TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

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SELECT BOARD
MEETING AGENDA
July 16, 2019
Municipal Center, Conference Room A
6:15 p.m. Executive Session
7:00 p.m. Regular Session

CALL TO ORDER

EXECUTIVE SESSION

1. Litigation Update

REGULAR SESSION

ANNOUNCEMENTS

1. SCHEDULE

a) Representative David Muradian – Budget Update
b) ADA Self Evaluation and Transition Plan Presentation
c) Project Update – Andy Deschenes (Library, DPW & Cable Buildings)

2. RESIGNATIONS

3. APPOINTMENTS

Select Board

a) Election Worker – Mary Preston

Town Administrator

b) Sewer Department (Part Time) – Dave Crouse

4. NEW BUSINESS

a) Auditing Services - Vote to Sign Contract Scanlon & Associates
Vote to Sign Letter of Engagement, Scanlon & Associates

b) Fire Apparatus – Vote to Sign Lease/Purchasing Agreement for 750 Gallon Pumper Truck

5. SELECT BOARD REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

a) Text Messaging Policy

b) Email Communications

8. MEETING MINUTES – February 19, 2019, March 5, 2019 & March 12, 2019

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)
Litigation Update
Litigation Strategy
Union Negotiations
Land Negotiation
Non Union Negotiations
Strategy for Negotiations
Minutes

ADJOURN

1 (a) SCHEDULE - DAVID MURADIAN

Representative Muradian will attend the meeting to give the Select Board an update on the budget and any items he is currently working on.

NO ACTION NECESSARY

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1 (b) SCHEDULE: ADA SELF EVALUATION AND TRANSITION PLAN

Mike Kennedy from the Center for Living and Working along with Jim Mazik will give a presentation to the Board on the ADA Self Evaluation and Transition Plan.

The Town received a $35,000 grant from the Mass. Office on Disability to complete a Self Evaluation and Transition Plan. The Center for Living and Working provided us with the lowest quote and best references for this job. This plan is important because the town can now apply for construction grants up to $250,000 through the MOD using this plan as a guide.

Town of Grafton
Self-Evaluation and Transition Plan
June 2019

Prepared by:

Center for Living and Working, Inc.

Michael Kennedy, ADA Access & Advocacy Coordinator
484 Main Street - Suite 345, Worcester, MA 01608
and
James M. Mazik, AICP - Consulting Services
188 Lower Westfield Road, Holyoke, MA 01040

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Disclaimer: This Self-Evaluation and Transition Plan is a "planning" document which is intended to identify areas of non compliance under the Federal Americans with Disabilities Act as it pertains to the provision of services, programs, and activities. In doing so, this Plan provides an evaluation of policies and procedures and provides recommendations and sample documents for compliance. This Plan also includes a facilities assessment to identify non-conforming building and site conditions including a description and applicable regulatory standards for compliance. This is not an engineering or architectural assessment nor does it provide engineering or design solutions. Construction solutions need to be designed by a qualified engineering or architectural professional in order to ensure compliance under the MAAB 521 CMR requirements and the 2010 ADA Standards for Accessible Design.

TOWN OF GRAFTON – SELF-EVALUATION AND TRANSITION PLAN

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I. INTRODUCTION

The Center for Living and Working, Inc. in partnership with James M. Mazik, AICP – Consulting Services has prepared this Self-evaluation and Transition Plan ("Accessibility Plan" hereafter) on behalf of the Town of Grafton to determine its level of compliance under the Americans with Disability Act (ADA) of 1991, as amended in 2008 and 2010.

The ADA is a civil rights law. Under the ADA, civil rights are guaranteed to individuals who experience discrimination because they; 1) have a physical or mental impairment that substantially limits a major life activity, 2) have a record of such an impairment, and 3) are regarded as having such an impairment. The ADA provides civil rights protections to those with disabilities in a manner similar to that provided to individuals on the basis of race, color, sex, natural origin, age, and religion. The law is intended to insure that those with a disability cannot be excluded from participating in, or denied the benefits of programs, services and activities offered by state and local governments because of that disability.

Under Title II of the ADA, as amended, requires local municipalities to conduct a Self-Evaluation of programs and services as well as an evaluation of all facilities to document physical barriers to access as part of the requirements for developing a Transition Plan.

In Massachusetts, public buildings and facilities must adhere to Section 521 of the Code of Massachusetts Regulations, *"521 CMR: Architectural Access Board",* a specialized section of the State Building Code as governed by the Massachusetts Architectural Access Board (M.G.L. c.22, S13A).

This ADA Self-evaluation and Transition Plan ("Accessibility Plan" hereafter) includes model policies and procedures for adoption by the town as well as barrier removal solutions for the Town's public buildings and facilities. The assessment of physical barriers and subsequent recommendations are based on the current 2010 ADA Standards for Accessible Design (2010 ADA Standards) and MA State Building Code 521 C.M.R., the higher standard to prevail. Although there are exceptions and variations (described below), this Accessibility Plan and its recommendations are based on compliance with the current Federal and State standards and the measures required to do so.

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II. AMERICANS WITH DISABILITIES ACT

Background

On July 26, 1990 President George H. Bush signed the Americans with Disabilities Act, a federal civil rights law that prohibits the exclusion of people with disabilities from the right of equal opportunity. Much of the ADA legislation was built upon legislation that had already been in place for a number of years including the Civil Rights act of 1964 and the Rehabilitation Act of 1973 which regulates employment practices in the federal government and by federal contractors, establishes architectural and transportation accessibility standards and guarantees equal access to entities that receive federal funds.

The ADA is a civil rights law. Under the ADA, civil rights are guaranteed to individuals who experience discrimination because they; 1) have a physical or mental impairment that substantially limits a major life activity, 2) have a record of such an impairment, and 3) are regarded as having such an impairment. Interpretation of the law and its enforcement was intended to be carried out on a case by case basis through the nation's legal system. Specific complaints of individuals may be filed with a number of different federal agencies including the Equal Employment Opportunity Commission (Title I), the United States Department of Justice (Titles II and III), the United States Department of Transportation (Titles II and III), and the Federal Communications Commission (Title IV).

The ADA is divided into five titles or sections. These are:

Title I: Employment
Title II: State and Local Government and Public Transportation
Title III: Public Accommodations and Services Operated by Private Entities
Title IV: Telecommunications
Title V: Miscellaneous Provisions

<u>The Town of Grafton is bound specifically by Titles I and II.</u>

There is a basic process for complying with the Americans with Disabilities Act:

- Learning about the requirements of the ADA and how it applies to a facility or program;
- Conducting a survey to identify barriers;
- Establishing a list of potential modifications for barrier removal, including changes to policies, facilities and cost estimates;
- Removing existing barriers.

The ADA prohibits discrimination on the basis of disability in all services, programs, and activities provided by small local governments (i.e. towns). Thus, people with disabilities must have an equal opportunity to participate in and benefit from a town's services, programs and activities. To accomplish this, the ADA sets requirements for town facilities, new construction and alterations, communication with the public and policies and procedures governing town programs, services, and activities.

All towns must perform a self-evaluation of its policies, practices, programs, procedures, services, etc. (including communication) to determine compliance under the ADA. Towns must make reasonable modifications to these policies, programs, services, etc. to avoid discrimination against individuals with

disabilities unless such modification would result in a fundamental alteration in the nature of that program or service.

Although the ADA only requires local governments with 50 or more employees to take additional, specific measures, it is strongly encouraged that even smaller towns with less than 50 employees follow the same process to insure overall compliance with the ADA. These additional measures include 1) the designation of an individual to coordinate ADA compliance, 2) the development of a transition plan, and 3) the development of an ADA grievance procedure.

The 2008 Amendments to the ADA broadened the definition of "disability", thereby extending the ADA's protections to a greater number of people. The 2008 Amendments provided examples which limit "major life activities" including, but not limited to, "caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working" as well as the operation of several specified major bodily functions. The Amendments also stated that when determining whether one qualifies as disabled, one cannot take into account the mitigating effects of assistive devices, auxiliary aids, accommodations, medical therapies, and supplies. In order to be protected under the ADA, an individual with a disability must also be qualified to perform the essential functions of a job with or without a reasonable accommodation. In 2010, the Department of Justice's revised regulations for Titles II and III of the ADA of 1990. These regulations adopted revised, enforceable accessibility standards called the 2010 ADA Standards for Accessible Design. On March 15, 2012, compliance with the 2010 Standards was required for new construction and alterations under Titles II and III. March 15, 2012, is also the compliance date for using the 2010 Standards for program accessibility and barrier removal. The 1991 ADA Standards for Accessible Design could be used for new construction and alterations under Titles II and III until March 14, 2012.

Title I

Equal Employment Opportunity

The ADA guarantees equal employment opportunities to people with disabilities who are qualified for a job. The ADA specifically prohibits discrimination in all activities relating to employment. This includes hiring, termination, compensation, recruitment, tenure, job training, advancement and promotion, layoff, fringe benefits, and any other employment-related benefits or activities. Employers, including municipal governments, should carefully review their employment policies and procedures to eliminate discriminatory practices. In many cases, discrimination is unintentional, due to a lack of knowledge and awareness of the employer. The ADA covers all aspects of "employment" including the application and interview process, hiring, promotion, termination, compensation and benefits, and training.

Reasonable Accommodations

Qualified applicants for employment are entitled to "reasonable accommodation" during the hiring process and as part of his/her employment. The term reasonable accommodation can mean many different things depending on the circumstance and what is "reasonable" under that circumstance. It may mean modifying an existing facility so that a person with a disability can perform his/her job (i.e. replace a door handle with a lever, lower a counter top, etc.), changing the way things are customarily done (office policy, work hours, etc.) or restructuring a job. It is the responsibility of the employer to provide a reasonable accommodation unless it would impose an "undue hardship" on the employer or detract from the essential functions of a position. Once the proposed accommodation becomes too difficult or expensive, it can be deemed as no longer reasonable and therefore, not required. *Caution:* What is unreasonable for an employer of six persons, may be deemed reasonable for an employer of twenty-five persons.

Title II

Program Accessibility

The ADA guarantees people with disabilities equal opportunity to participate in all programs, services, and activities of state and local government. Accessibility standards must be followed for new construction as well as accommodations. These standards are based on the ADA Accessibility Guidelines (ADAAG) as developed by the U.S. Access Board provide guidance to the ADA Standards for Accessible Design as enforced by the U.S. Department of Justice (DOJ), U.S. Department of Transportation (DOT), and the federal courts and apply nationwide.

The ADAAG involves a distinction between public or common use area and employee work areas. Public/common use areas must be fully accessible. Employee work areas may be addressed through Title I and "reasonable accommodations" made when the need arises. A higher level of expectation is anticipated for governmental entities than that of the private sector. Regardless of receipt of federal aid, all local governments and their boards, departments, commissions and districts are subject to the provisions of the ADA. Access to services is a critical aspect and basic premise of the ADA. Governmental sponsored programs, services and activities must be available to all, regardless of disability. If structural changes to buildings are required, a transition plan is also usually required. New construction and/or additions to local governmental buildings must be fully compliant and accessible to those with disabilities. Alterations to space used by the public as well as employee work areas must also be ADA compliant unless it is "technically infeasible" to do so (i.e. involves structural, physical, or site constraints). If technically infeasible, the alteration must comply "to the maximum extent feasible". Existing buildings require that the services or programs offered in that facility are readily accessible.

When programs, services, or activities are located in facilities that existed prior to January 26, 1992, the effective date of Title II of the ADA, towns must make sure that they are also available to persons with disabilities. If however, it requires that these programs, services, or activities are substantially altered to provide access or results in undue financial or administrative burden, then reasonable alternatives or accommodations may be allowed. When a service, program, or activity is located in a building that is not accessible, Title II of the ADA allows a "small" local government to achieve program accessibility in several ways. This can include:

- relocating the program, service, or activity to an accessible facility; or
- providing the program, service, or activity in another manner that meets ADA requirements; or
- undertaking modifications to the building or facility itself to provide accessibility.

Thus, to achieve program accessibility, a small town need not make every existing facility accessible. It can relocate some programs to accessible facilities and modify other facilities, avoiding expensive physical modifications of all town facilities.

Effective Communication

Local governments must ensure effective communication with individuals with disabilities. Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, municipal governments must provide appropriate auxiliary aids.

The type of auxiliary aid or service necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. "Auxiliary aids" include such

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services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Brailled materials, computer disks, audio recordings, and large print materials. In addition, telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.

Municipal governments are not required to provide auxiliary aids or take any actions that would result in a fundamental alteration in the nature of a service, program, or activity or that will result in undue financial and administrative burdens. However, alternative auxiliary aids that do not result in a fundamental alteration or undue burden must be provided. For example, it is not necessary to provide sign language interpreters for all interactions with persons who are deaf or hard of hearing. Daily interaction may suffice through written notes or similar exchanges. However, public meetings, interrogations by local police officers, or similar technical interactions will most likely require interpreters or assistive listening systems. It is required that alternative auxiliary aids be available that do not result in financial or administrative burdens yet meet the needs of the disabled individual.

Title III

Title III of the Americans with Disabilities Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. It is intended that all individuals have the opportunity to benefit from businesses and services of a place of public accommodation. The regulations require that architectural and communication barriers that are structural must be removed in public areas of existing facilities when their removal is readily achievable. Public accommodations that must meet the barrier removal requirement include a broad range of establishments (both for- and non-profit) such as inns, hotels, motels, restaurants, bars, theaters, concert halls, stadiums, museums, auditoriums, retail stores, grocery stores, bakeries, laundromats, banks, barber and beauty shops, gas stations, professional offices, medical offices, private schools, health spas, bowling alleys and other places that serve the public. Private entities that own, lease, lease out, or operate places of public accommodation in existing buildings are responsible for complying with the barrier removal requirement. Private clubs and religious organizations, including places of worship, are exempt from the ADA public accommodation requirements.

Title IV

Title IV requires common carriers engaged in interstate communications by wire or radio to provide telecommunications relay services for both hearing- and speech-impaired individuals. Regulations developed to implement this provision require that these services operate 24 hours a day. It is the intention to give those persons with hearing and speech impairments the opportunity to communicate with any other individual. This is to be achieved in a manner such that the users are not paying greater rates than those for equivalent services used by persons without hearing or speech impairments. In addition, any televised public service announcements provided or funded in whole or in part by any federal agency or instrument of the federal government must include closed captioning of the verbal content of such announcement.

Title V

Title V consists of various miscellaneous provisions of the ADA including a requirement for the development of technical assistance manuals by the appropriate regulatory federal agency, a report on the ADA and wilderness areas, a description of the responsibility of the United States Congress, religious organizations, and enforcement and dispute resolution.

Definition of Commonly Used Terms

Disability - a physical or mental impairment that substantially limits a major life activity, such as walking, seeing, hearing, learning, breathing, caring for oneself, or working. To be protected under the ADA, a person must have, have a record of, or be regarded as having a record of, a substantial impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. Individuals who have successfully completed or are currently enrolled in a drug or alcohol rehabilitation program are also considered to be disabled. The ADA protects three classes of people with disabilities:

- those who have a disability, and
- those who have a record of having a disability, and
- those who are regarded as having a disability, whether or not they actually have one.

Qualified Individual with a Disability - an employee or job applicant who meets legitimate skill, experience, education, or other requirements of an employment position that he or she holds or seeks. The person must also be able to perform the "essential" (as opposed to marginal or incidental) functions of the position either with or without reasonable accommodation. Job requirements that screen out or tend to screen out people with disabilities are legitimate only if they are job-related and consistent with business necessity.

Reasonable Accommodation - any change or adjustment to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodations may include: acquiring or modifying equipment or devices, job restructuring, modifying work hours, making the workplace structurally accessible to individuals with disabilities**,** reassigning an employee with a disability to an equivalent position as soon as one becomes vacant, providing qualified readers for the blind or interpreters for the deaf, and/or appropriately adjusting or modifying examinations, training materials, or policies.

Essential Functions – the basic job duties that an employee must perform, with or without reasonable accommodation.

Readily Achievable - the removal of physical barriers which are easily accomplishable without much difficulty or expense. The "readily achievable" requirement is based on the size and resources available. For example, a larger business with more resources is expected to take a more active role in removing barriers than smaller businesses. The ADA also recognizes that economic conditions vary. When a business has resources to remove barriers, it is expected to do so; but when profits are down, barrier removal may be reduced or delayed. Barrier removal is an ongoing obligation, thus physical barriers must be removed as resources become available in the future.

Undue Hardship - an action or accommodation which requires significant difficulty or expense for an entity. Criteria for making such a determination include the nature and cost of the accommodation, the financial resources of the employer, or the impact of such accommodations on the financial resources of the employer.

Programmatic Access –Programmatic access requires 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.

Program Accessibility

Under Title II of the ADA, the town of Grafton must ensure that when "viewed in entirety", all programs, services, and activities that are offered must be equally available to persons with disabilities. The Town is not necessarily required to remove architectural barriers from a building or site, but rather, must make sure that its programs are accessible. Non-structural methods to achieve program accessibility include:

- relocating a program or service to an accessible location in the existing building or facility, or
- relocation of a program or service to a different building or facility, or
- providing short-term or intermediate modifications to ensure program access until a permanent or structural solution is achieved (Example – creating an accessible meeting space on the first floor of a building such that staff providing services on a second or third floor can meet with persons in the accessible first floor space).

III. OTHER FEDERAL ACCESSIBILITY REGULATIONS

Architectural Barriers Act (ABA) - 1968

The Architectural Barriers Act requires access to facilities designed, built or altered with Federal funds or leased by Federal agencies. The law covers a wide range of facilities, including post offices, social security offices, prisons, and national parks. It also applies to non-government facilities that have received Federal funding, such as certain schools, public housing, and mass transit systems. Passed in 1968, the ABA is the first measure by Congress to ensure access to the built environment. Facilities that predate the law generally are not covered, but alterations or leases undertaken after the law took effect can trigger coverage. Building construction changes made under this law, must meet the Uniform Federal Accessibility Standards (UFAS). Special provisions are included in the UFAS for historic buildings that would be threatened or destroyed by meeting full accessibility requirements

Rehabilitation Act - 1973

The Rehabilitation Act requires recipients of federal financial assistance to make their programs and activities accessible to everyone. Recipients are allowed to make their properties accessible by altering buildings, by moving programs and activities to accessible spaces, or by making other accommodations. It also protects the rights of Federal employees with disabilities. The law also requires electronic and information technology procured by Federal agencies to be accessible according to certain established standards.

Voting Accessibility for the Elderly and Handicapped Act - 1984

The Voting Accessibility for the Elderly and Handicapped Act of 1984 generally requires polling places across the United States to be physically accessible to people with disabilities for federal elections. Where no accessible location is available to serve as a polling place, a political subdivision must provide an alternate means of casting a ballot on the day of the election. This law also requires states to make registration and voting aids available for disabled and elderly voters, including information by telecommunications devices for the deaf (TDDs), which are also known as teletypewriters (TTYs).

Telecommunications Act - 1996

The Telecommunications Act of 1996 requires telecommunications products and services to be accessible according to guidelines developed by the Access Board. It covers a broad range of products, including telephones, cellular phones, pagers, and fax machines. The Federal Communications Commission (FCC) enforces requirements of the law.

Help America Vote Act – 2002

Each polling place must have at least one accessible voting machine by January 1, 2006 under the Help Vote America Act. The act (Public Law 107-252), which was signed by President Bush on October 29, 2002 also requires each piece of voting equipment bought with federal money on or after January 1, 2007 to be accessible.

