pipes in the boy's restrooms, girl's restrooms, and the health room bathroom. We recommend all the sinks be insulated as required by the ADA Section 4.19.4 "Exposed pipe shall be insulated."

Signage and door Handles: We found that both custodian closets currently don't have knurled door handles installed. We recommend both doors have knurled handles installed as required by MA AAB Section 26.11.4 which states "All Doors opening into hazardous areas shall have hardware, which is knurled or roughened." We found that there currently was not Raised Letter Braille signs indicating each room located on the pull side of the door. We recommend those signs be installed as required by ADA Section 4.30 which states "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities."

Playground: We found that there is currently not an accessible pathway to the playground equipment. We recommend an accessible surface be installed as required by the ADA. We found that there currently isn't an accessible picnic table located near the inaccessible one. We recommend that one be installed as required by ADA Section 4.32: "seating and table."

We found that there are numerous cracks in the asphalt surface that surrounds the playground including the basketball court. These cracks and holes were formed by natural weatherization processes. We recommend that all the asphalt be repaved as required by MA AAB Section 2.6: "Maintenance of accessible Features..."

We were informed by Renny Carroll, Highway Superintendent that new accessible playground equipment was being delivered 8/31/20 and NILP fully supports that installation. We recommend therefore, that an accessible surface material such as Fibar be installed around the perimeter of the accessible equipment as well as create an accessible path from the perimeter to each accessible equipment. Installation of the accessible path is

required by ADA Section 4.5 "Accessible ground and floor surfaces...the outdoor recreation access route must be a continuous unobstructed path that connects accessible elements within the area. The surface of the outdoor recreation access route must be firm and stable."

Miscellaneous: We found that there is folding table leaning against the handrail for the ramp to the stage. We recommend that table be moved to allow use of that handrail as required by MA AAB Section 2.6 which states "Accessible features shall be maintained at all times." We found that the AED machine is currently mounted at an inaccessible height. We recommend the AED machine be lowered to an accessible height as required by ADA Section 4.2.5 Forward Reach which states "If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 in (1220 mm)."

Thank you,

James Lyons
Vice President of Community Advocacy

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
Dr. Justin Bartholomew, Superintendent of
Pentucket Regional School District
June Sauvageu, C.E.O. Northeast Independent Living
Program



Completed Open Space and Recreation Plan
ADA Transition Plan

Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groveland

Rebecca Oldham
Town of Groveland Town Planner
Planning and Development Department
Groveland Town Hall
183 Main Street
Groveland, MA 01834

11. Completed Open Space and Recreation Plan Update

Present today were:

Consultant James Lyons, Northeast Independent Living Program Inc.
Consultant Grant Murphy, Northeast Independent Living Program Inc.

Completed Open Space and Recreation Plan sites were surveyed by the team delineated above on March 12, 2020. The ADA requirements for the Open Space and Recreation Plan sites are that they be operated in such a way that when viewed in its entirety the site is readily accessible to, and useable by people with disabilities. This is referred to as the program accessibility standard, and it is one of the most important concepts in ADA compliance.

The scope of this report is to identify barriers in programs & activities that might prevent persons with disabilities from access to Open Space and Recreation Plan sites and the programs, activities, and services provided at the site. The key to our success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability.

This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the Town maintain it on file/available for public inspection for 5

years from date of completion. This ADA Evaluation includes all: Completed Open Space and Recreation Plan sites

In our opinion the following issues were found:

We were impressed with much of the excellent compliance at the site. In fact, the Town has provided some ADA improvements at the Open Space and Recreation Plan sites. In my opinion the following issues were found:

Pines Recreation Area: We found the HP spaces did not currently have above ground International Symbol of Disability signs mounted above ground. We recommend 4 signs be mounted on poles above ground as required by ADA Section 4.6.4 ADA Access Signs Regulations which states "The international symbol of accessibility should be posted on all accessible parking spaces marking the reserved spot. The accessibility symbol is the well-known picture of a person using a wheelchair on top of a blue background."

We found that the HP spaces provided at Pines Recreation Area do not currently have an above ground "Van Accessible" sign mounted. We recommend an "Van Accessible" sign be installed above ground on a pole to designate a "Van Accessible" parking space as required by the Americans with Disabilities Accessibility Guidelines (ADAAG) Section. 4.6.4 which states "One in every eight spaces, but not less than one, shall be van accessible." We found that there is currently no curb cut to allow access to the basketball court to persons with a disability. We recommend that a curb cut be installed as required by Massachusetts Architectural Access Board Section 2.6: "Maintenance of accessible features."

We found that Pines Recreation Area currently doesn't have an accessible bleacher or a designated HP seating area. We recommend either one of these be installed as required by the ADA. We found that the raised letter braille Men's and Women's restroom signs are currently not located on the pull side of each door. We recommend that these signs be relocated to the pull side of each door as required by ADA section 4.30 which states "Signs should be mounted to the wall on the latch side of the door. If there is no room on that wall, the sign may be mounted on the nearest adjacent wall. In this way, signage can help remove barriers for people with disabilities."

Pines Recreation Dog Park: We found that the gate lock to the Pines Recreation Dog Park is inaccessible. We recommend that an accessible lock be installed as required by the ADA.

Groveland Baseball Fields and Playground: We found the HP spaces did not currently have above ground International Symbol of Disability signs mounted above ground. We recommend 2 signs be mounted on poles above ground as required by ADA Section 4.6.4 ADA Access Signs Regulations which states "The international symbol of accessibility should be posted on all accessible parking spaces marking the reserved spot. The accessibility symbol is the well-known picture of a person using a wheelchair on top of a blue background." We found that the HP spaces provided at Pines Recreation Area do not currently have an above ground "Van Accessible" sign mounted. We recommend an "Van Accessible" sign be installed above ground on a pole to designate a "Van Accessible" parking space as required by the Americans with Disabilities Accessibility Guidelines (ADAAG) Section. 4.6.4 which states "One in every eight spaces, but not less than one, shall be van accessible." We found that Groveland Baseball Fields and Playground currently doesn't have an accessible bleacher or a designated HP seating area. We recommend either one of these be installed as required by the ADA. We found that the play equipment on the playground is inaccessible. We recommend that accessible equipment and accessible mat be installed at the playground as required by the ADA.



Meadow Pond: We found that there is currently no "Van Accessible" parking sign on the HP parking space provided. We recommend a "Van

Accessible" sign be installed as required by the Americans with Disabilities Accessibility Guidelines (ADAAG) Section. 4.6.4 which states "One in every eight spaces, but not less than one, shall be van accessible." We found that there are currently two boulders blocking access to the trail for anyone with a disability. We recommend these be relocated as required Massachusetts Architectural Access Board Section 2.6: "Maintenance of accessible features."



Johnson Pond: We found that there are currently no HP parking spaces in the parking lot. We recommend two HP parking spaces be designated as required by the ADA. We found that there is currently no "Van Accessible" parking sign on the HP parking space provided. We recommend a "Van Accessible" sign be installed as required by the Americans with Disabilities Accessibility Guidelines (ADAAG) Section. 4.6.4 which states "One in every eight spaces, but not less than one, shall be van accessible."



Perry Park: We found Perry Park does not currently have a second curb cut to gain access to the park. We recommend a second curb cut be installed as required by ADA 2.6 Maintenance of Accessible Features states "At all times accessibility features must be maintained and fully operational."

Shanahan Field: We found that there currently aren't no lined parking spaces at this site and as such don't recommend adding HP spaces. We found there was an accessible restroom on site with an accessible handle and raised letter braille sign posted on the pull side of the door. The other restroom is not accessible as it has a 3-inch step at the entrance.



We would like to express our heartfelt Kudos to the Town of Groveland

Thank you,

James Lyons
Community Advocacy Director

Grant Murphy
ADA Projects Coordinator

Northeast Independent Living Program, Inc.
20 Ballard Road,
Lawrence, MA 01843
Tel: (978) 687-4288 v/tty
Fax: (978) 689-4488

CC: Rebecca Oldham, Town of Groveland Town Planner
June Sauvageu, C.E.O. Northeast Independent Living Program

Facility Inventory	LOCATION:	Cemetery Brook Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:	ConservationCommission	Balch Avenue	
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Passive Recreation, Larger Natural Habitat - on street parking only, no site trails or paths			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
Picnic Shelters		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails	None	Surface material	None
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
		Shade provided	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Cemetery Brook Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Balch Avenue
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Passive Recreation, Larger Natural Habitat - on street parking only, no site trails or paths			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		None
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Cemetery Brook Conservation Area	
PARKING - Side of road only			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - None	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			None
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			Very limited parking

LOCATION:	Cemetery Brook Conservation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES	No paths or trails		
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance			None
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed			
No ponding of water			
Path of Travel			None
Path does not require the use of stairs			
Path is stable, firm and slip resistant			
3 ft wide minimum			
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)			
Continuous common surface, no changes in level greater than 1/2 inch			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			
Curb on the pathway must have curb cuts at drives, parking and drop-offs			
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Cemetery Brook Conservation Area		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			Medium Recreation Potential

LOCATION:	Cemetery Brook Conservation Area		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Cemetery Brook Conservation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Cemetery Brook Conservation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			None
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	08/01/19	Location: Cemetery Brook Conservation Area		Schedule of Changes		
				<i>(pending appropriate levels of funding)</i>		
		<i>Physical Barriers</i>	<i>Necessary Changes</i>	<i>Changes to be implemented by the end of FY...</i>	<i>Yearly schedule of Changes (if the Transition Plan is more than 1 year long)</i>	<i>Responsible Person</i>
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	On street parking only	None anticipated			
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:		No site paths or trails			
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Center Street Greenway	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	150 Center Street
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
		Located adjacent to accessible paths	None
Trails	Yes	Picnic Shelters	Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material	Packed soil/gravel - entrance blocked by gate
		Dimensions	More than 3' wide
		Rails	None
Swimming Facilities	Pools	Signage (for visually impaired)	None
		Entrance	None
		Location from accessible parking	
	Beaches	Safety features i.e., warning for visually impaired	
		Location from accessible path into water	None
		Handrails	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Location from accessible parking	
		Shade provided	
	Access Routes	Same experience provided to all	None
		Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Center Street Greenway	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	150 Center Street
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes: Accessible parking and trail could be added			

LOCATION:		Center Street Greenway	
PARKING			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - No Accessible Spaces or Signage	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance		X	No Accessible Spaces
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign		N/A	
Surface evenly paved or hard-packed (no cracks)		X	Surface not level
Surface slope less than 1:20 (5%)		X	
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			No Curb
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			No Curb
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			Add Accessible Spot/Trail

LOCATION:	Center Street Greenway		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed		X	
No ponding of water		X	
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant		N/A	
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"		N/A	
Curb on the pathway must have curb cuts at drives, parking and drop-offs			No Curb
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			Gate blocks access to path

LOCATION:	Center Street Greenway		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			None
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Center Street Greenway		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Center Street Greenway		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES	None		
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Center Street Greenway	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			None
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			Accessible Picnic area possible

Date:	08/06/19	Location: Center Street Greenway		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:	N/A				
2.0	Parking/Ramps:	No Accessible Parking or Signage	Add Accessible Parking/Signage		Identify Funding	ADA Coord
2.1		Pot holes and rutts in parking area	Regrade to make level surface		Identify Funding	
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:	No accessible path/trail	Add accessible path		Identify Funding	ADA Coord
3.1	Entrance:	Gate blocks entrance to trail	Provide accessible access around gate		Identify Funding	ADA Coord
4.0	Stairs & Doors:	N/A				
5.0	Restrooms:	N/A				
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:	N/A				
7.0	Swimming Pools & Picnicking:	No picnic area	Accessible Picnic area possible			ADA Coord

Facility Inventory	LOCATION:	Johnson Pond Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		DPW/Forestry and Parks Division	Center Street
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths - No	Path is stone - replace with accessible surface
		Access to Open Spaces - No	Need accessible path
		Back and Arm Rests - No	
		Adequate number	1 of 2 picnic tables has accessible spot for wheel chair
	Grills - N/A	Height of Cooking Surface	
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths - Yes	
		Located adjacent to accessible paths	
Trails	Picnic Shelters - N/A	Located near accessible water fountains, trash can, restroom, parking, etc.	
		Surface material - stone	replace with accessible surface
		Dimensions	4 feet+ wide
		Rails	None
Swimming Facilities	Signage (for visually impaired)		None
		Entrance	
		Location from accessible parking	
	Safety features i.e., warning for visually impaired		
		Location from accessible path into water	
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	Shade provided		
	All Play Equipment i.e. swings, slides	Same experience provided to all	None
Access Routes		Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Johnson Pond Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		DPW/Forestry and Parks Division	Center Street
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	Water access for canoes/kayakes - not accessible
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	No
		Handrails	None
	Equipment	Arm rests	None
		Bait shelves	None
		Handrails	None
		Fish Cleaning Tables	None
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	N/A
		Guided Hikes	
		Interpretive Programs	
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		No
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Johnson Pond Conservation Area	
PARKING - Paved parking area with room for 4-5 cars (spaces unlined and no signage)			
Total Spaces		Required Accessible Spaces - none	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance		X	Add signage and markings for accessible space
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	Add signage
Sign minimum 5 ft, maximum 8 ft to top of sign		X	
Surface evenly paved or hard-packed (no cracks)		X	
Surface slope less than 1:20 (5%)	X		
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)	X		
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	x		
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	Johnson Pond Conservation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	
Disembarking area at accessible entrance		X	
Surface evenly paved or hard-packed		X	
No ponding of water			
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant		X	Path is 1-2" stone
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Johnson Pond Conservation Area		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			None
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Johnson Pond Conservation Area		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			N/A
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			N/A
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			N/A
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Johnson Pond Conservation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			N/A
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			N/A
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			N/A
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			N/A
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			N/A
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Johnson Pond Conservation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING	X		
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access	X		1 of 2 tables accessible
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.	X		
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions		X	Make path accessible surface (stone dust or other stable surface)
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			N/A
NOTES			

Date:	07/01/19	Location: Johnsons Pond Conservation Area		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:					
2.1	Parking	No signage or designated spaces	Add appropriate spaces and signage	2021		ADA Coord
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:	No accessible path to picnic area, fishing or boating	Add accessible path surface	2021		ADA Coord

Facility Inventory	LOCATION:	Johnsons Creek Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Corner Main Street and Washington Street
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Flood Control			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	
		Located adjacent to accessible paths	
	Trash Cans	Located adjacent to accessible paths	
	Picnic Shelters	Located adjacent to accessible paths	
Located near accessible water fountains, trash can, restroom, parking, etc.			
Trails	Open Area to Brook - no designated path or trail noted	Surface material	Open Area - no trails noted
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
Enough space between equipment for wheelchair			

Facility Inventory	LOCATION:	Johnsons Creek Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Corner Main Street and Washington Street
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Flood Control			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	
		Berm cuts onto courts	None
	Equipment	Height	
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
Programming	Are special programs at your facilities accessible?	Fish Cleaning Tables	
		Learn-to-Swim	
		Guided Hikes	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired	Interpretive Programs	None
		Process to request interpretive services (i.e. sign language interpreter) for meetings	
Notes:			

