

## **Appendix B: SECTION 504 – ADA SELF-EVALUATION**

### Designation of an ADA Coordinator

Attached is the recommendation of Robert Berger, Building Inspector, as the Town of Grafton ADA Coordinator, and Board of Selectmen meeting minutes of Oct 2006 attest to the appointment.

### Public Notification Requirements

Employees and the public are notified that the Town of Grafton does not discriminate on the basis of disability. Copies attached include:

- Job vacancy advertisement with AA/EEO employer clause
- Notice of Public Hearing from Conservation Commission with special accommodations paragraph
- Extract from Recreation program brochure with EOE clause
- Town of Grafton General Bylaws Section 4-24 – ADA clause and EOE clause

The Town has hearing impaired apparatus available for public hearings. TTY is available and has been used by the Recreation Department.



**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
TEL. (508) 839-5335 ext. 145 • FAX (508) 839-9648

OPEN SPACE AND RECREATION PLAN COMMITTEE

## **MEMORANDUM**

**DATE:** October 11, 2006  
**TO:** Board of Selectmen  
**FROM:** Betty Wright, Chair of the Open Space and Recreation Plan Committee

**RE: Open Space & Recreation Plan Update 2006 –  
Designation of ADA Coordinator**

As part of the Open Space and Recreation Plan update an evaluation for disabled persons use must be undertaken of all Town owned open space and recreation land. For this, an ADA coordinator should be identified. Due to the nature of the evaluation required, the Open Space and Recreation Plan Committee has identified Robert Berger, Building Inspector as being a suitable choice for the ADA coordinator.

The Open Space and Recreation Plan Committee would therefore respectfully request that the Board of Selectmen name Robert Berger, Building Inspector, as the Town of Grafton's ADA Coordinator.

Thank you

Betty Wright  
Chair, Open Space and Recreation Committee



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
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BOARD OF SELECTMEN

## POSITION VACANCY

### SECRETARY TO THE TOWN ADMINISTRATOR

The Town of Grafton is seeking a qualified individual to fill the vacancy of Secretary to the Town Administrator. The qualified person will be responsible for a full range of duties including but not limited to the payment of bills, payroll, word processing and spreadsheets. This is a 35 hour per week position with a starting salary of \$15.64 per hour. This person will also be responsible to act as recording secretary at evening Board of Selectmen meetings on occasion. This is a non-union, confidential position.

Applications will be received in the Office of the Town Administrator, 30 Providence Road, Grafton, MA 01519 until the close of business on January 16, 2004

The Town of Grafton is an AA/EEO employer.

Publish in the Grafton News  
December 24, 2003  
January 7 and 14, 2004

BILL APPLICANT

NOTICE OF PUBLIC HEARING  
GRAFTON CONSERVATION COMMISSION

Pursuant to the Massachusetts Wetlands Protection Act (M.G.L. c.131 s.40), and the Grafton Wetlands Protection Bylaw, the Grafton Conservation Commission will hold a public hearing on Tuesday, \_\_\_\_\_ at \_\_\_\_\_ p.m. in Conference Room B, 30 Providence Road, Grafton, MA to act upon a Notice of Intent and Application for Grafton Wetlands Bylaw Permit filed by **APPLICANT, ADDRESS**

The applicant is proposing \_\_\_\_\_ on property located at \_\_\_\_\_ (Assessor's Map \_\_\_\_, Lot \_\_\_\_).

The applicant(s) and/or representative and any other persons interested in being heard on this matter should appear at the time and place designated.

GRAFTON CONSERVATION COMMISSION

John S. Wilson, Co-Chairperson  
Paul Vigeant, Co-Chairperson  
Dan Kallin  
Mary Wray  
Kathleen Gagnon

Cc: Applicant and Representatives  
Town Clerk  
Town Departments

Publish in the  
Grafton News  
**PUBLICATION DATE**

**\*Please Note:** Individuals requiring special accommodations should contact the Conservation Commission Office at (508)839-5335, Ext.138, at least seven (7) days prior to the hearing date in order to facilitate your request. Thank you.

# GRAFTON RECREATION SUMMER PROGRAMS 2007



## Registration Hours

April 9 through June 1  
Monday through Friday - 8:30 a.m. to 4:30 p.m.  
Tuesdays until 7:00 p.m.  
Grafton Municipal Center  
Recreation Office  
30 Providence Road  
Grafton, MA 01519  
(508)839-5335, ext. 156  
[www.town.grafton.ma.us](http://www.town.grafton.ma.us)  
email: [recreationdept@town.grafton.ma.us](mailto:recreationdept@town.grafton.ma.us)

Mail-in registrations accepted

**REGISTRATION DEADLINE IS JUNE 1**

# GRAFTON RECREATION POLICY

- Programs are offered to Grafton residents first. Out-of-town residents may enroll if space is available with an additional \$10 fee.

