

# TOWN OF LEVERETT, MA

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## ADA SELF-EVALUATION & TRANSITION PLAN



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## TABLE OF CONTENTS

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|                                |    |
|--------------------------------|----|
| Introduction                   | 1  |
| Regulatory Context             | 2  |
| Self-Evaluation                | 5  |
| Key Findings & Recommendations | 11 |
| Resources                      | 15 |
| Appendices                     | 20 |

## INTRODUCTION

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The Town of Leverett (the Town) was first established in 1774 after successfully petitioning for separation from Sunderland and was named after John Leverett. The Town is located on the edge of the Pioneer Valley and is part of Franklin County. It measures approximately 23.0 square miles and is bordered by five (5) towns, the largest of which is Amherst. The population is approximately 2,000 residents.

Like all municipalities, the Town has a regulatory obligation to ensure that it does not discriminate against individuals with disabilities in the provision of municipal programs and services. The ADA defines individuals with disabilities as those who fall into one of the following three categories:

1. Individuals who have a physical or mental impairment that substantially limits one or more major life activities,
2. Individuals with a record of such an impairment; or
3. Individuals regarded as having such an impairment.

The Americans with Disabilities Act (ADA) does not necessarily require that all of the Town's facilities are fully accessible. Rather it requires that all of the Town's programs and services, "when viewed in their entirety," are accessible. The law provides public entities with some flexibility in how this standard can be met. Both structural and nonstructural methods of providing "program access" can be used.

In order to ensure such accessibility, the ADA requires a public entity to take five administrative actions:

1. Designate an employee responsible for carrying out compliance activities.
2. Provide notice to the public of its rights and protections under the ADA and how the entity complies with those obligations.
3. Establish a grievance procedure.
4. Conduct a Self-Evaluation, a comprehensive review of policies and procedures.
5. Develop an *ADA Transition Plan*.

The only limit to the Town's obligations is if an action will result in a fundamental alteration to the program or service or create undue administrative or financial burdens. The decision that compliance would result in such alteration or burdens must be made by the head of the public entity or his or her designee and must be accompanied by a written statement of the reasons for reaching that conclusion. If it is determined that barrier removal will result in such an alteration or burdens, the Town must still "take any other action that would not result in

such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.”

## REGULATORY CONTEXT

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There are four federal and state requirements for architectural barrier removal in existing buildings and in alterations to existing buildings. These are:

1. **PL101-336: 1990 Americans with Disabilities Act (ADA).** This is the federal civil rights statute whose first purpose is: *...To provide a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities.* (42 USC 12101. Sec.2(b))
2. **28 CFR Part 35: Department of Justice: Nondiscrimination on the Basis of Disability in State and Local Government Services (as amended by the final rule published on September 15, 2010).** These are the U.S. Department of Justice’s regulations implementing the ADA, as required in 42 USC 12101, Sec.204(a))
3. **29 USC 794: Section 504 of the 1973 Rehabilitation Act (504)**
4. **521 CMR: The Rules and Regulations of the Massachusetts Architectural Access Board.** (1977, 1987, 1990, 1992, 1996, 1998, 2006) These regulations are designed to make public buildings and facilities accessible to, functional for, and safe for use by persons with disabilities. (521 CMR 2.1). These are incorporated by reference as a special code in the Massachusetts State Building Code.

### ADA AND 504 BARRIER REMOVAL REQUIREMENTS

There are two requirements under Title II of the ADA that require a public entity such as the Town to remove existing barriers to bring an end to, and to prevent, discrimination against a person or people with disabilities. These two requirements are:

- Program access, and
- Alterations to existing facilities.

### PROGRAM ACCESS

The ADA’s Section 202. Discrimination states:

*... no qualified individual with a disability shall, by reason of such 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 any such entity.*

The ADA’s Section 204 required that the U.S. Department of Justice (DoJ) promulgate implementing regulations by 26 July 1991, one year after enactment of the legislation. These regulations are 28 CFR 28, published on July 26, 1991. 28 CFR 35.149 states:



*... no otherwise qualified individual with a disability shall, because a public entity's facilities are inaccessible to or unusable by individuals with disabilities, 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 any public entity. 28 CFR 35.150 states that: A public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.*

This statutory and regulatory language above describes what is known as “program access” – a situation where all programs are readily accessible to, and usable by, qualified persons with disabilities. In addition, qualified students with disabilities must be provided with equal services in as integrated a setting as possible. The determination of what is an equal and integrated setting will be made on a case-by-case basis. What is appropriate for one person with a specific impairment may not be useful or appropriate for another person with the same impairment. Failure to provide “program access” is an illegal act of discrimination under Title II of the ADA. The Town must identify and correct policies and practices that have the effect of discriminating against individuals with disabilities.

## **METHODS OF PROVIDING PROGRAM ACCESS**

28 CFR 35.150 details the methods that a public entity such as the Towns may use to provide program access. These include:

- Reassignment of services to accessible buildings;
- Delivery of services at alternate accessible sites;
- Alteration of existing facilities and construction of new facilities; or
- Any other methods that result in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

From an architectural standpoint, this requirement does not mean that every building has to be accessible. However, every program must be accessible.

## **TRANSITION PLAN**

Where the Town's Self Evaluation determines that structural changes are required to provide program access, the ADA requires that a Transition Plan be developed that establishes the planned barrier removal. The plan is required to:

- Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- Describe in detail the methods that will be used to make the facilities accessible;
- Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and

- Indicate the official responsible for implementation of the plan.

A copy of the transition plan is required to be made available for public inspection. If the Town receives federal funds, they were required in 1980 to develop a similar transition plan to achieve program accessibility under Section 504 of the Rehabilitation Act. Under Section 504, structural or architectural barriers to program access identified in the 504 Transition Plan were to be removed by 1983.

The ADA Transition Plan requirement was intended as an update of the 504 plan to cover any new programs and services not covered and made accessible under the 504 barrier removal program. The ADA requires public entities either to supplement their 504 Transition Plans or replace them with ADA Transition Plans. The Town should have developed an ADA Transition Plan by July 1992.

### **SCHEDULE FOR PROGRAM ACCESS COMPLIANCE**

28 CFR 35.150 sets a time period for ADA compliance stating:

*Where structural changes in facilities are undertaken to comply with the obligations established under this section, such changes shall be made within three years of January 26, 1992, but in any event as expeditiously as possible.*

Both 504 and Title II of the ADA presume that people with disabilities will be using the programs and services of public entities. In anticipation, they both mandate proactive steps to prevent discrimination by removing existing barriers. They do not permit public entities to wait until a person with a disability arrives before beginning to make accommodations. Minor accommodations may be needed, but the significant assessment and barrier removal should be complete.

It is important to note that it is up to the Town itself to move this work along – no regulatory agency or body is going to be monitoring. The schedule of completion of the items identified in the Self-Evaluation & Transition Plan is to be determined by the Town and should be updated and adjusted annually.

## SELF-EVALUATION

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The Town retained the services of the University of Massachusetts Donahue Institute's subcontractor, Kessler McGuinness & Associates, LLC (KMA), to perform an assessment of Leverett's programs, services, and facilities. To develop Leverett's ADA Self-Evaluation and Transition Plan, to date, KMA has performed the following tasks:

1. A conference call was held with the Town Administrators to discuss project goals and methodology.
2. Two questionnaires were distributed; one addressing the central policies and procedures of the Town and a second questionnaire for each department/program.
3. A review of the completed questionnaires and other policy documents received from the Town was undertaken, including:
  - a. Personnel Policies Handbook (e.g. EEO, hiring/firing, grievance, discrimination complaints, disciplinary procedures, etc.)
  - b. Various School Committee Policies (e.g. service animals, field trip forms, etc.)
  - c. Information about Assistive Listening Devices provided in the Town Hall and Library.
4. Access audits of town buildings and facilities were performed, and Draft ADA Existing Conditions Reports were completed.
5. A Draft ADA Self-Evaluation was developed and presented for public review.
6. Draft Key Findings and Recommendations were developed and presented for public review. Comments can be found in the Appendix.

## PROGRAMS, SERVICES, AND ACTIVITIES

According to the town's website, Leverett provides municipal programs and services through the following departments, boards, and committees:

### Departments

|                                |                   |
|--------------------------------|-------------------|
| Accounting                     | Police Department |
| Administrator                  | School            |
| Dog Officer                    | Tax Collector     |
| Fire Department                | Town Clerk        |
| Highway Department             | Town Hall         |
| Leverett Municipal Light Plant | Transfer Station  |
| Library                        | Veterans          |
| Newsletter                     |                   |

**Boards + Committees**

|                          |                            |
|--------------------------|----------------------------|
| Affordable Housing       | Board of Assessors         |
| Board of Health          | Capital Planning Committee |
| Community Preservation   | Conservation Committee     |
| Council on Aging (COA)   | Cultural Council           |
| Emergency Planning Board | Energy Committee           |
| Finance Committee        | Historical Commission      |
| Kimball Trust            | Leverett MLP Board         |
| Library Trustees         | OSRP Update Committee      |
| Personnel Board          | Planning Board             |
| Recreation Committee     | Scholarship Committee      |
| School Committee         | Select Board               |
| Tax Relief Committee     | Trails Committee           |
| Zoning Board of Appeals  |                            |

Two questionnaires were distributed; one addressing the Town's central policies/procedures and a second to be completed for each Town program [see Appendix].

**OVERVIEW OF DEPARTMENTAL FINDINGS – POLICIES AND PROCEDURES**

The following departmental summaries are based on responses to the above-referenced questionnaires. A summary of these findings, along with recommendations regarding changes to existing policies and procedures and/or implementation of new ones, may be found later in this document.

**Administration - Town Hall**

This is the main office that oversees various departments such as the town clerk, tax collection, assessors, etc. The office provides assistance to residents for paying bills, accessing records, and other similar activities and transactions. According to the Department's self-assessment questionnaire, the majority of offices and toilet facilities are on an accessible route, but a few offices are not fully accessible.