LOCATION:		Johnsons Creek Conservation Area	
PARKING - Street parking on Washington Street			
Total Spaces	Required Accessible Spaces		
Up to 25	1 space		
26-50	2 spaces		
51-75	3 spaces		
76-100	4 spaces		
101-150	5 spaces		
151-200	6 spaces		
201-300	7 spaces		
301-400	8 spaces		
401-500	9 spaces		
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X	
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign			N/A
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20 (5%)	X		
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			Sidewalk has ramp to access open lawn area
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	X		No paint or texture
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	Johnsons Creek Conservation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		On street parking with access to sidewalk
Disembarking area at accessible entrance			N/A
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch	X		Sidewalk access lawn area
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Johnsons Creek Conservation Area		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			None
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Johnsons Creek Conservation Area		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			None
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			None
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			None
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Johnsons Creek Conservation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			None
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			None
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			None
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			None
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Johnsons Creek Conservation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			None
<i>Specification</i>	<i>Yes</i>	<i>No</i>	<i>Comments/Transition Notes</i>
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	08/01/19	Location: Johnson's Creek Conservation Area		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:		Add paint or texture to sidewalk ramp		When area is improved	ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Kings Way Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		DPW/Forestry and Parks Division	Off Kings Way
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation, Flood Control - No Public Access			
ACTIVITY	EQUIPMENT	NOTES - No Public Access	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	
		Located adjacent to accessible paths	
Trails	Picnic Shelters	Located near accessible water fountains, trash can, restroom, parking, etc.	
Swimming Facilities	Trails	Surface material	None
		Dimensions	
		Rails	
	Signage (for visually impaired)		
Play Areas (tot lots)	Pools	Entrance	N/A
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	
		Handrails	N/A
		Location from accessible parking	
		Shade provided	
All Play Equipment i.e. swings, slides	Access Routes	Same experience provided to all	N/A
		Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Kings Way Conservation Area	STREET ADDRESS:
	JURISDICTION & MANAGEMENT:	DPW/Forestry and Parks Division	Off Kings Way
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation, Flood Control - No Public Access			
ACTIVITY	EQUIPMENT	NOTES - No Public Access	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	N/A
		Berm cuts onto courts	
	Equipment	Height	
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths Handrails	N/A
Fishing Facilities	Access Routes	Located adjacent to accessible paths Handrails	N/A
	Equipment	Arm rests	
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	N/A
		Guided Hikes	
		Interpretive Programs	
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		N/A
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes: No Public Access			

Date:	07/01/19	Location: Kings Way Conservation Area - No Public Access		Schedule of Changes		None
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:		None			
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:		None			
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

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Legend

— Interstate — Major Road — Local Road

Facility Inventory	LOCATION:	Meadow Pond Reservation	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Uptack Road
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES No Picnic Facilities	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	N/A
		Access to Open Spaces	"
		Back and Arm Rests	"
		Adequate number	"
	Grills	Height of Cooking Surface	"
		Located adjacent to accessible paths	"
	Trash Cans	Located adjacent to accessible paths	"
	Picnic Shelters	Located adjacent to accessible paths	"
		Located near accessible water fountains, trash can, restroom, parking, etc.	"
Trails	Trail network consisting of dirt paths with boardwalks and bridges	Surface material - hard packed soil	possibility to make entrance trail accessible
		Dimensions	less than 3' wide
		Rails	none
		Signage (for visually impaired)	none
Swimming Facilities	Pools - N/A	Entrance	
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches - N/A	Location from accessible path into water	
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	"
		Enough space between equipment for wheelchair	"

Facility Inventory	LOCATION:	Meadow Pond Reservation	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Uptack Road
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES No Picnic Facilities	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	"
		Berm cuts onto courts	"
	Equipment	Height	"
		Dimensions	"
		Spectator Seating	"
Boat Docks	Access Routes	Located adjacent to accessible paths	"
		Handrails	"
Fishing Facilities	Access Routes	Located adjacent to accessible paths	"
		Handrails	"
	Equipment	Arm rests	"
		Bait shelves	"
		Handrails	"
Programming	Are special programs at your facilities accessible?	Fish Cleaning Tables	"
		Learn-to-Swim	"
		Guided Hikes	"
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired	Interpretive Programs	"
		Process to request interpretive services (i.e. sign language interpreter) for meetings	"
Notes:			

LOCATION:		Meadow Pond Reservation	
PARKING			
Total Spaces 3-4 (gravel lot)		Required Accessible Spaces	
Up to 25		1 space	X
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance	X		Sign obscured by vegetation - cut back
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			N/A
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.	X		
Sign with international symbol of accessibility at each space or pair of spaces	X		
Sign minimum 5 ft, maximum 8 ft to top of sign	X		
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20 (5%)	X		
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			N/A
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			N/A
RAMPS			No Ramps
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			N/A
Minimum width 4 ft between handrails			"
Handrails on both sides if ramp is longer than 6 ft			"
Handrails at 34" and 19" from ramp surface			"
Handrails extend 12" beyond top and bottom			"
Handgrip oval or round			"
Handgrip smooth surface			"
Handgrip diameter between 1 1/4" and 2"			"
Clearance of 1 1/2" between wall and wall rail			"
Non-slip surface			"
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			"
Notes:			

LOCATION:	Meadow Pond Reservation		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance		X	
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant		X	
3 ft wide minimum		X	
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane		X	
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			no wall
Curb on the pathway must have curb cuts at drives, parking and drop-offs		X	
Entrances - N/A			N/A
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Meadow Pond Reservation		
STAIRS and DOORS - N/A	N/A		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Meadow Pond Reservation		
RESTROOMS - also see Doors and Vestibules	N/A		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			N/A
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			N/A
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			N/A
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Meadow Pond Reservation		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	N/A		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			N/A
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			N/A
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			N/A
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Meadow Pond Reservation	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - N/A			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - N/A			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			N/A
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	07/01/19	Location: Meadow Pond Conservation Area		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:					
2.1	Signage	Covered by vegetation	Clear vegetation around signage	2020		ADA Coord
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:	No accessible path/trail	Add accessible path/trail		Identify Funding	ADA Coord
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Mill Pond Conservation Area	STREET ADDRESS:
	JURISDICTION & MANAGEMENT:	Conservation Commission	Mill Street Extension
Site Description (from Open Space & Recreation Plan): Watershed, Banks to Open Water, Wildlife Habitat, Passive Recreation, Scenic Vistas, Larger Natural Habitat			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
		Located adjacent to accessible paths	
	Trash Cans	Located adjacent to accessible paths	None
	Picnic Shelters	Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails		Surface material	None
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
		Shade provided	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	None
		Located adjacent to accessible paths	None
	Access Routes	Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Mill Pond Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Mill Street Extension
Site Description (from Open Space & Recreation Plan): Watershed, Banks to Open Water, Wildlife Habitat, Passive Recreation, Scenic Vistas, Larger Natural Habitat			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	
		Dimensions	None
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
Fishing Facilities	Access Routes	Handrails	
		Located adjacent to accessible paths	None
	Equipment	Handrails	
		Arm rests	None
		Bait shelves	
		Handrails	
Fish Cleaning Tables			
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	No
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		No
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Mill Pond Conservation Area	
PARKING			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - No accessible spaces	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			No accessible spaces
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X	
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)		X	Surface uneven
Surface slope less than 1:20 (5%)			
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			Brush and other yard waste in parking area

LOCATION:	Mill Pond Conservation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed		X	Surface uneven with grass and brush
No ponding of water			
Path of Travel			No path
Path does not require the use of stairs			
Path is stable, firm and slip resistant			
3 ft wide minimum			
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)			
Continuous common surface, no changes in level greater than 1/2 inch			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			
Curb on the pathway must have curb cuts at drives, parking and drop-offs			
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Mill Pond Conservation Area		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Mill Pond Conservation Area		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Mill Pond Conservation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			None
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			None
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			None
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			None
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			None
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Mill Pond Conservation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			No
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	08/01/19	Location: Mill Pond Conservation Area		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No Accessible Park Space	Add Accessible Parking Space/Signage		Identify Funding Source	ADA Coord
2.1		Uneven surface in parking area	Make parking surface level/accessible		Identify Funding Source	ADA Coord
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:		Possible location for accessible viewing platform		Identify Funding Source	ADA Coord
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Perry Park	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Town of Groveland	Main Street
Site Description (from Open Space & Recreation Plan): Passive & Active Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
		Located adjacent to accessible paths	None
Trails	Picnic Shelters	Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
		Surface material	Grass
		Dimensions	
Swimming Facilities	Rails	Signage (for visually impaired)	None
		Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
		Shade provided	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	None
		Located adjacent to accessible paths	
	Access Routes	Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Perry Park	STREET ADDRESS:
	JURISDICTION & MANAGEMENT:	Town of Groveland	Main Street
Site Description (from Open Space & Recreation Plan): Passive & Active Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas:	Access Routes	Located adjacent to accessible paths	None
*ballfield		Berm cuts onto courts	
*basketball	Equipment	Height	None
*tennis		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		No
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Perry Park	
PARKING - packed soil and grass area off Rte 113			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - No accessible spaces or signage	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)	X		Packed soil and grass
Surface slope less than 1:20 (5%)			
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	Perry Park		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	No path
Disembarking area at accessible entrance		X	
Surface evenly paved or hard-packed		X	Mix of soil and grass parking area
No ponding of water		X	
Path of Travel			None
Path does not require the use of stairs			
Path is stable, firm and slip resistant			
3 ft wide minimum			
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)			
Continuous common surface, no changes in level greater than 1/2 inch			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			
Curb on the pathway must have curb cuts at drives, parking and drop-offs			
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Perry Park		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Perry Park		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Perry Park		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES	None		
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Perry Park	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			No
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	07/01/19	Location: Perry Park		Schedule of Changes		
				<i>(pending appropriate levels of funding)</i>		
		<i>Physical Barriers</i>	<i>Necessary Changes</i>	<i>Changes to be implemented by the end of FY...</i>	<i>Yearly schedule of Changes (if the Transition Plan is more than 1 year long)</i>	<i>Responsible Person</i>
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No accessible parking or signage	Add accessible parking/signage (see below - parking surface in poor condition)		Identify Funding Source	ADA Coord
2.1		Parking Surface Uneven	Add stable parking surface		Identify Funding Source	ADA Coord
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:	No access path	Add accessible access path		Identify Funding Source	ADA Coord
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:	No Picnic Area	Accessible Picnic Area Possible		Identify Funding Source	ADA Coord

Facility Inventory	LOCATION:	The Pines Recreation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Town of Groveland/Water Dept.	125 Main Street
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	Yes
		Access to Open Spaces	Yes
		Back and Arm Rests	No
		Adequate number	Yes
	Grills	Height of Cooking Surface	24"
		Located adjacent to accessible paths	Yes
	Trash Cans	Located adjacent to accessible paths	Yes
		Picnic Shelters	Located adjacent to accessible paths
	Located near accessible water fountains, trash can, restroom, parking, etc.		Shade Trees - Yes
Trails	No Trails	Surface material	None
		Dimensions	"
		Rails	"
		Signage (for visually impaired)	"
Swimming Facilities	Pools - None	Entrance	"
		Location from accessible parking	"
		Safety features i.e., warning for visually impaired	"
	Beaches - None	Location from accessible path into water	"
		Handrails	"
		Location from accessible parking	"
		Shade provided	"
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	Yes
		Located adjacent to accessible paths	Yes
	Access Routes	Enough space between equipment for wheelchair	Yes

Facility Inventory	LOCATION:	The Pines Recreation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Town of Groveland/Water Dept.	125 Main Street
Site Description (from Open Space & Recreation Plan):			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas:	Access Routes	Located adjacent to accessible paths	Yes
*ballfield		Berm cuts onto courts	Yes
*basketball	Equipment	Height	Regulation size
*tennis		Dimensions	Regulation size
		Spectator Seating	Yes
Boat Docks	Access Routes	Located adjacent to accessible paths	Path paved but grade steep
		Handrails	No
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	"
	Equipment	Arm rests	"
		Bait shelves	"
		Handrails	"
		Fish Cleaning Tables	"
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	No
		Guided Hikes	No
		Interpretive Programs	No
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		No
	Process to request interpretive services (i.e. sign language interpreter) for meetings		No
Notes: 2 Cage fenced baseball fields, batting cage, dog park, pop warner football practice field, Tot lot (slides, swings, climbing structure), boat launch/ramp, accessible bathroom facilities, basketball courts (4 nets), 7 tables and grills			

LOCATION:		The Pines Recreation Area	
PARKING			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces - 3 signed spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			2 Additional spaces needed
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces	X		
Sign minimum 5 ft, maximum 8 ft to top of sign	X		
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20 (5%)	X		
Curbscut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)	X		
Curbscut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	X		
RAMPS - no ramps			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	The Pines Recreation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	X		
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed	X		
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	X		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance	X		
Level space extending 5 ft. from the door, interior and exterior of entrance doors	X		
Minimum 32" clear width opening (i.e., 36" door with standard hinge)	X		
At least 18" clear floor area on latch, pull side of door	X		
Door handle no higher than 48" and operable with a closed fist	X		
Vestibule is 4 ft plus the width of the door swinging into the space	X		
Entrance(s) on a level that makes elevators accessible	N/A		
Door mats less than 1/2 " thick are securely fastened	X		
Door mats more than 1/2" thick are recessed	X		
Grates in path of travel have openings of 1/2" maximum	X		
Signs at non-accessible entrance(s) indicate direction at accessible entrance	X		
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted	N/A		
Notes:			

LOCATION:	The Pines Recreation Area		
STAIRS and DOORS - None			
Specification	Yes	No	Comments/Transition Notes
Stairs			None
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None - see entrances
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	The Pines Recreation Area		
RESTROOMS - also see Doors and Vestibules			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor	X		
At least one Sink:	X		
Clear floor space of 30" by 48" to allow a forward approach	X		
Mounted without pedestal or legs, height 34" to top of rim	X		
Extends at least 22" from the wall	X		
Open knee space a minimum 19" deep, 30" width, and 27" high	X		
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)	X		
At least one Stall:	X		
Accessible to person using wheelchair at 60" wide by 72" deep	X		
Stall door is 36" wide	X		
Stall door swings out	X		
Stall door is self-closing		X	
Stall door has a pull latch	X		
Lock on stall door is operable with a closed fist, and 32" above the floor	X		
Coat hook is 54" high		X	62" - lower hook
Toilet		Yes	
18" from center to nearest side wall	X		
42" minimum clear space from center to farthest wall or fixture	X		
Top of seat 17"-19" above the floor	X		
Grab Bars		Yes	
On back and side wall closest to toilet	X		
1 1/4" diameter	X		
1 1/2" clearance to wall	X		
Located 30" above and parallel to the floor	X		
Acid-etched or roughened surface	X		
42" long	X		
Fixtures			
Toilet paper dispenser is 24" above floor	X		
One mirror set a maximum 38" to bottom (if tilted, 42")	X		
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor	X		
NOTES			

LOCATION:	The Pines Recreation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES			
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones - None			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		The Pines Recreation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access		X	Addition of accessible picnic tables
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.		X	
Top of table no higher than 32" above ground	X		
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions		X	
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter		X	
NOTES			