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IV. 521 CODE OF MASSACHUSETTS REGULATIONS ARCHITECTURAL ACCESS BOARD (MGL C. 22, S. 13a)

Section 521 of the Code of Massachusetts Regulations, "521 CMR: Architectural Access Board" is a specialized section of the State Building Code which provides the actual construction standards and specifications which must be adhered to for work performed on "public" buildings (see definition of public building in 521 CMR) in the Commonwealth of Massachusetts. The purpose of 521 CMR is to make public buildings and facilities accessible to, functional for, and safe for use by persons with disabilities. It is the intent of 521 CMR to provide persons with disabilities full, free and safe use of all buildings and facilities so that all such persons may have the educational, living and recreational opportunities necessary to be as self-sufficient as possible and to assume full responsibilities as citizens.

The Massachusetts Architectural Access Board (MAAB) is a regulatory agency whose mandate, as established under M.G.L. c.22 S13A, is to develop and enforce regulations pertaining to public access. The MAAB also decides on variance requests, issues advisory opinions, and makes decisions on complaints. Local building inspectors are responsible for enforcement of the provisions of 521 CMR.

Jurisdiction of 521 CMR

All additions to, reconstruction, remodeling, and alterations or repairs of existing public buildings, which require a building permit or which are so defined by a state or local inspector, shall be governed by those applicable sections of 521 CMR.

If the work being performed amounts to less than 30% of the full and fair cash value of the building and

a) the work costs less than $100,000, then only the work being performed is required to comply with 521 CMR; or

b) the work costs $100,000 or more, then the work being performed is required to comply and an accessible entrance, toilet, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) are also required.

If the work performed amounts to 30% or more of the full and fair cash value of the building, the entire building is required to comply with 521 CMR. Where the cost of constructing an addition to a building amounts to 30% or more of the full and fair cash value of the existing building, both the addition and the existing building must be fully accessible.

A historic building or facility that is listed or is eligible for listing in the National or State Register of Historic Places or is designated as historic under appropriate state or local bylaws may be granted a variance by the MAAB to allow alternate accessibility.

The MAAB Regulations also address various circumstances involving change in use, work performed over a period of time, multiple uses of one building, outdoor facilities, temporary structures, security structures and non-occupiable spaces. For more information on these areas, the administrative process (variances, complaints, hearings) as well as specific architectural requirements, reference to 521 CMR should be made.

V. ALTERATIONS TO HISTORIC PROPERTIES

ADA 2010 Standards

There are exceptions for alterations to qualified historic buildings and facilities for accessible routes (206.2.1 Exception 1 and 206.2.3 Exception 7); entrances (206.4 Exception 2); and toilet facilities (213.2 Exception 2). When an entity believes that compliance with the requirements for any of these elements would threaten or destroy the historic significance of the building or facility, the entity should consult with the State Historic Preservation Officer. If the State Historic Preservation Officer agrees that compliance with the requirements for a specific element would threaten or destroy the historic significance of the building or facility, use of the exception is permitted.

Public entities have an additional obligation to achieve program accessibility under the Department of Justice ADA regulations (See 28 CFR 35.150). These regulations require public entities that operate historic preservation programs to give priority to methods that provide physical access to individuals with disabilities. If alterations to a qualified historic building or facility to achieve program accessibility would threaten or destroy the historic significance of the building or facility, fundamentally alter the program, or result in undue financial or administrative burdens, the Department of Justice ADA regulations allow alternative methods to be used to achieve program accessibility. In the case of historic preservation programs, such as an historic house museum, alternative methods include using audio-visual materials to depict portions of the house that cannot otherwise be made accessible. In the case of other qualified historic properties, such as an historic government office building, alternative methods include relocating programs and services to accessible locations. The Department of Justice ADA regulations also allow public entities to use alternative methods when altering qualified historic buildings or facilities in the rare situations where the State Historic Preservation Officer determines that it is not feasible to provide physical access using the exceptions permitted in Section 202.5 without threatening or destroying the historic significance of the building or facility. See 28 CFR 35.151(d).

Massachusetts 521 CMR

A historic building or facility that is listed or is eligible for listing in the National or State Register of Historic Places or is designated as historic under appropriate state or local laws may be granted a variance by the Architectural Access Board to allow alternate accessibility. If a variance is requested on the basis of historical significance, then consultation with the Massachusetts Historical Commission is required in order to determine whether a building or facility is eligible for listing or listed in the National or State Register of Historic Places. The Massachusetts Historical Commission may request a copy of the proposed variance request and supporting documentation to substantiate the variance request and its effect on historic resources. A written statement from the Massachusetts Historical Commission is required with the application for variance

VI. ADA SELF-EVALUATION

All municipalities must perform a self-evaluation of its policies, practices, programs, procedures, services, etc. (including communication) to determine compliance under the ADA. Municipalities must make reasonable modifications to these policies, programs, services, etc. to avoid discrimination against individuals with disabilities unless such modification would result in a fundamental alteration in the nature of that program or service.

Although the ADA only requires local governments with 50 or more employees to take additional, specific measures, it is strongly encouraged that even smaller municipalities with less than 50 employees follow the same process to insure overall compliance with the ADA. These additional measures include 1) the designation of an individual to coordinate ADA compliance, 2) the development of a transition plan, and 3) the development of an ADA grievance procedure.

All local governmental entities were required to complete a self-evaluation of their facilities, programs, policies, and practices by January 26, 1993. The self-evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-evaluations should consider all of a municipality's programs, activities, and services, as well as the policies and practices that it has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified - including, but not limited to 1) relocation of programs to accessible facilities; 2) offering programs in an alternative accessible manner; 3) structural changes to provide program access; 4) policy modifications to ensure nondiscrimination; and 5) auxiliary aids needed to provide effective communication.

Under Title II of the ADA a municipality is required to:

1. Designate a responsible employee as ADA Coordinator.

2. Adopt and distribute a Public Notice on the municipality's ADA policies and procedures.

3. Adopt, distribute and/or post an ADA Grievance Procedure.

4. Modify, maintain, and update policies, procedures, and practices, including job descriptions and hiring practices, as required.

5. Provide Reasonable Accommodations to qualified individuals with disabilities.

6. Maintain and upkeep accessible features.

7. Provide auxiliary aids and services to ensure effective communications to those with disabilities.

It is also recommended under the provisions of MGL C40 s8J that towns establish a 5 to 13 member Commission on Disability. This can be achieved through acceptance of *"the provisions of Massachusetts General Laws Chapter 40, Section 8J relative to the establishment of the municipal Commission on Disability".*

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A self-evaluation was conducted of those municipal departments which offer programs or provides services to the general public. A memo and accompanying survey form (See Appendix A) was sent to all departments, boards, commissions and individuals who were identified as either providing a service or program to area residents.

Information from each survey response, along with supplemental department information was used to develop the self-evaluation. Together with the structural assessment and policy recommendations, an accessibility compliance plan for the Town of Grafton is achieved.

Commission on Disability (MGL C40 s8J)

Massachusetts General Law Chapter 40 Section 8J gives municipalities the authority to establish commissions.

The function of a disabilities commission is to:

- Advise and assist municipal officials in ensuring compliance with federal and state disability laws;
- Review policies and activities of municipal departments and boards as they affect persons with disabilities;
- Provide information, referral, advocacy and technical assistance to individuals, businesses and organizations in all matters pertaining to disability;
- Coordinate the activities of other local groups organized to meet the needs of persons with disabilities.

Commissions consist of no less than five and no more than nine members chosen by the Board of Selectman or Town Manager (in a town) and the Mayor or City Manager (in a city). The majority must be persons with disabilities and one may be a member of the immediate family of a person with a disability. In addition, one member must be an elected or appointed municipal official.

Grafton Self-evaluation. *Commissions on Disability are established by vote of Town Meeting to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities or the community. MGL Chapter 40 Section 8J gives municipalities the authority to establish Commissions on Disability. The Town of Grafton appears to have a formal Commission on Disability as noted on the town website, but all 4 member terms appear to have expired 3 to 5 years ago. As the Commission is not listed in the 2017 Annual Report, it appears that the Commission is no longer active.*

The Town of Grafton appears to have had a formal Commission on Disability as noted on the town website, but all 4 member terms appear to have expired 3 to 5 years ago. The Commission on Disability is not listed in the 2017 or 2018 Annual Report, nor is listed in the Mass Office on Disability April 2019 listing of Municipal Commissions on Disability. It appears that the Commission is no longer active.

The Commission was first established at the annual Town Meeting of October 20, 2008 and their first meeting occurred on April 16, 2009. In October 2009, the Board of Selectmen voted to exercise its authority under MGL, Chapter 40, Section 22G to appropriate all fines received from handicap parking violations to the Commission on Disability.

If the Commission is no longer active, it is recommended that the Town re-establish its Commission and appoint a minimum of 5 members to serve on this board. Once in place, the Commission should actively post information about the Commission, its meetings, and town disability-related policies on the town's website and in the municipal office building.

ADA Coordinator (ADA Title II - 28 CFR Part 35.107 (a))

The role of the ADA Coordinator is extensive and includes:

- insuring overall compliance with the ADA
- notification and outreach
- addressing grievances as filed under the town's established grievance policy
- insuring timely implementation of the town's transition plan
- on-going assessment of programs and services
- serving as a technical advisor and resource on accessibility matters.

In order for a municipality to successfully comply with the intent of the ADA, it is critical that its ADA Coordinator take a pro-active role in performing his or her role. It is not adequate for an ADA Coordinator to serve only as a decision-making authority under the town's ADA grievance procedure. The ADA Coordinator must monitor daily and long-term compliance with the town's ADA policies, procedures, and plans. This includes ADA compliance and assurance pertaining to postings, employment practices, education, dissemination of literature to the public and private businesses, daily activities and practices of town government, insuring that facilities are properly maintained, serving as a town-wide resource on accessibility matters and issues, and staying current on changes is state and federal law, regulations, programs, policies, interpretations, and decisions which affect persons with disabilities.

***Grafton Self-evaluation**. According to Administrative Policy #112, Mr. Robert Berger is listed as the ADA Coordinator. Mr. Berger is currently serving as the Town's Inspector of Buildings. It would be more appropriate to name the position of Inspector of Buildings as the ADA Coordinator as opposed to a specific individual. If a change in personnel occurs, then the person assuming the new title of Inspector of Buildings would automatically assume the role as ADA Coordinator. Currently, this would not occur as the appointment is specific to a named individual. In addition, there is nothing "in writing" which confirms this as there is no such designation listed in the municipal office building, on the town's website, or in the annual report. It is recommended that the Town add this position to its webpage as part of the Commission on Disability's page and also listed as an Appointed Official. It is also recommended that such designation be posted in municipal office building and be listed and described in the Town's Annual Reports.*

Public Notice (ADA Title II - 35 CFR Part 35.106)

Title II of the ADA requires that public entities notify participants of its non-discrimination policies. Similarly, there should also be notification of non-discrimination policies relative to persons with

disabilities in brochures and other materials provided to the public and on a town's website. All Notices should also include the ADA Coordinator's name and contact information.

Grafton Self-evaluation. *Title II of the ADA requires that public entities notify participants of its non-discrimination policies. There does not appear to be such notification of non-discrimination policies relative to persons with disabilities in brochures or posted in the town hall. There is language of non-discrimination in Chapter III General Personnel Policies in the Employee Personnel Handbook in the Human Resources portion of the Grafton's website. However, this policy speaks only to Equal Employment Opportunity and Non-Discrimination in hiring and employment practices. In addition there is a non-discrimination reference regarding disability under General Policies in the 2019 Spring & Summer Grafton Recreation Magazine.*

A town must provide notice to the public about its ADA obligations and about accessible facilities and services in the town. The notice must inform the public about the ADA's nondiscrimination requirements. It may also describe how the public or employees may contact specific town officials about problems with accessibility and the need for effective communication. The information must be accessible to the public, including people who have disabilities that affect communication, such as blindness, low vision, deafness, and hearing loss. Although no specific method is required to reach the public, notice can be provided in more than one format and by using more than one type of media, such as the town's website, print, radio, or television.

Self-Evaluation survey responses to the question "Is the public informed that their programs are prepared to make reasonable modification" were mostly no or non-applicable. Only two Departmental Self-Evaluation Survey responses were yes, Council on Aging and the Assessor's office but nowhere on the Town's website is this actually indicated.

Five of the twelve survey responders indicated that there were circumstances that participation of a person with a disability in a program or service would be restricted or excluded. Most restrictions were due to accessibility or location such as narrow doorways or books located on the upper shelves in the Library. However, six of the twelve survey responders indicated that these exclusions or restrictions were not necessary to the operation of the operation of the program/department or the safety of non-disabled persons. Four responses were "Not Applicable". The Recreation Department did note "Yes" but did not indicate how or why. It appears that survey responders may have been confused by Questions #3 and #4 of the survey.

Based on the survey comments, the response to public notification and reasonable accommodations were mixed – ranging from "the public is not aware" to "not applicable." Only three departments said that the public is informed that this program/service is prepared to make reasonable modifications. Most departments noted that staff will assist those needing assistance upon request. The Library noted that it plans to provide a reasonable modifications statement on its services and programs website pages and that an accessibility policy is in the process of being developed to be adopted by the Library Trustees. This policy has been in draft form since 2003.

A single and consistent Public Notification Policy should be in place for all town functions, activities, departments, and committees. ***A sample Public Notice is provided as Attachment B****.*

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ADA Grievance Procedure (ADA Title II - 35 CFR Part 35.107 (b))

The ADA Title II regulations require that all municipalities with 50 or more employees (regional school systems must prorate the number of employees for each member community) adopt and publish grievance procedures. The purpose is to encourage local resolution of complaints concerning employment, services, programs and activities. It is important to note that complainants are not required to exhaust the municipality's procedures before filing a federal complaint or taking court action.

The regulations do not stipulate time frames or procedures for the grievance procedure, however, the following are recommended:

- A detailed description of the procedures for submitting a complaint;
- A two-step review process which allows for appeal;
- Reasonable timeframes for review and resolution of the complaint;
- Good record keeping for all complaints submitted and documentation of steps taken toward resolution.

Grafton Self-evaluation. *Administrative Policy #112 is the adopted ADA Grievance Procedure for the Town of Grafton as required under the ADA. However, there is no mention of such a policy on the Town's website nor is it posted anywhere in town hall. It is recommended that the Town of Grafton modify the current Commission on Disability webpage or create a separate Disabilities related section on its website and post relevant information such as the Grievance Procedure, public notices that allow for accommodation requests and the designated ADA Coordinator contact information.*

Policies/Procedures/Practices (ADA Title II - 35 CFR Part 35.130 (b)(7)

A municipality should have formal separate policies and procedures pertaining to the ADA and program accessibility, grievances, communications, equal opportunity and non-discrimination except when it comes to employment opportunities. The Town should also include non-discrimination language in its employment postings and/or forms similar to that provided below.

"The Town of Grafton is an Equal Opportunity/ Affirmative Action Employer. We assure you that your opportunity for employment with the town will be based only on your merit, without regard to race, religion, sex, age, national origin or disability"

Grafton Self-evaluation. *A public entity shall make reasonable modifications in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the public entity can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.*

The Town of Grafton does not appear to have formal policies and procedures pertaining to the ADA and program accessibility, grievances, communications, equal opportunity and non-discrimination except when it comes to employment opportunities. There are no indications anywhere on the Town's website.

There is an Employee Personnel Handbook available in the Human Resources tab that is

accessed through the Employment Opportunities/Human Resources. It is a PDF file and it describes a Grievance Policy and Procedure but it is more generalized and does not specifically refer to disability. An individual has to navigate through a few web pages in order to access this handbook.

Section 36 of the Employee Personnel Handbook refers to Individuals with Disabilities –"The Town of Grafton is committed to realizing the full potential of all its employees regardless of their physical or mental disabilities. The Americans with Disabilities Act (ADA) requires employers to make reasonable accommodations to allow disabled employees to perform the essential functions of their jobs. Accommodation is an interactive process where you work with your employer to find a reasonable accommodation. If you require an accommodation, contact your Department Head or Town Administrator to discuss accommodation options. The Town of Grafton will make the final determination of what accommodation is reasonable".

A review of job postings on the town's website as well as the job descriptions provided with the self-evaluation surveys note disparities and a lack of consistency in the content of the job descriptions. Some descriptions provided "essential functions" as well as "physical and mental requirements" including physical demands, motor skills, and visual demands whereas others did not. The jobs posted on the Town's website had the following verbiage about being an equal opportunity employer:

Equal Opportunity Employer

Grafton Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws.

The job descriptions that came with completed Self-Evaluations did not state being an Equal Opportunity Employer but they did speak to making reasonable accommodations to enable individuals with disabilities to perform the essential functions as illustrated below:

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

The Council on Aging (COA) stated that "occasionally, a person with a wheelchair or walker may not be able to go on a charter bus trip because they cannot get on and off the bus by themselves or if the trip includes a lot of walking". If the reason a person using a wheelchair or walker can't go on the trip is because the charter bus doesn't have a lift or a ramp, the COA must arrange to charter a bus that is accessible. This is a perfect example of a reasonable accommodation and the need for the public to be notified under the ADA. The COA would be allowed to create a time line such as two weeks for them to locate an accessible vehicle in their accommodations policy.

There should be consistency in all departmental policies, procedures, and practices including the posting of employment ads, actual job descriptions, and reasonable accommodations to potential and existing employees. ***(See Reasonable Accommodations).***

Reasonable Accommodations(ADA Title II - 35 CFR Part 35.140 (a))

Under the ADA, a person is considered a qualified individual with a disability if s/he can perform essential functions of the job with or without a reasonable accommodation. Although the ADA does not require an employer to have job descriptions, they can be used as evidence of the essential functions of the job. Job descriptions should be up-to-date and should differentiate between the essential and the marginal duties of the position.

Grafton Self-evaluation. *Not all job descriptions included language on the work environment and also on ADA Special Requirements including physical ability, sensory requirements, and environmental factors. The job descriptions that accompanied the completed Self-Evaluation surveys included most of the above-mentioned details compared to the job descriptions available on the Town's website. The job descriptions that were online just made the Equal Opportunity Employer Reference.*

All job descriptions must contain the essential functions required to do the job but typically do not list marginal duties, which should be included. It should also be noted that if a medical examination is required, it must be required of all entering employees of the same position. Medical examinations are prohibited until after a job offer has been made to the applicant. Employment can be conditioned on the results of the applicant's post-offer medical examination.

Job Descriptions. Job descriptions should use clear, concise, non-technical language. In defining essential functions, the description should focus on the outcome and not the process to achieve that outcome. For example, if a position requires lifting supplies onto a truck, the description should read, "the ability to lift supplies weighing up to 35 lbs to a height of 4 feet and into a truck bed" and not "the ability to manually lift supplies weighing 35 lbs". It also better to use words that describe the job requirements as opposed to words that focus on specific abilities (ie – hearing, speaking, walking). The following table provides preferred wording that does not restrict the physical requirements of positions.

Physical Requirements	*Suggested Wording*
Stand or sit	*Stationary position*
Walk	*Move, traverse*
Use hands and fingers	*Operate, use*
Climb Stairs or ladders	*Ascend, descend*
See	*Detect, determine, identify recognize, observe*
Taste/smell	*Detect, distinguish, determine*
Carry/lift	*Move, transport, position*

Reasonable Accommodations. The town does not appear to have a Reasonable Accommodations Policy in place for existing or potential employees. Under Title II of the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of his/her job. ***A sample Reasonable Accommodations Policy and Request Form for adoption by the Selectmen is provided as Appendix C and D.***

Maintenance (ADA Title II – 28 CFR Part 35.133 (a)

A municipality must maintain in operable working condition those features that are necessary to provide access to services, programs, and activities. This includes door closers, sidewalks, parking space signage and striping, and ramps, among many other things. Isolated or temporary interruptions in service or access are permitted for maintenance or repairs. However, this is deemed as short-term and not of a semi-permanent or seasonal nature.