- All programs are offered on a first-come, first-served basis. A waiting list will be formed or additional classes offered whenever possible. Classes may be cancelled and fees refunded due to low registration numbers or teacher availability.

- Refunds: Prior to the start of a program, a full refund will be given for verifiable medical emergencies only. Partial refunds (50%) may be applied for in all other emergency situations. **No refunds once a program begins.** All refunds must be requested in writing. Classes are non-transferrable.

- Registrants are asked to sign up their family members only. Deadline is June 1, 2007. All registrations must be returned to the Recreation Office. **ALL** fees are payable at the time of registration.

- Programs and services are open to all. We do not discriminate based on race, religion, color, nationality, origin, sexual orientation, or persons with disabilities.

- We reserve the right to cancel, change, or consolidate classes when necessary. The Recreation Commission reserves the right to correct mistakes in this brochure at time of print. Grafton Recreation is not responsible for any lost, misplaced, or stolen items.

- You will **NOT** receive confirmation of program selection unless a program needs to be changed or cancelled. Please keep this brochure handy for program dates and times.

- Late registrations will be accepted subject to available space. A late fee of \$25.00 will be charged after June 1.

- Additional waiver forms may be required for some programs, and are available in the Recreation Office.

- Each program has specific age/grade requirements (on or before September 1 unless otherwise noted) because of concern for the safety and well-being of all children. This will be **STRICTLY** enforced. Violators will be removed from the program with **NO REFUND**. Proof of age may be required if deemed necessary.

- No resident will be refused participation due to inability to pay. If a hardship exists, a scholarship may be requested. Forms are available in the Recreation Office. all requests will be evaluated based on financial and/or personal hardships. All information will be kept strictly confidential.

- Parents are responsible for signing in and signing out their child daily. A note from the parent is required if the child will be leaving any program without parental supervision (walking, riding bike home, or leaving with another adult).

- It is the parent's responsibility to drop off and pick up children on time from each program. The first infraction will result in a verbal warning. The second offense will result in the suspension of your child from the program for the following day with no refund. **NO EXCEPTIONS.** This applies to both **EARLY DROP-OFF AND LATE PICK-UP.**

- Any staff may ask that your child be kept home or sent home if there are any behavioral issues which interfere with the rights and safety of others.

- Grafton Recreation staff **CANNOT** dispense medication. If a child requires medication, parents must make arrangements for someone to come and dispense the medication. A health form must be completed for all participants.

- Grafton Recreation and/or the press will take pictures and/or videos on occasion of participants for publicity purposes.

- Registration for all programs must be on an official registration form. We will not accept registrations by telephone. Incomplete or illegible registration forms will be returned to the sender. We are not responsible for lost or misdirected mail.

## GRAFTON RECREATION COMMISSIONERS

Bob Fitzpatrick • Gail McGrail • Marie Dow  
Kristen Belanger • Heather Cargill

## GRAFTON RECREATION STAFF

Betty Wright, Recreation Coordinator  
Nancy Billings, Recreation Secretary

ARTICLE 1

GENERAL PROVISIONS

TITLE OF BY-LAWS

SECTION 1. The following provisions shall constitute the GENERAL BY-LAWS of the TOWN OF GRAFTON, MASSACHUSETTS, which shall be in lieu of all by-laws heretofore in force, except the Zoning By-Law accepted at a special town meeting, 25 April 1956 and which became effective, 31 May 1956.

Effect of Repeal

SECTION 2. The repeal of a by-law shall not thereby have the effect of reviving any by-laws theretofore repealed.

Effect of Change of Titles of Boards, Etc.

SECTION 3. Words and phrases specifying or naming any officer, board or committee of the town, shall be construed as including the lawful successor, or the person or persons having the powers and performing the duties of such officer, board or committee.

Power to License

SECTION 4. When in a by-law anything is prohibited from being done without the license or permission of a certain officer, board or committee, such officer, board or committee shall have the right to license or permit such thing to be done.

Manner of Repeal

SECTION 5. Any or all of these by-laws may be repealed or amended or other by-laws may be adopted at any town meeting by a majority vote of the voters present and voting, an article or articles for that purpose having been inserted in the warrant of such meeting by the Selectmen.