Date:	07/01/19	Location: Pines Recreation Area		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:	Boat Ramp Not Accessible	Make Boat Ramp Accessible		Identify Funding	ADA Coord
2.0	Parking/Ramps:	5 Accessible spaces required	Add two accessible spaces	2021		ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:	Coat hook too high	Lower coat hook	2020		ADA Coord
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:	No accessible picnic tables	Add accessible table	2021		ADA Coord

Facility Inventory	LOCATION:	Pond Street Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Pond Street
Site Description (from Open Space & Recreation Plan): Watershed, Banks to Open Water, Steep Slopes, Wildlife Habitat, Passive Recreation, Scenic Vistas, Larger Natural Habitat - Street Parking Possible - No trail access			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	
		Located adjacent to accessible paths	
Trails		Located near accessible water fountains, trash can, restroom, parking, etc.	
		Surface material	None
		Dimensions	
		Rails	
Swimming Facilities	Pools	Signage (for visually impaired)	
		Entrance	
		Location from accessible parking	
	Beaches	Safety features i.e., warning for visually impaired	
		Location from accessible path into water	
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Pond Street Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Pond Street
Site Description (from Open Space & Recreation Plan): Watershed, Banks to Open Water, Steep Slopes, Wildlife Habitat, Passive Recreation, Scenic Vistas, Larger Natural Habitat - Street Parking Possible - No trail access			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	
		Dimensions	
Spectator Seating			
Boat Docks	Access Routes	Located adjacent to accessible paths	None
Fishing Facilities	Access Routes	Handrails	
		Located adjacent to accessible paths	None
	Equipment	Handrails	
		Arm rests	None
		Bait shelves	
		Handrails	
Fish Cleaning Tables			
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		None
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Pond Street Conservation Area	
PARKING - Narrow area for street parking - no path or trail access			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			None
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	Pond Street Conservation Area		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES	None		
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance			
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed			
No ponding of water			
Path of Travel			
Path does not require the use of stairs			
Path is stable, firm and slip resistant			
3 ft wide minimum			
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)			
Continuous common surface, no changes in level greater than 1/2 inch			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			
Curb on the pathway must have curb cuts at drives, parking and drop-offs			
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Pond Street Conservation Area		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Pond Street Conservation Area		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Pond Street Conservation Area		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			None
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Pond Street Conservation Area	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			None
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	07/01/19	Location: Pond Street Conservation Area		Schedule of Changes		
				<i>(pending appropriate levels of funding)</i>		
		<i>Physical Barriers</i>	<i>Necessary Changes</i>	<i>Changes to be implemented by the end of FY...</i>	<i>Yearly schedule of Changes (if the Transition Plan is more than 1 year long)</i>	<i>Responsible Person</i>
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	Narrow Streets	Consider accessible parking if area is improved		Determine Feasibility	ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Quaker's Corner Green	STREET ADDRESS:
JURISDICTION & MANAGEMENT:	Conservation Commission	1 J B Little Road	
Site Description (from Open Space & Recreation Plan): Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	2 granite slab benches & 1 wooden park bench on grass - no paths
		Access to Open Spaces	
		Back and Arm Rests	Wood bench has back
		Adequate number	
	Grills	Height of Cooking Surface	
		Located adjacent to accessible paths	None
	Trash Cans	Located adjacent to accessible paths	None
		Located adjacent to accessible paths	
	Picnic Shelters	Located near accessible water fountains, trash can, restroom, parking, etc.	None
Trails		Surface material	Grass area
		Dimensions	
		Rails	
		Signage (for visually impaired)	No
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	None
		Located adjacent to accessible paths	
	Access Routes	Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Quaker's Corner Green	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	1 J B Little Road
Site Description (from Open Space & Recreation Plan): Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
Handrails			
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
Programming	Are special programs at your facilities accessible?	Fish Cleaning Tables	
		Learn-to-Swim	
		Guided Hikes	No
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired	Interpretive Programs	No
		Process to request interpretive services (i.e. sign language interpreter) for meetings	No
Notes:			

LOCATION:		Quaker's Corner Green	
PARKING Parking on J B Little Road			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - no accessible spaces or signage	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance		X	
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			N/A
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign			N/A
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20 (5%)	X		
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			Site is surrounded by stone wall except for entrance on J B Little Road
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			Add accessible space/signage if site improved

LOCATION:	Quaker's Corner Green		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	Add accessible path
Disembarking area at accessible entrance	X		
Surface evenly paved or hard-packed		X	
No ponding of water		X	
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant		X	grass
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs			No curbs
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Quaker's Corner Green		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Quaker's Corner Green		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Quaker's Corner Green		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Quaker's Corner Green	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			No
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	08/01/19	Location: Quaker's Corner Green		Schedule of Changes		
				<i>(pending appropriate levels of funding)</i>		
		<i>Physical Barriers</i>	<i>Necessary Changes</i>	<i>Changes to be implemented by the end of FY...</i>	<i>Yearly schedule of Changes (if the Transition Plan is more than 1 year long)</i>	<i>Responsible Person</i>
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No accessible parking	Add space/signage	2021		ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:	No accessible path	Add accessible path		Identify Funding	ADA Coord
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Rocky Woods Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		DPW/Forestry and Parks Division	Rocky Woods Road - No access (see map)
Site Description (from Open Space & Recreation Plan): Wetlands, Steep Slopes, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	
	Picnic Shelters	Located adjacent to accessible paths	
Trails		Located near accessible water fountains, trash can, restroom, parking, etc.	
		Surface material	
		Dimensions	
		Rails	
Swimming Facilities	Pools	Signage (for visually impaired)	
		Entrance	
		Location from accessible parking	
	Beaches	Safety features i.e., warning for visually impaired	
		Location from accessible path into water	
		Handrails	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Location from accessible parking	
		Shade provided	
	Access Routes	Same experience provided to all	
		Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Rocky Woods Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		DPW/Forestry and Parks Division	Rocky Woods Road - No access (see map)
Site Description (from Open Space & Recreation Plan): Wetlands, Steep Slopes, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	
		Berm cuts onto courts	
	Equipment	Height	
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths Handrails	
	Equipment	Arm rests	
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	
		Interpretive Programs	
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes: No access			

Date:	08/01/19	Location: Rocky Woods Conservation Area - No Public Access		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No parking or access to public				
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

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Legend

— Interstate — Major Road — Local Road

Facility Inventory	LOCATION:	Salem Street Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	912 Salem Street
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
		Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails		Surface material	None
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Salem Street Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	912 Salem Street
Site Description (from Open Space & Recreation Plan): Wetlands, Wildlife Habitat, Passive Recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	No
		Guided Hikes	
		Interpretive Programs	No
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Salem Street Conservation Area	
PARKING - Side of road possible - state highway shoulder with guardrail			
Total Spaces		Required Accessible Spaces - No parking provided	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X	State highway - breakdown lane with adjacent guardrail
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20 (5%)			
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

Date:	08/01/19	Location: Salem Street Conservation Land		Schedule of Changes		
	No site access			(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	None provided state highway shoulder				
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

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Legend

— Interstate — Major Road — Local Road

Facility Inventory	LOCATION:	Seven Star Road Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Seven Star Road/Center Street - 2 parcels
Site Description (from Open Space & Recreation Plan): Wetlands, wildlife habitat, passive recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
		Located adjacent to accessible paths	None
Trails	Picnic Shelters	Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
		Surface material	None
		Dimensions	
Swimming Facilities	Rails	Signage (for visually impaired)	
		Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
		Shade provided	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Seven Star Road Conservation Area	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Seven Star Road/Center Street - 2 parcels
Site Description (from Open Space & Recreation Plan): Wetlands, wildlife habitat, passive recreation			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions	
		Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	None
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		
	Process to request interpretive services (i.e. sign language interpreter) for meetings		None
Notes:			

LOCATION:		Seven Star Road Conservation Area	
PARKING - Parking on Shoulder - packed gravel area			
Total Spaces	Required Accessible Spaces		
Up to 25	1 space - No designated accessible space		
26-50	2 spaces		
51-75	3 spaces		
76-100	4 spaces		
101-150	5 spaces		
151-200	6 spaces		
201-300	7 spaces		
301-400	8 spaces		
401-500	9 spaces		
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)	X		
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

OR FDWLR Q =	Vhyhg#Vwdu#Urdg#Frqvhuydwlrq#D uhd		
VLWH#DFFHV V /#SDWK #R I#WUDYHO/#HQ WUDQ FHV	Q rgh		
Vshfili fdwlrq	\ hv	Q r	Fxp p hqvw2Wudqv lwrq#Q rwhv
Dffhvvle d#sdwk#i#udyh d#urp #sdvvhgjhug l#hp edunlgj #duhd#lqg#			
sdunlgj #duhd#wz #lffhvvle d#hgwudqfh			
G l#hp edunlgj #duhd#lw #lffhvvle d#hgwudqfh			
Vxuidfh#yhgqj #sdyhg#ru#kdg 0sdfnhg			
Q r#rsg lqj #i#z dwhu			
Sdwk#ri#Wudyho			Q rgh
Sdwk#grhv#grw#uhtxluh#kch#cvh#i#wdluv			
Sdwk#lv#wde d#h l#p #lqg #rds#huv l#wdgw			
6 #lw#z lgh#p lq#p xp			
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Frqwdqaxv#f r#p r#q#xuidfh/#gr#fkdqj#hv#lqg#hyh d#j uhdwhu#kdg#25#			
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Dqj #emhfww#surwuxg lqj #rqr#kch#sdwkz d l#p xvw#h#ghhwhfwng#e #h#			
shuvr#z l#k#h#y#l#x d#g l#de l#w #cvlqj #h#dgh			
R emhfww#surwuxg lqj #p ruh#kdg#7 #h#urp #kch#z d#p xvw#h#z l#k lq#			
5 : #k#i#kch#j urxgq /#ru#k l#khu#kdg# 3 %			
Fxue#kq#kch#sdwkz d l#p xvw#kdyh#Fxue#Fxv#l#w#gulyhv/#edunlgj #lqg#			
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Sulp du #exedf#hgwudqfhv#lffhvvle d#wz#shuvr#cvlqj #z khndfkdlu/#			
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P lq#p xp #55 #fchdu#z l#wk#kshq lqj #h l#l#69 #gru#z l#wk#wldqgdug#			
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Dw#h d#v#; #fchdu#i#aru#duhd#kq#z l#f# /#exa#lgh#i#gru			
Grru#kdg d#gr#k l#j khu#kdg#7 ; #lqg#rshude d#z l#wk#h#f arvhg#i#lw			
Yhvle x d#h#7 #lw#ocv#kch#z l#wk#i#kch#gru#z lqj lqj #qwr#kch#			
v s d f h			
Hgwudqfh#v,#kq#h#hyh d#k d#p dnhv#h d#ydwruv#lffhvvle d#			
Grru#p dwv#huvv#kdg#25 #k#k l#f#duh#h#f xuhqj #h d#vwhghg			
Grru#p dwv#p ruh#kdg#25 #k#k l#f#duh#h#f h#vvhg			
J u d h v #l q #s d w k #i #w u d y h d #k d y h #s h q l q j v #i #25 %p d{ l#p xp			
V l j q v #l w #l q r q d f f h v v l e d #h g w u d q f h #v , #l q g l f d w h #g l u h f w l r q #l w #			
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Date:	07/01/19	Location: Seven Star Road Conservation Area		Schedule of Changes		
				<i>(pending appropriate levels of funding)</i>		
		<i>Physical Barriers</i>	<i>Necessary Changes</i>	<i>Changes to be implemented by the end of FY...</i>	<i>Yearly schedule of Changes (if the Transition Plan is more than 1 year long)</i>	<i>Responsible Person</i>
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No accesible space or signage	Add accessible space/signage		Identify Funding	ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances: No access					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Shanahan Fields	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Town of Groveland	423 Main Street
Site Description (from Open Space & Recreation Plan): Active recreation park			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	2 trash cans - not in accessible location
	Picnic Shelters	Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails	None	Surface material	None
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Shanahan Fields	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Town of Groveland	423 Main Street
Site Description (from Open Space & Recreation Plan): Active recreation park			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas:	Access Routes	Located adjacent to accessible paths	No
*ballfield		Berm cuts onto courts	No Courts
*basketball	Equipment - 2 sets of	Height	
*tennis	soccer nets	Dimensions	
		Spectator Seating	Yes - 3 sets of metal bleachers
Boat Docks	Access Routes	Located adjacent to accessible paths	None
		Handrails	
Fishing Facilities	Access Routes	Located adjacent to accessible paths	None
		Handrails	
	Equipment	Arm rests	
		Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	No
		Guided Hikes	No
		Interpretive Programs	No
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes:			

LOCATION:		Shanahan Fields	
PARKING - parking is off street circular drive - no signage or accessible spaces			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X	
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X	
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		X	
Sign minimum 5 ft, maximum 8 ft to top of sign		X	
Surface evenly paved or hard-packed (no cracks)		X	Pavement in poor condition
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)		X	
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow		N/A	
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			Add accessible space with signage and access path

LOCATION:	Shanahan Fields		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	Pavement in poor condition where it meets the field
Disembarking area at accessible entrance		X	
Surface evenly paved or hard-packed		X	
No ponding of water	X		
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant		X	
3 ft wide minimum			N/A
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)	X		
Continuous common surface, no changes in level greater than 1/2 inch		X	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane		X	
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs		X	
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			Add accessible path to field

LOCATION:	Shanahan Fields		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Shanahan Fields		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			None
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			None
At least one Stall:			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			None
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			None
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			None
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Shanahan Fields		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
<i>Floors</i>			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
<i>Drinking Fountains</i>			None
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
<i>Telephones</i>			None
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
<i>Switches, Controls and Signs</i>			None
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
<i>Signs</i>			None
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Shanahan Fields	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			No
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	08/01/19	Shanahan Fields		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:	No access to fields	Add accessible drop off area and path		Identify Funding	ADA Coord
2.0	Parking/Ramps:	No accessible spaces	Add accessible space/signage		Identify Funding	ADA Coord
2.1		Pavement uneven & broken	Repave access drive/parking		Identify Funding	ADA Coord
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

LOCATION:		Spofford Pond Conservation Area	
PARKING - No Site Access - wetlands off side of road			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance			None
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

Date:	08/01/19	Location: Spofford Pond Conservation Area - No Public Access		Schedule of Changes (pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:					
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:					
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

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Facility Inventory	LOCATION:	Town Forest Greenway	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Wood Street
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Steep Slopes, Larger Natural Habitat			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	None
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	None
	Trash Cans	Located adjacent to accessible paths	
		Located adjacent to accessible paths	
		Located adjacent to accessible paths	None
		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails	Not accessible	Surface material	Packed soil
		Dimensions	not accessible
		Rails	None
		Signage (for visually impaired)	None
Swimming Facilities	Pools	Entrance	None
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	None
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	None
	Access Routes	Located adjacent to accessible paths	None
		Enough space between equipment for wheelchair	