The town's Complete Policy Book, which was developed and is followed by the Administration, includes such information as hiring/firing protocols, employee benefits and worker's compensation for town employees, Discriminatory Harassment and Sexual Harassment Policy, Discrimination Complaints Reporting and Investigation Procedure, Confidentiality, etc. Within the Book, there is no method identified for requesting reasonable accommodations such as providing interpreters for the deaf, providing audio material for the blind, or identifying alternate meeting locations that are barrier free. Printed materials, if

requested, can be made available in large print. There is an assistive listening device available for town meetings with limited instructions provided, but there is no contact information for requesting assistance for setting up the device. There also is no other offer of other types of assistance, such as audio format, texting/emailing notifications, or the offer of interpreter services for public meetings. There is no emergency plan in Town Hall for persons with disabilities.

### **Town Boards and Committees**

This category includes the Conservation Committee, Board of Health, Select Board, Planning Board, and others. It does not include the School Board or the Library Trustees [see below]. Most of the Boards and Committees meet at Town Hall and therefore provide the same level of accessibility as is described above.

### **Fire Department**

In addition to the typical services provided by a Fire Department, this department also issues permits for such things as yard burning, certificates of occupancy, sprinkler systems, building permits, fireworks, safety inspections, etc. According to the Department's self-assessment questionnaire, the building entrance and the public toilet rooms are accessible. However, there are no procedures in place for employees requesting reasonable accommodations, policies or printed materials to be made available in other formats, or auxiliary aids/services.

### **Municipal Light Plant**

The Leverett Municipal Light Plant manages LeverettNet, which is a telecommunication network overseen by a 3-member Board and Manager. Meetings are held at Town Hall, which is accessible and with access to the assistive listening device equipment. According to the Department's self-assessment questionnaire, they are not aware of any alternate to print materials, or emergency preparedness plan to accommodate someone with a disability.

### **Library**

The Leverett Library is open 5 days a week with limited hours. In addition to offering standard library services such as lending reading materials and holding special events, the library also maintains a community room that can be reserved for events. Books are also available in large print, eBook, and audio format, and the library provides braille materials if requested. Two members of staff are paid while the rest are volunteers, and according to the Department's self-assessment questionnaire, "we have them do what they feel they can do" regarding the accessibility of the library's programs, services, and activities. As far as emergency preparedness, they have "spoken to the highway department to ensure all exterior doors are shoveled to the parking lot."

## Police

The Leverett Police Department has a Police Chief and one full-time Officer. Shift coverage is supplemented by part-time and reserve officers. There is also emergency contact information on the website that includes the Shelburne Control Dispatch. Employee requests for reasonable accommodations are covered in the department's Policy Book. According to the Department's self-assessment questionnaire, alternate format print materials are not available. The department does have access to auxiliary aids but is not aware of the availability of any services. The department's response indicates that although there may be an emergency preparedness plan, they have not seen it.

## Public Schools

According to the Town website, the schools are part of Union 28 and Amherst/Pelham Region. Union 28 is a partnership of four (4) elementary schools: Leverett Elementary School, Erving Elementary School, Shutesbury Elementary School, and Swift River School. In general, Leverett students attend Amherst/Pelham Regional Middle and High Schools. A variety of school-related policies were provided, including Public Participation at School Committee Meetings, Policy Dissemination, Special Education Services Policy, Allergy Protocols, KCB Community Involvement in Decision Making, Service Animals in Schools, and a Field Trip Policy. The following was observed:

- Service Animals Policy: This policy includes the statement, *"If any student or staff member assigned to the classroom in which a service animal is permitted suffers an allergic reaction to the animal, the person having custody and control of the animal will be required to remove the animal to a different location designated by the Building Principal or designee and an alternative plan will be developed with appropriate District staff. Such plan could include the reassignment of the person having custody and control of the animal to a different classroom. This will also apply if an individual on school transportation suffers an allergic reaction. In this case, an alternate plan will be developed in coordination with appropriate school, District, and transportation staff including the involvement of the parents/guardian of the student."*

This statement inappropriately puts the burden on the student to be transferred out of the classroom. The ADA includes rules related to service animals such as, *"Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility."*

- Field Trip Policy: There is a statement that references the requirement to arrange in advance the potential need for parking and unloading spaces and *'universal access and facilities are provided'*. However, other than arrangements for students requiring medication, there is no other identifiable process by which to request any other

reasonable accommodations for a student with a disability (e.g. transportation to accommodate a wheelchair, etc.).

- Observations of Special Education Programs: There is no acknowledgement that reasonable accommodations can be provided for a parent who wishes to observe their child in the classroom.
- Harassment Policy: There is no indication that alternate meeting locations are available, if accommodations are needed. In addition, the grievance officer and/or contact information is not identified.
- Policy Dissemination: The policy states that *“electronic version may be available on the school website. At a minimum a statement identifying where a hardcopy of policies may be found and the process for requesting them must be posted on the school website.”* Some of the policies related to Amherst Regional Schools were available on the website but none were posted for the elementary schools.

### **Recreation Department**

According to the Department’s self-assessment questionnaire, there are departmental emergency preparedness plans included in those for the Library and School system. There is no policy for reasonable accommodations provided for staff, nor was the respondent aware of the availability of any auxiliary aids or services.

### **Council on Aging (COA)**

The Council on Aging programs are based at the Town Hall. Some programs are free and other programs suggest a donation (e.g. Friday Lunch, Yoga, Foot Clinic). The website lists additional resources that may be available, based on age and income, including a Home Repair Modification Program that offers grants for home repairs based on income, PVTA Dial-a-Ride to seniors over 60 years old with “priority given to certified ADA passengers in accordance with federal law,” and the TRIAD Program of the Franklin County Sheriff’s Office, which assists in crime prevention and “protecting the safety and wellness of the senior citizens throughout the county”. Once a year the Town posts a notice in the newsletter, inviting elders who want to be added to a list if they feel they may need additional assistance, evacuating from their residence in the event of an emergency. The list is made available to the Fire Department and used as part of a ‘telephone tree’ calling system in the event of an emergency.

### **Town Website**

A statement of the town’s compliance with the ADA is not provided, nor is there any information regarding disability related issues. There is no information that an assistive listening device is available at the Town Hall and Library. There is limited information about the accessibility of different facilities. Information regarding disability related issues is not easy to



find. None of the departments offers TTY availability. The website does not list TTY phone nor is there any offer of TTY availability. Announcements of upcoming events do not include information regarding accessibility of the event/location. Nor do they provide the opportunity for requesting accommodations. The Public Safety Complex stores special needs cots for use in the emergency shelters. It would be important that this information be made available on the website.

## **MUNICIPAL FACILITIES**

As part of the self-evaluation process, KMA staff completed field audits of the following public buildings and facilities on May 9-10, 2018:

- Field Building
- North Leverett Fire Station
- Public Library
- Public Safety Complex
- Town Hall
- Transfer Station
- Leverett Elementary School

In addition, the following conservation areas, trailheads, and recreation spaces were audited:

- Public Boat Launch on Leverett Pond
- Recreation Commission Fields between Elementary School and Library
- 4H Forest
- Cave Hill Road Conservation Area
- Bill Rivers Trail
- Roaring Brook Conservation Area

The purpose of these audits was to identify typical and/or significant unique elements that may represent a barrier to program access. These were not comprehensive audits, and the reports of the findings are not intended to address any current or future renovation plans for a facility, or operational or functional aspects of a building beyond ADA compliance. The construction, renovation, and maintenance of these facilities is also subject to the state building code, as well as local codes, regulations, and ordinances (if any).

The reports may be found in Appendix B to this report. Cost estimates are provided in the reports for budget planning purposes only and do not represent actual construction costs. The audits did not account for structural and other factors that may have a significant impact on the cost of mitigation(s). It is assumed that further analysis will be performed to determine actual construction costs that address specific conditions and the local market. The cost estimates are time sensitive and may increase over time.

Many federal accessibility regulations allow for the application of conventional industry tolerances for construction. For example, the Americans with Disabilities Act Accessibility Guidelines (ADAAG) states, “all dimensions are subject to conventional building industry tolerances for field conditions.” However, KMA is unaware of any applicable document or standard where such tolerances are defined. Thus, KMA’s standard practice is to document any observed instance where an existing condition does not fully conform to the applicable standard – regardless of the degree to which the element does not conform. For example, a toilet located at 18.25” from the side wall to the centerline of the fixture would still be noted, even though the deviation from the applicable requirement (18”) is minimal.

Construction costs for standard mitigations, including unit costs, are estimated costs provided for budget planning purposes only and do not represent actual construction costs. Factors that will influence actual construction costs include the specific approach to mitigation contemplated, structural and other factors not identified during the audit, and the local market.

## KEY FINDINGS AND RECOMMENDATIONS

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Based on the information on the Town’s website, completed forms, and discussions with staff, KMA finds that the Town has made progress in meeting its ADA obligations not to discriminate based on disability. Following are specific findings and recommendations.

### POLICIES AND PROCEDURES

**Finding 1:** The Town has not yet fulfilled several Title II administrative requirements. For example, there is a grievance and sexual harassment policy, but it does not include specific information about ADA accommodations. Similarly, there is a service animal policy specific to the school system, but not to the Town.

**Recommendation 1:** Develop and disseminate:

- a. An ADA Grievance Policy, which should include information for accessing the Town ADA Coordinator.
- b. Procedures to ensure meetings, hearings, etc. are held in barrier-free locations and include (if requested) interpreters for the deaf and taped/audio material for the blind.
- c. A formal policy regarding service animals in municipal facilities and a review of the School Policy on Services Animals.
- d. A public notice of ADA compliance.
- e. A process of requesting and responding to requests for modifications to policies or procedures on the basis of disability.