When weather conditions such as snow and ice limit or prevent access to services, programs, and activities to or within a facility, access must be maintained to ensure that those programs are accessible. Maintenance of accessible features includes the removal of snow from accessible parking spaces; curb ramps, accessible routes of travel, and entrances. Although temporary interruptions in services due to bad weather are expected, alternate services must be provided if snow and ice cannot be cleared in a timely manner. Snow removal and removal of other obstructions within the accessible route of travel must be done to a minimum width of 36". Similarly, if an elevator, lift or similar accessible-related device is not working properly and is denying access, repairs must be made in a timely manner. In the interim, alternative services must be provided.

Grafton Self-evaluation. *During the facility assessments, a number of observations were made in direct violation of Title II. This included such as items as:*

- *Bathroom stall doors that no longer operated as self-closing.*
- *Missing and/or broken stair and ramp railings.*
- *Entry and exit doors with excessive operating forces and closing speeds.*
- *Routes of travel and walkways that were deteriorated and non compliant.*
- *Missing elements such as signage, bathroom stall door hardware, and sink plumbing protective equipment or wrap.*
- *Deteriorated cement and asphalt walkways.*
- *Deteriorated and rusted metal ramps.*
- *Accumulation of debris (sand, dirt, leaves) in sidewalks.*
- *Placement of portable signage in the accessible route of travel.*

Effective Communication, Auxiliary Aids and Services (ADA Title II – 28 CFR Part 35.160)

Local governments must ensure effective communication with individuals with disabilities. To ensure that communications with individuals who have hearing, vision or speech impairments, municipal governments must provide appropriate auxiliary aids. The type of auxiliary aids or services necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. Auxiliary aids include such services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for people who are deaf such as TDD's or video phones, use of 911 telephone interpreter service, readers, Brailed materials, documents on electronic format, audio recordings and large print materials. In addition,

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telephone emergency services including 911 must provide direct access to individuals with speech and hearing impairments.

Municipal governments are not required to provide auxiliary aids or take any actions that would result in a fundamental alteration in the nature of a service, program, or activity or that will result in undue financial and administrative burdens. However, alternative auxiliary aids that do not result in a fundamental alteration or undue burden must be provided. For example, it is not necessary to provide sign language interpreters for all interactions with persons who are deaf or hard of hearing. Daily interaction may suffice through written notes or similar exchanges. However, public meetings, interrogations by local police officers, or similar technical interactions will most likely require interpreters or assistive listening systems. It is required that alternative auxiliary aids be available that does not result in financial or administrative burdens yet meet the needs of the disabled individual.

Website Accessibility (Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards). Title II of the Americans with Disabilities Act requires that local governments ensure that, when viewed in their entirety, the programs, services, and activities offered are equally available to people with disabilities. Websites of local governments are considered to be a "program" and should be accessible to the standards of the Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards.

Many people with disabilities use assistive technology that enables them to use computers. Some assistive technology involves separate computer programs or devices such as screen readers, text enlargement software, and computer programs that enable people to control the computer with their voice. Other assistive technology is built into computer operating systems. For example, basic accessibility features in computer operating systems enable some people with low vision to see computer displays by simply adjusting color schemes, contrast settings, and font sizes. Operating systems enable people with limited manual dexterity to move the mouse pointerusing key strokes instead of a standard mouse.

Poorly designed websites can create unnecessary barriers for people with disabilities. The following are common problems and solutions in website accessibility.

a) Images Without Text Equivalents. Persons with low vision often use screen readers and refreshable Braille displays to access information on a webpage. These technologies read text, however, they cannot translate "images" into speech or Braille. Images includes photographs, charts, color-coded information or other graphic elements on a webpage. The solution to this problem would be to add a line of HTML code to provide text for each image and graphic so that the user can understand what the image is.

b) Documents Are Not Posted In an Accessible Format. Municipalities will often post documents on their websites using Portable Document Format (PDF). However, PDF documents, or those in other image based formats, are often not accessible to blind people who use screen readers and people with low vision who use text enlargement programs or different color and font settings to read computer displays. The solution would be to always provide documents in an alternative text-based format, such as HTML or RTF (Rich Text Format), in addition to PDF. Text-based formats are the most compatible with assistive technologies.

c) Specifying Colors and Font Sizes. Websites are often designed in a manner such that everything is exactly the same color, size and layout. But because of one's disability, a person with low vision does not

see webpages the same as other people. Some see only small portions of a computer display at one time. Others cannot see text or images that are too small. Still others can only see website content if it appears in specific colors. For these reasons, many people with low vision use specific color and font settings when they access the Internet – settings that are often very different from those most people use. For example, many people with low vision need to use high contrast settings, such as bold white or yellow letters on a black background. Others need just the opposite – bold black text on a white or yellow background. And, many must use softer, more subtle color combinations. Users need to be able to manipulate color and font settings in their web browsers and operating systems in order to make pages readable. Some webpages, however, are designed so that changing the color and font settings is impossible. The solution is to design websites so they can be viewed with the color and font sizes set in users' web browsers and operating systems. Users with low vision must be able to specify the text and background colors as well as the font sizes needed to see webpage content.

d) Videos and Other Multimedia Lack Accessible Features. Due to increasing bandwidth and connection speeds, videos and other multimedia are becoming more common on the websites of local governments. Today, some government entities use their websites to post training videos for their employees, feature automated slide shows of recent public events, and offer video tours of local attractions. These and other types of multimedia can present two distinct problems for people with different disabilities. People who are deaf or hard of hearing can generally see the information presented on webpages.However, a deaf person or someone who is hard of hearing may not be able to hear the audio track of a video. On the other hand, persons who are blind or have low vision are frequently unable to see the video images but can hear the audio track. The solution is to incorporate features that make them accessible to everyone. Provide audio descriptions of images (including changes in setting, gestures, and other details) to make videos accessible to people who are blind or have low vision. Provide text captions synchronized with the video images to make videos and audio tracks accessible to people who are deaf or hard of hearing.

e) Other considerations when developing websites include**:**

- include a "skip navigation" link at the top of webpages that allows people who use screen readers to ignore navigation links and skip directly to webpage content;
- minimize blinking, flashing, or other distracting features;
- if they must be included, ensure that moving, blinking, or auto-updating objects or pages may be paused or stopped;
- design online forms to include descriptive HTML tags that provide persons with disabilities the information they need to complete and submit the forms;
- include visual notification and transcripts if sounds automatically play;
- provide a second, static copy of pages that are auto-refreshing or that require a timed-response;
- use titles, context, and other heading structures to help users navigate complex pages or elements (such as webpages that use frames).

Grafton Self-evaluation. *Auxiliary Aids and Services. Based on what was submitted in response to the survey as well as viewing policies and available materials, the Town has some systems in place to comply with this provision. For example Meeting Rooms A and F on the second floor in the Memorial Municipal Center have assistive listening devices available by asking the camera operator in the control booth and the operator will set up a device. The devices are kept in the control booths in both of the conference rooms.*

"Auxiliary Aids available" were noted in the following returned departmental Self-Evaluation surveys:

DPW/Sewer – Town Social Media
Clerk's Office – AutoMARK Voter Assist Terminal only
Police – TTY and American Sign Language (ASL) if needed
Town Administration/Board of Selectmen – TTY and assistive listening devices.
Assessor's Office – TTY and Email
Town Library – "Communication to the public is primarily electronically via the Library website and social media. For the hearing impaired, we do have a sign language person in the community that we could call to interpret for us, if services are requested".

However, it does not appear that information of this type is available as part of regular meeting notices and postings and who to contact to arrange for providing accommodations. The town must ensure that accessibility and accommodations language appear on all meeting notices including contact information and the advance timeframe required to arrange for disability related and accommodations requests. About half of the completed Self-Evaluation responders state that they have TTYs and a few stated they have assistive listening devices for meetings and American Sign Language (ASL) interpreters if needed. The remaining survey responses regarding assistive listening devices were either none, phone and email only. One responder indicated social media.

Town Website and Internet Accessibility.
Upon viewing the website, there appears to be areas where smaller size fonts are used, images and/or photographs lack text, and documents are presented in a pdf or scanned format. In most cases, color contrasts appear to be acceptable, but variation and standardization may be required for some users.

Based on the afore described "common website problems" and identified elements of Grafton's website, the following should be put into place as feasible and appropriate:

1. *Establish, implement, and post online a policy that your webpages will be accessible and create a process for implementation.*
2. *Ensure that all new and modified webpages and content are accessible.*
    - *Check the HTML of all webpages. Make sure that accessible coding is used.*
    - *Make sure that website is designed so it can be displayed using the color and font settings of each visitor's browser and operating system.*

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- *If images are used, including photos, graphics, scanned images, or image maps, make sure to include a text equivalent, by adding "alt" tags or long descriptions, for each.*

- *When online forms and tables are used, make those elements accessible by labeling each control (including buttons, check boxes, drop-down menus, and text fields) with a descriptive HTML tag.*

- *When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as PDF).*

Emergency Preparedness, Evacuation Plans, and Emergency Shelters (ADA Title II)

The Department of Justice views emergency preparedness plans as key components of a municipality's responsibility to accessibility compliance. These plans and facilities should be adapted to address the needs of those with a disability and/or who require a reasonable accommodation.

Grafton Self-evaluation. *The Town of Grafton has CodeRed Community Notification Enrollment available on the front page of its website. It consists of an online form to fill in the appropriate information to be notified by the Town's local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.*

Otherwise the town does not appear to have any emergency preparedness information on its website such as the ability to sign up for Ready.gov. Ready.gov is a web based resource for citizens to use to educate and enable citizens to prepare for, respond to and mitigate emergencies, including natural and man-made disasters.

The only reference to Emergency Preparedness in the Fire Department's webpage was a Pre Disaster Mitigation Plan public survey from The Central Massachusetts Regional Planning Commission (CMRPC) through a federal grant working in the community to create a Natural Hazards Pre Disaster Mitigation Plan. This survey ended November 20, 2015. The Police Department webpage only has "SeeClickFix" available to report non-emergency problems like potholes or abandoned vehicles. To report emergencies, citizens are to use 911.

Sample alert and notification services could include:

RAVE Alerting System offers the town the ability to notify and update its constituents within minutes of time-sensitive situations. This system allows us to communicate with concise and timely information while providing information and reassurance to residents, businesses and media.

The AMBER Alert™ Program is a voluntary partnership between law-enforcement agencies, broadcasters, transportation agencies, and the wireless industry, to activate an urgent bulletin in the most serious child-abduction cases. The goal of an AMBER Alert is to instantly galvanize

the entire community to assist in the search for and the safe recovery of a child.

Smart911 is a free service that allows citizens across the U.S. to create a Safety Profile for their household that includes any information they want 9-1-1 to have in the event of an emergency. Then, when anyone in that household dials 9-1-1 from a phone associated with their Safety Profile, their profile is immediately displayed to the 9-1-1 call taker providing additional information that can be used to facilitate the proper response to the proper location. At a time when seconds count, being about to provide 9-1-1 with all details that could impact response the second an emergency call is placed could be the difference between life and death.

The Town should develop emergency preparedness plans which include accessibility compliance. Existing plans and facilities should be adapted to address the needs of those with a disability and/or who require a reasonable accommodation.

Polling Places

Under the ADA, Help America Vote Act, Voting Accessibility for the Elderly and Handicapped Act, and Massachusetts General Laws, polling places are required to be accessible to persons with disabilities. This includes site access, parking, entrances, interior access, and voting equipment. In addition, registration and voting aids for the disabled and elderly are required, including information by alternative accessible means.

The Elections Division of the Secretary of the Commonwealth of Massachusetts (Elections Division) office works with each municipal clerk to ensure polling places are accessible by meeting state (and federal) regulations.

All polling locations in Massachusetts are required to be accessible and must provide access on a permanent or temporary basis on an Election Day. Voting assistance and absentee voting offer options that persons with disabilities may use to vote, but are not considered substitutes to actual accessibility to the voting location.

Both federal law and state requirements mandate that voting systems be equipped for voters with disabilities allowing such voters to have the same opportunity to vote privately and independently. It is required that every precinct must have at least one accessible voting machine available.

According to the Elections Division, there is at least one accessible marking unit in every polling place in Massachusetts. The "*AutoMARK Voter Assist Terminals*" are marking devices that use audio cue capacity for visually impaired voters. The *AutoMARK* also has a feature that will greatly magnify the ballot or display the ballot high-contrast for voters that have limited visual impairment. The *AutoMARK* can also produce an oral report to the voter as the choices selected prior to the voter printing the ballot.

Grafton Self-evaluation. *Town poll voting is held at the Grafton Middle School (22 Providence Road) for precincts 1, 2 and 3 and at the Millbury Street Elementary School (105 Millbury Street) for precincts 4 and 5. Upon review of the Town's website, there is no information posted either on the Town Clerk page or Board of Registrars Page on voting for those with a disability.*

The Director of Buildings and Grounds indicated where accessible parking is set aside at both schools for voters with mobility related disabilities. A temporary sign is placed at the Middle School parking lot pointing to the cluster of accessible parking spaces located next to a curb

ramp that leads to the school building. Once inside the building, there is interior signage leading to the gymnasium where the voting booths are set up. The accessible parking at the Grafton Middle School Gymnasium area features access aisles and permanently mounted above-ground signage.

The Millbury Street Elementary School directs voters with disabilities to the back of the building using an electronic directional sign from the Highway Department. This designated accessible parking area provides direct access to the Gymnasium where the voting takes place. These parking spaces are technically non-compliant due to lack of access aisles and permanently mounted above-ground signage. They just have the Universal Symbol of Access painted on the ground. However, this area is only used when voting takes place because it is a much shorter distance to the gymnasium as opposed to coming into the building from the front and having to traverse the entire school building.

The Town Clerk confirmed that the AutoMARK Voter Assist Terminal, an optical scan ballot marker designed for use by people who are unable to personally mark an optical scan ballot due to physical impairments or language barriers is placed where the display screen is not visible to the voting public. This is extremely important because there are numerous cases where the AutoMARK is placed alongside the other voting booths and the screen is in full view of voters passing by which violates voter privacy. Below is a representation of the AutoMARK terminal.

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VII. ADA TRANSITION PLAN

In accordance with the ADA Standards and MA 521 CMR, an assessment of the Town of Grafton's public facilities inclusive of public buildings, active and passive recreation facilities, and schools was conducted to identify physical barriers to programs and services. This assessment or "transition plan" includes the following elements, which fulfill the requirements for the preparation of a transition plan:

- identification of physical obstacles in the building or facility that limit the accessibility of its programs or activities to persons with disabilities, and
- 2010 ADAAG and MAAB 521 CMR citation, and
- a description of methods or type of action to be taken to eliminate identified obstacles, and
- priority of removal of barrier, and
- feasibility of removal of barrier, and
- establishment of a recommended completion date to achieve accessibility, and
- general cost parameters for each action to be taken, and
- responsible party for implementation.

Limitations of the Transition Plan and Compliance

The primary obligation under Title II of the ADA is to ensure that programs and services are equally available to persons with disabilities. Municipalities are required to adhere to the 2010 Standards for Accessible Design in new construction and alterations. Programs must be relocated or access provided in inaccessible existing facilities as of the effective date of the ADA or January 26, 1992. When existing facilities comply with the 1991 Standards, there is no requirement to update to the current 2010 Standards. However, if conditions in existing facilities do not adhere to the original Standards, then the 2010 Standards must be followed.

ADA Safe Harbor: Elements in facilities built or altered before March 15, 2012 that comply with the 1991 ADA Standards for Accessible Design (1991 Standards) are not required to be modified to specifications in the 2010 Standards. For example, the 1991 Standards allow the maximum side reach of a control or dispenser to be 54 inches. The 2010 Standards lowered that side reach range to 48 inches maximum. If a control or dispenser was installed prior to March 15, 2012 with its highest operating part at 54 inches, that control or dispenser does not need to be lowered to 48 inches. Since the dispenser complies with the 1991 Standards, that Standard provides a "safe harbor".

Tolerances: Both the 2010 ADA Standards and 521 CMR allow for "tolerances as follows:

2010 ADA Standards

All dimensions are subject to conventional industry tolerances except where the requirement is stated as a range with specific minimum and maximum end points.

521 CMR

- Dimensions between zero and two inches, (0" and 2") inclusive, shall have a maximum tolerance of plus or minus one-eighth inch (1/8").
- Dimensions more than two inches and less than 36 inches (>2" and <36") shall have a maximum tolerance of plus or minus one-half inch (1/2").

- Dimensions 36 inches or greater (36" or >) shall have a maximum tolerance of plus or minus one inch (1")
- Slopes may not exceed maximums. Slopes shall be measured in two-foot increments. Tolerances do not apply to minimums or maximums.

For the purposes of this plan, unless specifically noted, facility assessments are based on the 2010 ADA Standards and 521 CMR (Massachusetts Architectural Access Board MGL. C. 22 s13A), whichever is more stringent.

The plan does not address what is accessible, but rather obstructions to mobility. Fieldwork was performed July and August, 2018. Although general recommendations are made as corrective actions to eliminate identified obstacles, it is expected that the town will be solely responsible for designing the specific construction solution in accordance with 521 CMR: Architectural Access Board Regulations or the 2010 ADA Standards for Accessible Design, whichever is appropriate.

As part of the transition plan assessment, deficiencies or limitations to access were identified at each location. The actions noted in this plan to be taken in removing obstacles to mobility are descriptive and are not intended to be construction specifications. The specific construction action can vary substantially depending on desirability and type of materials. In addition, historically significant properties can result in additional cost due to more architecturally sensitive construction alternatives (historic properties discussed elsewhere in this Plan). As a result, the costs can vary accordingly. The party responsible for implementing the identified action will be responsible for working with the town's building inspector and a design professional, if necessary, so as to ensure compliance with 521 CMR and/or the ADA Standards. Where appropriate, due to historic considerations, building configuration, or extent of use, a combination of programmatic solutions and construction alternatives are provided. Such measures are in full compliance with Title II of the ADA. In circumstances where there are differences in the compliance requirements between 521 CMR and the ADAAG, the stricter or more encompassing standard shall apply.

The Department of Justice issued 1991 Standards for Accessible Design to address physical barriers to facilities and transportation. There were technical amendments to these standards in 1994 followed by more substantive amendments in 2010 (2010 ADA Standards for Accessible Design). These 2010 Standards revised policy requirements for certain areas such as service animals. The 2010 Standards also addressed certain physical components including assembly seating, the establishment of construction tolerances for certain items and formalized standards for docks, fields, pools, and other recreational facilities.

As is the circumstance with 521 CMR of the Massachusetts State Building Code, under the Federal ADA, construction modifications for accessibility compliance is not required unless triggered by renovation and/or new construction. Municipalities must still ensure that individuals are not excluded from programs and services because buildings or facilities are inaccessible. This can be accomplished through relocating a program or service to an accessible location or other means of reasonable accommodation. For the purposes of this Transition Plan, the higher standard of compliance will be used for the purpose

of identifying obstacles and determining cost, however, descriptive alternatives will also be provided in the narrative.

Use of the Transition Plan

This plan is intended to be a working document. If a barrier was overlooked it can easily be added to the plan. Programs and services can be modified and adapted over time as needed. Similarly, policies and procedures can be modified and adopted to reflect current legislative requirements. Actual construction methods to arrive at a solution for an identified problem may vary depending on final plans and specifications. The town should use this plan as a guide for compliance and modify it as needed without altering its initial intent and efforts of compliance. In addition, the inventory of barriers can be used in concert with the town's capital budget process to assist in the determination of how and when to proceed with the many suggested improvements.