Facility Inventory	LOCATION:	Town Forest Greenway	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	Wood Street
Site Description (from Open Space & Recreation Plan): Wetlands, Banks to Open Water, Wildlife Habitat, Steep Slopes, Larger Natural Habitat			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Game Areas: *ballfield *basketball *tennis	Access Routes	Located adjacent to accessible paths	None
		Berm cuts onto courts	
	Equipment	Height	None
		Dimensions Spectator Seating	
Boat Docks	Access Routes	Located adjacent to accessible paths Handrails	None
Fishing Facilities	Access Routes	Located adjacent to accessible paths Handrails	
		Arm rests	None
	Equipment	Bait shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	
		Guided Hikes	None
		Interpretive Programs	None
Services and Technical Assistance	Information available in alternative formats i.e., for visually impaired		None
	Process to request interpretive services (i.e. sign language interpreter) for meetings		
Notes			

LOCATION:		Town Forest Greenway	
PARKING paved parking area - no markings - no signage			
Total Spaces		Required Accessible Spaces	
Up to 25		1 space - No accessible spaces	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specifications for Accessible Spaces	Yes	No	Comments/Transition Notes
Accessible space located closest to accessible entrance		X	Add accessible space/signage
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	X		
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	
Sign with international symbol of accessibility at each space or pair of spaces		N/A	
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20 (5%)			
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb is present)			
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			None
Specification	Yes	No	Comments/Transition Notes
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4 ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			
Notes:			

LOCATION:	Town Forest Greenway		
SITE ACCESS, PATH OF TRAVEL, ENTRANCES	None		
Specification	Yes	No	Comments/Transition Notes
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		X	Road is paved to top of hill (gate closed/locked)
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed			
No ponding of water			
Path of Travel			
Path does not require the use of stairs	X		
Path is stable, firm and slip resistant	X		
3 ft wide minimum	X		
Slope Maximum 1:20 (5%) and maximum cross pitch is 2% (1:50)		X	Steep slope to top of hill
Continuous common surface, no changes in level greater than 1/2 inch	X		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	X		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs	X		
Entrances			None
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e., 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2 " thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction at accessible entrance			
Emergency egress - alarms with flashing lights and audible signals, sufficiently lighted			
Notes:			

LOCATION:	Town Forest Greenway		
STAIRS and DOORS	None		
Specification	Yes	No	Comments/Transition Notes
Stairs			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34" -38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
Doors			None
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			
Notes:			

LOCATION:	Town Forest Greenway		
RESTROOMS - also see Doors and Vestibules	None		
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
At least one Sink:			None
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
At least one Stall:			None
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self-closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
Toilet			None
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
Grab Bars			None
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
Fixtures			None
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc.) at least one of each a maximum 42" above the floor			
NOTES			

LOCATION:	Town Forest Greenway		
FLOORS, DRINKING FOUNTAINS, TELEPHONES	None		
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface			
Carpeting is high-density, low-pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
Drinking Fountains			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
Telephones			None
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
SIGNS, SIGNALS, AND SWITCHES			None
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc., must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
Signs			None
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			
Letters and number at least 1 1/4" high			
Letters and numbers raised .03"			
Letters and numbers contrast with the background color			
NOTES			

LOCATION:		Town Forest Greenway	
SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - None			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			
SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - None			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			
PICNICKING			None
Specification	Yes	No	Comments/Transition Notes
space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills, and fire rings must have clear ground space of at least 36" around the perimeter			
NOTES			

Date:	07/01/19	Location: Town Forest		Schedule of Changes		
				(pending appropriate levels of funding)		
		Physical Barriers	Necessary Changes	Changes to be implemented by the end of FY...	Yearly schedule of Changes (if the Transition Plan is more than 1 year long)	Responsible Person
1.0	Activities & Equipment:					
2.0	Parking/Ramps:	No marked or signed spaces	Add accessible space/signage	2021		ADA Coord
2.1						
2.2						
2.3						
3.0	Site Access, Path of Travel, Entrances:	Gate blocks access drive	Allow handicap vehicle access to top of hill		Determine feasibility	ADA Coord
3.1	Entrance:					
4.0	Stairs & Doors:					
5.0	Restrooms:					
6.0	Floors, Drinking Fountains, Telephones, Signs, Switches, & Signals:					
7.0	Swimming Pools & Picnicking:					

Facility Inventory	LOCATION:	Veasey Memorial Park	STREET ADDRESS:
JURISDICTION & MANAGEMENT:		Conservation Commission	201 Washington Street
Site Description (from Open Space & Recreation Plan): Wetlands, Watershed, Banks to Open Water, Steep Slopes, Wildlife Habitat, Passive Recreation, Scenic Vistas, Rare Topography, Flood Control			
ACTIVITY	EQUIPMENT	NOTES	Comments/Transition Notes
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	See Transition Plan & Site Access Survey attached
		Access to Open Spaces	
		Back and Arm Rests	
		Adequate number	
	Grills	Height of Cooking Surface	
		Located adjacent to accessible paths	
	Trash Cans	Located adjacent to accessible paths	
	Picnic Shelters	Located adjacent to accessible paths	
		Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails		Surface material	
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	
		Location from accessible parking	
		Safety features i.e., warning for visually impaired	
	Beaches	Location from accessible path into water	
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Shade provided	
		Same experience provided to all	
	Access Routes	Located adjacent to accessible paths	
		Enough space between equipment for wheelchair	

Town of Groveland, MA

Americans With Disabilities Act (ADA) Self Evaluation Policies and Procedures

Town of Groveland, MA

The Americans With Disabilities Act (ADA) Policies and Procedures

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NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990, the Town of Groveland will not discriminate against qualified individuals with disabilities on the basis of disability in the Town's services, programs, or activities.

Employment: The Town does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the Americans with Disabilities Act (ADA).

Effective Communication: The Town will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: The Town will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all Town programs, services, and activities. For example, individuals with service animals are welcomed in Town offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Town program, service, or activity, should contact the office of ***[name and contact info for ADA Coordinator]*** as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Any questions or complaints that a Town program, service, or activity is not accessible to persons with disabilities should be directed to:

**Rebecca Oldham
Director of Planning and Development
Town Hall, 183 Main Street
Groveland, MA 01834
roldham@grovelandma.com**

The Town will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

AMERICANS WITH DISABILITIES ACT PUBLIC NOTICE

The Town of Groveland does not discriminate on the basis of disability. Citizens, program applicants, participants, members of the general public, employees, job applicants, and others are entitled access to all agency programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in accessible formats (large print, audiotape, Braille, computer disc, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices, and procedures, are readily available, upon request. This notice is posted prominently at all our sites, and on all program brochures and manuals.

The Town has designated the following person to coordinate its actions to comply with the ADA. Inquiries, requests, and complaints should be directed to:

**Rebecca Oldham
Director of Planning and Development
Town Hall, 183 Main Street
Groveland, MA 01834**

roidham@grovelandma.com

**Town of Groveland ADA
Policies, Procedures, and Practices
THE TOWN OF GROVELAND ADA GRIEVANCE PROCEDURE:**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by The Town.

The complaint (or comments) should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the aggrieved and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**Rebecca Oldham
Director of Planning and Development
Town Hall, 183 Main Street
Groveland, MA 01834**

roidham@grovelandma.com

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the *meeting*, the ADA Coordinator, will respond in writing, and, when appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotope. The response will explain the position of Town of Groveland and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator, does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision. Within 15 calendar days after receipt of the response to the Board of Selectmen will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Board of Selectmen or his or her

designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Executive Assistant or his/her designee, and responses from the ADA Coordinator and The Board of Selectmen or his/her designee will be kept by Town of Groveland for at least four years.

AMERICANS WITH DISABILITIES ACT (ADA)

Employment

Reasonable Accommodation Policy

It is the policy of The Town that no other qualified individual with a disability shall, solely by reason of his/her disability, be excluded from employment by The Town. Employment review and hiring is based on the employee/prospective employee's ability to perform what The Town determines to be the essential functions of a job. Further, it is the policy of The Town that reasonable accommodations will be made for an otherwise qualified applicant or employee with a disability, unless the Town can demonstrate that the accommodation imposes an undue financial or administrative hardship on the operation of its programs.

Notice of the availability of reasonable accommodations for job applicants will be included in postings and advertisements and will be made available upon request to applicants with disabilities during the pre-employment process if necessary to provide equal opportunity to secure employment at The Town.

All prospective employees will be informed at the initial interview that The Town does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential job functions or for the enjoyment of other benefits of employment should be made by the prospective employees following receipt of a conditional offer of employment, preferably at the post employment offer meeting.

People with disabilities employed by The Town may request reasonable accommodations from their immediate supervisor or from the ADA coordinator. Requests for reasonable accommodations should be made verbally and/or in writing describing the nature and purpose of the requested accommodation.

Assistance will be made available upon request to any individual who needs assistance in identifying or documenting the reasonable accommodation needed. The effectiveness of the accommodation and need for modifications or additional accommodations will be assessed during the first month of use of the accommodation.

Current employees seeking reasonable accommodations should make requests to their immediate supervisor who will inform the ADA coordinator. Requests for accommodations can be made at any time when they become necessary to the performance of essential job functions or the enjoyment of benefits of employment.

Employment Reasonable Accommodation Policy Page #2

A decision regarding the requested accommodation will be made within ten business days of the submission of the request and any supporting documentation required by the Town. If the RA cannot be provided within ten business days of the request, the supervisor will issue a memo to the employee or applicant explaining why. If a substitute RA is being offered to the employee, this will also be explained verbally and in writing.

These policies will be modified when necessary by the ADA Coordinator. The final decision concerning any requested accommodation that may represent an undue financial or administrative hardship will be made by the Board of Selectmen. Applicants or employees have the right to appeal the denial of any accommodation request using the ADA Grievance Procedure. In the case of a denial based on undue hardship by the Board of Selectmen, the employee or applicant may appeal in writing to the Chairperson/President of the Board of Selectmen.

It is the policy of The Town that staff training and development activities provided by Town personnel and volunteers include information about rights and obligations under Title I of the ADA. Our staff training and orientation manual includes a full explanation of our ADA policies, procedures, and practices regarding employment.

AMERICANS WITH DISABILITIES ACT (ADA)

B. EMPLOYMENT TRAINING ASSURANCE

All materials include information on reasonable accommodations, grievance procedures, essential v. nonessential job functions, permissible and impermissible inquiries. Training will be conducted annually, and all new staff are trained, as per our staff orientation procedures, on all of the above requirements. The ADA Coordinator is the employee responsible for seeing that this is done.

Details of disability are kept separate from other employment information. Employees right to confidentiality (whenever confidential information regarding disability, etc. is divulged) will be assured.

AMERICANS WITH DISABILITIES ACT (ADA)
III - NON-DISCRIMINATORY OPERATIONS
A. Equal Opportunity policy

The Town does not discriminate in employment practices against qualified job applicants or employees on the basis of disability in the areas of: hiring; promotion; demotion; transfer; recruitment; job advertisements; termination; post job offer; and training, etc. No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in; be denied the benefits of; or otherwise be subjected to discrimination under any of our programs, services, and activities.

In addition, It is the practice of the town to:

- provide a program of information and awareness training about persons with disabilities to all supervisors and interviewers;
- review all job descriptions to ensure that they do not tend to screen out qualified individuals;
- eliminate unnecessary, non job-related mental and/or physical requirements for entry into each job;
- in the area of promotion, when a vacancy occurs, institute an internal search to determine if there is a qualified employee with a disability who could be promoted;
- provide alternate methods of informing employees with disabilities of relevant information (such as informing blind individuals of announcements posted on bulletin boards).
- review employee performance appraisals to ensure that no discriminatory patterns or practices exist or are developed affecting employees with disabilities or applicants; and provide reasonable accommodation in all areas of accessibility.

As stated earlier, it is the policy of The Town to ensure that persons with disabilities are provided maximum opportunity to participate in and benefit from programs, services, and activities.

AMERICANS WITH DISABILITIES ACT (ADA)
III - NON-DISCRIMINATORY OPERATIONS
A. Equal Opportunity policy
(Continued)

Moreover, it is our goal that such participation be in the same manner as those of non-disabled persons and in fully integrated settings.

It is understood that the obligation to comply with this policy is not obviated or alleviated by any state or local law or other requirement that, based on disability, imposes inconsistent or contradictory prohibition. Any prohibitions or limits upon the eligibility of qualified individuals with disabilities to receive services or practice any occupation or profession are not allowed under this policy.

The Town of Groveland, MA
The Americans with Disabilities Act
(ADA)
Reasonable Accommodation Policy

It is the policy of The Town that no other qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the programs, services and activities provided by the Town. Further, it is the policy of The Town that reasonable accommodations will be made for an otherwise qualified persons with a disability, unless the Town can demonstrate that the accommodation imposes an undue financial or administrative hardship on the operation of its programs. The programs, services, and activities that the Town offers are provided in a way that ensures equal opportunities to everyone, regardless of disability.

Notice of the availability of reasonable accommodations (RA's) for people with disabilities will be included in postings and advertisements and will be made available upon request to persons with disabilities if necessary to provide equal opportunity to fully participate in services provided by The Town.

The Town does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the full participation or for the enjoyment of services and activities of the town.

The Procedure for requesting a reasonable accommodation is as follows:

People with disabilities participating in services provided by The Town may request reasonable accommodations from the Department Director or from the ADA Coordinator. Requests for reasonable accommodations should be made verbally and/or in writing describing the nature and purpose of the requested accommodation.

Assistance will be made available upon request to any individual who needs assistance in identifying or documenting the reasonable accommodation needed. The effectiveness of the accommodation and need for modifications or additional accommodations will be assessed during the first month of use of the accommodation.

Reasonable Accommodations (RA's) Policies and Procedures

The Town will make reasonable modifications to our policies, practices, and procedures in order to accommodate persons with disabilities whenever an otherwise qualified person with a disability requests such modifications, unless the Town can demonstrate that such modification would impose an undue burden or fundamentally alter the nature of our program or the services that we offer.

We are committed to making reasonable modifications when they are needed to afford persons with disabilities access to services and programs. The final decision concerning whether a request for a modification is reasonable (or is a fundamental alteration of the program) is made by the Executive Assistant in discussion with the ADA Coordinator, and, if appealed, The Board of Selectmen. Aggrieved persons have the right to appeal as per our grievance procedure.

Persons requesting a particular modification may be asked to furnish documentation to support the need for the modification.

Aggrieved individuals have the right to appeal as per our written appeals process. This policy will be modified when necessary to make our program accessible to people with disabilities.

Employment Policies and Procedures

The Town will make reasonable modifications to our policies, practices, and procedures in order to accommodate persons with disabilities whenever an otherwise qualified person with a disability requests such modifications, unless the agency can demonstrate that such modification would impose an undue burden or fundamentally alter the nature of our program or the services that we offer.

We are committed to making reasonable modifications when they are needed to afford persons with disabilities access to services and programs. The final decision concerning whether a request for a modification is reasonable (or is a fundamental alteration of the program) is made by the Board of Selectmen in discussion with the ADA Coordinator, and, if appealed, The Board of Selectmen. Aggrieved employees or applicants have the right to appeal as per our grievance procedure.

Persons requesting a particular modification may be asked to furnish documentation to support the need for the modification.

Aggrieved individuals have the right to appeal as per our written appeals process. This policy will be modified when necessary to make our program accessible to people with disabilities.

C. Eligibility Requirements Assurance

Any prohibitions or limits on the eligibility of qualified individuals with disabilities to receive services or practice any occupation, are not allowed under this policy. Eligibility requirements for our program are reviewed on a regular basis, and it has been determined they do not screen out or tend to screen out people with disabilities.