**Finding 2:** Responses to the department self-assessment questionnaires indicate that not all personnel have a clear understanding regarding the extent of the Town's program access obligations. For example, some departments do not have procedures for providing reasonable accommodations to employees. It is also unclear if all staff receive training in this area.

**Recommendation 2:** Develop and provide ADA training for the ADA Coordinator and all Town departments and ensure that new hires and volunteers are made aware of their role in meeting the Town's responsibilities on an ongoing basis.

**Finding 3:** The Town has some emergency plans for accommodating individuals with disabilities but does not appear to have a coordinated plan to ensure equal access to safe egress or evacuation from all municipal facilities. Information for what resources are available is not well posted.

**Recommendation 3:** KMA recommends that the Emergency plan be reviewed to ensure it provides equal access to safe egress for any visitor or member of the community, including additional assistance if required, to effectively alert, evacuate, and/or shelter them during an emergency. To ensure equal access to safe egress for individuals with disabilities, develop protocols and signage for such issues as:

- Fire Exits signage and maneuvering space.
- Safe Wait Areas.
- Evacuation Maps.
- Information should be developed and disseminated regarding the locations of fire exits and *Safe Wait Areas* serving each municipal space.
- Public and Employee Orientation to the Town's Emergency Evacuation Procedures.
- If needed, emergency evacuation equipment should be provided, posted information for where it is stored as well as information for how to use it.

**Finding 4:** There is no information on the Town's website regarding access to programs and services for people with disabilities.

**Recommendation 4:** Include basic accessibility-related information on the website, including but not limited to contact information for the Town ADA Coordinator, a public notice of ADA compliance, and information regarding auxiliary aids and services for all Town-sponsored programs, services, and activities.

**Finding 5:** Responses to the department self-assessment questionnaire indicate that some personnel who interact with the public are not familiar with methods for effective communication with people with disabilities. For example, departments do not have print

materials in alternate formats, auxiliary aids and services, or procedures for responding to requests for these methods.

**Recommendation 5:** Provide training in effective communications with people who have disabilities.

**Finding 6:** Responses to the questionnaires indicate the need to establish the capacity across all Town departments to provide auxiliary aids and services and then to disseminate information about their availability. The existing capacity within the police department and school system can be built upon.

**Recommendation 6:** Institute a process to assess the communication needs of the community for auxiliary aids and services. Based on the assessment, establish the appropriate vendors and contractual agreements so that aids and services can be provided in a timely manner, for example:

- ASL interpreters
- Taped texts, audio recordings, Braille materials, large print materials.
- Disseminate information about the availability of the aids.

**Finding 7:** The availability of print materials in alternate formats is limited (except as noted by the Town Hall Administrator and Library specific for large print, audio, and eBook format).

**Recommendation 7:** Develop the capacity to provide alternate formats upon request, in a timely manner, for all Town departments that provided print materials. Appropriate responses to requests for alternative forms of communication should be included in the general ADA training.

## MUNICIPAL FACILITIES

**Finding 8:** Most of the Town's buildings open to the public are generally accessible - there is an accessible entrance, access to most programs/offices, adjacent accessible parking and if there are public toilets rooms they are substantially accessible. However, KMA has identified a number of non-compliant elements in each of the audited facilities.

**Recommendation 8:** KMA recommends establishing a long-term capital improvement plan to undertake architectural barrier removal at municipal facilities in a prioritized sequence. Refer to the Proposed Capital Improvement Plan, below. KMA also recommends establishing accessible design management protocols to ensure full compliance in all new construction and alterations.

**Finding 9:** Some elements of the Town's buildings have been constructed to be accessible but have not been maintained as accessible elements.

**Recommendation 9:** Develop a program and train staff in maintenance/housekeeping protocols to improve maintenance of accessible elements.

### **Recommended Long-Term Capital Improvement Plan**

The following architectural barrier removal priorities have been identified in order to better serve the public:

#### **I. Town Hall**

1. Provide accessible parking spaces for the building.
2. Provide compliant handrails at the ramp leading to the entrance.
3. Provide compliant door hardware at the entry door and at significant locations within the building.
4. Move 2<sup>nd</sup> floor offices or provide operational protocols for ensuring access is provided to all programs and services.
5. Undertake other minor barrier removal activities, as outlined in the audit report.

#### **II. Public Safety Complex**

1. Provide a lowered section of transaction counter at the Police Station.
2. Modify the bathroom to be fully compliant.
3. Provide compliant clearances at the booking bench.
4. Modify the sink at the Training Room kitchen to be fully compliant.
5. Undertake other minor barrier removal activities, as outlined in the audit report.

#### **III. Leverett Library**

1. Provide an accessible parking space(s).
2. Modify the walkways to provide an accessible route to the main entrance.
3. Reposition the book deposit openings to be within accessible reach range.
4. Install a ramp to access the patio from the building.
5. Undertake other minor barrier removal activities, as outlined in the audit report.

#### **IV. Field Building**

1. Provide a compliant accessible parking space.
2. Install a compliant ramp to access the building.
3. Provide an accessible route to the 2<sup>nd</sup> floor of the building or reasonable accommodation for the programs therein.
4. Undertake other minor barrier removal activities, as outlined in the audit report.

**V. Elementary School**

1. Provide accessible parking spaces.
2. Modify the walkways to provide an accessible route to the main entrance.
3. Reposition the intercom to be within accessible reach range.
4. Modify slopes at corridor ramps.
5. Provide at least one accessible desk per classroom/space.
6. Modify the playgrounds to provide an accessible route to and within the space.
7. Minor repairs to make most toilet rooms fully compliant.
8. Modify the door to the Boys/Girls Toilet Room (near Cafeteria).
9. Modify the Pre-K toilet room to be accessible.
10. Undertake other minor barrier removal activities, as outlined in the audit report.

**VI. Transfer Station**

1. Provide access to the office or reasonable accommodations for obtaining stickers and trash removal.

**VII. Open Spaces**

1. Boat Launch: Provide a van accessible parking space and cross walk.
2. Greenhouse and Baseball Field: Construct an accessible route to primary function areas.
3. 4H Forest, Cave Hill Conservation Area, Bill Rivers Trail, and Roaring Brook Conservation Area: Provide information regarding the trail conditions (e.g. slope, terrain, distances, etc).

**Resources**

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There are a number of resources available to assist the Town with the implementation of their Transition Plan and to ensure it meets its obligations to its residents.

**Grant Funding****Massachusetts Community Development Block Grant Program (CDBG)**

CDBG is a federally funded, competitive grant program designed to help small cities and towns meet a broad range of community development needs. Eligible projects include but are not limited to housing rehabilitation or development, micro-enterprise or other business assistance, infrastructure, community/public facilities, public social services, planning, removal of

architectural barriers to allow access by persons with disabilities, and down or area revitalization. More information about the program can be found here:

<https://www.mass.gov/service-details/community-development-block-grant-cdbg>

### **Massachusetts Municipal ADA Improvement Grant Program**

The Massachusetts Office on Disability (MOD) administers the Municipal ADA Improvement Grant program. This funding is aimed at supporting capital improvements to improve programmatic access and/or removing barriers encountered by people with disabilities. Project grants of up to \$250,000 are available. There are also planning grants to assist communities in creating or updating a Self-Evaluation and/or Transition Plan. More information about the program can be found here:

<https://www.mass.gov/municipal-americans-with-disabilities-act-grant>

### **Massachusetts Cultural Facilities Fund**

The Massachusetts Cultural Council and MassDevelopment provides cultural organizations, including Municipalities that own cultural facilities that are at least 50,000 square feet, with grant funding to support three project types: Feasibility and Technical Assistance grants; Systems Replacement Plan Grants; and Capital grants. Feasibility and Technical Assistance grants of up to \$50,000 are available for costs and expenses related to overall planning and feasibility for a project. Systems replacement plan grants of up to \$7,000 are available to support the development of a capital needs assessment of a building and its mechanical system. Capital grants ranging from \$250,000-\$675,000 are available for acquisition, design, construction, repair, renovation, rehabilitation or other capital improvements. In order for a municipality to be eligible to apply for this funding, it must demonstrate that 50% or more of the facility is used for arts, humanities, or interpretative science programming. All grant programs require a 1-1 match. More information about the program can be found here:

<http://www.massculturalcouncil.org/facilities/facilities.htm>

### **Complete Streets Funding Program**

A Complete Street is one that provides safe and accessible options for all travel modes - walking, biking, transit and vehicles – for people of all ages and abilities. MassDOT provides funding to municipalities for technical assistance to analyze their community needs and develop a Complete Streets Prioritization Plan, and funding for construction of Complete Streets infrastructure projects. Also inherent in the development of a Complete Street is meeting the most current accessibility guidelines outlined by the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB), which are upheld by



Code of Massachusetts Regulations 521 (521 CMR). MassDOT has allocated \$12.5 million for the first two years, 2016 and 2017. Future funding will be based on the availability of funds and the interest and success of the program. More information about the program can be found here:

<http://www.massdot.state.ma.us/highway/DoingBusinessWithUs/LocalAidPrograms/CompleteStreets.aspx>

### **Community Transit Grant Program**

MassDOT administers the Community Transit Grant Program which is the annual competitive grant program to distribute Federal Transit Administration Section 5310: Enhanced Mobility of Seniors & Individuals with Disabilities funds, and State Mobility Assistance Program funds. This grant program provides funding to assist with mobility management activities, the purchase of capital equipment, and operational costs to meet the mobility needs of seniors, defined as those 65 and older and individuals with disabilities of any age. State Mobility Assistance Program (MAP) funds are to assist in the provision of transportation services to seniors and persons with disabilities. MAP funding is exclusively used for the purchase of eligible vehicles, and most often as a State financial match to federally funded capital vehicle purchases. More information about the program can be found here:

<http://www.massdot.state.ma.us/transit/CommunityTransitGrantProgram/ProgramInformation.aspx>

### **Services**

#### **MassRelay Service**

The Massachusetts Department of Mental Health operates the MassRelay service. This service is provided 24 hours, seven days a week, 365 days a year and enables people who are deaf, hard of hearing, late deafening, or speech disabled to communicate with hearing people over regular phone lines. A Relay Operator will complete your call, dialing the party you wish to contact and then stay on the line to relay messages electronically via a TTY or verbally to people who can hear. Dial 711 in Massachusetts or 1-800-439-0183 from anywhere else.