Penalty

SECTION 6A. Whoever violates any of the provisions of these by-laws, shall, unless other provision is expressly made herein or in the GENERAL LAWS, be subject to court procedure and costs including reasonable attorney fees, all expenses of prosecution and all court costs thereof, and shall forfeit and pay a fine fifty (\$50.00) for each offense. Each day that a violation continues shall be considered a separate offense.

SECTION 6B. All penalties for the violation of these By-Laws may be recovered by complaint before any court, or magistrate of the county, having jurisdiction of criminal offenses committed within the Town, and the penalties so recovered shall be paid into the treasury of the Town. But no prosecution shall be commenced after six (6) months from the time of such violation, unless otherwise provided by law.

Upon the death of any employee, the Town shall pay to the employee's beneficiary an amount equal to the employee's accrued vacation allowance, up to the date of his death.

Upon the written recommendation of the department head, the Town Administrator in his sole discretion may grant to a new employee, vacation allowance of up to three (3) weeks on his start date, in recognition of prior experience and length of professional service. This shall be subject to notification in writing to the Board of Selectmen.

This section shall not apply to seasonal or temporary employees who do not work at least six months in any one year.

SECTION 4-21. Call In Pay. All regular employees paid on an hourly basis subject to the provisions of the federal Fair Labor Standards Act (FLSA), who are recalled to work for unscheduled hours, will be paid a guarantee of three (3) hours minimum, subject to Section 4-7(c).

SECTION 4-22. Performance Review. A written evaluation of each employee's performance shall be conducted annually by the department head on such form as the Town Administrator shall require. The purpose of the performance review is to provide a periodic, formal process to review the employee's performance matched against prior mutually-agreed upon goals and objectives. The written performance evaluation shall be reviewed with the employee and signed by both parties attesting to the review; however, the employee only attests to the review itself, not necessarily its contents.

Progression through the rate ranges is not automatic but based on merit and ability to meet agreed-upon goals. Any employee who has successfully completed his probationary period, shall be eligible for a step increase on July 1 of each year, subject to a satisfactory annual performance review by the department head, and subsequent review of the Town Administrator. However, any employee denied a step increase has the right of appeal to the Board of Selectmen, which shall confer with both the employee, the department head, and the Town Administrator.

SECTION 4-23. Longevity. Any regular employee who reaches the maximum of the rate range of their classification and is no longer eligible for progression step increases, and has reached 15 years of continuous service from his anniversary date, shall receive, in the following fiscal year and thereafter, a longevity payment equal to five (5) percent of their base pay.

#### SECTION 4-24. Miscellaneous Provisions

This By-Law shall be consistent at all times with the provisions of the Family Medical Leave Act of 1993 (FMLA) and Massachusetts General Law Chapter 109 of the Acts of 1998, the so-called "Small Necessities Leave Act."

The Town of Grafton conforms to the requirements of the Americans with Disabilities Act (ADA). In keeping with the recommendation of the Report of the House Committee on Education and Labor (Report No. 101-485), the Town shall take all action necessary to comply with the Act.

The Town of Grafton is an Equal Opportunity Employer; it pledges that all candidates for employment, and all officials and employees of the Town will be treated equally in all actions affecting them. It also means that the Town has a policy of nondiscrimination which guarantees that all applicants for employment and all employees will not be discriminated against because of race, color or national origin, age, sex, sexual orientation, religion, political affiliation, veteran status, or disability.

## Facility Inventory

List of Town owned recreation and conservation areas evaluated for accessibility.