All safety requirements are similarly reviewed and it has been determined that there are no discriminatory requirements. The determination of the existence of a direct threat must be based on objective factual evidence and not stereotypes or misconceptions about a person's disability. If any new criteria are developed, their impact on persons with disabilities will be reviewed by the Board of Selectmen, ADA Coordinator, and all staff will be informed on any changes in eligibility requirements that may arise.

D. Assurance Regarding Surcharges

It is the policy of The Town that surcharges are never charged to program participants, staff, (nor any other interested person) for reasonable accommodations under any circumstances. Such accommodations include, but are not limited to: American Sign Language (ASL) interpreters, Computer Aided Realtime Translation (CART), architectural accessibility, computer accessibility hardware or software, Braille material, or any other costs related to the participation of a person with a disability.

E. Integrated Services

It is our policy of that all of our services, programs, and activities are provided in the most integrated setting possible. People with disabilities are never required to participate in separate programs. Services will not be provided to any person with a disability in a manner or at a location different from that

available to other. In all cases, the person with a disability (family members and other representatives only when appropriate) will be fully involved in the consideration and decisions.

F. Significant Assistance

It is the policy of The Town that programs to whom we provide significant support (or contract with) may not discriminate against people with disabilities. All contracts and program sites are regularly assessed to ensure non-discrimination against people with disabilities. The Town will not contract with any entity that discriminates.

G. Accessible Transportation

It is the policy of The Town that all transportation services provided are accessible to everyone regardless of their disability. In addition, any vehicles acquired for public non employee-only use, will be equipped with a wheelchair lift, tie downs, etc. all future van purchases will also be accessible. Our alternate transportation providers are: GAD (Gentle Arms Daily) Van Company, Trinity Wheelchair vans, Lyons Ambulance, (978) 356-2880; Patriot chair car, tel: (978) 975-1111, and ASSIST Transportation Specialist, tel: (978)685-8767.

H. Community Referral

Whenever The Town participates in other programs and services as a condition of participation (e.g. CommonHealth, Employee Assistance Programs-EAP, other counseling agencies, MRC, fuel assistance, DSS. etc.) or make reference to other programs, it is our policy that such programs and services must be accessible. We have information regarding which of the programs (to which it may refer people) are accessible, and which are not. Please note that there is at least one accessible provider in each of the categories of services in which we make referrals.

I. Training Assurance Policy Regarding Non-discriminatory Operations

It is the policy of The Town that staff training and other staff development activities provided by agency personnel and volunteers include information about ADA requirements. Our programs operate in such a manner that does not discriminate against people with disabilities. As stated in our staff training and orientation manual, such training includes a full explanation of our ADA policies, procedures, and practices. Training is done on a regular basis, and

The ADA Coordinator has the overall responsibility for ensuring that all staff are trained, including new employees.

IV. Effective Communication

A. Effective Communication Policy

It is the policy of The Town, Inc that auxiliary aids and services will be provided when necessary to ensure effective communication with persons whose disabilities effect communication. Persons with communication barriers will be given the opportunity to request the aid or service that they prefer and the requested aid or service will be given primary consideration by The Town unless doing so would impose an undue burden or a fully effective alternative is available.

It is the policy of The Town that all documents and publications are available, to anyone who requests them, in accessible formats. These include large print, audiotape, Braille, and computer disc.

The procedure for anyone who requests accessible formats (or any type of effective communication) is:

1. To specify his/her accessible format either in person, over the phone, or in writing to the ADA Coordinator at least 30 days in advance of the event.
2. Within four (5) business days of the request, The Town will provide the format to the requester at no charge.

The Board of Selectmen is the staff person who makes undue burden determinations as per our procedures. When we decide what type of aid or service to provide, primary consideration is given to the type of aid or service preferred by the person with a disability.

B. TTY Assurance

The Town primarily utilizes the Telephone relay services .

C. Alternative Format policy and Procedures

Alternative formats are made available to persons with disabilities who need them in alternate formats. Procedures have been established for the provision of alternative formats include large print, audiotape, Braille, and computer diskettes.

1. The procedure for requesting alternative formats is:
The person making the request should identify the materials desired and specify his/her preferred alternate format to the ADA coordinator either in person, by phone, or in writing at least 30 days in advance of the event or activity for which the material is needed.
2. The materials will be provided in the requested format at no charge. (Every attempt will be made to meet request made less than 30 days before an event or activity.)
3. If, after primary consideration has been given to the preferred format, the request cannot be met, an alternative effective format will be made available. If a request cannot be met the person making the request will be informed as soon as possible but at least 5 days in advance of the event or activity.

We use: Mass Association for the Blind, (Bob Hasche) tel **617-624-8000** or -MSMT, The Braille Center, 651 Yolanda Avenue, Santa Rosa, California 95404, tel: (707) 579-1115, Fax: (707) 579-1246; Carolyn Colclough; as well as Metrolina Association For The Blind, 704 Louise Avenue, Charlotte, N.C. 28202, tel: (704) 372-3870 for our Braille Transcription services.

The Board of Selectmen is the staff person who makes undue burden determinations as per our procedures. When we decide what type of aid or service to provide, primary consideration is given to the type of aid or service preferred by the person with a disability.

D. Interpreter Services Policy

It is the policy of The Town that sign language interpreters, will be provided upon request to any person needing interpreter services in order to participate in any meeting, program, or activity of the agency. Requests should be made 30 days in advance of the scheduled event or meeting. (Every reasonable effort will be made to meet requests made with less than 30 days). Requests should be made either in person, over the phone, or in writing to the ADA coordinator, or Program Director.

Within twenty four (24) hours of the receipt, the ADA Coordinator or other responsible employee will contact the Massachusetts Commission for the Deaf and Hard of Hearing, (telephone # 617-695-7500) to schedule the interpreter service. Our Administrative Assistant coordinates requests for interpreters.

If an interpreter service cannot be obtained, the ADA Coordinator or other member of the staff will offer the option of an alternative effective form of communication or the opportunity to postpone the meeting until such a time as an interpreter can be scheduled.

It is the agency's policy to ensure funds are available for interpreting services by including a line item for interpreter services in each operating budget. The Board of Selectmen is the final Town authority that makes undue burden determinations as per our procedures.

E. Assistive Listening Device Assurances

It is the policy of The Town that assistive listening devices will be provided will be provided upon request to persons needing such device to participate in programs, services and activities of the agency.

The procedure for requesting an assistive listening device is:

1. To specify his/her device or service either in person, over the phone, or in writing to The Town ADA Coordinator, Chief, Department Director, or Manager.
2. If the device or service is to be used for an The Town (or other interagency) meeting, the requester will make the request at least 7 days prior to the scheduled event or activity. (Every reasonable effort will be made to meet requests made with less than 7 days notice.)
3. If adequate notice is given, and the Town Department, the Manager will offer the requester the option to postpone the meeting until such can be obtained.

The Town has an fm loop system. The Town will use Computer Assisted Real Time Reporter (CART), when requested by our staff, citizens, and participants for public meetings and events. MCDHH's statewide interpreter referral service is an additional resource for acquiring Interpreters as well as CART.

Adcare, Inc. (tel 508-752-7313, Jim Gorske; 5 Northampton Street Worcester, MA 01605, Fax 752-8111, is a resource for The Town. When we decide what type of aid or service to provide, primary consideration is given to the type of aid or service preferred by the person with a disability.

F. – G. TV Captioning and Video Assurance

It is the policy of The Town that audio-visual presentations (provided for the public by the library or any other The Town department) will be accessible to all individuals with disabilities.

Whenever we provide TV programs, attempts are made to use captioned videos, whenever available. Captioned videos are used when necessary to ensure effective communication.

The procedure for any participant who requests a close caption device or descriptive reading service is:

1. To specify his/her need either in person, by telephone, or in writing to the ADA Coordinator or other Department Director or the Program Manager at least four (5) days before the film will be presented.
2. Within four (5) business days, we will provide the close caption video and device, or descriptive reading service during the presentation at no cost to the participant. Staff are trained on a regular basis by our Deaf/Hard of Hearing IL Services (DHILS) staff on the use of interpreters, decoders, CART, and other effective communications.

H. Effective Communication Training Assurance

Training on all aspects of effective communication is conducted at least annually, and all new staff are trained, as per our staff orientation procedures, on all of the above requirements. All staff are familiar with, and have a copy of our entire ADA Policies, Procedures, and Practices.

H. Vendor Product Literature Where to Purchase Equipment

Preface

It is our goal to present information in this document that will be helpful to persons who are looking for information on assistive technology. While it is impossible for us in a document such as this to keep abreast of the very latest "breaking news" in terms of technological advancements, we will make every effort to keep our information as current as possible.

The staff of the Communication Access, Training and Technology Services at **The Mass Commission for the Deaf and hard of Hearing (MCDHH)** is knowledgeable about all current technology used by Deaf, hard of hearing and late - deafened individuals and may be able to answer specific questions or direct you to the appropriate source for vendor-specific information.

There are many ways to classify communication aids and technology. To better enable our readers to find the appropriate source for their specific need, we have separated resources into several different categories. Some vendors/resources may appear in more than one category, so if you are looking for a specific vendor please look at the entire page before contacting us if you cannot find them.

Resources, Manufacturers and Vendors : *If your listing is incorrect or you wish to be added/deleted from this page, please send us an e-mail with the relevant information.*

Overview

It is important to realize that there is no real one-size-fits-all solution. Different systems have different idiosyncrasies, and preferences vary from individual to individual. It is important that the system you select match your lifestyle. For example, if you live in your own home, love gardening and work in your backyard frequently, a system that features a tactile pager is a must. If, on the other hand, you live in an apartment building or are quite sedentary and frequently wear nothing but a bathrobe or a housecoat when you are at home, a tactile pager system may not make sense because it typically requires wearing it on a belt so it is close enough to your body for you to actually feel the alert. Carrying it in your

pocket may render it relatively useless, in which case a visual alerting system is to be preferred.

Assistive Listening Devices and -Systems (ALD and ALS)

ALD are generally used by individuals in smaller settings, while ALS are often encountered in large conference, meeting and entertainment venues and are capable of greater range and of supporting multiple receivers. Both are primarily used by hard of hearing individuals who have usable residual hearing and who can benefit from amplification. ALD(S) have been very much overlooked as an excellent alternative - or addition to - hearing aids in situations that will render the most sophisticated hearing aid by itself virtually useless. Background noise, coupled with poor room acoustics and distance from the sound source, can make it impossible for a person to clearly receive the intended "signal" (the sound source a person wants to hear) because of interference from the "noise" (the sounds a person does NOT want to hear but which intrude on what they DO want to hear). An ALD(S) can avoid this conundrum by picking up the desired sound at the source and transmitting it directly to the listener's ear (or hearing aid) by a variety of transmission standards.

Telecommunications

There are various types of equipment that are designed to allow the Deaf, hard of hearing or late deafened user to effectively access the telephone system. Amplifiers help to boost the volume of either incoming or outgoing calls. TDD's are designed to facilitate nonverbal conversations on the telephone by allowing users to type messages back and forth. Wireless telecommunications allow users to stay in touch via sophisticated alphanumeric devices that can send and receive wireless text messages, as well as featuring direct communication with TDD's and other, more advanced, options.

Visual Communications: Interpreting, Communication Access Real-time Translation (CART), Speech Recognition, Notetaking, Closed Captioning, Captioned Movies, Text Displays

Interpreting refers to the translation of spoken English into American Sign Language (ASL) and vice versa, preferably by a certified and screened American Sign Language Interpreter. In Massachusetts, MCDHH is the entity responsible for screening and certifying interpreters. Please see our [What Is An Interpreter](#) page for more information.

Communication Access Real-time Translation is a technology whereby a professional CART provider transcribes dialogue as it is happening, using stenotype machines and specialized software. The resulting text can be viewed "live" on a notebook screen, be projected for multiple users to view on a large screen, or be inserted into a video feed for instant captioning. CART providers

do, in fact, provide much of the captioning seen in movies and/or broadcast television.

Speech recognition is a process whereby a computer with specialized software "hears" spoken text and displays it in printed form for the person with hearing loss to read. While the technology is promising and has come very far, it is important to note that no program or software currently available approximates the speed and accuracy rate of a professional CART provider.

Notetaking or C-Print is a form of non-verbatim "live" summation in which a specially trained individual with excellent typing ability attempts to summarize what is being said, usually by typing onto the keyboard of a laptop computer. This system does not provide verbatim output; however, it is being used where CART service is not available or where CART would be prohibitively expensive. It is worth noting that opinions diverge greatly as to the viability of this service. Few if any end-users would prefer Notetaking or C-Print over CART given the choice, while educational institutions and others who are unable to find sufficient CART providers and/or claim to be unable to afford to provide them are the main proponents of this service.

Captions display spoken dialogue as printed words on the bottom of the television screen of a captioned TV program or a video. There are three forms of captioning: open, closed and real-time. *Open* captions can be viewed on all television sets, even those that do not have closed caption decoder circuitry. *Closed* captioning is present in almost all current televisions, since the Americans with Disabilities Act mandated that all television sets sold in the U.S. after 1993, with screens 13 inches or larger, include a built-in decoder chip. This applies only to television sets with tuners, not to computer monitors or specialized display devices such as stadium viewscreens. For those devices, there are a number of manufacturers still making closed caption decoders, devices which decode the captioned signal before it is sent to the screen for display.

Text Displays are special displays that show text output.

Disclaimer Notice:

Listing in this document does not constitute or imply endorsement by the Commission of any particular product, manufacturer, vendor or resource. We very strongly encourage interested parties to try equipment hands-on before ordering it to minimize the possibility of dissatisfaction.

Assistive Technology: Research & Demonstration Resources:

Among these resources are those within Massachusetts with a demonstration center and/or retail showroom. This is where you can actually try out equipment and obtain advice from people who can suggest to you what type of equipment would best address your needs. Since vendor information may change, please

call ahead if you are planning a visit to any of these centers to ensure someone will be there to meet you.

**Massachusetts Commission
for the Deaf and Hard of
Hearing**

*Communication, Training, and
Technology Services*

Jonathan O'Dell, Director
150 Mt Vernon Street
Suite 550

Boston, MA 02125-3115

617-740-1600 Voice

800-882-1155 Voice

617-740-1700 TTY

800-530-7570 TTY

Fax: 617-740 -1699

MCDHH.Office@state.ma.us

Internet:www.state.ma.us/mcdhh

Technical Assistance, Training,
Information, Resource

Development and Referral

Contact: Carole Rossick or
Jonathan O'Dell

**New England ADA &
Accessible IT Center**

c/o Adaptive Environments,
Inc.