#### **Massachusetts Commission for the Deaf & Hard of Hearing (MCDHH) Statewide Interpreter/CART Referral Service**

The MCDHH provides statewide interpreter and Communication Access Realtime Translation (CART) referral services. It provides referral services for sign language, spoken English, oral, tactile and close vision interpreting for Deaf and Deaf-Blind individuals, as well as making referral to freelance CART providers for services. They also provide an After-hours Emergency

Interpreter Service, an Interpreter Screening service, Interpreter and CART provider trainings, case management, and technical assistance. More information can be found here:

<http://www.mass.gov/eohhs/gov/departments/mcdhh/programs/cart/>

**Training and Technical Assistance****Massachusetts Commission for the Deaf & Hard of Hearing (MCDHH)**

MCDHH, through the Communication Access, Training, and Technology Services Department (CATTS) provides information and training to the public on issues of deafness and hearing loss. Free In-service or educational services/presentations can be provided for any organization or business seeking to improve their effectiveness in interacting with people who are deaf and hard of hearing. They also provide technical assistance on assistive technology to public and private agencies, professional organizations, businesses and individuals related to all aspects of technology for the deaf and hard of hearing individuals. In addition, they also create a number of publications with a wide range of topics related to deafness and hard of hearing. For more information visit their website at:

<http://www.mass.gov/eohhs/gov/departments/mcdhh/programs/communicate-train/>

**Massachusetts Commission Against Discrimination (MCAD)**

MCAD provides discrimination prevention training to the public and for workplaces. Training sessions range from two hours to four days in length, depending on the topics covered. They also offer Equal Employment Opportunity Certifications for individuals who currently provide, or seek to provide, employment discrimination prevention training, conduct internal discrimination complaint investigations and/or respond to accommodation requests. For more information visit their website at:

<https://www.mass.gov/training-and-outreach>

**Massachusetts Office on Disability (MOD)**

MOD's mission is to "bring about full and equal participation of people with disabilities in all aspects of life...in a manner that fosters dignity and self-determination. They have four areas of focus: 1) Providing Training; 2) Advocacy; 3) Monitoring; and 4) Resources. MOD provides training to various entities in a variety of formats on all topics related to the state and federal civil rights laws that govern disability discrimination. Topics may include but are not limited to: ADA, Fair Housing Act, Section 504 of the Rehabilitation Act, M.G.L. Chs. 151b and 272, Service Animals, Vocational Rehabilitation and Independent Living Services and Programs, and Architectural Access Regulations. MOD also provides architectural review/site visits, either through plan review or on-site visits to ensure compliance with the various building requirements specific to persons with disabilities. Training and Architectural Review/Site Visits can be requested at:

<http://www.mass.gov/anf/employment-equal-access-disability/disability-info-and-resources/education-andtraining/customized-trainings.html>

### **ADA Coordinator Certification Program**

The ADA Coordinator Training Certification Program is offered by the University of Missouri and the Great Plain ADA Center. Classes are offered online and through trainings offered at various conferences the University hosts. Following the successful completion of the program, the participant will have the knowledge base essential to performing the role of an ADA Coordinator. Course and certification requirements can be found on their website:

<http://www.adacoordinator.org/?page=About>

### **National ADA Symposium**

This premier, national four-day event includes more than eighty breakout sessions on every aspect of ADA. It is a project of the ADA National Network and is organized and run by the Great Plains ADA Center. For more information about the Symposium visit:

<http://www.adasymposium.org/>

### **New England ADA Center**

New England ADA Center is one of 10 regional ADA Centers comprising the ADA National Network. They provide information, guidance and training on ADA tailored to meet the needs of business, government and individuals at local, regional and national levels. Their website has a clearing house of ADA training topics that are no cost web-based courses in addition to publications and best practices resources. It is also a good source of language and examples of draft policies. Their website can be found at:

<https://www.newenglandada.org/>

## Appendices

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- Completed Self-Assessment Questionnaires
  - Municipal Facility Audit Reports
    - Public Comments

| Department: <i>Board of Health, Conservation Commission, Select Board, Finance, Planning Board - all town boards + committees</i>  |          | Dept. Head or Contact: <i>Varies - Margie M. Long in general</i>  |     |   |
|--|----------|---|-----|---|
| Program: <i>meetings</i>   |          | Phone: <i>413-548-9699</i>  |     |   |
| Description of program: <i>meetings to address problems / set policy / set budget and conduct town business</i>  |          | Email: <i>townadministrator@leverett-ma.us</i>  |     |   |
|  |          | Location (s) where program is provided: <i>All boards + committees but School Committee + Library trustees (who are not addressed here) meet in town hall</i> |     |   |
| Service/Program/Facility   | Yes      | No  | N/A | Comment   |
| 1. Is there an accessible path of travel to the program space?   | <i>X</i> |   |     |   |
| 2. If toilet rooms are available to the public are they accessible?  | <i>X</i> |   |     |   |
| 3. If toilet rooms are available to employees are they accessible?   | <i>X</i> |   |     |   |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |          | <i>X</i>  |     | Please give examples.   |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     |          | <i>not sure</i>   |     | Please describe:  |
| 6. Are print materials available in alternate formats?   | <i>X</i> |   |     | <i>if requested, can be in larger font</i>  |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | <i>X</i> |   |     | <i>Hearing System</i><br><br>If yes, please describe. <i>Hearing System used frequently at meetings + for all town meetings</i> |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  |          | <i>not sure</i>   |     | If yes, please describe.  |



evaluated on 4/12/18

Leverett ADA Self-Evaluation

| Department:<br>Municipal Light Plant   |     | Dept. Head or Contact: Margie Robinson  |     |  |
|--|-----|---|-----|--|
| Program: Planet Internet Service   |     | Phone: 413-548-9699                     |     |  |
| Description of program:<br>Townwide internet & phone service, overseen by 3 member board & manager.  |     | Email: townadministrator@leverett-ma.us |     |  |
| Location (s) where program is provided:<br>Townhall - meetings (administrative)<br>Point of presence buildings - electronics<br>wires on poles along road - infrastructure             |     |   |     |  |
| Service/Program/Facility   | Yes | No                                      | N/A | Comment  |
| 1. Is there an accessible path of travel to the program space?   | X   |   |     | for meetings   |
| 2. If toilet rooms are available to the public are they accessible?  | X   |   |     | for meetings   |
| 3. If toilet rooms are available to employees are they accessible?   | X   |   |     |  |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |     | not sure                                |     | Have contracted ISP who has all primary customer / resident contact<br>Please give examples. |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     |     |   | X   | do not have any employees<br>Please describe:  |
| 6. Are print materials available in alternate formats?   |     | not sure                                |     | ISP distributes information about programs   |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | X   |   | X   | for meetings<br>If yes, please describe.   |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  |     | not sure                                |     | If yes, please describe.   |





|   |  |   |  |  |
|---|--|---|--|--|
| <b>Department:</b><br>Administration in TH  |  | <b>Dept. Head or Contact:</b> Margie McGinnis<br><b>Phone:</b> 413-548-9641 |  |  |
| <b>Program:</b> Town Clerk, Tax Collection, Assessing, <del>Accountant</del> , Admin.   |  | <b>Email:</b> townadministrator@leverett-ma.us                              |  |  |
| <b>Description of program:</b><br>service to residents to access records/bills/payments |  | <b>Location (s) where program is provided:</b><br>town hall                 |  |  |

| Service/Program/Facility   | Yes        | No       | N/A | Comment  |
|--|------------|----------|-----|--|
| 1. Is there an accessible path of travel to the program space?   | X          | X        |     | Some office spaces are not accessible area   |
| 2. If toilet rooms are available to the public are they accessible?  | X          |          |     |  |
| 3. If toilet rooms are available to employees are they accessible?   | X          |          |     |  |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |            | X        |     | Please give examples. we have assisted hearing sign posted   |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     |            | not sure |     | Please describe: if we do it would be in personnel policies  |
| 6. Are print materials available in alternate formats?   | X          |          |     | Can be in large font; if requested, not created w/o request  |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | X<br><br>X |          |     | hearing system setup in town hall for meetings for staff<br>If yes, please describe. we have use hearing system for meetings - not for staff |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  |            | not sure |     | If yes, please describe.   |



done with  
Terry 4/12/18

| Department:<br><b>COA</b>  |          | Dept. Head or Contact: <b>Terry Allen</b><br>Phone: <b>548-1022 x 5</b> |     |   |
|--|----------|---|-----|---|
| Program:   |          | Email: <b>llapaux@umass.edu and coa@umass.edu</b>                       |     |   |
| Description of program:<br><b>yoga, meetings,<br/>Footcamps, Friday<br/>lunch</b>  |          | Location (s) where program is provided:<br><b>Town Hall</b>             |     |   |
| Service/Program/Facility   | Yes      | No  | N/A | Comment   |
| 1. Is there an accessible path of travel to the program space?   | <b>X</b> |   |     | <b>through front door</b>   |
| 2. If toilet rooms are available to the public are they accessible?  | <b>X</b> |   |     |   |
| 3. If toilet rooms are available to employees are they accessible?   | <b>X</b> |   |     |   |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |          |   |     | <b>NOT COA - would use town's policies</b><br><b>at this point - heavy signs up</b><br><b>we don't do it</b>  |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     | <b>X</b> |   |     | <b>in personnel policies</b><br><b>Please describe:</b><br><b>we don't do that other than heavy signs</b>   |
| 6. Are print materials available in alternate formats?   |          | <b>X</b>  |     | <b>does this mean I have to have large print or advertise</b>   |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | <b>X</b> |   |     | <b>X hearing system - have used others?</b><br><b>If yes, please describe:</b><br><b>COA meeting member used to use hearing system for meetings</b> |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  |          | <b>X</b>  |     | <b>If yes, please describe:</b><br><b>not sure if we have one for any facility</b>  |