The plan provides a description of the obstacle which limits mobility or access, 2010 ADA Standards citation reference, MA 521 CMR citation reference, the type of action required to be taken for compliance, the priority for the action, the feasibility of undertaking the action, the timeframe for completion, a representative photo, and a general parameter of cost.

Priority(P)

Each architectural barrier has also been ranked according to the priority of removal based upon the type of access that is affected. The priority rankings (#1 being the highest priority and #4 being the lesser priority) are determined by the ADA and are defined as follows:

Priority	Description
1	Accessible approach and entrance
2	Access to goods and services
3	Access to public toilet rooms
4	Access to other items (ie – water fountains, public telephones, etc.)

Feasibility(F)

Each architectural barrier has been ranked according to the feasibility of removing that particular barrier. The feasibility rankings are somewhat subjective and are based on a perceived degree of difficulty or skill level required to remove an architectural barrier. These rankings are as follows:

Ranking	Description
1	Can be easily undertaken (i.e. move furniture, put sign on a wall)
2	Can be undertaken by maintenance staff, DPW, etc. (i.e. install post and sign, move dispensers, adjust door closer, change door hardware)
3	Minor modifications which require skilled or specialized work (build ramp, alarm installation, sink/toilet installation, etc.)
4	Major modifications which require skilled or specialized work (structural changes, building additions, elevators/lifts, etc.)

Time-frame(TF)

A recommended time-frame for removing the architectural barrier is provided as follows:

Time-frame	Description
I	Immediate Term (2020-2021)
N	Near Term (2022-20254)
L	Long Term (2026-2029)

Costs

Cost estimates are based on recent projects of similar nature, unit quantity pricing (where appropriate), and R.S. Means Company, Inc. ADA Compliance Pricing Guide 2nd Edition and updated for current pricing. Cost estimates are also based on the type and complexity of work. It is being assumed that simple changes (Feasibility ranking of 1 or 2) will be made through the use of town personnel (custodial, DPW, etc.). More complex construction or those projects requiring specialized skills (Feasibility ranking of 3 or 4), would involve private contractors and include labor, overhead, and profit.

List of Buildings and Facilities

Municipal Buildings: Municipal Center/Administration, Municipal Center/Senior Center/Veteran's Hall, South Grafton Community Center, Nelson Library, Police Department, Historical Commission Building, Fire Station #1 (Main – 26 Upton Street), Fire Station #2 (2 Mill Street), and Fire Station #3 (92 Main Street.

Recreational and Other Public Facilities: Mill Villages Park, Brush Dump Facility, Perry Hill Park, Airport Park, Norcross Park, Nelson Park, Brookmeadow Park, Riverview Park, Fisher Park/Ferry Street Park, Silver Lake Beach, Town Common, and Town Common Area and North Main Street Sidewalks and Curb Ramps.

Abbreviations

a.f.f.	above finish floor	c.f.s	clear floor space
s/b	should be	r.s	running slope
>	greater than	c.s.	cross slope
<	less than		

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VIII. MUNICIPAL BUILDINGS ASSESSMENTS

Municipal Center/Administration

Municipal Center/Senior Center/Veteran's Hall

South Grafton Community Center

Nelson Library

Police Department

Historical Commission Building

Fire Station #1 (Main – 26 Upton Street)

Fire Station #2 (2 Mill Street)

Fire Station #3 (92 Main Street)

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MUNICIPAL CENTER - GRAFTON TOWN OFFICES

Function and Description of Facility and Programs: Originally built in 1957 as a school building, the building now serves as the town's primary administration building for general governmental services including the school department's administrative offices. The building consists of 2 levels and totals roughly 38,650 s.f.

Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: Both "accessible" entrances at the building rear have stairs with railings on one side only. The entrance near the vault lacks van accessible signage. The accessible signage at the northern entrance is too low. The approach to the northern most accessible entrance closest to the elevator has running slopes that vary up to nearly 7.0% which will require railings. In addition, the landing is only 4' x 4' and does not meet the required 5' x 5' for a ramp at the directional change. Most of the exterior and interior doors (when applicable) exceed the maximum operating force (15 lbs. – exterior; 5 lbs. – interior) and do not meet the minimum closing speed of 6 seconds. Interior stair railings are too wide, are not oval or round, and extensions are not provided at the top and bottom of the stairs. Nearly all interior doors lack tactile signage and have non-compliant knob-style hardware. The hallway drinking fountains are not "high-low". There are a number of protruding objects in the hallways (dispensers, TV monitors, fire extinguishers) which exceed that allowed. Most glass panels on doors/entries exceed the maximum height under the ADAAG. Some light switches and controls exceed the maximum height for a compliant reach range, inclusive of allowed industry tolerances. Some of the office areas do not have compliant clear widths for maneuverability due to placement of desks, cabinets or other items. The designated "accessible" Level 1 and Level 2 bathrooms do not fully adhere to various setback, placement and height requirements and have other areas of non-compliance. The school department employee lounge has a number of items (phone, towel dispenser, controls) that exceed the maximum reach range. In addition, the guard for sink plumbing is not in place. Two vaults in the Town Clerk's Office have reduced maneuverability, changes

in level surface, and excessive operating force to open the vault doors. As these areas are not open to the public, modifications would only be triggered through a reasonable accommodations request. Similarly, a sink in Room #106 does not appear to be for general public use. Accessible modifications would be triggered through a reasonable accommodations request.

Municipal Center/Town Offices Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking Accessible parking for the town office building is located at the rear of the building near the vault (2 spaces) and near the elevator (1 space). Although widths are adequate, none of the spaces are designated as van accessible The signage for the space near the elevator is roughly 4" too low. See Photo Town Office 1.	502.6	23.6	Signage must be reset at the accessible space closest to the elevator such that the signage height is a minimum of 60" a.f.f. at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR. Additional van accessible signage must be provided for the space closest to the elevator and for one space near the vault.	1	2	I	$50
Accessible Route to Building from Rear Parking Lot Entrance Closest to Elevator The lower leg of the accessible route (concrete walkway) from the parking lot to the building entrance has running slopes of 6.5% to 7.1% which far exceeds the maximum of 5% for a walkway.	403.3	22.3	Option 1: Install ramp railings on both sides of the lower segment in accordance with 504, 505 (ADAAG) and 27.4 (521 CMR). The landing between ramp segments at the directional change will need to be modified for a 5' x 5' landing as opposed to the current 4' x 4' landing,	1	3	I	$5,000
			Option 2: Remove 4 existing lower concrete pads and replace with pads that comply with maximum 5.0% running slope for a walkway.	1	3	I	$1,500
Entrance Closest to Elevator and Entrance Near Vault Railings exist on only one side on the stairs. See Photo Town Office 2.	505.2	27.4.1	Install stair railings such that the top of the railing is 34" to 38" a.f.f; circular in x-section; 1¼" to 2" in outside diameter; and with a 12" extension (as feasible) parallel to the ground at the top and at the bottom a slope distance of one tread then 12" parallel to the ground..	1	3	I	$1,350+
Entryway Doors Closest to Elevator The double doors are each only 31½" wide providing a less than 30" clear width which is 2" too narrow.	404.2	26	Remove existing doors and replace with a glass commercial entrance with one 36" wide door with an automatic door opening system.	1	3	N	$10K+
Entry threshold has a 1" interior bevel which is ½" too high. See Photo Town Office 3.	404.2.5	26.10	Modify threshold at time of new entrance installation.	1	3	N	Included in above
Exterior Doors Entrance and egress doors without automatic door openers do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 seconds closing speed to 20 lbs. operating force.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds.	1	2	I	Up to $300+

Front entrance thresholds are 1" high beveled and ¾" high unbeveled.	404.2.5	26.10	Modify thresholds to comply with maximum height of ½", beveled on both sides and no greater than a 1:2 slope.	1	3	N	Up to $500+
Interior Doors The following interior doors do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. • Level 1 and Level 2 hallway double doors. • Level 1 men's and women's bathrooms. • Rooms #223, 221, 214, 216, 222.2 – 222.3, 221.1.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 5 lbs and door closing speed is at least 6 seconds.	4	2	I	Up to $350
Non-compliant Interior Door Widths With the exception of the L2 hallway double doors to the School Department, each door is only 31½" wide providing a less than 30" clear width, which is 2" too narrow. See Photo Town Office 4.	404.2	26	Option #1: Keep doors in an open fixed position. Option #2: Modify existing doors to provide one 36" wide door.	2 2	1 3	I L	$0 Up to $25,000
Interior Stair Railings Stair railings are non-compliant as they do not have extensions at the top and bottom (exception is mid building staircase which has continuous railings at the mid-point landing) and are non-compliant in shape and size for the interior railing. See Photos Town Office 5 and 6.	505	27.4	Seek a variance to maintain the interior existing railings. Add extensions to the existing wall-mounted pipe railings or install compliant continuous railings on the wall side of the stairways at a height of 34" – 38" to the top of the handrails, round or oval in x-section and between 1¼" – 2" in outside diameter, and with extensions at the top 12" parallel to the floor and at the bottom the slope distance of one tread then 12" parallel to the floor.	2	3	N	$2,500 - $9,000
Drinking Fountain (1st and 2nd Level). The drinking fountains are non-compliant as they are not "hi-low" fountains. See Photo Town Office 7.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountains. Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	$0 to $5,000
Hallway Protruding Objects and Headroom The following are protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80":	307.2	20.6.1		2	1	I	$0

• Soap dispensers near Rooms # 105, 110, 102, 115, 139, 213, 202 and Level 1 hallway dispenser. • Level 1 wall mounted TV monitors near Town Clerk's Office. • Level 1 fire extinguishers (3) and Level 2 fire extinguishers. See Photos Town Office 8 and 9.			• Relocate or place a fixed object under the dispensers. • Adjust or raise the height of the monitors so the base is at least 80" a.f.f. or place a fixed object below the monitors. • Place a fixed object under the fire extinguishers or relocate.				
Hallway Door Signage Tactile designation signage is not provided at rooms, offices and storage areas/closets and in some instances, not provided on the latch side of the door. Signage is required at a minimum at the following locations: Level 1 – Door under stairs near elevator; Rooms # 106, 107, 108 (2), 109, 105, 104, 110, 103, 100.1, 114.1, 102, 101, 114, 115, 116, 140, 117, 118, 119 (3), 120, 139. Level 2 – Rooms # 206 (2), 204 (2), 207, 203, 208, 202, 200.1, 212 (2), 201 (2), 224, 221, 221.1, 200.2 (2), 220 (signage not on latch side).	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	Up to $1,200
Hallway Door Hardware Non-compliant knob style hardware exists on most doors throughout the town office building. Compliant hardware is required at a minimum at the following locations: Level 1 – Door under stairs near elevator; Rooms # 106, 104, 103, 100.1, 114.1, 102, 101, 114, 115, 116, 140, 117, 119 (2), 120, 139. Level 2 – Rooms # 206 (2), 204 (2), 207, 203, 208, 202, 200.1, 212 (2), 201 (2), 224, 200.2 (2).	404.2	26.11	Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate.	2	2	N	Up to $2,500
Hallway Doors with Glass Panels Interior doors have glass panes that exceed the maximum viewing height of 43" as follows: Level 1 - Double Doors (3 sets), Main Entrance (4), 108 (2), 105, 104, 110, 103, 102, 101, 114 (3), 115 (2), 116, 117, 140, 139, Collector's office. Level 2 - Double doors (3 sets), Conference Room E, 204, 207, 203, 208, 202, 201, 212, Conference Room F, 224, School Payroll, School Maintenance. See Photo Town Office 10.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify doors/panels to comply with maximum height restriction. Seek variance on main entrance interior original doors due to uniqueness of glass pattern. Replace others as required over time based on funds and necessity.	4	3	L	$0 to TBD

Hallway Controls, Switches, and Outlets Four (4) Level 1 Hallway light switches. Two (2) Level 2 Hallway light switches, and two (2) Level 2 Hallway outlets exceed the maximum reach range under the 2010 ADA Standards, inclusive of allowed tolerances.	308.2 308.3	6.5 6.6	Lower light switches and outlets to no more than 48" a.f.f.	4	3	L	Up to $3,000
Room Stair Railings The CATV Room in #108 has stair railings on only one side of the stairs to the room. Stairs to Room 101 lack railings on both sides. See Photos Town Office 11 and 12.	505	27.4	Install compliant continuous railings at a height of 34" – 38" to the top of the handrails, round or oval in x-section and between 1¼" – 2" in outside diameter, and with extensions at the top 12" parallel to the floor and at the bottom the slope distance of one tread then 12" parallel to the floor (bottom extensions may not be allowable in Room 101 due to location of adjacent door).	4	3	N	Up to $750
Counter Heights The office service counters in Health (#105) exceed the maximum height allowed by 1½" which is also outside allowed tolerances.	904.4	7.2	Modify a segment of the counter so that it does not exceed 36" a.f.f. in height with a minimum of 36" clear width.	2	3	N	Up to $350

Rooms and Offices

Room #	Light Switch > 48"	Controls > 48"	Knob-style Hardware	No Tactile Signage	Inadequate Clear Width	Gate Closing Speed
101-102	1	3		4		4 seconds
103	3	2	3	3		
104	1	2	1	1		
105	1	1	1	1		2 - 3 seconds
106	1		1	1		
108		2		4		
109		2		2		
110	1	2		2	21½" interior	2 - 3 seconds
114	1		1	3		
115	3	2	3	7	29½" entry	
117		1			29" interior to sink	
140		1				
139		2	1	1		3 seconds
141-141.1	1	3	1	1		
204		1	1	1		
203	1	2	2	2		
202	1	1	2	2		
Conf. F	2	2	3	4		
224	2	1	1	1		
212	1	2	1	1		
207-208		3	2	3	28"interior	
Conf. E	1	2	3	3		
223		2				
222.2-222.3		3				
221.2		1		1		
221.1		1; phone				
220		2	4	1 Not on latch side; 4		
216		2				
214		3				
213		2				
Priority	4	4	4	4	2	2
Feasibility	3	3	2	2	3	2
Time Frame	L	L	N	N	L	N
Total Estimated Cost	Up to $10,000	Up to $22,875	Up to $2,275	Up to $1,475	$0 to $1,500	$0

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Level 1 Employee Lounge (#117) The clear width to the sink area is non-compliant and needs widening (included in above). The sink counter is 2" too high (804.3.2; 32.2), there is no knee/toe clearance beneath the sink (306; 32.6), and the cabinets have knob-style hardware (309; 32.5). Both the soap and towel dispenser exceed the maximum reach range for a forward reach over an obstruction (counter) 308.2; 308.3; 6.5, 6.6. See Photo Town Office 13.	804.3.2 306 309 308.2 308.3	32.2 32.6 32.5 6.5 6.6	Modify the counter and sink so that it is no more than 34" a.f.f. and provides a minimum of 27" knee clearance with guarded, wrapped, or insulated piping. Cabinet hardware should be operable with a closed fist. Lower the dispensers to no more than 44" a.f.f. and within reach when using the sink	4	3	L	Up to $1,000
Level 2 Employee Lounge (#221.1) The sink guard for the piping is not in place (606.5; 30.9.5). The towel dispenser is 51" a.f.f. See Photo Town Office 14.	606.5 308.2 308.3	30.9.5 6.5 6.6	Re-secure the guard panel and lower the dispenser to no more than 48" af.f.	4	2	I	$0
Level 1 Men's Bathroom							
The wall mounted mirror is 11½" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$25
The water closet stall door lacks an interior pull device, has a non-compliant closing mechanism, and is not self-closing.	604.8.1 404.2.7	30.6.1 39.5	Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f. Replace the closing mechanism with one that can be operable with a closed fist and does not require pinching or twisting.	3	2	I	$100
The grab bars are mounted 2" to 5" too low and are smooth and not etched or roughened.	609.4	30.8.2 30.8.4	Replace the grab bars with 42" long bars that are non-rusting, acid-etched, or roughened. The grab bars should be mounted such that the top of the griping surface is 33" to 36" a.f.f.	3	2	I	$350
The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars.	604.7 309.4	30.7.6 30.8.5	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$50
The water closet flush control is not on the open or wide side.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control.	3	3	I	Up to $750
The urinal is 6½" too high.	605.2	30.10.1	Install a urinal with an elongated rim at a height of no more than 17" a.f.f.	3	3	I	Up to $500+
The sink piping is not wrapped, insulated, or guarded.	606.5	30.9.5	Wrap and/or insulate piping.	3	2	I	$25
The sink corner serves as a protruding object as it is > 27" a.f.f. and protrudes more than 4" into the accessible route. See Photos Town Office 15 and 16.	307.2	20.6.1	Install a wing wall at the end of the sink for cane detection.	3	2	I	$100
Level 1 Women's Bathroom							
The water closet stall door lacks an interior pull device and is not self-closing.	604.8.1	30.6.1	Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$25

The grab bars are mounted 1¼" to 2" too low and are smooth and not etched or roughened.	609.4	30.8.2 30.8.4	Replace the grab bars with 42" long bars that are non-rusting, acid-etched, or roughened. The grab bars should be mounted such that the top of the griping surface is 33" to 36" a.f.f.	3	2	I	$350
The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars. The sanitary dispenser is also located over the grab bars.	604.7 309.4	30.7.6 30.8.5	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR. Relocate sanitary dispenser.	3	2	I	$0
The water closet flush control is not on the open or wide side.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. Wrap and/or insulate piping.	3	3	I	Up to $750
The sink piping is not wrapped, insulated, or guarded.	606.5	30.9.5	Wrap and/or insulate piping.	3	2	I	$25
The 48" a.f.f. towel dispenser serves as a protruding object as it is > 27" a.f.f. and protrudes more than 10" into the accessible route.	307.2	20.6.1	Relocate the towel dispenser.	3	2	I	$0
The stall door coat hook is 15" too high. See Photos Town Office 17 and 18.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f.	3	2	I	$0
Level 2 Men's Bathroom							
The towel dispenser is 3" too high.	308.2 308.3	30.12	Lower the dispenser so that it is no greater than 42" a.f.f. under 521 CMR.	3	2	I	$0
The water closet stall door lacks an interior pull device.	604.8.1	30.6.1	Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$10
The stall door coat hook is 6" too high.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f. under the ADAAG.	3	2	I	$0
The rear grab bar is 6" too far from the interior corner.	604.5	30.8.1	Move rear grab bar so that it is no more than 6" from the interior corner.	3	2	I	$0
The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars.	604.7 309.4	30.7.6 30.8.5	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The sink piping is not fully wrapped, insulated, or guarded.	606.5	30.9.5	Wrap and/or insulate piping.	3	2	I	$25
The metered faucet for the sink stays open for only 3 seconds.	606.4	30.9.6	Adjust metered faucet so that it stays open for at least 10 seconds.	3	3	I	$75
Level 2 Women's Bathroom							
The first towel dispenser serves as a protruding object as it extends more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f.	30.7.2	20.6.1	Relocate the dispenser.	3	2	I	$0
The towel dispenser closest to the sink is 3½" too high under 521 CMR.	308.2 308.3	30.12	Lower dispenser to no more than 42" a.f.f.	3	2	I	$0

The water closet stall door lacks an interior pull device and the door is not self-closing.	604.8.2	30.6.1	Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$85
The stall door coat hook is 6" too high.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f. under the ADAAG.	3	2	I	$0
The rear grab bar is 6" too far from the interior corner.	604.5	30.8.1	Move rear grab bar so that it is no more than 6" from the interior corner.	3	2	I	$0
The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars.	604.7 309.4	30.7.6 30.8.5	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The metered faucet for the sink stays open for only 2 seconds.	606.4	30.9.6	Adjust metered faucet so that it stays open for at least 10 seconds.	3	3	I	$75
The water closet flush control is not on the open or wide side.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control.	3	3	I	$750

Total up to $109,035+

Municipal Center/Town Offices Accessibility Assessment Photos

Photo Town Office 1

Photo Town Office 2

Photo Town Office 3

Photo Town Office 4

Photo Town Office 5

Photo Town Office 6

Photo Town Office 7

Photo Town Office 8

Photo Town Office 9

Photo Town Office 10

Photo Town Office 11

Photo Town Office 12

Photo Town Office 13

Photo Town Office 14

Photo Town Office 15

Photo Town Office 16

Photo Town Office 17

Photo Town Office 18

MUNICIPAL CENTER – SENIOR CENTER/VETERAN'S HALL

Function and Description of Facility and Programs: Originally built in 1957 as a school building, the building now serves as the town's primary administration building for general governmental services including the school department's administrative offices. A portion of the first level of the building houses the Senior Center and a hallway which houses a memorial for war veterans.

Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: The accessible signage for the rear parking is too high at the top of the signs. None of the accessible spaces in the front or back are designated as van accessible. The front and back ramps have various elements of non-compliance including running slope, abrupt changes in level surface, and deterioration. Interior hallway doors exceed the maximum operating force (5 lbs) and do not meet the minimum closing speed of 6 seconds. Nearly all interior doors lack tactile signage and have non-compliant knob-style hardware. The hallway drinking fountain is not "high-low". Most glass panels on doors/entries exceed the maximum height under the ADAAG. Some light switches and controls exceed the maximum height for a compliant reach range, inclusive of allowed industry tolerances. Some of the office areas do not have compliant clear widths for maneuverability due to doorway width, placement of desks, cabinets or other items. The designated "accessible" Level 1 and Level 2 bathrooms do not fully adhere to certain height and placement requirements as well as some other areas of non-compliance. The stage in the gymnasium has no vertical access. Stairs on each side of the stage have non-compliant railings as they are provided on one side only and do not extend the slope distance of one tread then 12" parallel to the floor. The stage is closed to the public and is used only for storage. Unless the use of the stage changes, no other action is required at the present time except for the placement of a formal barrier (chain, rope, etc.) with signage restricting access to the stage.

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Municipal Center - Senior Center/Veteran's Hall Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking Accessible parking for the Senior Center and Veteran's Hall is located at the rear (4 spaces) and the front (2 spaces) of the building. Although vehicle and access aisle widths are adequate, none of the spaces are designated as van accessible. The signage at the back of the building is 2" to 6" too high.	208.2 502.6	23.2 23.6	Signage must be reset at the accessible space closest to the elevator such that the signage height is a minimum of 60" a.f.f. at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR. Van accessible signage should be provided for one space at the front and rear of the building.	1	2	I	$50
The front accessible parking consists of 2 spaces with no access aisle.	502.2 502.3	23.4	Convert and designate one space as an access aisle.	1	2	I	$50
Cracks and crevices in the rear parking result in an unstable and not level surface with some abrupt changes of more than ¼".	502.4 302	23.4.3	Crack seal parking space and access aisle cracks.	1	3	I	$250
Most of the spaces are level (2.0% or less) with some spaces (front) and rear access aisle near Veteran's Hall having some sections with a running slope at slightly greater than 2.0%. See Photos Senior Center/Vet 1 and 2	502.4	23.4.3	Overlay and resurface spaces to achieve 2.0% maximum slope the entirety of each space and access aisle.	1	3	L	Up to $1,800
Rear Accessible Route to Veteran's Hall and Senior Center Rear Ramp/Stairs to Veteran's Hall There is an abrupt change in level surface of roughly 1" at the base of the ramp.	403.4	22.4	The rear steel ramp, railings, and stairs appear to have been fabricated specific to each entrance. Options include rehabilitation of the existing decking including stair railing extensions as needed, elimination of abrupt changes in level surface, and grinding, repairing, and repainting, of the stair and ramp surfaces or replacement of the stairs, ramp, and railings in entirety. Cost will vary depending on materials and design.	1	3	N	Up to $50,000
The lower segment of the ramp has running slopes that vary up to 9.5% which far exceeds the maximum allowed of 8.3%.	405.2	24.2					
The stair railings are not sloped the distance of one tread and then 12" parallel to the ground at the bottom.	505.10	27.4.3					
The ramp surface is severely deteriorated creating an uneven, unstable, and unlevel surface.	302 405.4	24.7					
Rear Ramp/Stairs to Senior Center There are abrupt changes in level surface at the ramp base and mid-ramp at steel plate connection points.	403.4	22.4					
The upper segment of the ramp has running slopes that vary in excess of 9.0% which far exceeds the maximum allowed of 8.3%.	405.2	24.2					
The ramp surface is severely deteriorated creating an uneven, unstable, and unlevel surface. See Photos Senior Center/Vet 3, 4, and 5.	302 405.4	24.7					

Front Accessible Route to Senior Center Ramp to Veteran's Hall Due to checking and curling of the wood decking, the lower segment of the ramp has running slopes that vary up to 8.7% which exceeds the maximum allowed of 8.3%. See Photo Senior Center/Vet 6.	405.2	24.2	Replace decking boards as needed to comply with ramp slope and surface requirements.	1	3	I	Up to $750
Exterior Picnic Tables and Benches Three picnic tables at the rear of the building and two benches at the front senior center entrance are not on an accessible route.	402 403 221.2 802.1	20 22 14 19	Relocate one picnic table and one bench so they are on an accessible route (existing asphalt surface) with an adjoining wheelchair area next to each. . The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	4	1	I	$0
Exterior Front Entry The exterior doors to the front stair entrance do not comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. The door closing speed was 3- 5 seconds and the operating force was up to 25 lbs.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds.	1	2	I	$100
The double doors are each only 31½" wide providing a less than 30" clear width which is 2" too narrow.	404.2	26	The doors are not part of an accessible route so no further action is required.	-	-	-	-
The stairs lack railings. See Photo Senior Center/Vet 7.	505	27.4	Provide continuous railings on both sides of the stairs with the top of the handrail between 34" – 38" a.f.f.; round or oval in x-section; and with 12" extensions at the top and the slope distance of one tread then 12" parallel to the ground.	1	3	N	$1,350
Interior Door Widths Interior double doors at the front entry, hallway, kitchen/cafeteria, and gym are only 31½" wide providing a less than 30" clear width, which is 2" too narrow.	404.2	26	Keep one set of doors at each identified locations in an open fixed position.	2	1	I	$0
Interior Doors The following interior doors do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. • Hallway double doors to Town Offices. • Front entry double doors.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 5 lbs and door closing speed is at least 6 seconds.	4	2	I	Up to $350
Doors with Glass Panels Interior doors have glass panes that exceed the maximum viewing height of 43" as follows: Front entry double doors, hallway double doors to town offices, gym double doors (5), kitchen double doors, (6).	404.2.1	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify doors/panels to comply with maximum height restriction. Seek variance on main entrance interior original doors due to uniqueness of glass pattern. Replace others as required over time based on funds and necessity.	4	3	L	$0 to TBD

Drinking Fountain The drinking fountain is non-compliant as it is not a "hi-low" fountain. See Photo Senior Center/Vet 8.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountain. Option #2 – remove the existing drinking fountain and replace with a "hi-low" drinking fountain. The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	$0 to $2,500
Door Signage Tactile designation signage is not provided at rooms, offices and storage areas/closets and in some instances, not provided on the latch side of the door. Signage is required at a minimum at the following locations: Hallway double doors to town offices; hallway storage closet (2); medical equipment loan closet; janitor room; kitchen/cafeteria (10); gym (7); Rooms # 137, 121, 121.2, 122 (2), 123, and 124.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	Up to $1,000
Hallway Door Hardware Non-compliant knob style hardware exists on most doors. Compliant hardware is required at a minimum at the following locations: Hallway storage closet (2); janitor room; kitchen/cafeteria (10); gym (7); Rooms # 137, 121, 121.2, 122 (2), 123, and 124.	404.2	26.11	Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate.	2	2	N	Up to $2,000
Interior Accessible Route The wooden hanging "Grafton Senior Center" sign is a protruding object as it is 79¼" a.f.f. and more than 4" from the nearest wall. A one-inch door stop in the hallway floor of Veteran's hall serves as an abrupt change in level surface and a tripping hazard. See Photo Senior Center/Vet 9.	307.2 403 303	20.6.1 22.4	Raise sign a minimum of ¾". Remove door stop.	2 2	1 1	I I	$0 $0
Counter Heights The office service counter of the senior center main office is 6¾" too high.	904.4	7.2	Modify a segment of the counter so that does not exceed 36" a.f.f. in height with a minimum of 36" clear width.	2	3	N	Up to $500
Kitchen Bathroom The bathroom is wholly non-compliant including water closet, sink, sink piping,	604 308	30.6 30.8	Discontinue use as a bathroom or modify bathroom to meet 2010 ADA Standards and 521 CMR Standards for a	3	3	L	Up to $25,000

dispensers and mirror heights, lack of grab bars, and maneuverability. See Photos Senior Center/Vet 10 and 11.	609 606 603 306 703	30.7 30.9 30.11 30.12 6.5 6.6 41.2	single user accessible toilet room.				
Room 121 Bathroom and Sink The bathroom is wholly non-compliant including door entry (21" clear width) water closet, dispensers and mirror heights, lack of grab bars, and maneuverability. The adjacent sink is non-compliant and lacks adequate clear space. See Photo Senior Center/Vet 12.	604 308 609 606 603 306 703	30.6 30.8 30.7 30.9 30.11 30.12 6.5 6.6 41.2	Discontinue use as a bathroom/sink. If use is continued, modifications may be required as a reasonable accommodation.	3	1	I	$0
Men's Bathroom Tactile designation signage is not provided at rooms, offices and storage areas/closets and in some instances, not provided on the latch side of the door.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	3	2	I	$35
The water closet stall door lacks an interior pull device.	604.8.2	30.6.1	Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$25
The grab bars are mounted ¼" too high. Tolerances do not apply to elements with a range for a standard.	609.4	30.8.2	Lower the grab bars such that the top of the griping surface is 33" to 36" a.f.f.	3	2	I	$0
The toilet paper dispenser is 12½" o.c. from the front of the water closet.	604.7	30.7.6	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The stall coat hook is 6" too high. See Photo Senior Center/Vet 13.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f.	3	2	I	$0
Women's Bathroom Tactile designation signage is not provided at rooms, offices and storage areas/closets and in some instances, not provided on the latch side of the door.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	3	2	I	$35
The water closet stall door lacks an interior pull device and is not self-closing.	604.8.2	30.6.1	Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$25

The toilet paper dispenser is 12" o.c. from the front of the water closet.	604.7	30.7.6	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The stall coat hook is 5" too high.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f.	3	2	I	$0
The water closet flush control is not on the open or wide side. See Photo Senior Center/Vet 14.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. Wrap and/or insulate piping.	3	3	I	Up to $750

Rooms, Offices, Hallway

Room #	Light Switch > 48" ADA 308/521 CMR 6.0	Controls > 48" ADA 308/521 CMR 6.0	Knob-style Hardware ADA 404.2/521 CMR26.11	No Tactile Signage ADA 703/521 CMR 41.1	Inadequate Clear Width ADA 403.5/521 CMR 20.3
Hallway	1	-	-	-	-
Cafeteria	5	4	-	-	-
Veteran's Agent	1	1	-	-	-
SC Main Office		1	-	-	Interior 26" to Director
SC Director's Office	1	-	2	1	Interior 29" to Main
Room #121	-	-	1	1	Interior 27"
Room #121.2	1	1	-	-	-
Priority	4	4	4	4	2
Feasibility	3	3	2	2	2/3
Time Frame	L	L	N	N	L
Total Estimated Cost	Up to $3,000	Up to $2,500	Up to $225	Up to $70	$0 to $1,500

Actions: Lower light switches and controls; replace door hardware w/lever-style hardware; install accessible tactile signage; move interior items restricting maneuverability; address internal office door entry widths through reasonable accommodations.

Total of all costs: Up to $92,365+

Municipal Center - Senior Center/Veteran's Hall Accessibility Assessment Photos

Photo Senior Center/Vet 1

Photo Senior Center/Vet 2

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Photo Senior Center/Vet 3

Photo Senior Center/Vet 4

Photo Senior Center/Vet 5

Photo Senior Center/Vet 6

Photo Senior Center/Vet 7

Photo Senior Center/Vet 8

Photo Senior Center/Vet 9

Photo Senior Center/Vet 10

Photo Senior Center/Vet 11

Photo Senior Center/Vet 12

Photo Senior Center/Vet 13

Photo Senior Center/Vet 14

SOUTH GRAFTON COMMUNITY CENTER

Function and Description of Facility and Programs: Originally built in 1920, this one-story building now provides space for the A.J. Demers American Legion Post 37, Grafton V.F.W. Post 1497, office and meeting space for the Nipmuc Nation, and a community room for use by the general public.

Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: There are two separate accessible parking areas, each consisting of two spaces. The designated accessible spaces to the left of the building and closest to the ramp lack signage and do not have an access aisle. The accessible spaces to the right of the building have non-compliant signage, lack an access aisle, and have a non-compliant level surface including running and cross- slopes. Neither area has a van-accessible designated space. There are abrupt changes in level surface at the base of the ramp to the main entrance, along segments of the ramp, and at the entrance threshold. The ramp railings are not consistently within the required lower and upper railing height range. Stair railings (front and back) are non-compliant. A set of stairs at the back of the building also has non-compliant open risers. The front entrance door and egress door do not meet closing speed requirements. Interior doors lack tactile accessible designation signage and have non-compliant knob hardware. The drinking fountain is not "high-low". Both the men's and women's bathrooms do not fully adhere to certain height and setback requirements as well as other areas of non-compliance.

Both the American Legion/VFW and Community Room kitchen areas have areas of non-compliance including serving counter height (Community Room), sinks (lack of knee clearance and excessive height) as well as non-compliant dispenser heights. Based on the condition of the appliances, counters, cabinets, etc., in the Community Room kitchen, it appears that his facility receives minimal use. If the

Community Room service counter is not used for "self-service" food pick-up then the remaining items of non-compliance should be addressed as required through a request for reasonable accommodation. Similarly, as the American Legion/VFW "kitchen" area is limited to "employees", then any modifications would only be required as a reasonable accommodation request.

Municipal Center - Senior Center/Veteran's Hall Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking Four "non-complaint" accessible parking spaces are available to the left (closest) and to the right of the ramp. None of the spaces have designated access aisles. No spaces are designated as van accessible. No signage is provided at the spaces at the left side of the ramp. The signage for the spaces on the right side of the ramp are 24" – 25" too low and do not include the international symbol of accessibility. The running and cross slopes of the spaces to the right of the ramp are in excess of 2.0% (not level) and have unlevel surfaces due to heaving in the asphalt. The spaces to the left of the ramp have a level surface and compliant slopes. Two accessible spaces including one van accessible spaces are required based on the number of parking spaces on site. See Photos Community Center 1 and 2.	208.2 502.2 502.3 502.6 703.7.2	23.2 23.4 23.6	The area to the left of the ramp, which is closest to the ramp entrance, should be designated as the accessible parking. This area will need to be re-striped to create two 8' wide spaces with a shared 8' wide access aisle. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. One space must have signage noting it as van accessible. Both signs must contain the international symbol of accessibility.	1	2	I	$200
Ramp to Main Entrance There is an abrupt change in level surface of roughly 1" at the base of the ramp from the transition from asphalt to concrete. The ramp also has areas of surface deterioration resulting in changes of level surface of greater than ¼" as well as a 1½" gap at the exterior threshold. See Photos Community Center 3, 4, and 5.	403.4 405	22.4 24	Cut-out and replace the minimum required section of asphalt required and repave to eliminate the change in level surface. Patch the ramp to eliminate surface changes.	1	3	N	$200
The ramp railings are not consistently within the height ranges for bottom and top railings being 1"–2 ½" too low. Railings are also rusted and deteriorated with peeling paint. Note: Tolerances do not apply to ranges.	505.4	24.5	Modify/adjust railings to comply with 18"-20" a.f.f. (bottom) and 34"-38" a.f.f. (top) height ranges to the top of the handrail. Scrape, sand, and repaint handrails.	1	3	N	Up to $1,000
A mailbox is mounted directly over the railings at the top of the ramp restricting use. See Photo Community Center 6.	505	24	Relocate mailbox.	1	2	I	$0
Front Entrance and Front Egress Stairs The railings for the stairs at the front entrance near the ramp and the front side egress are non-compliant as they lack bottom extensions. The side egress stairs have railings on only one side. See Photos Community Center 7 and 8.	505.2 505.3 505.10	27.4	Modify existing railings to have a sloped extension the distance of one tread then 12" parallel to the ground. Provide an additional railing (34"-38" a.f.f. to the top of the railing with top and bottom extensions) mounted on the building at the front egress stairs.	1	3	N	Up to $2,000

Stairs at Rear of Building The railings on the stairs (2 sets of stairs) at the rear of the building are non-complaint. The deck stairs have non-compliant open risers, have a railing on only one side, and the existing railing is s not oval or circular in shape. The other stairs have non-compliant railings on one side due to being not oval or circular in shape with the railings on the building not having bottom extensions. See Photos Community Center 9 and 10.	504.3 505.2 505.10 505.7	27.2 27.4.1 27.4.3 27.4.4	Provide 12" extensions parallel to the ground the slope distance of one tread then 12" at the bottom of the stairs. Provide complaint railings that are round or oval in x-section and 1 ¼" – 2" in outside diameter. Install riser boards to close in risers.	1	3	N	Up to $1,000
Exterior Entrance and Egress Doors The exterior doors do not comply with the minimum closing speed requirement of 6 seconds under 521 CMR. The door closing speeds were 3-4 seconds.	404.2.8	26.9	Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds.	1	2	I	$50
Interior Door Signage Tactile designation signage is not provided at rooms, offices and storage areas/closets. A total of fourteen (14) signs are required. See Photo Community Center 11.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	Up to $490+
Interior Door Hardware Non-compliant knob style hardware exists on most doors. Compliant hardware is required on seven (7) doors.	404.2	26.11	Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate.	2	2	N	Up to $525+
Coat Rack A coat rack in the hallway exceeds the maximum reach range by 21	308.2 308.3	6.5 6.6	Provide a minimum of 5% of coat hooks or equivalent space on a coat rack at a height of no more than 48" a.f.f.	4	2	I	Up to $50
Drinking Fountain The drinking fountain is non-compliant as it is not a "hi-low" fountain. See Photo Community Center 12.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountain. Option #2 – remove the existing drinking fountain and replace with a "hi-low" drinking fountain. The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	$0 to $2,500
Women's Bathroom The wall mounted mirror (42½" a.f.f.) is 2½"" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$25
The towel dispenser (57" a.f.f.) is outside the zone of reach under 521 CMR.	308.2 308.3	30.12 6.5 6.6	Lower dispenser to a max. of 42" a.f.f. (521 CMR).	3	2	I	$0

The sink piping is not wrapped, insulated or guarded.	606.5	30.9.5	Wrap or insulate piping.	3	2	I	$25
The toilet paper dispenser is 22" .a.f.f. and 3" o.c. from the front of the water closet.	604.7 309.4	30.7.6	Relocate toilet paper dispenser. Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The water closet is 40½" from the far wall which is 1½" too close. See Photo Community Center 13.	604.2	30.7.2	The far wall setback is a minimum of 42". Accounting for a 1" tolerance, the water closet is still ½" too close. As it will require the removal of a wall to achieve the additional ½", seek a variance if required and take no other action.	3	-	-	$0
Men's Bathroom The wall mounted mirror (45½" a.f.f.) is 5½"" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$25
The towel dispenser (59" a.f.f.) is outside the zone of reach under 521 CMR and protrudes 10" into the accessible route of travel.	308.2 308.3 307.2	30.12 6.5 6.6 20.6.1	Lower dispenser to a max. of 42" a.f.f. (521 CMR) and relocate out of the accessible route of travel.	3	2	I	$0
The sink piping is not wrapped, insulated or guarded.	606.5	30.9.5	Wrap or insulate piping.	3	2	I	$25
The toilet paper dispenser is 22" .a.f.f. and 3" o.c. from the front of the water closet.	604.7 309.4	30.7.6	Relocate toilet paper dispenser. Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$0
The water closet flush control is not on the open or wide side.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control	3	3	N	Up to $750
The water closet stall door lacks an interior pull device and is not self-closing.	604.8.1 404.2.7	30.6.1	Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f.	3	2	I	$100
The coat hook on the stall door is 64" a.f.f. which exceeds the maximum reach range under ADAAG by 16". See Photo Community Center 14.	308 603.4	30.6.1	Lower coat hook to no more than 48" a.f.f.	3	2	I	$0

Total up to $8,965+

South Grafton Community Center Accessibility Assessment Photos

Photo Community Center 1

Photo Community Center 2

Photo Community Center 3

Photo Community Center 4

Photo Community Center 5

Photo Community Center 6

Photo Community Center 7

Photo Community Center 8

Photo Community Center 9

Photo Community Center 10

Photo Community Center 11

Photo Community Center 12

Photo Community Center 13

Photo Community Center 14

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NELSON MEMORIAL LIBRARY

Function and Description of Facility and Programs: Nelson Memorial Library is a branch, neighborhood library serving North Grafton. This 1½ story building was built in 1975 and provides a variety of library services including community space, a children's section, and an adult room on the upper level.