Index	Identifier	Owner Name	OS Code	St No	Address	Map	Lot	Acres	Use Code	Protection
1	Nelson Park	Town of Grafton	ToGAct	6	Prentice St	11	14	10.1	903	Controlled by Nelson Park Trustees
2	NG Elementary School	Town of Grafton	ToGAct	46	Waterville St	19	93	20.9	903	Not Assessed - School
3	Airport Park	Town of Grafton	ToGAct	8	Bedford Dr	35	178	5.6	903	Rec Com
4	Perry St Park	Town of Grafton	ToGAct	3	Perry St	27	42	0.6	903	Rec Com
5	Whitney Park	Town of Grafton	ToGAct	5	Mill St	27	165	1.2	903	Rec Com
6	Ekblaw Landing	Town of Grafton	ToGAct	111	Worcester St	46	21	1.0	903	Ekblaw Landing
7	High School-Municipal Center-Super Park	Town of Grafton	ToGAct	30	Providence Rd	64	12	46.5	903	Super Park - Rec
8	Norcross Park	Town of Grafton	ToGAct	18	North St	65	145	4.3	903	Rec Com
9	G Middle School	Town of Grafton	ToGAct	60	North St	57	18	15.7	903	Not Assessed - School
10	G Center Elementary School	Town of Grafton	ToGAct	105	Millbury St	81	19	55.8	903	Not Assessed - School
11	Silver Lake	Town of Grafton	ToGAct	245	Upton St	102	16	19.4	903	Rec Com
12	Riverview Park	Town of Grafton	ToGAct	176	Providence Rd	98	6	6.2	903	Not yet developed.
13	Dauphinais Park	Town of Grafton	ToGAct	21	Follette St	105	7	53.0	903	BoS CC
14	SG Elementary School	Town of Grafton	ToGAct	90	Main St	114	48A	8.25	903	Not Assessed - School
15	Fisher Park	Town of Grafton	ToGAct	115	Ferry St	123	20	11.2	903	Rec Com
15	Fisher Park	Town of Grafton	ToGAct	4	Old Ferry St	122	19	0.3	903	Rec Com
16	80 Creeper Hill Rd	Town of Grafton	ToGOS	80	Creeper Hill Rd	18	1a	1.0	903	Con Com
17	63 Creeper Hill Rd	Town of Grafton	ToGOS	63	Creeper Hill Rd	18	32	8.7	903	Con Com
18	Nelson Woods	Town of Grafton	ToGOS	38	Elm St	10	35	14.0	903	Nelson Park Trustees
19	Nelson Park	Town of Grafton	ToGOS	43	Shrewsbury St	10	9	5.0	903	Con Com
20	40 Deernolm St	Town of Grafton	ToGOS	40	Deernolm St	34	98	4.1	903	Con Com
21	Hennessey I	Town of Grafton	ToGOS	60	Adams Rd	50	4e	104.3	903	Con Com
22	Grafton Conservation Area	Town of Grafton	ToGOS	99	Merriam Rd	58	2	52.4	903	Con Com
23	Town Forest	Town of Grafton	ToGOS	12	Chestnut St	66	52	26.2	903	DPW/Town Forest
23	Town Forest	Town of Grafton	ToGOS	51	Upton St	75	1a	0.9	903	DPW/Town Forest
24	The Great Meadow	Town of Grafton	ToGOS	155	Upton St	76	21	125.0	903	Con Com
25	Cider Mill Pond	Town of Grafton	ToGOS	30	Stowe Rd	86	12	6.4	903	Con Com
26	Silver Lake N Parcel	Town of Grafton	ToGOS	94	George Hill Rd	86	5a	24.9	903	Con Com
27	Silver Lake E Parcel	Town of Grafton	ToGOS	247	Upton St	94	100	20.8	903	CR to GLT
28	240 Upton St - Opp Silver Lake	Town of Grafton	ToGOS	240	Upton St	102	8a	6.5	903	Con Com

Index	Identifier	Owner Name	OS Code	St No	Address	Map	Lot	Acres	Use Code	Protection
29	Hassanamesit Woods	Town of Grafton	ToGOS	140	Old Upton Rd	93	19	10.0	905	CR to DCR/ Div of State Parks and Rec Hist Pres Restr to Mass Hist Com
29	Hassanamesit Woods	Town of Grafton	ToGOS	13	Salisbury St	109	9	179.0	905	CR to DCR/ Div of State Parks and Rec Hist Pres Restr to Mass Hist Com
29	Hassanamesit Woods	Town of Grafton	ToGOS	7	Salisbury St	117	1	12.5	905	CR to DCR/ Div of State Parks and Rec Hist Pres Restr to Mass Hist Com
30	Oakmont Open Space	Town of Grafton	ToGOS	27	Milford Rd	126	150	73.1	903	Con Com

Summary of improvements required at Town owned open space and recreation sites.

Index	Name	Improvements
1	Nelson Park	Access to play area and picnic tables.
4	Perry St Park	Sign pole could be removed to provide disabled access to the playground.
7	Super Park	Remove wooden border at entrance. Change gravel surface.
8	Norcross/Miner Park	Curb cut to playground entrance.
11	Silver Lake Beach	Plastic mat for access path to beach. Beach wheelchair.
15	Fisher Park	Level entrance to restrooms,

Many of Grafton's older recreation areas are lacking in disabled facilities. However, two newly renovated parks, Airport Park (Index 3) and Norcross/Minor Park (Index 8) have been built to ADA standards, and as areas are renovated Grafton will continue to improve recreational facilities for the disabled.

No improvements are proposed to the passive open space areas. Many areas are intended to be preserved open space with no trails. Where trails exist further improvements are not scheduled due to the need to protect wetland. Vehicle parking is limited at many of the open space areas. Hassanamesit Woods (Index 29) is one area which has a plan for parking and trails including an 'all person' loop trail.