| <b>Department:</b> <i>Leverett Fire Dept.</i>  |                                     | <b>Dept. Head or Contact:</b><br><b>Phone:</b> <i>413-548-9225</i>                                  |     |  |
|--|-------------------------------------|---|-----|--|
| <b>Program:</b> <i>Community out Reach</i>   |                                     | <b>Email:</b> <del>fire@</del> <i>chief@LeverettFire.com</i>  |     |  |
| <b>Description of program:</b><br><ul style="list-style-type: none"> <li>- Fire Safety</li> <li>- First Aid</li> <li>- Plan Reviews for new Homes.</li> </ul>                          |                                     | <b>Location (s) where program is provided:</b><br><i>95 Montague Rd</i><br><i>Leverett MA 01054</i> |     |  |
| Service/Program/Facility   | Yes                                 | No  | N/A | Comment  |
| 1. Is there an accessible path of travel to the program space?   | <input checked="" type="checkbox"/> |   |     |  |
| 2. If toilet rooms are available to the public are they accessible?  | <input checked="" type="checkbox"/> |   |     |  |
| 3. If toilet rooms are available to employees are they accessible?   | <input checked="" type="checkbox"/> |   |     |  |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |                                     | <input checked="" type="checkbox"/>   |     | Please give examples.  |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     |                                     | <input checked="" type="checkbox"/>   |     | Please describe:   |
| 6. Are print materials available in alternate formats?   |                                     | <input checked="" type="checkbox"/>   |     |  |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   |                                     | <input checked="" type="checkbox"/>   |     | If yes, please describe.   |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  | <input checked="" type="checkbox"/> |   |     | If yes, please describe. <i>Area of use is on ground level and All doors are accessible and clear.</i> |

| Department:<br><b>Recreation</b>   |     | Dept. Head or Contact: Diane Crowe<br>Phone: 413-336-2589  |     |                       |
|--|-----|--|-----|-----------------------|
| Program: Recreation  |     | Email: diacrowe@yahoo.com  |     |                       |
| Description of program:<br>Exercise<br>Yoga<br>Chi Gung<br>Tai Chi   |     | Location (s) where program is provided:<br>Leverett Elementary school gym<br>Library<br>Library<br>Library |     |                       |
| Service/Program/Facility   | Yes | No   | N/A | Comment               |
| 1. Is there an accessible path of travel to the program space?   | Yes |  |     |                       |
| 2. If toilet rooms are available to the public are they accessible?  | Yes |  |     |                       |
| 3. If toilet rooms are available to employees are they accessible?   | Yes |  |     |                       |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? |     |  | N/A | Please give examples. |
| 5. Do you have procedures for providing reasonable accommodations?   |     |  | N/a | Please describe:      |

|  |    |  |     |  |
|--|----|--|-----|--|
| ons to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                   |    |  |     |  |
| 6. Are print materials available in alternate formats?   | No |  |     |  |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services? | No |  |     | If yes, please describe.   |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?        |    |  | N/A | The facilities (library and elementary school) should have such plans. |

|   |   |
|---|---|
| <b>Department:</b><br>Library   | <b>Dept. Head or Contact:</b> Ashley Blais<br><b>Phone:</b> 413 548 9220                      |
| <b>Program:</b> all library programs and library                                  | <b>Email:</b> leverett@cwmmars.org  |
| <b>Description of program:</b><br>all programs and events and library general use | <b>Location (s) where program is provided:</b><br>Leverett library and library community room |

| Service/Program/Facility   | Yes | No | N/A | Comment  |
|--|-----|----|-----|--|
| 1. Is there an accessible path of travel to the program space?   | X   |    |     |  |
| 2. If toilet rooms are available to the public are they accessible?  | X   |    |     |  |
| 3. If toilet rooms are available to employees are they accessible?   |     |    | X   | no staff toilets   |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? | x   |    |     | we have a hearing asst system for programs<br><br>we advertise at the programs, aloud and with a sign  |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     |     |    | x   | for our volunteers we only have them do what they feel they can do   |
| 6. Are print materials available in alternate formats?   | x   |    |     | we have ebooks, audiobooks   |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | x   |    |     | we have access to braille materials and others but have not been asked. We have large print books for adults and have been asked to borrow large print books for children, |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  | x   |    |     | we have spoken with the hwy dept to ensure all exterior doors are shoveled to the parking lot.   |





| <b>Department:</b><br><a href="#">Leverett Police Department</a>   |      | <b>Dept. Head or Contact:</b> Chief Scott D. Minckler<br><b>Phone:</b> 413-548-4994                                    |     |  |
|--|------|--|-----|--|
| <b>Program:</b>  |      | <b>Email:</b> policechief@leverett.ma.us   |     |  |
| <b>Description of program:</b><br>Law Enforcement  |      | <b>Location (s) where program is provided:</b><br>Leverett Police Department<br>95 Montague Road<br>Leverett, MA 01054 |     |  |
| Service/Program/Facility   | Yes  | No   | N/A | Comment  |
| 1. Is there an accessible path of travel to the program space?   | X    |  |     |  |
| 2. If toilet rooms are available to the public are they accessible?  | X    |  |     |  |
| 3. If toilet rooms are available to employees are they accessible?   | X    |  |     |  |
| 4. Do you have procedures for responding to requests by people with disabilities to modify policies/procedures?<br>a. How is information about requesting a modification disseminated? | X    |  |     | Policy is created and approved by the Selectboard. Then placed in a binder for officers to read as well as an email notification |
| 5. Do you have procedures for providing reasonable accommodations to employees?<br>a. How is information about requesting a reasonable accommodation disseminated?                     | X    |  |     | The information is disseminated in writing as follows the towns Personnel Policy   |
| 6. Are print materials available in alternate formats?   |      |  | X   | Unknown  |
| 7. Do you have access to appropriate auxiliary aids and services?<br>a. Have you ever used auxiliary aids or services?   | 7) X |  |     | Yes to the aids and I have never used the services.  |
| 8. Does the emergency preparedness plan for your facilities address the needs of individuals with disabilities?  | X    |  |     | I would say yes , but have not seen the plan as I am not in charge of the building.  |



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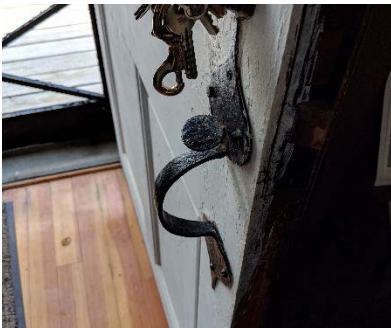
www.kmaccess.com  
info@kmaccess.com

## FIELD BUILDING

1 SHUTESBURY ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #                               | Barrier  | Photo   | Standard Mitigation   | Cost            |
|---------------------------------|--|---|---|-----------------|
| <b>Field Building</b>           |  |   |   |                 |
| 1.                              | <b>Public Parking</b> <ul style="list-style-type: none"> <li>The designated accessible parking space has a slope &gt;2%, @ 3.2%.</li> <li>The designated accessible parking space is required to be van accessible and lacks signage.</li> </ul>                             |   | Regrade and restripe the existing designated parking spaces and associated access aisles.<br>Unit Cost: \$1,500 per space or aisle<br>Quantity: 2 (1 van space, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$3,100         |
| 2.                              | <b>Ramp</b> <ul style="list-style-type: none"> <li>The handrail extensions do not return to a wall, guard, or landing surface.</li> <li>The slope of the ramp is &gt;8.3%, @ 10.6%.</li> <li>There is an abrupt change in level where the ramp meets the asphalt.</li> </ul> |   | Install a compliant ramp.<br>Unit Cost: \$15,000 ea.<br>Quantity: 1   | \$15,000        |
| 3.                              | <b>Door Hardware</b><br>The door hardware requires tight grasping, pinching, and/or twisting of the wrist to operate.  |  | Replace the door hardware with lever type.<br>Unit Cost: \$50 ea.<br>Quantity: 1  | \$50            |
| 4.                              | <b>Accessible Route</b><br>There is no accessible route to the 2 <sup>nd</sup> floor, @ stairs.  | No Image  | Additional study required.  | -               |
| <b>SUBTOTAL FOR FIELD HOUSE</b> |  |   |   | <b>\$18,650</b> |





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# NORTH LEVERETT FIRE STATION

NORTH LEVERETT ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #   | Barrier   | Photo  | Standard Mitigation   | Cost        |
|---|---|--|---|-------------|
| <b>North Leverett Fire Station</b>              |   |  |   |             |
| 5.  | <b>Building</b><br>The building currently does not provide any public programs. |  | Provide directional and informational signage to the main fire department location.<br>Unit Cost: \$50 ea.<br>Quantity: 1 | \$50        |
| <b>SUBTOTAL FOR NORTH LEVERETT FIRE STATION</b> |   |  |   | <b>\$50</b> |