Responsible Party: Library Trustees

General Description or Obstacle Which Limits Mobility or Access: The "accessible" parking spaces do not meet signage and slope requirements and lacks a van accessible accessible space. The brick walkway to the entrance has numerous abrupt changes in level surface due to deferred maintenance. The interior doors exceed the maximum operating force (5 lbs.) and both interior and exterior doors do not meet the minimum closing speed of 6 seconds. Interior doors have non-complaint hardware and lack tactile accessible signage. Light switches and controls exceed the maximum reach range. The drinking fountain is not high-low. An office sink and counter is non-compliant. Both the men's and women's bathrooms have numerous items of non-compliance. The women's bathroom has limited maneuverability. There is no vertical access to the second level. The stair railings to the second level are non-compliant due to shape, size, and lack of extensions. The placement of some tables, chairs, and display holders reduces the minimum required clear width to less than the required 36". The hardware to the card catalogue is non-compliant.

Nelson Memorial Library Accessibility Assessment

Parking None of the spaces are designated as van accessible and the current striping does not meet van space and access aisle requirements.	208 502	23	Re-stripe the parking to create an 8' wide van accessible space with an 8' wide access aisle.	1	2	N	$100
The signage is 30½" too low and is not designated as van accessible.	502.6	23.6	Signage must be reset to be in front of the accessible space such that the signage height is a minimum of 60" a.f.f. at the bottom and a maximum of 96" at the top. A "van accessible" sign must be provided. Signage cannot be more than 10' from the front of the space.	1	2	N	$25
The existing spaces and access aisle are not level (2.0% or less) as the running and cross slopes vary from 2.6% to 3.6%. See Photo Nelson Library 1.	502.4	23.4.3	Reconstruct and/or resurface the existing accessible parking area (whichever is feasible) to create level surfaces of no greater than 2.0% in all directions.	1	3	N	Up to $5,000
Accessible Route to the Front Entry The brick paver accessible route from the parking space to the front entrance has numerous abrupt changes in level surface of > ¼" due to deteriorated, chipped, or raised brick and gaps between brick. See Photo Nelson Library 2.	403	22.4	Remove/replace, reconstruct and/or reset the brick walkway such that there are no abrupt changes in level surface of > ¼" or remove the brick and replace with concrete.	1	3	N	Up to $2,500
Exterior and Interior Doors Doors do not fully comply with the maximum allowed operating force (15 lbs. exterior, 5 lbs. interior) and minimum closing speed requirement of 6 seconds.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door and 5 lbs for an interior door. Door closing speed must be at least 6 seconds.	2	2	I	$50
Interior Door Signage Tactile designation signage to identify rooms, offices, bathrooms, stairs, and storage areas/closets is not provided. A total of 9 locations were identified.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Bathroom signage should include the universal symbol of accessibility.	2	2	I	$315
Door Hardware Non-compliant knob-style door hardware is located in the community room (3) and office (2).	404.2	26.11	Door hardware must be operable with a closed fist or loose grip and shall not require tight grasping or tight pinching of the wrist to operate. Replace knob-style hardware with lever hardware.	1	2	N	$375
Controls, Switches, and Outlets Six (6) controls and switches exceed the maximum reach range under the 2010 ADA Standards as follows: • Controls (Community Room, Main Area) • Switches (Community Room, Main Area, Men's BR, Women's BR)	308.2 308.3	6.5 6.6	Lower controls, light switches, and outlets to no more than 48" a.f.f.	4	3	L	Up to $1,500+

Office Sink/Counter The counter and sink in the office does not provide knee clearance. See Photo Nelson Library 3.	804.3.2 306.2	32.2 32.5 32.6 32.7	As this space is not open to the public, take no further action unless required as a reasonable accommodation. If then so required, modify the counter and sink so that there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.	4	3	L	$0 to $500
Drinking Fountain. The drinking fountain is non-compliant as it is not a "hi-low" fountain. See Photo Nelson Library 4.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountain. Option #2 – remove the existing drinking fountain and replace with a "hi-low" drinking fountain. The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	$0 to $2,500
Card Catalogue The hardware on the card catalogue is non-compliant as it requires pinching and twisting of the wrist and the drawers cannot be opened with a closed fist.	309.4	39.5	Modify hardware as feasible to comply with operable parts standards.	2	2	N	TBD
Rugs/Mats A rug by the bathrooms is unsecured, has frayed edges and serves as a tripping hazard. See Photo Nelson Library 5.	302	29.3	Secure mat and edges or remove when not in use.	4	1	I	$0
Stair Railings to Upper Level The railings for the stairs are non-compliant due to the size and shape of the railings and the lack of top and bottom extensions. See Photo Nelson Library 6.	505.10 505.7	27.4	Replace existing railings with railings that are between 34" to 38" in height (505.4, 27.4.2); have a 12" extension parallel to the ground at the top and an extension sloped the distance of one tread then 12" parallel to the ground (505.10, 27.4.3); and are round or oval in x-section (505.7, 27.4.5).	1	3	N	$15,000
Vertical Access There is no accessible route of travel to the upper level adult room.	401	20	Option #1: Restrict and close access to the second level. Option #2: Provide a lift to the second level of the library.	2	4	L	$0 to $45k+
Tables and Seating The work/meeting table on the second level does not provide the required minimum 27" knee clearance.	226.1 306.3 902.3	35.1 35.5 35.6	At least 5% or not less than 1 table shall be accessible. Tables must provide at least 27" a.f.f. of knee clearance 30" wide and 19" deep (521 CMR). The tops of tables should be 28" to 34" a.f.f. **If** the second level is made accessible, the table should be blocked and raised a minimum of 1"to meet the required knee clearance height or an accompanying smaller table provided.	2	2	L	$0 to $100

Maneuverability The clear width is reduced to less than the required 36" around and between some items (tables, desks, display cases, etc.)	403.5	20.3	To the extent possible move items as required to achieve minimum 36" clear width. Under the ADAAG, a clear width of 32" is allowed for a distance of no more than 24"	2	1	I	$0
Men's Bathroom The urinal is 6" too high.	605.2	30.10	Lower urinal to no more than 17" a.f.f.	3	3	N	Up to $500
The sink is not wrapped, guarded, or insulated.	606.5	30.9.5	Wrap or insulate piping.	3	2	N	$50
The wall mounted mirror is 1½" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	N	$0
The wall mounted mirror (41½"" a.f.f.) is 1½" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$25
The soap dispenser (45½" a.f.f.) is outside the zone of reach under 521 CMR.	308.2 308.3	30.12 6.5 6.6	Lower dispenser to a max. of 42" a.f.f. (521 CMR).	3	2	I	$0
The water closet grab bars are mounted ¾" too high. Note: No tolerance allowed for heights with a range. Bars are rusted.	609.4	30.8.2	Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. Bars need to be sanded or cleaned to remove rust.	3	2	I	$25
The water closet toilet paper dispenser is 14½" o.c. from the front of the water closet and is 31" a.f.f.	604.7	30.7.6	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$25
The flush control of the water closet is not on the approach side (604.6, 30.7.5). The water closet is 1" too close to the near wall; 17" too close to the nearest object on the approach side (604.2, 30.7.2); and is ½" too high at the top of the seat (604.4, 30.7.3). Note: No tolerance allowed for heights with a range. See Photo Nelson Library 7.	604.6 604.2 604.4	30.7.5 30.7.2 30.7.3	The bathroom will need to be modified with possible relocation of the sink and relocation/removal of the urinal to achieve minimum water closet near and far wall setbacks. The existing water closet should be replaced with one that is between 17" – 19" a.f.f. to the top of the seat and with a flush control on the approach side. The centerline of the water closet should be 18" from the nearest sidewall and at least 42" from the farthest sidewall or object.	3	3	N	Up to $7,500
Women's Bathroom The sink is not wrapped, guarded, or insulated.	606.5	30.9.5	Wrap or insulate piping.	3	2	N	$50
The wall mounted mirror is 2¼" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	N	$0
The wall mounted mirror (41½"" a.f.f.) is 1½" too high.	603.3	30.11	Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$25
The soap dispenser (45" a.f.f.) is outside the zone of reach under 521 CMR.	308.2 308.3	30.12 6.5 6.6	Lower dispenser to a max. of 42" a.f.f. (521 CMR).	3	2	I	$0
The water closet grab bars are mounted ¾" too high. Note: No tolerance allowed for heights with a range.	609.4	30.8.2	Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f.	3	2	I	$25
The water closet toilet paper dispenser is 12" o.c. from the front of the water closet and is 32" a.f.f.	604.7	30.7.6	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$25

The water closet is 1" too close to the near wall; 20" too close to the nearest object on the approach side (604.2, 30.7.2); and is ½" too high at the top of the seat (604.4, 30.7.3). Note: No tolerance allowed for heights with a range. See Photo Nelson Library 8.	604.2 604.4	30.7.2 30.7.3	The bathroom is only 5'5" x 5'8" and cannot meet required setbacks and maneuverability without substantial modification. Due to the limited room width, the grab bars extend over the sink. As with the men's bathroom, the women's bathroom will need to be modified or expanded including relocation/replacement of the sink to achieve minimum water closet near and far wall setbacks. The existing water closet should be replaced with one that is between 17" – 19" a.f.f. to the top of the seat and with a flush control on the approach side. The centerline of the water closet should be 18" from the nearest sidewall and at least 42" from the farthest sidewall or object.	3	3	N	TBD - up to $25k+

Total up to $106,215+

Nelson Memorial Library Accessibility Assessment Photos

Photo Nelson Library 1

Photo Nelson Library 2

Photo Nelson Library 3

Photo Nelson Library 4

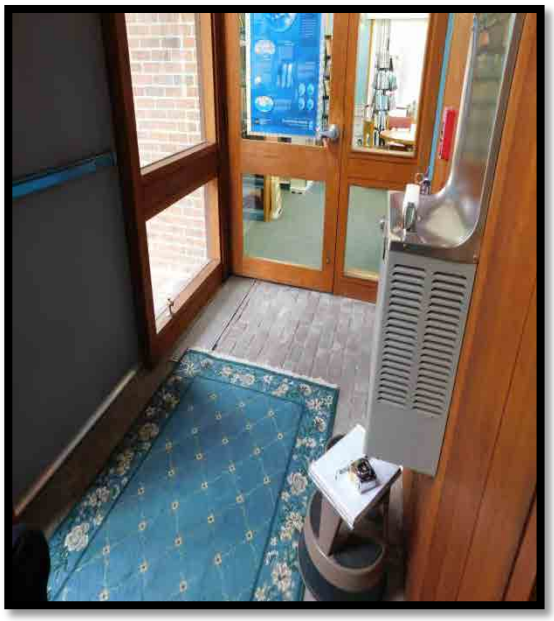

Photo Nelson Library 5

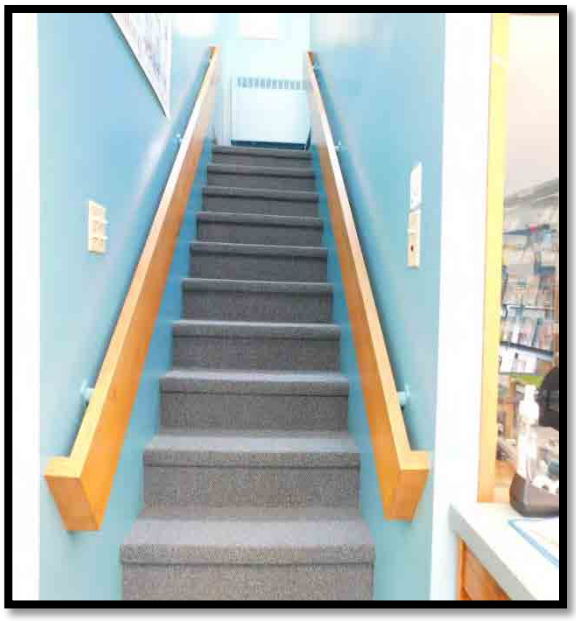

Photo Nelson Library 6

Photo Nelson Library 7

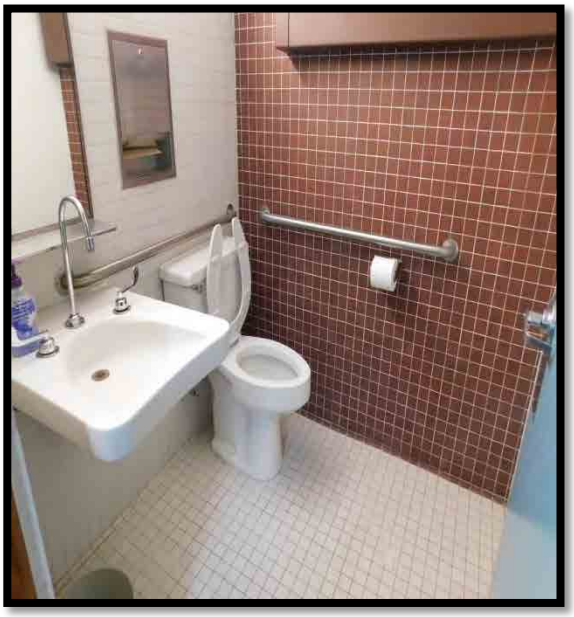

Photo Nelson Library 8

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POLICE STATION

Function and Description of Facility and Programs: The Grafton Police Station is a 3 level (1st story, 2nd story, basement) masonry structure which was built in 2006. The Police Department is a full-service department with the responsibility to provide public safety services to the nearly 18,000 residents of the Town of Grafton. The Department has 26 personnel including the Chief of Police, 1 Lieutenant, 1 Detective, 4 Sergeants, 13 Police Officers, 5 Dispatchers, and 1 Administrative Assistant. The Department has various divisions and units, to include Patrol, Investigations, Family Services, School Resource Officers and Licensing.

Responsible Party: Board of Selectmen.

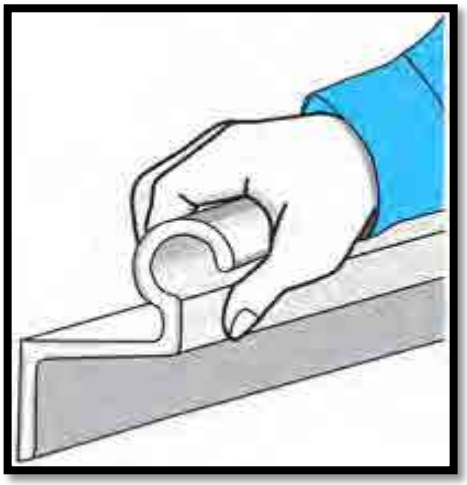
General Description or Obstacle Which Limits Mobility or Access: The Police Station is substantially compliant but does have some areas of non-compliance. The signage for the designated accessible parking is 2" to 4" too high. The accessible route(s) from the parking spaces to the front entrance exceed the maximum allowed running slope for a walkway (5.0%) on one side and lacks railings whereas the opposite approach exceeds the maximum running slope for a ramp (8.3%) and similarly lacks railings. The immediate approach at the entry door has a running slope that varies up to 9.6%. Doors exceed maximum operating force and minimum closing speeds. Some interior doors lack tactile signage or the signage is not mounted on the latch side. Various controls, switches, and telephones exceed the maximum reach range. The drinking fountain (basement level) is not "high-low". The kitchenettes (2 on 1st level, 1 on 2nd level) have counters/sinks that are too high and lack knee clearance. The Level 1 Break Room stove has non-compliant controls. The "public" Level 1 Lobby and Level 2 bathrooms have non-compliant toilet paper dispensers due to location. The Dispatch and Level 1 Men and Women's Staff bathrooms have a number of areas of non-compliance. The Level 1 Men and Women's Staff bathrooms

both have tactile designation signage with the universal symbol of accessibility but neither bathroom has grab bars for the respective water closet. The basement level, which is not open to the public, contains the fitness room and men's and women's locker rooms for sworn police personnel. All police officers must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. Therefore, unless there are changes in policies, procedures, and operations, modifications to the basement locker rooms are not required at the present time. The basement fitness room, which appears to be open to all station personnel (dispatch, administrative, police) does not have the required clear width between exercise equipment. The apparent "accessible holding cell" does meet minimum requirements for maneuverability, sink height, sink knee clearance, and water closet height and setbacks. The cell does not provide grab bars for the water closet.

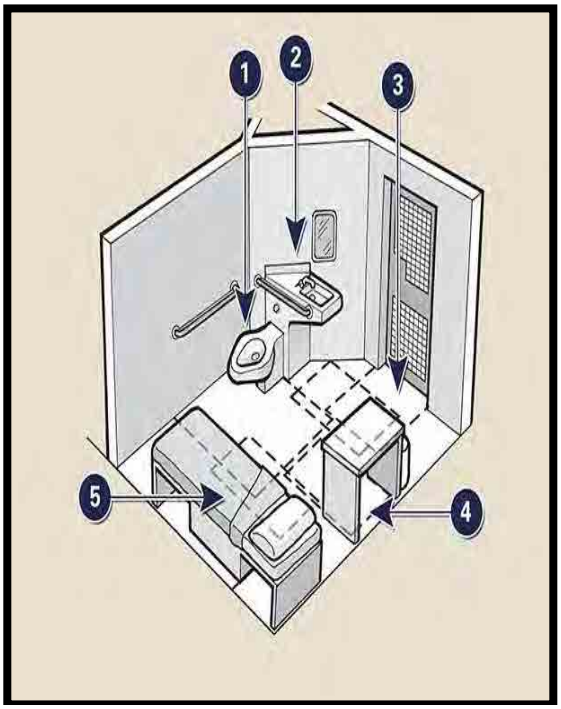
Under Section 232.2 of the 2010 ADAAG alterations to cells shall not be required to comply except to the extent determined by the Attorney General (federal). **Advisory 232.2**: General Holding Cells and General Housing Cells Exception. Although these requirements do not specify that cells be accessible as a consequence of an alteration, Title II of the ADA requires that each service, program, or activity conducted by a public entity, when viewed in its entirety, be readily accessible to and usable by individuals with disabilities. This requirement must be met unless doing so would fundamentally alter the nature of a service, program, or activity or would result in undue financial and administrative burdens.