374 Congress St., Suite 301

Boston, MA 02210-1807

617-695-1225 Voice/TTY

800-949-4232 Voice/TTY

adaptive@adaptenv.org

Internet:www.adaptenv.org

Technical, building and
universal design requirements
under the Americans with
Disabilities Act

**Boston Guild for the Hard of
Hearing**

1505 Commonwealth Avenue
4th floor

Brighton, MA 02135-3605

888 GO GUILD Voice/TTY

bostonguild@hotmail.com

Internet: www.bostonguild.org

**Hartling
Communications,
Inc.**

85 Wilmington Road,
Suite 16
Burlington, MA 01803-
1499

781-272-7634 Voice

781-270-6710 TTY

800-475-3183 Voice

800-672-9455

Fax: 781-229-9161

hartcom@ultranet.com

Internet:

www.hartling.com

Assistive Technology
Showroom,ALDS,

ADSS,

Telecommunications

**Massachusetts
Assistive
Technology
Partnership (MATP)**

1295 Boylston St.,
Suite 310

Boston, MA 02215-
3407

617-355-7820 Voice

617-355-7301 TTY

617-355-6345 Fax

matp@matp.org

Internet:www.matp.org

Information, Referral,
Technical Assistance,

and Policy

Consultation to

improve access to

assistive technology

**Massachusetts State
Association of the
Deaf (MSAD)**

220 Main Street

Malden, MA 02148-

6905

**Northeast Technical
Assistance Center at**

Northern Essex

Community College

100 Elliott Way

Haverhill, MA 01830-

2311

978-556-3341

TTY/Voice

978-556-3104 Fax

NETAC@necc.mass.edu

u

Internet:www.pepnet.org

Assistance to Deaf and
hard of hearing

postsecondary students

**Rehabilitation
Engineering Research
Center (RERC) on
Telecommunication
Access**

UW Madison

Trace Center,College of
Engineering

5901 Research Park

Boulevard

Suite 200

Madison, WI 53719-

1252

Public Contact: Nancy

Gores

608-263-2309 Voice

608-263-5408 TTY

608-262-8848 Fax

info@trace.wisc.edu

Internet:

www.trace.wisc.edu/telrec

ec

Universal

Design;Universal

Access

<p>Audiological Services, Speechreading Classes, Retail Showroom</p> <p>Clarke School for the Deaf / Center for Oral Education <i>Center for Audiological Services</i></p> <p>Holly Altman, CCC-A, Director haltman@clarkeschool.org 413-582-1114 Voice/TTY Fax: 413-587-0383 <i>Assistive Devices Center</i> Jacklyn Gauger, CCC-A, Director adc@clarkeschool.org 413-582-1175 Voice/TTY Fax: 413-587-0383 McAlister Building 36 Round Hill Road Northampton, MA 01060-2124 Internet: www.clarkeschool.org Audiological services; Assistive Technology Demonstration and Information Center, Retail Showroom</p>	<p>781-388-9115 TTY 781-388-9114 Voice 781-388-9015 Fax MSADeaf@aol.com Internet: www.MSAD.org g Retail Showroom</p> <p>Massachusetts State Association of the Deaf / West Western Massachusetts Office 143 Dwight Street Springfield, MA 01103- 1747 413-734-9199 TTY 413-734-9100 Voice 413-739-9015 Fax MSADWest@aol.com Internet: www.MSAD.org Retail Showroom</p>
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ADSS: Alerting Devices and Signaling Systems, Manufacturers

Ameriphone

(see
*Telecommunications:
Manufacturers and
Vendors*)

Hearing Resources

4311 NE Tillamook
Street Portland OR
97213

800-531-2139 Voice/TTY (see *Telecommunications:
Manufacturers and Vendors*
503-774-3668 Voice/TTY)
Fax: 503-774-7247

info@earlink.com

Internet:

www.earlink.com

Global Assistive Devices, Incorporated

4950 North Dixie
Highway
Suite 121
Fort Lauderdale, FL
33334-3947
888-778-4237 Voice
954-784-0035 Voice
Fax: 954-784-0047
info@globalassistive.com
Internet:
www.globalassistive.com

NFSS Communications

1 Turnmore Court
Silver Spring, MD 20906-
2129

888-589-6670 Voice/TTY

Fax: 301-871-3731

info@nfss.com

Internet: www.nfss.com

Phone-TTY Incorporated

(see *Telecommunications:
Manufacturers and Vendors*
)

Silent Call Communications Corporation

Post Office Box 868
Clarkston, MI 48347-0868
800-572-5227 Voice/TTY
248-673-0221 Voice/TTY
Fax: 248-673-5442
sales@silent-call.com
Internet: www.silent-call.com

Sonic Alert, Inc.

1050 East Maple Road
Troy, MI 48063-2813
248-577-5400 Voice/TTY
Fax: 248-577-5433

sonic-

info@sonicalert.com

Internet:

www.sonicalert.com

Ultratec, Inc.

(see
*Telecommunications:
Manufacturers and
Vendors*)

Walker Equipment Corporation

(see
*Telecommunications:
Manufacturers and
Vendors*)

* Also see Resources &
Catalog Vendors for
ADSS

ALDS: Assistive Listening Devices and Systems

American Loop Systems

29 Silver Hill Road,
Suite 100
Milford, MA 01757-

Listen Technologies Corporation

8535 South 700 West, Suite
A
Sandy, UT 84070-2515

Williams Sound Corporation

10399 West 70th Street
Eden Prairie, MN 55344-3459
800-328-6190 Voice
952-943-2252 Voice

1311
Audio Induction
Loop ALDS

Audex/Audiometrics

710 Standard
Street
Longview, TX
75604-5443
800-237-0716
Voice/TTY
800-283-3974 Fax
903-295-8244
Voice/TTY
903-295-0310 Fax
vbeatty@audex.com
internet:
www.audex.com
Infrared,
Counterloop and
Hardwired ALDS
Telecommunication
s

**Gentner
Communications
Corporation**

1825 Research
Way
Salt Lake Town,
UT 84119-2302
800-945-7730
Voice
800-933-5107 Fax
801-975-7200
Voice
801-977-0087 Fax
sales1@gentner.com
Internet:
www.gentner.com
FM ALDS

800-330-0891 Voice
801-233-8992 Voice
Fax: 801-233-8995
info@ListenTech.com
Internet:www.ListenTech.com
m

Phonak Inc., USA

4520 Weaver Parkway
Warrenville, IL 60555-3927
630-821-5000 Voice
800-679-4871 Voice
Fax:630-393-7400
info@phonak.com
Internet:www.phonak-us.com
BTE FM

Phonic Ear, Inc.

3880 Cypress Drive
Petaluma, CA 94954-7600
800-227-0735 Voice
800-227-0735 ext. 291 TTY
707-769-1110 Voice
Fax:707-781-9415
Internet:
www.phonicear.com

FM and Infrared ALDS
Sound Field Systems

**Sennheiser Electronic
Corporation**

1 Enterprise Drive
Old Lyme, CT 06371-1568
860-434-9190 Voice
Fax: 860-434-1759
audiology@sennheiserusa.com
Internet:
www.sennheiserusa.com
Infrared ALDS

**Telex Communications,
Inc.**

12000 Portland Avenue
South

866-943-9675 TTY
Fax:952-943-2174
info@williamssound.com
Internet:
www.williamssound.com
FM, IR and Hardwired ALDS,
Audible Telecommunication
Products

**Rentals of FM Assistive
Listening Systems for
Accessible Events:**

**Hartling Communications,
Inc.**

85 Wilmington Road, Suite 16
Burlington, MA 01803-1499
781-272-7634 Voice
781-270-6710 TTY
800-475-3183 Voice
800-672-9455
Fax: 781-229-9161
hartcom@ultranet.com
Internet: www.hartling.com

MassAV

80 Cambridge Street
Burlington, MA 01803-4146
781-270-0027 Voice
Fax: 781-270-0037
info@massav.com
Internet: www.massav.com

Terry Hanley Audio Systems

John Doerschuk, G.M.
329 Elm Street
Cambridge, MA 02139-1496
617-661-1520 Voice
Fax: 617-661-3349
mail@terryhanleyaudio.com
Internet:www.terryhanleyaudio.com
com

Burnsville, MN 55337-1522
 Internet: www.Telex.com
Telex Personal FM ALD,
BTE-FM, Soundfield
Systems
 Contact: Pam Johnson
 pam.johnson@telex.com
 800-828-6107 ext. 5546
 866-292-7707 Fax
Telex Large Area FM ALS
 Contact: Carla Engler
 carla.engler@telex.com
 800-392-3497
 Fax: 800-323-0498

Telecommunications: Manufacturers and Vendors

Intelligent Products Company

1500 Worcester
 Road # 322
 Framingham, MA
 01702-8998
 508-879-5425 TTY
 info@softtty.com
 Internet:
www.softty.com
 TTY Software for
 Apple/MacIntosh

Microflip Inc.

11213 Petworth
 Lane
 Glenn Dale, MD
 20769-2017
 301-262-2607
 Voice
 301-262-6020
 Voice/TTY
 301-262-4978 Fax
 info@microflip.com

Phone-TTY, Inc.

1246 Route 46 West
 Parsippany, NJ 07054-
 2121
 888-332-3889
 Voice/TTY/VCO
 973-299-6627 Voice
 973-299-6626 TTY
 973-299-7768 Fax
 PhoneTTY@aol.com
 Internet: www.phone-tty.com
 TTY Software,
 Telecommunications

Internet:
www.ultratec.com
 Telecommunications -
 Visual, ADSS

Walker Equipment Corporation

4289 Bonny Oaks Dr.
 Suite 106
 Chattanooga, TN

Internet:	37406-1600
<u>www.microflip.com</u>	800-HANDSET Voice
TTY Software	423-622-7793 Voice
	Fax: 800-325-8871
NXi	Fax: 423-622-0414
Communications,	product@mywalker.com
Inc.	Internet:
4505 S. Wasatch	<u>www.mywalker.com</u>
Blvd.	Telecommunications -
Suite 120, Eagle	Audible, ADSS
Plaza Center	
Salt Lake Town, UT	
84124-4710	
801-274-6001Voice	
801-274-6004 TTY	
Fax: 801-274-6002	
nxi@nextalk.com	
Internet:	
<u>www.nxicom.com</u>	
TTY Software	

VISUAL COMMUNICATIONS Manufacturers & Service Providers (listed by category)

Interpreting/CART

MCDHH Interpreter/CART Referral Service

(M-F 8:45 to 5:00)
617-740-1600 Voice
617-740-1700 TTY
Fax: 617-740-1880
For medical, mental health, or legal emergencies only:
800-249-9949 TTY/Voice

National Court Reporters Association

8224 Old Courthouse Road
Vienna, VA 22182-3808
800-272-6272 Voice
703-556-6272 Voice
703-556-6289 TTY
Fax: 703-556-6291
msic@ncrahq.org
Internet: www.ncraonline.org

Massachusetts Court Reporters Association

Robert Bramanti, President-Elect
19 Harrison Street
Framingham, MA 01702-2313
508-879-4891 Voice
Fax: 508-879-4888
mcra@resource-network.com

Court Reporting Information Technologies (CRIT)

NCRA- Approved Training Program
Springfield Technical Community College
Dr. Beverly McCarthy, CRI, CPE
One Armory Square
Springfield, MA 01101-9000
413-755-4099 Voice
Fax: 413-731-8428

1450, Inc.

iCommunicator
7108 Fairway Drive, Suite 101
Palm Beach Gardens, FL 33418
Voice: 888-933-0001
FAX: 561-630-0375
icomm@1450.com
Internet:
www.mycommunicator.com

Notetaking

Northeast Technical Assistance Center (NETAC)

52 Lomb Memorial Drive
Rochester, NY 14623-5604
716-475-6433 Voice/TTY
Fax: 716-475-7660
netac@rit.edu
Internet: www.netac.rit.edu

Captioning

The Caption Center at WGBH

125 Western Avenue
Allston, MA 02134-1098
617-300-3600 Voice/TTY
Fax: 617-300-1020
access@wgbh.org
Internet: www.WGBH.org

Captioneering

704 South Victory Boulevard,
Suite 204
Burbank, CA 91502-2471
888-418-4782 Voice
818-558-3361 Voice
Fax: 818-558-3368

RapidText

1801 Dove Street,
Suite 101
Newport Beach, CA 92660-2403
949-399-9200
Voice
info@rapidtext.com
Internet:
www.rapidtext.com

ViTAC

101 Hillpointe Drive
Canonsburg, PA 15317-9503
724-514-4000
Voice
800-278-4822
Voice
724-514-4100 TTY
Fax : 724-514-4111
info@vitac.com
Internet:
www.vitac.com

Captioned Movies

Captioned Media Program

1447 East Main Street
Spartanburg, SC 29307-2240
800-237-6213
Voice
800-237-6819 TTY
Fax: 800-538-5636
info.cfv.org
Internet:
www.cfv.org

BmcCarthy@STCC.Mass.edu
Internet: www.stcc.mass.edu

Internet:
www.captioneering.com

**Movie Theater
Rear Window
Captioning**

National Center for
Accessible Media
WGBH
Educational
Foundation
Motion Picture
Access Project
125 Western
Avenue
Allston, MA 02134-
1098
617-300-3400
Voice
617-300-2489 TTY
Fax: 617-300-1035
ncam@wgbh.org
Internet:
www.mopix.org

Registry of Interpreters for the Deaf (RID)

333 Commerce Street
Alexandria, VA 22314-2801
703-838-0030 Voice
703-838-0459 TTY
Fax: 703-828-0454
pr@rid.org
Internet: www.rid.org

CaptionMax
401 Fifth Avenue, Fifth
floor
New York, NY 10016-3317
212-686-3644 Voice
Fax: 212-686-3229
Internet:
www.captionmax.com

Closed Caption Maker
1039 Islington Street # 109
Portsmouth, NH 03801-
7210
800-527-0551 Voice/TTY
wGallant@CCmaker.com
Internet:
www.CCmaker.com

**Massachusetts Registry of
Interpreters for the Deaf**

Post office Box 2171
Westfield, MA 01806-2171
Internet: www.massrid.org

Speech Recognition

AM Technologies, Inc.
108 Water Street, 4th Floor
Watertown, MA 02472-4698
800-949-8973 Voice
617-926-7920 Voice
617-926-7904 Fax
speech@whytype.com
Internet: www.whytype.com

**Media Captioning
Services**
2141 Palomar Airport
Road,
Suite 310
Carlsbad, CA 92009-1426
760-431-2882 Voice
760-431-8795 TTY
Fax: 760-431-8735
Internet:
www.mediacaptioning.com

Text Displays

**FOCUS
Enhancements**
1370 Dell Avenue
Campbell, CA
95008-6604
408-866-8300
Voice
800-338-3348
Customer Svc.
(Voice)
Fax: 408-866-4859
info@focusinfo.co
m
Internet:
[www.focusinfo.co
m](http://www.focusinfo.co
m)

Assistive Technologies, Inc.
1415 North Eagle Street
Naperville, IL 60563-2511
800-244-4906 Voice
Fax: 630-527-0111
dond@assistivetechologies.co
m
Internet:
www.assistivetechologies.com

**National Captioning
Institute**
1900 Gallows Road, Suite
3000
Vienna, VA 22182-4012
800-374-3986 Voice
703-917-7600 Voice/TTY
Fax : 703-917-9878
mail@ncicap.org
Internet: www.ncicap.org

Realtime Reporters
1100 Fetherston Way

**Museum
Technology
Source
Incorporated**

Felton, CA 95018-9132
831-335-7792 Voice
831-335-0246 TTY
Internet:
www.rtreporters.com

323 Andover
Street, Suite 3
Wilmington, MA
01887-1035
800-729-6873
Voice
978-657-3898
Voice
Fax : 978-657-
7132

Selected Catalog Vendors

The following vendors represent only a small sample of the total number of vendors in this field. The Town cannot and does not endorse individual vendors, and listing in this section does not constitute endorsement any more than omission of listing constitutes lack of endorsement. If your company listing is missing, needs to be updated or you wish it to be removed, please send the relevant information to the [MCDHH Webmaster](#).