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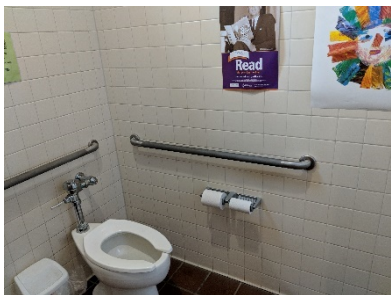

www.kmaccess.com  
info@kmaccess.com

# LIBRARY




75 MONTAGUE ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #                     | Barrier  | Photo   | Standard Mitigation   | Cost    |
|-----------------------|--|---|---|---------|
| <b>Public Library</b> |  |   |   |         |
| 6.                    | <b>Audio-Visual &amp; Book Return</b><br>The book drop openings are mounted >48" AFF, @ 50" AFF. |   | Lower the book drop openings to no more than 48" above the ground.<br>Unit Cost: \$500<br>Quantity: 2 | \$1,000 |
| 7.                    | <b>Unisex Toilet Rooms (2)</b><br>The side wall grab bar extends <54" from the rear wall, @ 50". |   | Reposition the side wall grab bar.<br>Unit Cost: \$150<br>Quantity: 2                                 | \$300   |
| 8.                    | <b>Multipurpose Room</b><br>The sink is mounted >34" AFF, @ 34.25" AFF.                          |  | Lower the counter to 34" AFF maximum.<br>Unit Cost: \$2,000 ea.<br>Quantity: 1                        | \$2,000 |



|                                    |   |   |   |                 |
|------------------------------------|---|---|---|-----------------|
| 9.                                 | <b>Patio</b> <ul style="list-style-type: none"> <li>The ramp lacks handrails.</li> <li>The door lacks a level landing on the pull side.</li> </ul>  |   | Install a compliant ramp.<br>Unit Cost: \$15,000<br>Quantity: 1   | \$15,000        |
| 10.                                | <b>Parking</b><br>The standard accessible parking space and access aisle have slopes >2%, @ 2.4%-3.2%.  |   | Regrade and restripe the existing standard accessible parking space and its associated access aisle.<br>Unit Cost: \$1,500 per space or aisle<br>Quantity: 2 (1 space, 1 aisle) | \$3,000         |
| 11.                                | <b>Accessible Route</b> <ul style="list-style-type: none"> <li>There is an abrupt change in level due to the deterioration of the sidewalk.</li> <li>The wheel stop obstructs the path of travel along the sidewalk.</li> </ul> |  | Patch the sidewalk.<br>Unit Cost: \$75 per sqft<br>Quantity: 1<br>Relocate the wheel stop.<br>Unit Cost: \$100 ea.<br>Quantity: 1   | \$175           |
| <b>SUBTOTAL FOR PUBLIC LIBRARY</b> |   |   |   | <b>\$21,475</b> |





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www.kmaccess.com  
info@kmaccess.com





## PUBLIC SAFETY COMPLEX




95 MONTAGUE ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #                            | Barrier   | Photo   | Standard Mitigation  | Cost  |
|------------------------------|---|---|--|-------|
| <b>Public Safety Complex</b> |   |   |  |       |
| 12.                          | <b>Parking</b> <ul style="list-style-type: none"> <li>There is no designated van accessible parking space.</li> </ul>   |   | Restripe a portion of the parking lot to provide a van accessible parking space, as well as its associated access aisle.<br><br>Unit Cost: \$300 per space or aisle<br>Quantity: 2 (1 van space, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$700 |
| 13.                          | <ul style="list-style-type: none"> <li>The path of travel from the access aisle to the police entrance has abrupt changes in level due to the deterioration of the sidewalk.</li> </ul> |   | Patch the sidewalk.<br>Unit Cost: \$75 per sqft<br>Quantity: 10  | \$750 |
| 14.                          | <b>Highway Department Entrance</b><br>The door requires >5lbs of force to open.   |  | Adjust the door closer.<br><br>Unit Cost: \$50 ea.<br>Quantity: 1  | \$50  |

|     |  |  |  |         |
|-----|--|--|--|---------|
| 15. | <b>Accessible Route</b><br><br>The path of travel to the Highway Department entrance has abrupt changes in level due to the deterioration of the sidewalk.   |    | Patch the sidewalk.<br>Unit Cost: \$75 per sqft<br>Quantity: 2   | \$150   |
| 16. | <b>Booking</b><br><br>The bench spans from wall to wall and therefore lacks the required 30" x 48" clear floor space at one end.   |    | Reposition the bench to provide required clearances.<br><br>Unit Cost: \$500 ea.<br>Quantity: 1  | \$500   |
| 17. | <b>Police Station Counter</b><br><br>The reception counter is >36" AFF, @ 42" AFF.   |   | Lower a minimum 36" portion of the counter to maximum 36" AFF or install an auxiliary counter.<br><br>Unit Cost: \$1,000 ea.<br>Quantity: 1  | \$1,000 |
| 18. | <b>Signage</b> <ul style="list-style-type: none"> <li>The sign is not mounted on the latch side of the door.</li> <li>There is no tactile/Braille signage at the doors to exit passageways, exit discharges, or exit stairways.</li> </ul> |  | Install tactile/Braille signage on the latch side of the door that includes the International Symbol of Access, where applicable. Coordinate with location and mounting height requirements.<br><br>Unit Cost: \$50 per sign<br>Est. Quantity: 4 | \$200   |

|  |   |  |  |                 |
|--|---|--|--|-----------------|
| 19.                                      | <b>Training Room</b> <ul style="list-style-type: none"> <li>The sink lacks knee clearance below to provide the required forward approach.</li> </ul>  |    | Modify the cabinetry below the sink to provide the required knee clearance.<br><br>Unit Cost: \$500 ea.<br>Quantity: 1   | \$500           |
| 20.                                      | <ul style="list-style-type: none"> <li>The tables lack the required 27" AFF knee clearance below for a forward approach, @ 26.75" AFF.</li> </ul>   | No Image   | Provide an accessible table.<br><br>Unit Cost: \$500 ea.<br>Quantity: 1  | \$500           |
| 21.                                      | <b>Unisex Single User Toilet Room</b> <ul style="list-style-type: none"> <li>The toilet centerline is &gt;18" from the side wall, @ 19".</li> <li>The toilet seat is not mounted between 17"-19" AFF, @ 16".</li> <li>The centerline of toilet paper dispenser is not mounted 7"-9" from the toilet rim, @ 5".</li> </ul> |    | Reposition the toilet or furr out the wall.<br>Unit Cost: \$500 ea.<br>Quantity: 1<br>Replace the toilet seat.<br>Unit Cost: \$500 ea.<br>Quantity: 1<br>Remount the toilet paper dispenser.<br>Unit Cost: \$50 ea.<br>Quantity: 1 | \$1,050         |
| 22.                                      | <ul style="list-style-type: none"> <li>The reflective surface of the mirror is &gt;40" AFF, @ 41" AFF.</li> <li>The lavatory is mounted &gt;34" AFF, @ 35" AFF.</li> </ul>  |  | Lower/replace the existing mirror or install a full-length mirror.<br>Unit Cost: \$50 ea.<br>Quantity: 1<br>Lower the lavatory to 34" AFF maximum.<br>Unit Cost: \$2,000 ea.<br>Quantity: 1  | \$2,050         |
| <b>SUBTOTAL FOR PUBLIC SAFETY CENTER</b> |   |  |  | <b>\$12,450</b> |





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# TOWN HALL

9 MONTAGUE ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #                | Barrier   | Photo   | Standard Mitigation   | Cost    |
|------------------|---|---|---|---------|
| <b>Town Hall</b> |   |   |   |         |
| 23.              | <b>Exterior Ramp</b><br><br>The ramp lacks handrails/handrail extensions on one side.   |   | Install a compliant handrail.<br><br>Unit Cost: \$50/LF<br>Est. Quantity: 15  | \$750   |
| 24.              | <b>Parking</b> <ul style="list-style-type: none"> <li>There is no designated van accessible parking space.</li> <li>The ground surface is not stable, firm, or slip resistant.</li> </ul> |   | Regrade and restripe a portion of the parking area closest to the accessible entrance for one (1) van accessible parking space and its associated access aisle.<br><br>Unit Cost: \$1,500 per space or aisle<br>Quantity: 2 (1 van space, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$3,100 |
| 25.              | <b>Interior Door Hardware</b><br><br>The door hardware requires tight grasping, pinching, and/or twisting of the wrist to operate.  |  | Replace the door hardware with lever type.<br><br>Unit Cost: \$50 ea.<br>Quantity: 2  | \$100   |

|     |   |   |   |     |
|-----|---|---|---|-----|
| 26. | <p><b>2<sup>nd</sup> Floor Offices</b></p> <ul style="list-style-type: none"> <li>The assessor and town administrator offices are not located on an accessible route, @ steps.</li> <li>All office doors lack the required 32" clear width, @ 30".</li> </ul> |   | Provide operational protocols for ensuring that individuals unable to climb stairs or persons using wheelchairs have access to all programs and services. | N/A |
| 27. | <p><b>Senior Gathering Area Kitchen</b></p> <p>The door to the kitchen lacks the required 32" clear width, @ 28".</p>   |  | Provide operational accommodation to persons using wheelchairs.   | N/A |

|                        |   |          |   |         |
|------------------------|---|----------|---|---------|
| 28.                    | <b>Women's Single User Toilet Room</b><br>The centerline of the toilet paper dispenser is not mounted 7"-9" from the toilet rim, @ 10". | No Image | Remount the toilet paper dispenser.<br>Unit Cost: \$50<br>Quantity: 1 | \$50    |
| SUBTOTAL FOR TOWN HALL |   |          |   | \$7,000 |





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## TRANSFER STATION

5 CEMETERY ROAD



Audit: May 10, 2018  
Report: June 8, 2018

| #                                    | Barrier  | Photo  | Standard Mitigation  | Cost       |
|--------------------------------------|--|--|--|------------|
| <b>Transfer Station</b>              |  |  |  |            |
| 29.                                  | <b>Accessible Route</b><br><p>The transfer station is not accessible due to the following:</p> <ul style="list-style-type: none"> <li>• The ground surface is not stable, firm, or slip resistant.</li> <li>• Trash receptacles are not within an accessible reach range.</li> <li>• There is no designated accessible parking.</li> <li>• There is no accessible route to the transfer station office.</li> </ul> |  | Provide operational accommodation to persons with disabilities for trash removal and sticker transactions. | N/A        |
| <b>SUBTOTAL FOR TRANSFER STATION</b> |  |  |  | <b>\$0</b> |