Inmates in local correctional facilities may have mobility disabilities and need to be housed in accessible cells. Federal laws protect people with disabilities from discrimination by State and local governments, including entities that own or operate correctional facilities. All such entities are covered by the Americans with Disabilities Act of 1990 (ADA), and those that receive Federal funds are also covered by section 504 of the Rehabilitation Act. These laws prohibit discrimination against persons with disabilities, including inmates who use wheelchairs, scooters, walkers, or other mobility devices. While all aspects of law enforcement and correctional services are covered by these laws - including facilities, employment, transportation, and other activities, programs, and services.

Grab bars can be designed so they do not increase suicide risk. As shown, there are several ways for grab bars to be designed with adequate gripping surfaces, while ensuring that nothing can be tied onto them (see below).



For illustrative purposes, a typical room layout and general features of an accessible cell is shown below.



Rendering of ADA Compliant Cell

Photo of ADA Compliant Cell

Police Station Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The existing 3 signs are 98" to 100" a.f.f. at the top which is 2" too high. See Photo Police 1.	502	23.6	Signage must be reset such that signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space.	1	2	I	$0+
Accessible Route to Main Entrance The accessible route from the parking spaces to the front entrance has a running slope of up to 9.2% on the left side (facing the building) and up to 8.1% on the right side. At the immediate entry, the running slope approaches 9.6%. See Photos Police 2 and 3.	403.3	22.3	To eliminate the necessity and related cost of railings (up to $5,000), reconstruct the affected concrete pads and other segments as may be required such that the running slopes are no greater than 5.0%. If not feasible, reconstruct only those segments with a running slope of more than 8.3% and provide compliant paired railings for those segments with running slopes of 5% up to 8.3%. Railings must be between 34" -38" a.f.f. and 18" – 20" a.f.f to the top of the railing with 12" extensions at the top and bottom.	1	3	I	Up to $5,000
Exterior Front Entry The exterior main entrance door does not comply with the minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8	26.9	Adjust door closer such that the door closing speed is at least 6 seconds.	1	2	I	$0

Interior Doors The following interior doors do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. • Bathrooms (Lobby, Level 1 Women's, Level 1 Men's, Dispatch, Level 2 Women's, Level 2 Men's). • Level 1 door to Administration. • Rooms #119, 145. • Cell block door. • Door to garage. • Door to sally port.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that push/pull force does not exceed 5 lbs and door closing speed is at least 6 seconds.	2 3 4	2	I	Up to $200
Signage The following doors lack tactile accessible signage: doors by garage (2), doors in break room (2), cell block (7), dispatch bathroom, Level 2 training Room (2), Level 2 mechanical room, basement (2). The following doors do not have the signage mounted on the latch side: Room #129, #114.	703	41.1	Install accessible compliant signage) on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2 3	2	I	$560
Hallway Controls, Switches, Phones and Outlets The following are not within the required reach range: Room #144 controls; Room #136 control; Break Room phone and control; Room #118 control; Cell area phone; Level 2 Training Room phone, light switch, projector switch, control; Basement Exercise Room phone, control.	308.2 308.3	6.5 6.6	Lower light switches, controls, phones, and outlets to no more than 48" a.f.f.	4	3	L	Up to $4,500
Level 1 Break Room Kitchen Area The dispatch kitchen area has a sink/counter that is too high (36" a.f.f.) and lacks knee clearance beneath the sink; a stove with controls that are non-compliant and are not located on the front of the stove; and a microwave oven that is beyond the maximum reach range. See Photo Police 4.	304 306 307 804.6 309 308.2 308.3	6.5 6.6 32.7 32.8 39.5	Replace section of counter with sink and replace with a counter no higher than 34" and a sink with compliant knee and toe clearance (306, 304; 32.7). A microwave must be provided within height and reach range requirements for either a counter or wall mounted microwave (308.2, 308.3; 6.5, 6.6). Replace the stove with one with the controls on the front of the stove and which do not require twisting (307, 804.6, 309; 32.8, 39.5).	2	3	L	Up to $1,500+
Level 1 Hallway Kitchenette and Level 2 Training Room Kitchenette The Level 1 Hallway kitchenette area and Level 2 Training Room kitchenette both have a sink/counter that is too high (36"-36½" a.f.f.), lack knee clearance beneath the sink, and have bubblers that are 2½" too high and 2" too far from the outside edge; and microwave ovens that are beyond the maximum reach range. See Photo Police 5.	304 306 308.2 308.3 602.4 602.5	6.5 6.6 32.7 36.3 36.4	At each location - replace section of counter with sink and replace with a counter no higher than 34" and a sink with compliant knee and toe clearance (306, 304; 32.7). A microwave must be provided within height and reach range requirements for either a counter or wall mounted microwave (308.2, 308.3; 6.5, 6.6). The bubbler can be no more than 36" a.f.f. and no more than 5" from the front edge (602.4, 602.5; 36.3, 36.4).	2	3	L	Up to $2,500+

Drinking Fountain (Basement Level) The drinking fountain is non-compliant as it is not a "hi-low" fountain. See Photo Police 6.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountain. Option #2 – remove the existing drinking fountain and replace with a "hi-low" drinking fountain. The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	$0 to $2,500

Basement Fitness Room There is inadequate clear width for maneuverability between exercise equipment.	403.5	20.3	As feasible, rearrange equipment to provide a minimum 36" clear width between equipment.	2	1	I	$0

Lobby, Dispatch, Level 2 Men's and Level 2 Women's Bathrooms The toilet paper dispensers are 3" – 4" o.c. from the front of the water closet. See Photo Police 7.	604.7	30.7.6	Toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$50

Dispatch, Level 1 Women's, and Level 1 Men's Bathrooms The sink piping is not fully wrapped, insulated, or guarded. See Photo Police 8.	606.5	30.9.5	Wrap and/or insulate piping.	3	2	I	$75

Level 1 Women's and Level 1 Men's Bathrooms The men's and women's water closets are 31" – 32" too close to the sink on the far side. The men's and women's water closets lack grab bars. The men's water closet is ½" too high. See Photos Police 9 and 10.	604.2 609 604.4	30.7.2 30.8 30.7.3	Although the bathrooms are designated as "accessible", they are not. The bathrooms have limited maneuverability and lack grab bars. Do not designate the bathrooms as accessible and take no other action at the present time. Modify and reconfigure as may be required in the future as a reasonable accommodation request. It may be necessary to combine the bathrooms into one single user unisex accessible bathroom.	3	3	L	$0 to $25,000

Dispatch Bathroom The phone is located over the grab bars See Photo Police 11.	604	30.8	Relocate the phone so it is not directly above the grab bars thereby interfering with the grab bars use.	3	3	I	Up to $250

Accessible Jail Cell The cell water closet lacks grab bars. See Photo Police 12.	609	30.8	Install 42" long security style grab bars at the side and back of the water closet. The grab bars should be between 33" and 36" a.f.f.	3	3	N	$900

Total up to $43,035

Police Station Assessment Photos

Photo Police 1

Photo Police 2

Photo Police 3

Photo Police 4

Photo Police 5

Photo Police 6

Photo Police 7

Photo Police 8

Photo Police 9

Photo Police 10

Photo Police 11

Photo Police 12

HISTORICAL COMMISSION BUILDING (South Grafton Library)

Function and Description of Facility and Programs: The Grafton Historical Commission uses the former South Grafton Library as its office and to display historic items and artifacts. Constructed in 1938 as a library, the building has had few modifications or renovations over the years.

Responsible Party: Board of Selectmen, Historical Commission.

General Description or Obstacle Which Limits Mobility or Access: As noted the building has undergone few changes in recent years and as a whole remains non-accessible. A number of modifications are required to achieve compliance under both the 2010 ADA Standards and 521 CMR. There is no designated accessible parking nor is there an accessibly entry into the building. The existing entrances (front and rear) have stairs with non-compliant railings. Once inside the building, both the front and rear entrances have a small vestibule with an interior door which opens into the accessible route thereby restricting maneuverability and adequate clear width. Exterior and interior doors have non-complaint hardware. Interior doors lack tactile accessible signage. The bathroom is not accessible and is of inadequate size to achieve minimum required clearances. There is insufficient clear width to the office. The meeting/work table does not provide adequate knee clearance and a cross support for the legs eliminates wheelchair usage. The placement of some furniture and display items reduces the minimum required clear width to less than the required 36".

Note: The town should hire a design professional to determine the best way to achieve accessibility without compromising the appearance of the building. This could involve converting the rear access into the building as the main entrance including the creating of an on-site accessible parking space, ramped entrance, and modified doors and entryway. Consideration should also be given to constructing an addition at the back of the building to reconfigure the office area and add a fully compliant accessible bathroom.

Historical Commission Building (South Grafton Library)

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There is no accessible parking to the building. See Photo Historic 1.	502 703.7	23	Construct an accessible parking space as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards); signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	L	Up to $25,000
Accessible Entrance Neither the front entrance nor the rear entrance is accessible as entry is via stairs.	402 403 404	20	Construct an accessible route with a ramp and railings to the rear entry in compliance with S.405 (ADA) and S.24 (521 CMR).	1	3	L	Up to $35,000
Front and Rear Entrance Stairs The railings for the stairs at the front entrance are non-compliant due to the height of the top railing (28" a.f.f.), the lack of a railing on one side and the lack of top and bottom extensions. See Photos Historic 2 and 3.	505.4 505.2 505.10	27.4	Replace or modify existing railings with railings that are between 34" to 38" in height (505.4, 27.4); are located on both sides of the stairs (505.2, 27.4)and have a 12" extension parallel to the ground at the top and an extension sloped the distance of one tread then 12" parallel to the ground (505.10, 27.4)	1	3	N	Up to $2,500
Front and Rear Entrance The front and rear entrance/vestibule areas are non-compliant as there is only 28" of clear width space. Furthermore, less than 48" of clearance exists between doors when the interior door is opened. A minimum of 48" is required between 2 hinged or pivoted doors, plus the width of any door swinging into the space.	404	25 26	Once a rear accessible entrance is created as the main entrance, remove rear interior vestibule door and provide directional signage at building front noting rear accessible access.	1	2	L	$100
Door Hardware Exterior and interior door hardware is non-compliant knob-style hardware (rear, interior) or latch (front) – 8 total.	404.2	26.11	Door hardware must be operable with a closed fist or loose grip and shall not require tight grasping or tight pinching of the wrist to operate. Replace knob-style hardware with lever hardware.	1	2	N	$600
Signage There is no tactile designation signage for 7 interior doors/doorways.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	$245
Bathroom The bathroom is wholly non-complaint with inadequate clearances for wheelchair maneuverability and no accessible components (grab bars, signage, door hardware, compliant heights, etc.). See Photo Historic 4.	603 604 606	30	Discontinue use as a bathroom or modify/construct a space elsewhere to include a bathroom to meet 2010 ADA Standards and 521 CMR Standards for a single user accessible toilet room. Modification will require either partitioning of existing space or the construction of an addition to the rear of the building.	3	4	L	$50,000 to $150k+

Tables and Seating The work/meeting table does not provide the required minimum 27" knee clearance and has an obstruction (brace between legs) for wheelchair access. See Photo Historic 5.	226.1 306.3 902.3	35.1 35.5 35.6	At least 5% or not less than 1 table shall be accessible. Tables must provide at least 27" a.f.f. of knee clearance 30" wide and 19" deep (521 CMR). The tops of tables should be 28" to 34" a.f.f. The table should be blocked to meet the required knee clearance height and one brace removed or an accompanying smaller table provided.	2	2	I	$100
Doorway Widths The doorway to the office provides only 27½" clearance which does not meet the minimum 32" clear width requirement for a doorway. See Photo Historic 6.	404.2	26.5	Modify door opening to comply with minimum 32" wide clear opening.	1	3	N	Up to $1,850
Maneuverability The clear width is reduced to less than the required 36" around and between some items (tables, desks, display cases, etc.)	403.5	20.3	To the extent possible move items as required to achieve minimum 36" clear width. Under the ADAAG, a clear width of 32" is allowed for a distance of no more than 24"	2	1	I	$0

Up to $215,395+

Historical Commission Building (South Grafton Library) Assessment Photos

Photo Historic 1

Photo Historic 2

Photo Historic 3

Photo Historic 4

Photo Historic 5

Photo Historic 6

GRAFTON FIRE DEPARTMENT

Description of Facility and Programs: The Grafton Fire Department is a call fire department providing fire suppression, public education, regulation/code compliance and enforcement fire investigation services. The Department consists of a Fire Chief, Deputy Chief, 2 Assistant Chiefs, 3 Captains, 3 Senior Lieutenants, 2 Second Lieutenants, an Office Manager, and numerous fire-fighters. Station 1, the Fire Headquarters and Business Office, is located at 26 Upton Street. Station 2 is located in North Grafton at 2 Mill Street. Station 3 is located in South Grafton at 92 Main Street. The station at 3 Worcester Street has been decommissioned as a Fire Station and is now used by the School Department for storage and as a garage/work facility.

Station #1 – 26 Upton Street

Station #2 – 2 Mill Street

Station #3 – 92 Main Street

Responsible Party: Board of Fire Engineers.

General Description or Obstacle Which Limits Mobility or Access: The **Fire Headquarters** (26 Upton Street) is readily accessible for those areas and levels which are open to the public. There is no vertical access to the second level but this area is limited to firefighters, who must meet strict physical

requirements which a person with a mobility limiting disability would not be able to perform. The garage/apparatus bays contains a workshop, bathrooms, a wash down area, storage and related facilities. These areas are also closed to the general public. As no public access is allowed on the second level or in the garage/apparatus area, no further action or modifications are required at the present time. The parking accessible signage is too high. The parking access aisle is 6" too narrow. The approach to the main accessible entrance has running slopes that vary up to 7.5%. A segment of the cement walkway will require railings whereas other portions will need to be removed and re-constructed. . Most of the exterior and interior doors (when applicable) exceed the maximum operating force (15 lbs. – exterior; 5 lbs. – interior) and do not meet the minimum closing speed of 6 seconds. Some light switches, buzzers, phones, and controls exceed the maximum height for a compliant reach range, inclusive of allowed industry tolerances. Some interior doors lack tactile signage or have signage that is not on the latch side of the door. Most glass panels on doors/entries exceed the maximum height under the ADAAG. The kitchenettes in the administrative area and in the "break room" are non-compliant due to reach range, counter height, sink height, and lack of knee clearance. The break room was originally intended to be used solely for fire fighter use and not open to the public. If that continues to be the use and purpose, then no other action is required. If this area is open for public use then modifications will be required. Similarly, the administrative kitchen will require future modifications as a reasonable accommodation if required. The men's, women's and unisex bathrooms all have minor items of non-compliance.

Station #2 (2 Mill Street) and **Station #3** (92 Main Street) do not comply with 521 CMR or ADAAG accessibility requirements. These stations are closed to the public and no business (permits, trainings, etc.) are conducted out of these stations. All firefighters who use these stations must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. Therefore no further action on these buildings is required. Should certain functions be reassigned to these stations, including meetings, permit issuance, or other activities, then at a minimum, accessible parking and access into the station offices should be provided.

Station#1 (26 Upton Street) Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking							
The existing 2 accessible signs are 98½" to 101" a.f.f. at the top which is 2½" to 5" too high.	502	23.6	Signage must be reset such that signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space.	1	2	I	$0
The accessible parking spaces are 8' 3" to 8' 5" wide with a shared 7' 5" access aisle with both spaces designated as van accessible. See Photo Main Fire 1.	502	23	Restripe parking spaces and access aisle to designate 2 8' wide spaces with a shared 8' wide access aisle.	1	2	I	$100
Accessible Route to Building from Parking Lot							
The lower leg of the accessible route (concrete walkway) from the parking lot to the building entrance has running slopes of 6.5% to 6.9% which far exceeds the maximum of 5% for a walkway.	403 405 505	22.3 22.4 24	Install ramp railings on both sides of the lower segment in accordance with S. 405 and S. 505 (ADAAG) and S. 24 (521 CMR) which includes paired railings at a height of 18" – 20" a.f.f. (lower) and 34" – 38" a.f.f. (upper).	1	3	N	Up to $2,500
Due to settling, heaving, and cracking the concrete pads to the entrance have a running slope of 5.5% to 7.5%. In addition there are also a # of abrupt			Remove concrete pads and replace with pads that comply with maximum 5.0% running slope for a walkway and eliminate all abrupt changes in level surface.	1	3	N	Up to $3,000

changes in level surface of > ¼" including that created by a water service cover. See Photos Main Fire 2, 3, 4, and 5.							
Exterior and Interior Doors The exterior and interior doors (with closers) do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and interior door (5 lbs.) and the minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1 2	2	I	$100
Doors with Glass Panels Interior doors (6) with glass panes that exceed the maximum viewing height of 43" by 1¼" to 1½". "	404.2.1 1	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify doors/panels to comply with maximum height restriction.	4	3	L	Up to $1,800
Hallway Controls, Switches, Phones, and Outlets Fourteen (14) Level 1 controls/buzzers, and switches, ten (10) Level 1 phones, and seven (7) outlets exceed the maximum reach range under the 2010 ADA Standards, inclusive of allowed tolerances. See Photo Main Fire 6.	308.2 308.3	6.5 6.6	Lower light switches, outlets, controls/buzzers, phones to no more than 48" a.f.f.	4	3	L	Up to $9,.300+
Hallway Door Signage Tactile designation signage is not provided at administrative entry, apparatus bay (4), and not on the latch side of the door of the meeting room.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	$175
Protruding Objects Office shelving (2) in the administrative area are 40" a.f.f. and extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f.	307.2	20.6.1	Place a fixed object under the shelving.	2	1	I	$0
Administration Kitchenette The counter and sink of the administration kitchenette is 2" too high and does not provide knee clearance. The microwave is at least 14" above reach range. See Photo Main Fire 7.	804.3.2 306.2 306.3 606.3 308.2 308.3	32.2 32.6 32.7 6.5 6.6	Modify the counter and sink so that the height does not exceed 34" a.f.f.; provides a minimum of 27" knee clearance with guarded, wrapped, or insulated piping. A microwave should be available on the counter within reach range.	4	3	L	Up to $500
Bathrooms (Men's, Women's, Unisex) The toilet paper dispensers are 12" o.c. from the front of the water.	604.7	30.7.6	Toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$50
The coat hooks on the stall door are at 54" a.f.f. which exceeds the maximum reach range under ADAAG by 6". See Photo Main Fire 8.	308 603.4	30.6.1	Lower the coat hooks to no more than 48" a.f.f.	3	2	I	$0

Up to $17,525+

Station #1 (26 Upton Street) Accessibility Assessment Photos

Photo Main Fire 1

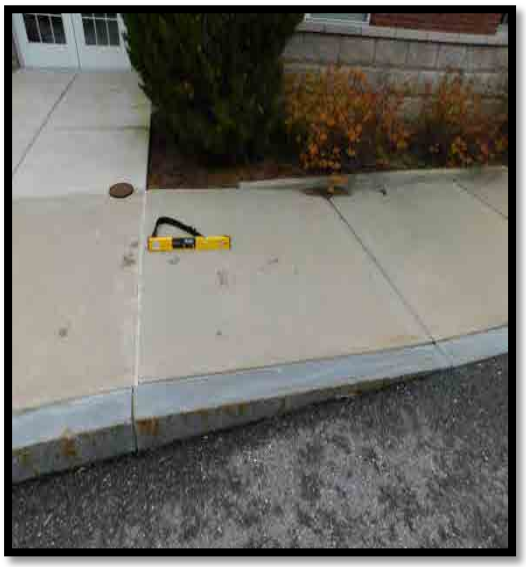


Photo Main Fire 2

Photo Main Fire 3

Photo Main Fire 4

Photo Main Fire 5

Photo Main Fire 6

Photo Main Fire 7

Photo Main Fire 8

Station#2 (2 Mill Street) Accessibility Assessment

As noted above, if the station is not open to the public and no public activities, programs, or services are offered – no other action is required. Should this change or should the town desire to make the office area accessible, then at a minimum, the following would be required.