ADCO Hearing Products, Inc.
5661 South Curtice Street
Littleton, CO 80120-1107
800-726-0851 Voice/TTY
303-794-3928 Voice/TTY
Fax: 303-794-3704
sales@adcohearing.com
Internet: www.ADCOhearing.com

General Technologies
7417 Winding Way
Fair Oaks, CA 95628
800-328-6684 Voice/TTY
916-962-9225 Voice/TTY
Fax: 916-962-9823
devices4less@netscape.net
Internet: www.devices4less.com

Harris Communications
15155 Technology Drive
Eden Prairie, MN 55344-2277
800-825-6758 Voice
800-825-9187 TTY
612-906-1180 Voice
612-906-1099 Fax
mail@harriscomm.com
Internet: www.harriscomm.com

Hartling Communications, Inc.
85 Wilmington Road, Suite 16
Burlington, MA 01803-1499
781-272-7634 Voice
781-270-6710 TTY
800-475-3183 Voice
800-672-9455
Fax: 781-229-9161
hartcom@ultranet.com
Internet: www.hartling.com

HEAR-MORE
42 Executive Boulevard
Farmingdale, NY 11735-4710
800-881-4327 Voice
800-281-3555 TTY
Fax: 631-752-0689
sales@hearmore.com
Internet: www.hearmore.com

HiTec Group International, Inc.
8160 South Madison Street
Burr Ridge, IL 60527-5854
800-288-8303 Voice/TTY
800-536-8890 TTY
630-654-9200 Voice/TTY
Fax: 630-654-9219
info@hitec.com
Internet: www.hitec.com

Potomac Technology, Inc.
One Church Street, Suite 101
Rockville, MD 20850-4194
800-433-2838 Voice/TTY
301-762-4005 Voice
301-762-0851 TTY
301-762-1892 Fax
info@potomactech.com
Internet: www.potomactech.com

Weitbrecht Communications, Inc.
2716 Ocean Park Blvd.
Suite 1007
Santa Monica, CA 90405-5235
800-232-9130 V/TTY

Fax: 310-450-9918
sales@weitbrechtcom.com
Internet: www.weitbrechtcom.com

Addendum

Americans With Disabilities Act (ADA) Non-Discrimination on the Basis of Disability Policies and Procedures

How to obtain : Alternate formats, assistive listening devices, and other reasonable accommodations.

Alternate Formats
Braille and Transcription service providers

1.) MSMT, The Braille Center
11 West Bareham Avenue
Santa Rosa, California 95407
tel (707) 579-1115
fax (707) 579-1246

2.) Massachusetts Association For The Blind
Braille Department
200 Ivy Street
Brookline, Mass. 02146
tel (800) 682-9200

3.) Ferguson Industries
call Phil Oliver
tel (800) 392-6450
For Audiotape Transcription:

4.) Lowell Association For The Blind
174 Central Street
Lowell, Mass. 01852
tel (508) 454-5704

5.) Massachusetts Association For The Blind
Recording Department*
200 Ivy Street
Brookline, Mass. 02146
tel (800) 682-9200
*ask about tone indexing for large documents, which is recommended).

For large print : Use your xerox, copy machine, your computer, etc. Verdana 14 point print or better is large print.

For computer disc format : Provide the requester with a disc which contains your text. AscII, or other formats are generic for blind computer users.

Assistive Listening Devices
(Includes audio loop systems, hearing aids, etc.).

American Loop Systems
43 Davis Road, Suite 11
Belmont, Mass. 02178
(617) 776-5667
(800) 955-7204

Audiological Engineering Company
35 Medford Street
Somerville, Mass. 02143
(617) 623-5562

Potomac Technology, Inc.

One Church Street, Suite 101
Rockville, MD 20850-4194
800-433-2838 Voice/TTY
301-762-4005 Voice
301-762-0851 TTY
301-762-1892 Fax
info@potomactech.com
Internet: www.potomactech.com

Interchurch Audio Resources

11 Lynch Street
Melrose, Mass. 02176
(617) 665-1442

National Catalog House For The Deaf

4248 North Kilpatrick Avenue
Chicago, Illinois 60641
(312) 736-6250
(312) 736-5243(TTY)
(312) 286-7820(fax)
(Also sells- close-caption devices, volume control telephones, flashing smoke detectors, fire alarms, flashing doorbells, VCR decoders, hearing aids, etc.)

AA&T Burlington

Burlington Mall
Middlesex Turnpike
Burlington, Massachusetts 01803
(617) 273-5744 v/tty

To Purchase TTY machines :

AA&T Special Needs Store

North Shore Shopping Center
North Shore Mall
Routes 128 and 114
(508)532-3444

Allied Telecommunications

60 Oxford Road
Newton Center, Mass. 02159
(617) 969-3550

Hartling Communications

7 Sunset Drive
Burlington, Mass.
(617) 272-7634

Richard Doody

Metro Communications
80 Lynn Street
Everett, Mass. 02149
(617) 387-9212 (sales and service)

National Catalog House For The Deaf

4248 North Kilpatrick Avenue
Chicago, Illinois 60641
(312) 736-6250
(312) 736-5243(TTY)
(312) 286-7820(fax)

To request a sign language interpreter, call the Massachusetts Commission For The Deaf and Hard of Hearing (MCDHH), Statewide interpreter referral service at (617) 727-5106, 1(800) 882-1155, their address is:
MCDHH,
600 Washington Street,
Suite 600
Boston, Mass 02111

Northeast Independent Living Program, Inc. August/2020

Proudly presents:

The Americans With Disabilities Act (ADA) For The Town Of Groveland, MA

Overview of the ADA

The Americans with Disabilities Act (ADA), signed by President Bush on July 26, 1990, is a landmark piece of legislation which extends civil rights protection to people with disabilities. The ADA prohibits discrimination on the basis of disability in employment, state and local government services, public transportation, public accommodations, commercial facilities, and telecommunications.

The ADA contains the following five titles:

Title I - Employment (includes all Title II employers and private employers with 15 or more employees)

Title II - Public Entities (state, county and local government.

Title III - Public Accommodations and Services operated by private entities

Title IV - Telecommunications

Title V - Miscellaneous Provisions

Real Life

There are over 49 million Americans who have physical or other impairments (*which substantially limit their daily activities*), who are protected under the ADA.

To appreciate its full impact, it is necessary to understand that virtually every individual and every family in the United States is touched one time or another by the experience of disability.

DEFINITION OF DISABILITY

There are three parts:

1st - The presence of a physical or mental impairment that substantially limits one or more **major life activity**.

- **Major Life Activities** means functions such as:

DEFINITION OF DISABILITY

Seeing,
Walking,
Speaking,
Learning,
Hearing,
Working,
Breathing.

DEFINITION OF DISABILITY

2nd - History or record of impairment.

A person who has recovered from cancer or mental illness.

DEFINITION OF DISABILITY

3rd prong of the definition includes people who are not, in fact, limited in any major life activity but are perceived or regarded as having a disability, sometimes because of myth, fear, or stereotype.

Ann has facial scars as a result of serious burns. She has been repeatedly rejected for jobs as a waitress and receptionist because of her appearance. She is considered a person with a disability for purposes of this part of the definition.

Associational Discrimination

The ADA extends its protections to people who do not have a disability themselves but are discriminated against on the basis of their association with a person with a disability.

The association can be with family members, friends, or any other person.

The five action steps to bring a public entity into compliance with the regulations are:

Step One: Designate a Responsible Employee

Step Two: Provide Notice of ADA Requirements

Step Three: Establish a Grievance Procedure

Step Four: Conduct a Self-Evaluation

Step Five: Develop a Transition Plan

ADA Public Notice

The Town of Groveland does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants. Copies of this notice are available, upon request, in accessible formats (large print, audiotape, Braille, computer disc, etc.) Our grievance procedure, self-evaluation, as well as ADA policies, practices, and procedures, are readily available, upon request. This notice is posted prominently at all our sites, and on all program brochures and manuals. The Town has designated the following person to coordinate its efforts to comply with the ADA. Inquiries, requests, and complaints should be directed to:

Rebecca Oldham, ADA Coordinator

181 Main Street

Groveland, MA 01834

TEL. 978-556-7200

Public Notice

- Communicates agency's commitment to compliance.
- Covers programs, services, and employment.
- ADA Coordinator.
- Address.
- TTY and Fax number.
- States availability in alternative formats.
- Posted prominently at all sites and in short form on flyers, brochures etc.

Grievance Procedure

A person with a disability or their authorized representatives who believe that they have been discriminated against on the basis of disability in employment or the provision of services, activities, programs, or benefits.

Employment

Equal employment opportunity must be provided to otherwise qualified persons with disabilities.

Includes:

- recruitment and hiring
- Compensation
- Terms and conditions of employment
- All other rights and benefits

Qualified person with a Disability

Is a candidate or employee with requisite skills a qualified individual with a disability?

A qualified individual with a disability is a person who meets legitimate skill, experience, education, or other requirements of an employment position that she/he holds or seeks, and who can perform the essential functions of the position with or without reasonable accommodation.

Reasonable Accommodations

Modifications or adjustments to application process, work environment, or the way in which a job is performed or benefits provided.

Reasonable Accommodations

continued

A decision regarding a reasonable accommodation request will be made within five business days.

In the case of a denial based on undue hardship that was made by the Town Executive Assistant for example the employee or applicant may appeal in writing to the Groveland Board of Selectmen.

Reasonable Accommodations

continued

- States commitment to equal employment opportunity policy covering applicants and employees regarding:
 - Hiring processes,
 - Performance of essential job functions,
 - Other benefits of employment (such as training, wellness programs etc.)
- States procedures for obtaining RA including:

Reasonable Accommodations

- How applicants and employees are informed,
- How applicants and employees initiate requests,
- Who handles requests,
- Time frame for response.
- States that RA obligation is limited by undue hardship.
- Identifies senior administrator with budgetary authority responsible for undue hardship decisions.

NON-DISCRIMINATORY OPERATIONS

Non-Discriminatory Operations

- May not deny equal opportunity for people with disabilities to participate programs and services.
- May not provide unequal or less effective opportunity.

Equal Opportunity Policy

No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in; be denied the benefits of; or otherwise be subjected to discrimination under any of The Town of Groveland's programs and activities.

Reasonable Modification Policy

Town of Groveland will make reasonable modifications to our policies, practices, and procedures.

Unless the agency can demonstrate that such modification would impose an undue burden or fundamentally alter the nature of our program or the services that we offer.

The final decision concerning whether a request for a modification is reasonable (or is a fundamental alteration of the program) is made by the Board of Selectman in discussion with the ADA Coordinator.

Eligibility

Title II entities may not impose eligibility criteria that directly or indirectly screen out people with disabilities, unless criteria are necessary to the program.

Assurance Regarding Surcharges

It is the policy of The Town of Groveland that surcharges are never charged to staff/participants (nor any other interested person) for reasonable accommodations under any circumstances.

Integrated Settings

- Programs must be provided in the most integrated setting possible.
- Separate programs MAY be permitted if necessary to ensure equal opportunity.
- Persons with a disability may choose to participate in the integrated program.

Community Referral Assurance

Whenever the The Town of Groveland refers consumers to other programs and services (such as counseling agencies etc.) as a condition of participation or make reference to other programs, it is The Town of Groveland's policy that such programs and services must be accessible.

Training Assurance Regarding Non-Discriminatory Operations

The training assurance should state that training or other staff development activities provided by and/or to agency personnel and volunteers will include information about ADA requirements that programs operate in a manner that is not discriminatory towards people with disabilities. Trainings should be reviewed with all new employees and on a yearly basis for all employees.

Effective Communication Policy

It is the policy of the Town of Groveland that auxiliary aids and services will be provided when necessary to ensure effective communication with persons whose disabilities effect communication.

It is the policy of the agency that all documents and publications are available, to anyone who requests them, in accessible formats. These formats include large print, audiotape, Braille, and be sent electronically. Primary consideration is given to the type of aid or service preferred by the person with a disability.

Effective Communication Policy

- Assures commitment to providing effective communication.
- States that people with disabilities have the opportunity to request **their** preferred form of auxiliary aid or service.
- An effective means of communication will be provided unless doing so poses undue burden or fundamental alteration.
- Procedure for requesting aid or service.
- Respond to request on a reasonable notice.
- Primary consideration will be given.

Auxiliary Aids - Communication

- Qualified ASL interpreters
- Hand written notes
- Amplified sound
- Assistive listening systems
- CART
- Open and closed captioning

Alternative Format Policy

It is the policy of The Town of Groveland to make all documents, publications, and materials within The Town of Groveland available to persons with disabilities who need them in alternate formats.

The person making the request should identify the materials desired and specify his/her preferred alternate format to the ADA coordinator.

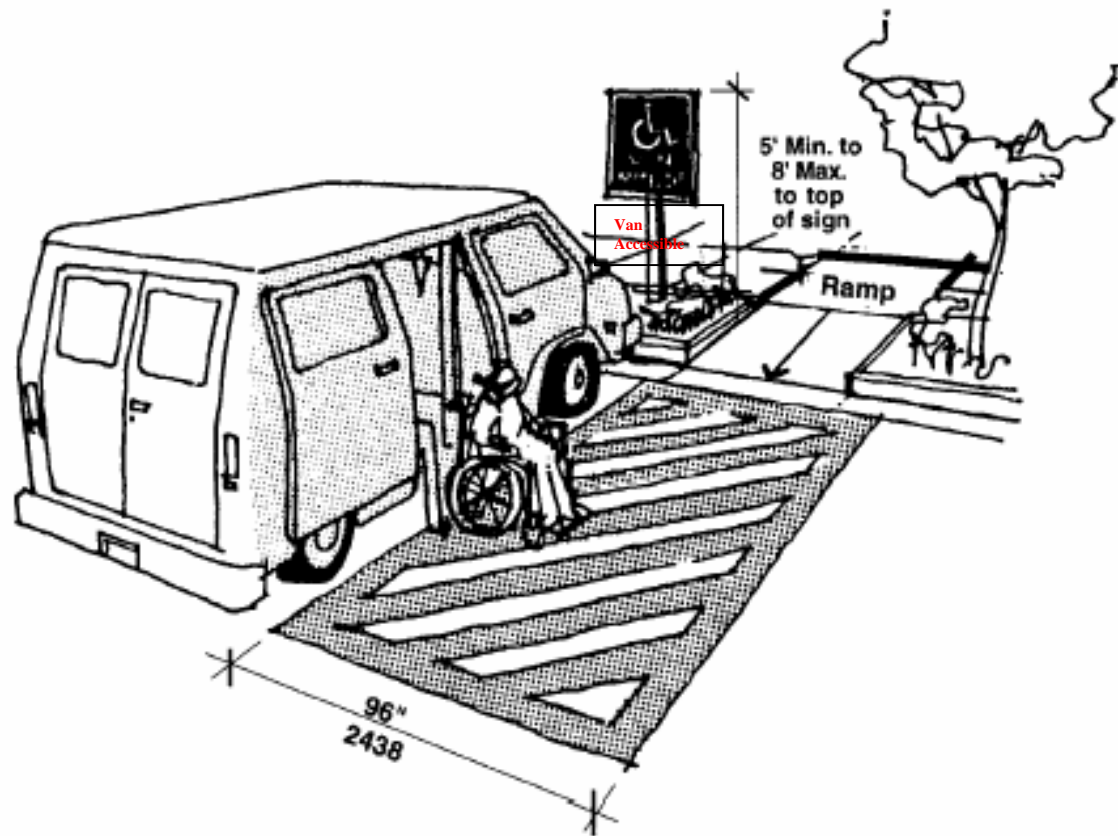
Interpreter Service Policy

It is the policy of the Town of Groveland that sign language interpreters, will be provided upon request to any person needing interpreter services in order to participate in any meeting, program, or activity.