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## ELEMENTARY SCHOOL

85 MONTAGUE ROAD






Audit: May 10, 2018  
Report: June 8, 2018



| #                                 | Barrier   | Photo   | Standard Mitigation  | Cost     |
|-----------------------------------|---|---|--|----------|
| <b>Leverett Elementary School</b> |   |   |  |          |
| 1.                                | <b>Pre-K Entrance</b><br><br>The pavers within the door landing create an abrupt change in level.   |   | Regrade the transition.<br><br>Unit Cost: \$75/SF<br>Est. Quantity: 5 SF   | \$375    |
| 2.                                | <b>Walkways</b><br><br>The walkways connecting the parking lots have slopes >5%, @ 8.4%-9.1%.   |   | Regrade the walkways.<br><br>Unit Cost: \$75/SF<br>Est. Quantity: 600 SF   | \$45,000 |
| 3.                                | <b>Pre-K Parking Lot</b> <ul style="list-style-type: none"> <li>The designated accessible parking space has slopes &gt;2%, @ 3%.</li> <li>The designated accessible parking space lacks signage.</li> </ul> |  | Regrade and restripe the existing designated parking space and its associated access aisle.<br><br>Unit Cost: \$1,500 per space<br>Quantity: 1 (1 van space, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$3,100  |




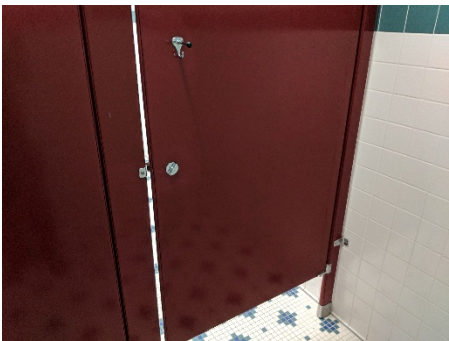

|    |  |   |   |          |
|----|--|---|---|----------|
| 4. | <b>Main Entrance</b><br><br>The intercom control is mounted >48" above the ground, @ 49".  |   | Lower the intercom to maximum 48" above the ground.<br><br>Unit Cost: \$200<br>Quantity: 1  | \$200    |
| 5. | <b>Main Parking Lot</b><br><br><ul style="list-style-type: none"> <li>The designated accessible parking spaces have slopes &gt;2%, @ 3.6%.</li> <li>There is no designated accessible parking signage at one space.</li> <li>The designated van accessible parking space lacks signage.</li> </ul> |   | Regrade and restripe a portion of the parking lot to provide one (1) standard and one (1) van accessible parking space, as well as their associated access aisles.<br><br>Unit Cost: \$300 per space or aisle<br>Quantity: 3 (2 spaces, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$1,000  |
| 6. | <b>Pre-K Playground</b><br><br>The playground: <ul style="list-style-type: none"> <li>Is not located on an accessible route;</li> <li>Lacks accessible routes to each element within the playground; and</li> <li>Lacks a sufficient number of accessible play components.</li> </ul>              |  | Additional study required.  | \$50,000 |

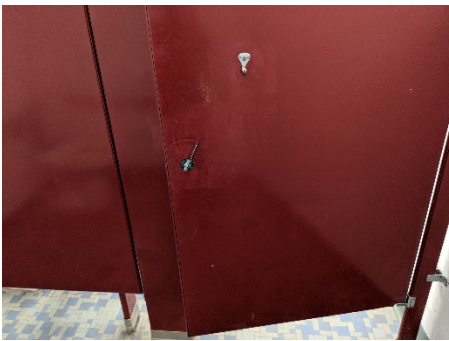
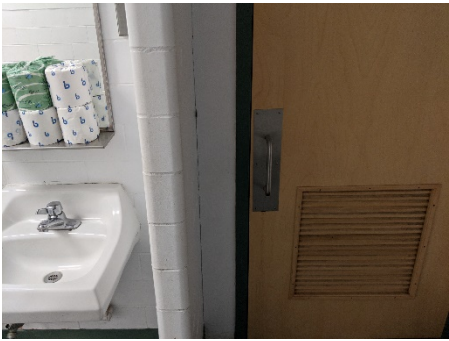
|    |  |   |  |          |
|----|--|---|--|----------|
| 7. | <b>Main Playground</b><br>The playground: <ul style="list-style-type: none"> <li>Is not located on an accessible route;</li> <li>Lacks accessible routes to each element within the playground; and</li> <li>Lacks a sufficient number of accessible play components.</li> </ul> |   | Additional study required.   | \$50,000 |
| 8. | <b>Nurse's Office</b><br>The examining table is not adjustable in height from 17" above the floor.   |   | Provide an accessible exam table.<br>Unit Cost: \$1,500<br>Quantity: 1 | \$1,500  |
| 9. | <b>Nurse's Single User Toilet Room</b><br>The cabinet obstructs the required clearance around the toilet.  |  | Remove the obstructing cabinet.  | N/A      |

|     |   |   |  |          |
|-----|---|---|--|----------|
| 10. | <b>Corridor Ramps</b> <ul style="list-style-type: none"> <li>The top handrail is mounted &lt;34"-38" AFF, @ 33" AFF.</li> <li>The slopes of the ramps are &gt;8.3%, @ 8.5%-9.3%.</li> </ul> |   | Install a compliant ramp.<br>Unit Cost: \$15,000 ea.<br>Quantity: 3                        | \$45,000 |
| 11. | <b>Moveable Desks</b><br>The classroom desks lack the required minimum 27" AFF knee clearance and minimum 30" clear width.  |   | Provide an accessible desk in each classroom.<br>Unit Cost: \$250 ea.<br>Est. Quantity: 10 | \$2,500  |
| 12. | <b>Library</b><br>The table lacks the required minimum 27" AFF knee clearance, @ 26.75" AFF.  |  | Provide a wheelchair accessible table.<br>Unit Cost: \$500<br>Quantity: 1                  | \$500    |
| 13. | <b>Computer Lab</b><br>The computer station lacks the required minimum 27" AFF knee clearance, @ 26" AFF.   | No Image  | Provide a wheelchair accessible computer station.<br>Unit Cost: \$500<br>Quantity: 1       | \$500    |

|     |  |   |  |          |
|-----|--|---|--|----------|
| 14. | <p><b>Pre-K Multiuser Toilet Room</b></p> <ul style="list-style-type: none"> <li>The door lacks the required 32" clear width.</li> <li>The toilet room lacks accessible elements.</li> </ul> |   | <p>Modify the existing pre-k toilet room to make it accessible.</p> <p>Unit Cost: \$25,000<br/>Quantity: 1</p> | \$25,000 |
| 15. | <p><b>All Toilet Rooms</b></p> <p>The paper towel dispenser requires tight grasping, pinching, and/or twisting of the wrist to operate.</p>  |  | <p>Replace the paper towel dispenser.</p> <p>Unit Cost: \$50 ea.<br/>Quantity: 6</p>                           | \$300    |



|     |  |   |   |         |
|-----|--|---|---|---------|
| 16. | <b>Girls' &amp; Boys' Multiuser Toilet Rooms (near C-121)</b> <ul style="list-style-type: none"> <li>The centerline of the toilet paper dispenser is mounted &lt;7"-9" from the toilet rim, @ 5".</li> </ul>   |   | Remount the toilet paper dispenser.<br>Unit Cost: \$50<br>Quantity: 2   | \$100   |
| 17. | <ul style="list-style-type: none"> <li>The coat hook is mounted &gt;48" AFF, @ 55" AFF.</li> </ul>   |   | Provide a lowered coat hook mounted 48" AFF maximum.<br>Unit Cost: \$50 ea.<br>Quantity: 2  | \$100   |
| 18. | <b>Girls' &amp; Boys' Multiuser Toilet Rooms (near Cafeteria)</b> <ul style="list-style-type: none"> <li>The grab bars in a children's toilet room are mounted &gt;27", @ 31" AFF.</li> <li>The flush valve is not located on the wide side of the toilet.</li> <li>The toilet paper dispenser in a children's toilet room is mounted &gt;19" AFF, @ 34" AFF.</li> </ul> |  | Remount the grab bars between 18"-27" AFF.<br>Unit Cost: \$150<br>Quantity: 4<br>Install a compliant lever flush valve or an automatic flush valve.<br>Unit Cost: \$1,500<br>Quantity: 2<br>Remount the toilet paper dispenser.<br>Unit Cost: \$50<br>Quantity: 2 | \$3,700 |

|   |  |  |  |                  |
|---|--|--|--|------------------|
| 19.   | <ul style="list-style-type: none"> <li>The coat hook is mounted &gt;48" AFF, @ 52" AFF.</li> </ul>                               |  | Provide a lowered coat hook mounted 48" AFF maximum.<br><br>Unit Cost: \$50 ea.<br>Quantity: 2 | \$100            |
| 20.   | <ul style="list-style-type: none"> <li>The door lacks the required minimum 18" pull side maneuvering clearance, @ 8".</li> </ul> |  | Install an automatic door opener.<br><br>Unit Cost: \$2,500 ea.<br>Quantity: 2                 | \$5,000          |
| <b>TOTAL FOR LEVERETT ELEMENTARY SCHOOL</b> |  |  |  | <b>\$233,975</b> |



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## RECREATION & OPEN SPACE

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LEVERETT, MA





Audit: May 10, 2018  
Report: June 8, 2018

| #                                      | Barrier   | Photo   | Standard Mitigation  | Cost           |
|--|---|---|--|----------------|
| <b>Public Boat Launch</b>              |   |   |  |                |
| 1.                                     | <b>Parking</b><br><br>No designated accessible parking spaces are provided. |   | Regrade the dirt parking area and stripe to add one (1) van accessible parking space and its associated access aisle.<br>Unit Cost: \$1,500 per space or aisle<br>Quantity: 2 (1 space, 1 aisle)<br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1<br>Provide a crosswalk that connects the parking area to the boat launch.<br>Unit Cost: \$300 ea.<br>Quantity: 1 | \$3,400        |
| <b>SUBTOTAL FOR PUBLIC BOAT LAUNCH</b> |   |   |  | <b>\$3,400</b> |
| <b>Recreation Commission Fields</b>    |   |   |  |                |
| 2.                                     | <b>Greenhouse</b><br><br>There is no accessible route to the Greenhouse.    |  | Additional study is required.  | \$10,000       |



|   |  |   |  |                 |
|---|--|---|--|-----------------|
| 3.  | <b>Baseball Field</b><br>There is no accessible route to the baseball field. |   | Additional study is required.  | \$10,000        |
| <b>SUBTOTAL FOR RECREATION COMISSION FIELDS</b> |  |   |  | <b>\$20,000</b> |
| <b>4H Forest</b>                                |  |   |  |                 |
| 4.  | <b>Parking</b><br>No designated accessible parking spaces are provided.      |   | Provide information about the conditions (e.g. slope, distance, surface).<br><br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$200           |
| <b>SUBTOTAL FOR 4H FOREST</b>                   |  |   |  | <b>\$200</b>    |
| <b>Cave Hill Conservation Area</b>              |  |   |  |                 |
| 5.  | <b>Parking</b><br>No designated accessible parking spaces are provided.      |  | Provide information about the conditions (e.g. slope, distance, surface).<br><br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$200           |
| <b>SUBTOTAL FOR CAVE HILL CONSERVATION AREA</b> |  |   |  | <b>\$200</b>    |

| Bill Rivers Trail                                   |   |  |  |              |
|---|---|--|--|--------------|
| 6.  | <b>Parking</b><br>No designated accessible parking spaces are provided. |  | Provide information about the conditions (e.g. slope, distance, surface).<br><br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$200        |
| <b>SUBTOTAL FOR BILL RIVERS TRAIL</b>               |   |  |  | <b>\$200</b> |
| Roaring Brook Conservation Area                     |   |  |  |              |
| 7.  | <b>Parking</b><br>No designated accessible parking spaces are provided. |  | Provide information about the conditions (e.g. slope, distance, surface).<br><br>Install a van accessible parking sign.<br>Unit Cost: \$100 ea.<br>Quantity: 1 | \$200        |
| <b>SUBTOTAL FOR ROARING BROOK CONSERVATION AREA</b> |   |  |  | <b>\$200</b> |



**TOWN OF LEVERETT**  
**Massachusetts 01054**

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**Town of Leverett**  
**Americans with Disabilities Act (ADA)**  
**Self-Evaluation and Transition Plan**

**Public Hearing**  
**June 12, 2018 at 7:30 pm**  
**Leverett Town Hall**  
**Upstairs Meeting Room**

Consultant will present an overview of draft findings and recommendations related to the town's ongoing efforts to complete an ADA Self-Evaluation and Transition Plan followed by an opportunity for public comment

Public input welcome and encouraged

**Selectboard Minutes**  
**Tuesday, June 12, 2018**  
**Town Hall**

**7:00 am**

---

Present: Peter d'Errico, Julia Shively, Tom Hankinson; and Administrator Margie McGinnis

**7:30 pm Draft ADA Self Evaluation and Transition Plan (STEP) Hearing**

Josh Safdie from the firm Kessler, McGuinness and Associates, LLC, was present to explain the process and answer questions about the plan. Also present were residents Cheryl Howland, Eva Beth Gibavic, Terry Allen (COA Chair), Fire Chief Ingram, Deputy Chief Brian Cook. Police Chief Minckler and Police Officer Duteau came in during the hearing.

The plan's creation has been funded by a grant and must be complete by June 30<sup>th</sup>. Completion of the plan is a requirement of the 1990 Americans with Disabilities Act. Josh explained that the plan has two parts. The first part is a review of the town's policies, procedures, and buildings for compliance. Many departments completed a survey that Josh's staff used to make their evaluations. His firm has never evaluated a town that was already fully compliant. The second part is a list of findings and recommendations that would have to be completed over a period of years to bring the town into compliance.

The plan is still draft and the point of the hearing is to receive input and make changes based on those comments. Josh explained the concept of "program access," meaning that not every building space has to be accessible, but all programs offered by the town should be. For example, we can make a policy that employees in the inaccessible upstairs offices of TH will meet elsewhere in the building with anyone who needs an accessible level, and that all information available in the office will be made available in an accessible place. We need to plan emergency escape routes for the buildings in case an event happens and the elevators are not usable. We can use the website to advertise how residents can request accommodations and to publish ADA plans.

A question was posed about recently constructed town buildings and how they could not be compliant. Josh explained that the building code and ADA regulations differ a bit and that sometimes inspectors don't see the difference of an inch. Sometimes originally compliant fixtures get replaced and moved or even a compliant design gets built slightly differently.

Cheryl Howland, who worked 30 years in the accessibility field, stated that the law requires a "reasonable accommodation," meaning that the expense of compliance can mitigate the responsibility to make a change in some cases when expense is large. Cheryl had many other points to share: the only way for ADA problems to be enforced is through a lawsuit and the existence of this plan will help the town defend against one; that legal access is not always true access, meaning that in some cases a building can be compliant with regulations and still be very difficult to maneuver through if you are disabled; documents should be available in large print when printed; and in Arial or MT bold fonts on the website for best compatibility with screen reader software; the town should have ASL services at meetings and closed captioning for video presentations; and that van transportation in town needs to be expanded.

Parking in many of the municipal locations was discussed. Approved handicapped parking spaces should be paved and marked, but in some cases the parking lots are gravel or not even owned by the town.



When asked what Josh would prioritize for Leverett, he said that training for staff on making policies, website and all programs accessible would be first; then for physical changes where parking is a big need. We could look at building entrances that get a lot of use.

Josh stressed that the degree of non-compliance can be balanced with the cost and that the existence of the plan does not change the town's obligation to make the changes listed, since the law requiring that buildings be accessible was passed in 1990.

The report will end with a statement that the report does not change the town's obligation to make the changes presented.

Josh will add a resources section that will include sources for draft policies.

Emergency support needs for residents also was discussed. Police and fire should have a good idea of who needs help in their homes.

Margie was emailed comments from another resident and the town facilities manager, but there was not enough time to go through them. She will send them to Josh and follow-up on the changes needed in the draft. These and any other public comments submitted to the Town will be included as an appendix in the final report.

Hearing ended at 8:30 pm

# Public Comments

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Submitted on Tuesday, June 12, 2018:

Draft Self-Evaluation and Transition Plan  
p.8 etc.

Library – Comments on self-assessment and recommendations

- a. Two paid staff. The rest of the staff are volunteers
- b. “what they can do” about accessibility, “they” refers to volunteers or patrons? Mixed reference. True about both.
- c. emergency preparedness – smoke alarms throughout and fully sprinklered; four marked exit doors; lobby doors can be actuated/opened with push buttons
- d. shoveled sidewalks PLUS available salt/sand composition mix available for staff use as needed beyond what the highway department spreads
- e. library is one fully accessible public floor, with four accessible marked exit doors; existing patio door ramps do not have rails (no doors have exterior rails)
- f. restrooms (2) are accessible with grab bars in each
- g. community room has assistive listening equipment
- h. policy requires that patron records are confidential
- i. two handicapped parking spots exist
- j. appropriate accessible curbing exists on sidewalks (aka built-in curb cuts)
- k. what is standard accessible book deposit height?

Town Hall – Misc. comments

- a. reference to “workmen’s compensation” should be “workers compensation”
- b. Difficult, but not impossible to get wheelchair from front door of town hall to first floor community room at back. Hard to get past the tables – have to go through the kitchen
- c. Access to front door ramp from shared driveway (with PO) is tight. In other words, it’s not a good place to leave a parked car.

Transfer Station

Needs a grab bar at the main trash compactor (You have to step up to toss stuff in.)

---

Submitted Wednesday, June 13, 2018:

- ADA compliance is enforced through litigation.
- ADA compliance cannot cost so much as to impose a financial hardship
- Ada Compliance Access issues
  - worker/employee
  - citizen
  - children
  - elders
- Physical
  - medical,
    - Chronic pain
    - Crohns etc.
  - mobility-
    - wheelchair users to cane etc. mobility relative to ability to walk distances

- Communication
  - hearing
  - speaking
    - TTY, ASL interpreters, close captioning
- Information
  - sight, computer access, literature, written word
  - assistive technology
  - best font for written communication Arial MT Bold- best font for visual impairments
  - Critical for web site access programs such as JAWS.
  - <https://www.visionaware.org/blog/visually-impaired-now-what/reading-and-writing-blind-with-my-buddy-called-jaws/12>
- Learning/educational
  - assistive technology
  - learning specialists
- Psychological
  - training police and fire
  - out of control behaviors- training to de-escalate etc.
- How police communicate with people with disabilities.
- Training/ communicating with people with learning disabilities for whom language access is difficult may seem intoxicated, may seem resistant.
- Many people with Dyslexia, ADHD autism etc. will experience challenges when seeking to communicate with police and fire personnel whom they perceive as intimidating.
- Fire and Police and rescue personnel need voluntary lists of those who cannot get themselves out quickly, whose disability can impact their ability to be safe during a fire or other disaster.
- Emergency prep for people with Disabilities; escape plan etc.
- Legal access does not necessarily provide true access. (see Atkins North)
- Lack of public awareness typical
- No access to van transportation