Requests should be made 30 days in advance of the scheduled event or meeting. If an interpreter service cannot be obtained, the ADA Coordinator or other member of the staff will offer the option of an alternative effective form of communication or the opportunity to postpone the meeting.

READILY ACHIEVABLE BARRIER REMOVAL

- Lists all barriers whose removal is readily achievable.
- Specifies cost for removal of each.
- Specifies date for completion of each.
- Describes program access solutions (how programs and services are offered at alternative locations or by means to overcome barriers without compromising quality of service).



Van Accessible Space
Figure 23c

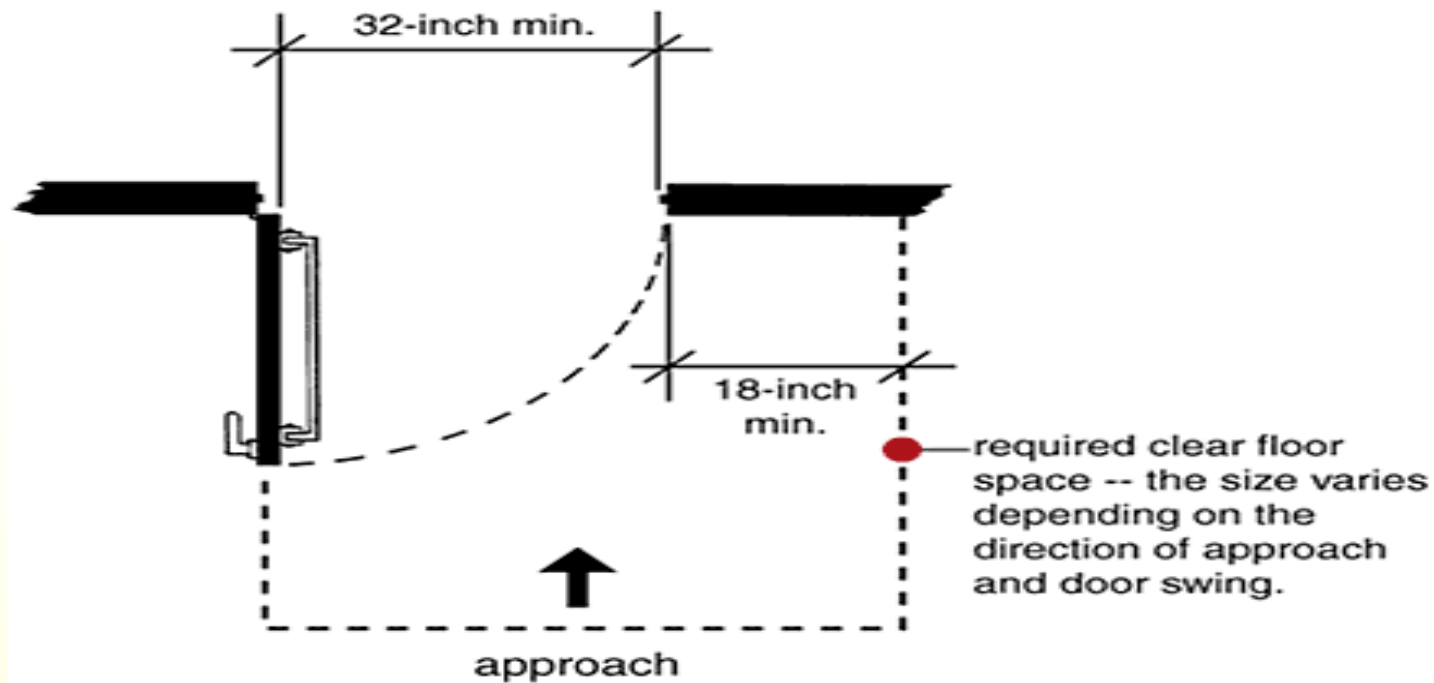
Each space shall have a sign designating it “Van Accessible” as required by 521 CMR 23.6.

Eight foot minimum (8’0) wide space and an access aisle of eight feet (8’0).

Sign shall be permanently located at a height of not less than five feet (5’0) nor more than eight feet (8’0) to the top of the sign.



Any entrance not accessible by persons in a wheelchair shall have a sign clearly indicating the location of the accessible entrance.



32 inch clear opening – 18 inch clear floor space on the pull side of the door. – Lever type door handle not a knob. – Door opening force 15 lbs. exterior, 5lbs interior. – Thresholds exceed 1/2in in height shall be beveled. – Closing speed from an open position of 90 degrees, should take at least six seconds to close.

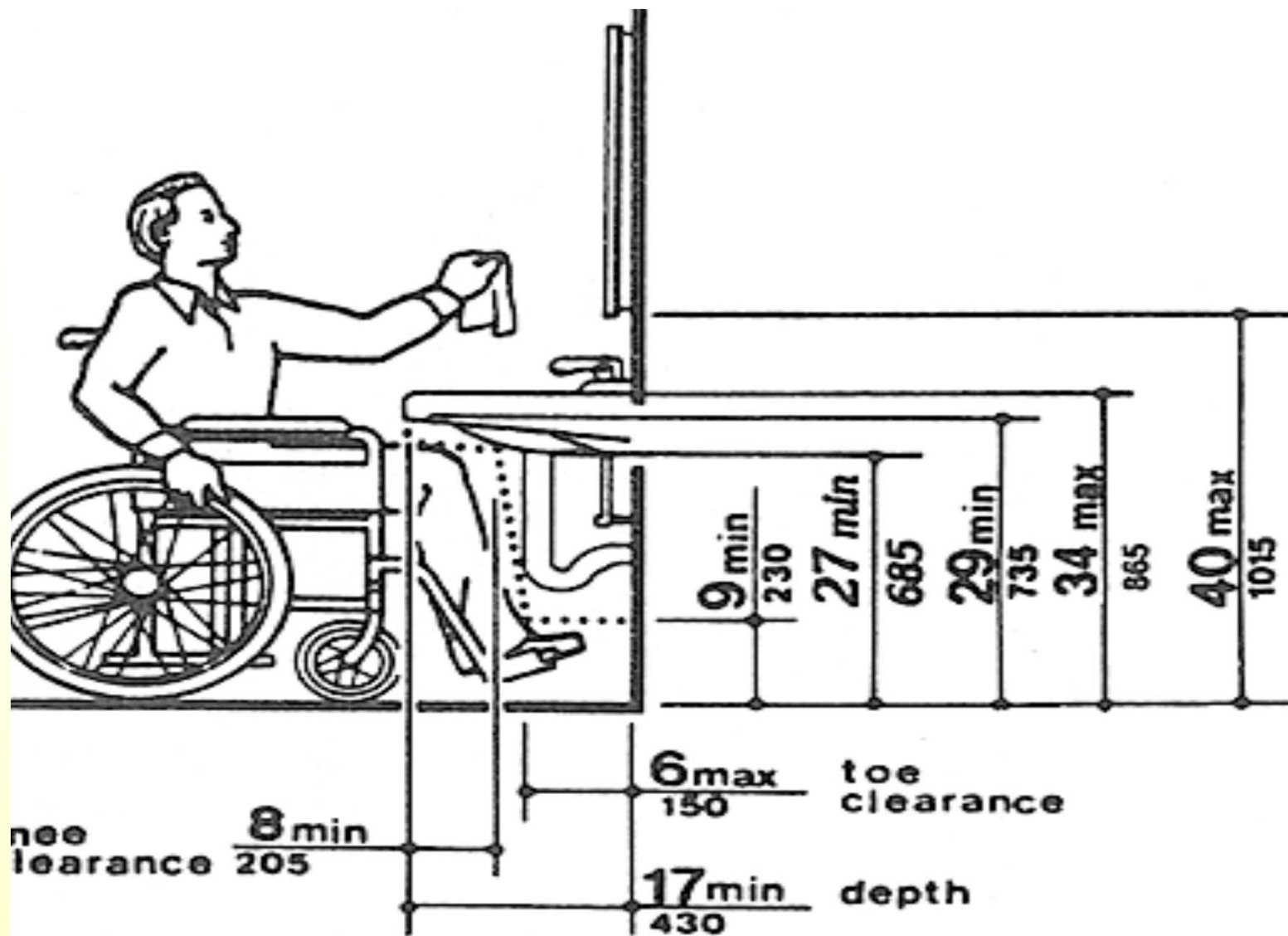
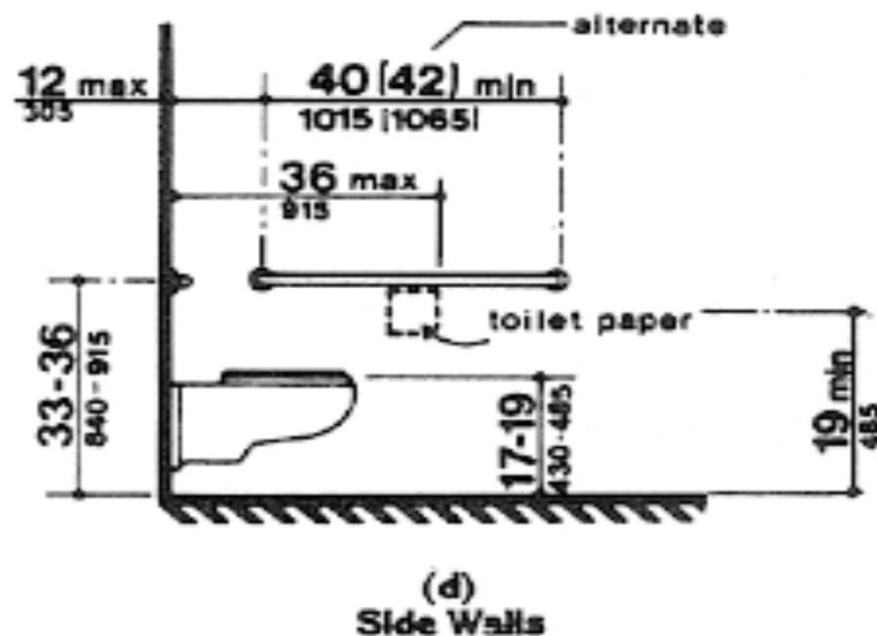


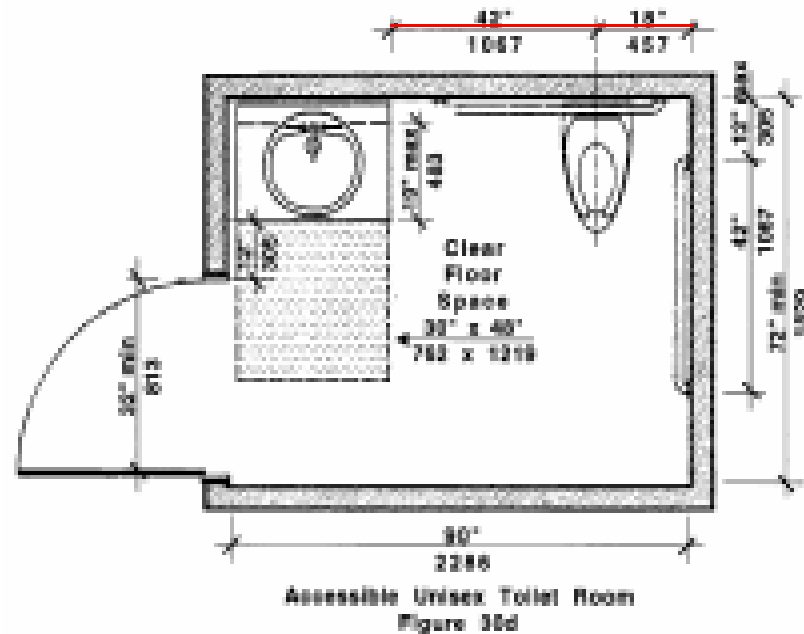
Fig. 31
Lavatory Clearances



Two grab bars 42 inches long, 33 to 36 inches from the floor, non-rusting and a roughened surface.

Toilet paper holder ADA 19 inches from floor and 6 inches from the front of the toilet.

Toilet shall be 17 to 19 inches high to the top of the seat.



Clear floor space from the center of the water closet to the nearest fixture or wall shall be 42 inches from the center of the water closet and the nearest wall shall be 18 inches.

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (MDPH)
TRANSITION PLAN SUMMARY FOR READILY ACHIEVABLE BARRIER REMOVAL**

Agency/Corporate Name* _____ Total number of facilities _____

Worksheet completed by _____ Telephone _____ Date _____

Facility Name	Description of Structural Changes	Cost Estimate	IMPLEMENTATION SCHEDULE			
			Month One	Month Two	Month Three	Month Four Completion
TOTAL COST ----->						

SUMMARY OF TRANSITION PLAN Sign-off: ADA Coordinator _____ Page __ of __

* Note that a Facilities Inventory and a Transition Plan for Readily Achievable Barrier Removal (when applicable) is required for ALL of the MDPH contracted vendor's program sites.

Town ADA Competency Test

1. How many Titles are there in the ADA?

- A. One Title
- B. Three Titles
- C. Five Titles
- D. Seven Titles

2. The ADA addresses disability issues as they relate to:

- A. Employment
- B. Public accommodations
- C. Telecommunications
- D. All of the above

3. Title II addresses issues related to:

- A. Telecommunications
- B. Miscellaneous provisions
- C. Employment
- D. Public Entities

Town ADA Competency Test

4. Title III addresses issues related to:

- A. Employment
- B. Public accommodations operated by private entities
- C. Telecommunications
- D. Public services of state and local government

5. An employer must give preference to a qualified applicant with a disability over the other applicants.

True or False?

6. The employer must provide reasonable accommodation to the individual with a disability whether or not it knows of the disability.

True or False?

Town ADA Competency Test

7. Approximately 50% of accommodations for people with disabilities will cost:

- A. \$1 to \$100
- B. \$250 to \$400
- C. Over \$500-\$1,000.00
- D. Over \$5,000.00

8. Which of the following actions could be considered a reasonable accommodation for applicants or employees with a disability:

- A. restructuring a job
- B. modifying work schedules
- C. modifying examinations
- D. all of the above.

9. The ADA prohibits an employer from inquiring as to whether a prospective employee has a disability.

True or False?

Town ADA Competency Test

10. Title I provisions cover hiring, firing, and promoting processes among other employment activities.

True or False?