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There is no accessible parking to the building. See Photo Mill Fire 1.	502 703.7	23	Construct an accessible parking space as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards); signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	L	Up to $150
Accessible Route to Building from Parking Space Accessibility into the building is restricted due to a roughly 4" abrupt change in level surface to enter the building. See Photo Mill Fire 2.	403 405 505	22 24	Construct an accessible route with a ramp and railings to the front entrance in compliance with S.405 and S. 505 (ADA) and S.24 (521 CMR). Ramp construction will eliminate level surface change.	1	3	L	Up to $25,000
Entrance Door The exterior door does not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and the minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closer such that the push/pull force does not exceed 15 lbs with a door closing speed of at least 6 seconds.	1	2	L	$0
Door Hardware Exterior and interior office door hardware is non-compliant knob-style hardware) – 3 total.	404.2	26.11	Door hardware must be operable with a closed fist or loose grip and shall not require tight grasping or tight pinching of the wrist to operate. Replace knob-style hardware with lever hardware.	1 2	2	L	$225
Signage There is no tactile designation signage for 2 interior office doors/doorways.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	L	$70

Up to $25,445

Station#2 (2 Mill Street) Accessibility Assessment Photos

Photo Mill Fire 1 Photo Mill Fire 2

Station#3 (92 Main Street) Accessibility Assessment

As noted above, if the station is not open to the public and no public activities, programs, or services are offered – no other action is required. Should this change or should the town desire to make the office area accessible, then at a minimum, the following would be required.

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There is no accessible parking to the building. See Photo South Grafton Fire 1.	502 703.7	23	Construct an accessible parking space as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards); signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	L	Up to $150
Accessible Route to Building from Parking Space Accessibility into the building is restricted due to a roughly 5" abrupt change in level surface to enter the building. There is also a ½" abrupt change in level surface on the accessible route to the entrance. See Photos South Grafton Fire 2 and 3.	403 405 505	22 24	Construct an accessible route with a ramp and railings to the front entrance in compliance with S.405 and S. 505 (ADA) and S.24 (521 CMR). Ramp construction will eliminate level surface change.	1	3	L	Up to $25,000
Entrance Door The exterior door does not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and the minimum closing speed requirement of 6 seconds under 521 CMR.	404.2.8 404.2.9	26.8 26.9	Adjust door closer such that the push/pull force does not exceed 15 lbs with a door closing speed of at least 6 seconds.	1	2	L	$0
Door Hardware Exterior and interior office door hardware is non-compliant knob-style hardware) – 4 total.	404.2	26.11	Door hardware must be operable with a closed fist or loose grip and shall not require tight grasping or tight pinching of the wrist to operate. Replace knob-style hardware with lever hardware.	1 2	2	L	$300
Signage There is no tactile designation signage for 4 interior office doors/doorways.	703	41.1	Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	L	$140

Up to $25,590

Back to Agenda

Station #3 (92 Main Street) Accessibility Assessment Photos

Photo South Grafton Fire 1

Photo South Grafton Fire 2

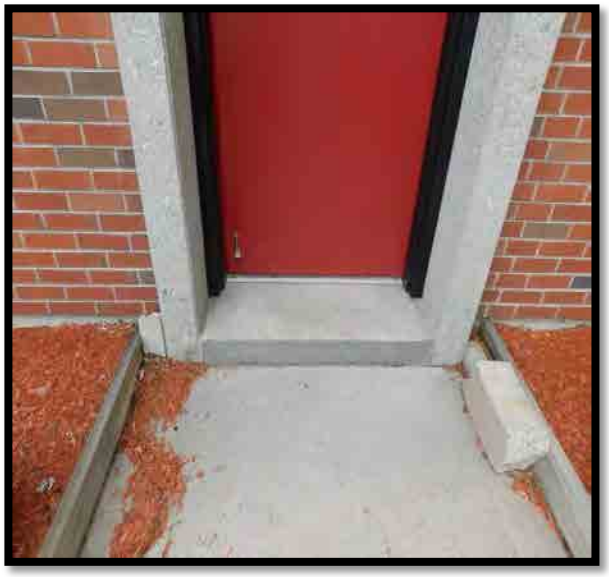


Photo South Grafton Fire 3

IX. RECREATIONAL FACILITIES ASSESSMENTS

Mill Villages Park

Brush Dump Facility

Perry Hill Park

Airport Park

Norcross Park

Nelson Park

Brookmeadow Park

Riverview Park

Fisher Park/Ferry Street Park

Silver Lake Beach

Grafton Town Common/Bandstand

Sidewalks and Curb Ramps

Park and Recreation Facilities

Overall Facilities: Grafton Town Common/Bandstand, Silver Lake Beach, Airport Park, Brookmeadow Park, Ferry Street/Fisher Park, Norcross Park, Perry Hill Park, Nelson Park, Riverview Park, Mill Villages Park, Brush Dump Facility, and the Town Common Area and a segment of North Main Street sidewalks and curb ramps.

Location: Town-wide.

General Description of Facilities: Playgrounds, parks, athletic fields inclusive of public bathrooms, concession stands and other amenities.

Function: Children and adult recreation programs. **Responsible Party:** Recreation Commission.

Accessibility Requirements:

General

Public spaces, recreational facilities and playgrounds are within the jurisdiction of ADA and 521 CMR and therefore must conform to those standards pertaining to accessible routes, reach ranges, height, knee and toe clearance, operating force, running and cross slopes, clear width, maneuverability and similar standards for ancillary features (bathroom, benches, picnic tables, water fountains, parking, etc.). At a minimum, an accessible route must be provided up to the play or recreation area and then to any play equipment, facilities, bleachers, field, or other amenity or feature.

Walkways

Walkways in recreation areas include, but are not limited to walks, sidewalks, overpasses, bridges, tunnels, underpasses, plazas, courts, and other pedestrian pathways. Sidewalks on streets and ways are also considered walkways, with the exception that if the slope of the natural topography exceeds 5% (1:20) a ramp is not required.

Playgrounds

Playgrounds standards are new under the 2010 ADA Standards. Although there are changes being discussed under 521 CMR, currently Massachusetts simply requires an accessible route to and around the play area and to the play equipment. The 2010 ADA Standards are much more expansive and incorporates ground-level components, elevated components, component standards and surface types. Note: There is a difference between "*ADA Compliant*" and "*Fully Accessible*". Compliant play structures are generally accessible and are made with the physically disabled in mind. However, fully accessible structures are made specifically for those with disabilities and are typically far more expensive. The language of the ADA makes a distinction between "elevated" and "ground" components. Roughly 25% of a play structure's components must be on the ground level for it to be ADA compliant. A fully accessible structure has roughly 50% of its components as "ground". In a fully accessible play system, every component is wheelchair accessible, including elevated areas achieved through the use of ramps.

Although the 2010 ADA Standards do not mandate elevated play equipment, if you have elevated play equipment, then accessible ground level equipment must also be provided.

In addition, the entire play area does not need to be on an accessible surface, but rather the routes of travel to both the play area and the accessible play components must comply with Section 402. Accessible Route and Section 302 Floor or Ground Surfaces (stable, firm, slip resistant) of the 2010 ADA Standards and Section 20 (Accessible Route) and Section 29 (Floor Surfaces) of 521 CMR.

The accessible route connecting ground level components within a play area should be 60" wide with some variation allowed depending on length of travel route and size of play area. The accessible route is preferred, but does not have to be, of the same material or structure as the general route of travel.

Under the 2010 ADA Standards, apart from the actual accessible pathway, there are two types of ground surfaces within the play area. Ground surfaces on accessible routes must comply with the American Society for Testing and Materials (ASTM) F 1951 and the ground surfaces located within the "use zone" must comply with ASTM F 1292. Ground surfaces must be inspected and maintained regularly to ensure continued compliance with the ASTM Standards. The type of surface selected and play area use level will determine the frequency of inspection and maintenance activities.

Representative Examples of ADA Compliant and Accessible Playgrounds and Play Components

ASTM F 1951 establishes a uniform means to measure the characteristics of surface systems in order to provide performance specifications to be used when selecting materials for use as an accessible surface under and around playground equipment (not the accessible route). Surface methods that comply with this standard and are located in the use zone must also comply with ASTM F 1292 for "impact attenuating" to provide a safe fall area around play equipment.

Within a play area that is not part of an accessible route, turning area or use zone, acceptable materials can include loose fill such as pea gravel, sand, and wood chips. Depending on the fall height of a play structure, materials such as pea gravel, sand, wood chips, shredded rubber and engineered wood fiber all provide different levels of impact attenuation. Note: *The playground play areas throughout Grafton use woodchips within the entirety of the respective playscape areas inclusive of the accessible route of travel. Woodchips are not a compliant material for the accessible route of travel*.

For fully accessible surfaces, pour in place products, rubber mats and tiles, and artificial grass with rubber in-fill all meet ADA standards but are significantly more expensive.

In Massachusetts, public hearings have recently been held to hear comment on sweeping changes to 521 CMR. Significant changes are proposed that would align 521 CMR more with the 2010 ADA Standards including playgrounds and play areas. The proposed surface related changes are noted in red below:

Proposed Changes in 521 CMR

59.4 Accessible Routes

An *accessible route* shall be provided to reach playground equipment and around the perimeter of the playground for the following *play components*:

59.4.1 The ground surface of *use zones*, *accessible routes* and turning spaces within *play areas* shall be firm, stable and slip resistant, permanent, and constructed of materials such as rubber resilient surfacing, urethane rubber composites or similar; and comply with commonly accepted impact attenuation criteria for safety surfacing materials within the *use zones* of *play area* equipment. Loose fill surfaces and aggregate surfaces including wood fiber, bark mulch, wood chips, shredded rubber, shredded foam, etc. are not acceptable for *accessible routes* within the playground. Molded rubber mats, if utilized, require adhesion to a permanent surface beneath.

Americans W/ Disabilities Act (ADA Compliant) Portable Toilet

Three of the Grafton recreation areas had portable "accessible" toilets. An important distinction to note is that "ADA Compliant" is not synonymous with "Wheelchair Accessible." Wheelchair Accessible usually indicates a ramped or ground level entrance with a wide enough door for a wheelchair to gain entry. Clearances; setbacks; and dispenser, grab bar, and water closet heights do not necessarily meet ADA or 521 CMR Standards. "ADA Compliant", however, generally means reinforced construction; ramped or ground level and wheelchair accessible entrance; spring loaded magnetic door that closes automatically; reinforced grab bars; dispensers, grab bars, and the water closet at the proper height or setback; and enough interior space for a wheelchair to make a 360 degree turn. Illustrative examples of an "ADA Compliant" portable toilet are shown on the following page.

Representative Examples of an ADA Compliant Portable Toilet

Bleachers

None of the bleachers in the recreation facilities provide adjoining wheelchair seating. A minimum of a 30" by 48" clear floor ground space adjacent to the bleachers as well as a companion seat is required. At least one percent of the seating must be wheelchair seating locations. Each wheelchair seating location is an open, level space that accommodates one person using a wheelchair and has a smooth, stable, and slip-resistant surface. Accessible seating must be an integral part of the seating plan so that people using wheelchairs are not isolated from other spectators or their friends or family. As bleachers are replaced due to age or condition, more accessible bleacher seating as shown below should be provided.

Park and Recreation Cost Estimates: The cost estimates provided for each park/recreation facility are rough parameters of cost based on pricing for similar work as well as estimated costs for certain types of modifications. Actual costs on some items may vary considerably due to unforeseen conditions and/or design alternatives. If the required modifications require design solutions, additional architectural and/or engineering fees may be required. In addition, if the work must be formally bid to private contractors, additional costs (bonds, insurance, prevailing wage) will also increase the overall cost. Depending on complexity, suggested base costs could increase up to an additional 30.5% as a total project cost.

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MILL VILLAGES PARK

Description of Facility: Local historical park with interpretive signage and markers, a pavilion, picnic tables and benches. The park includes fully compliant accessible parking and an accessible walkway connecting internal park elements.

General Description or Obstacle Which Limits Mobility or Access: Two interpretive signs/markers are not on an accessible route of travel. Although the benches are on an accessible route, there is no companion wheelchair space. None of the picnic tables are handicapped accessible. Abrupt changes in level surface occur in the cement walkway closest to the street due to the lack of brick pavers inlaid into the walkway.

Mill Villages Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
An accessible route needs to be provided to the interpretive sign and stone markers near the canal. See Photos Mill Villages 1 and 2.	402 802.1	20.0 19.0	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements to the interpretive sign and stone marker. Construction options can include compacted stone dust or similar surfaces that meet the requirement of stable, firm, and slip resistant.	1	3	N	$500
None of the fourteen (14) benches have a wheelchair designated space. See Photo Mill Villages 3.	402 802.1	19.0 20.0	At a minimum, construct a 60" x 36" wheelchair area with compliant slope requirements (no more than 2%) next to at least 5% or one (1) bench.	1	3	N	$350

None of the three (3) existing picnic tables provide the required accessible knee and toe clearance. See Photo Mill Villages 4.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Purchase one accessible picnic table to be placed under the pavilion. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	1	1	N	$750
The cut-out for the brick pavers result in an abrupt change in level surface of more than ¼" due to the lack of brick. A larger than typical gap between concrete pads on the street side result in an abrupt change in level surface. See Photos Mill Villages 5 and 6.	403.4	22.4	Infill the cut-out with brick or a related material to eliminate abrupt change. Infill or seal the gap between concrete pads.	1	2	N	$100

Estimated Total Cost: Up to $1,700 +/-

Mill Villages Assessment Photos

Photo Mill Villages 1

Photo Mill Villages 2

Photo Mill Villages 3

Photo Mill Villages 4

Photo Mill Villages 5

Photo Mill Villages 6

BRUSH DUMP FACILITY

Function and Description of Facility and Programs: The Grafton Brush Disposal Area is open to Grafton residents by sticker on a part-time basis on weekdays and on Saturday mornings. It serves solely as a drop off area for brush, leaves, and other similar clean yard waste. There are no built structures and no other facilities or services are available.

Responsible Party: Department of Public Works

General Description or Obstacle Which Limits Mobility or Access: Because of the type of use and operation, no modifications are required other than to ensure that there is assistance when needed. Personnel should be available during the times of operation to assist anyone with the proper disposal of their materials. Signage should also be provided at the entrance to instruct those in need how to obtain assistance. Cost for signage could vary up to $150 depending on size and construction.

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PERRY HILL PARK

Description of Facility: Neighborhood playground with a play structure, play components, benches, and a picnic table. An apparent basketball court is overgrown, and consists of only one basketball hoop.

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route to and within the playground area. There is an abrupt change in level surface at the main gated entrance with the interior consisting of non-compliant wood chips. None of play components nor the picnic table are accessible. There is no accessible route to the "basketball court/hoop". Due to the deteriorated nature of the court and basketball hoop, coupled with the cost to achieve accessibility compliance, the use of this area should be discontinued.

Perry Hill Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
There is a change in level surface of > ¼" at the entrance to the playground area due to exposed tree roots. See Photo Perry Hill 1.	303 403.3 403.4	22.3 22.4	Remove the tree root to create a level surface.	1	2	N	$250
The gate to the playground does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Perry Hill 2.	404.2	NA	Remove gates or install smooth plating at base of gate.	1	2	N	Up to $200

No accessible route exists within the play area to ground level components, the primary play structure, benches, and to the sole picnic table. No accessible route exists around the perimeter of the play area. See Photos Perry Hill 3, 4, and 5.	402 1008.2	19.7 20.0	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements around the perimeter of the play area (4' wide minimum) and to the play structure elements (stairs, slide base, etc.) and to the ground components (5' wide minimum). The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. The benches and picnic table s/b located on an accessible route. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.	1	3	N	Up to $35,000
The benches lack level surface areas for wheelchairs.	221.2 802.1	14 19	Create an approach and wheelchair companion area at one of the benches. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2	3	N	$350
The existing picnic table does not provide the required accessible knee and toe clearance. See Photo Perry Hill 6.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace the existing table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	1	N	$750

Estimated Total Cost: Up to $36,550 +/-

Perry Hill Park Assessment Photos

Photo Perry Hill 1

Photo Perry Hill 2

Photo Perry Hill 3

Photo Perry Hill 4

Photo Perry Hill 5

Photo Perry Hill 6

AIRPORT PARK

Description of Facility: Larger recreation area including parking, baseball fields, bleacher seating, batting/pitching cage, basketball court, playground with a play structure and play components, picnic table, 2 benches, and a non-compliant "accessible" portable toilet.

General Description or Obstacle Which Limits Mobility or Access: There is no accessible signage for the designated accessible spaces. None of the spaces are designated as van accessible. A passenger car accessible space has a less than 5' access aisle. There is no accessible route to and within the recreation facility to various elements. There is an abrupt change in level surface and excessive slope at the main gated entrance. Although the playground area was under renovation at the time of the site visit, none of the existing play components are accessible. The entry gate into the playground area does not have a smooth surface at the base. There is no accessible route around or within the playground area including to the play components and benches. Wood chips were stockpiled in the parking lot with an apparent intention to be dispersed in the playground area. A picnic table near the playground is not on an accessible route nor is the table itself accessible. An "accessible" portable toilet is not on an accessible route. The "accessible" portable toilet is not ADA compliant. The portable toilet lacks sufficient interior space for a 360 degree turn, does not meet water closet setback and clearance requirements, and does not meet dispenser height requirements. There is a non-compliant abrupt change in level surface to the player's seating area at the ball field closest to the parking lot.

Airport Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
None of the designated accessible spaces have accessible signage. No spaces are noted as van accessible. The access aisle to one space is less than 5' wide. See Photo Airport Park 1.	502.2 502.3 502.6 208.2.4	23.4.1 23.4.6 23.4.7 23.6	Restripe the parking spaces and access aisle to the right of the entrance such that there is at least one van accessible (11' wide - 5' access aisle or 8' wide – 8' access aisle) and the other is car accessible (8' wide – 5' access aisle). Provide signage (one van, two passenger vehicles) at a height of at least 60" a.f.f. to sign bottom nor more than 96" to the sign top and no more than 10' from the front of the parking space.	1	2	I	$350
There is a change in level surface of 1" to 2" and a running slope of approximately 11.5% at the entrance to the recreation area. See Photo Airport Park 2.	303 403.3 403.4	22.3 22.4	Modify the gate entrance so that there is a no greater than ¼" abrupt change in level surface and a running slope of no greater than 5%.	1	3	N	Up to $2,500
The gate to the playground does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Airport Park 3.	404.2	NA	Remove gates or install smooth plating at base of gate.	1	2	N	Up to $200
The "accessible" toilet is not ADA compliant as the soap dispenser is more than 42" high (521 CMR), the toilet paper is above the reach range, the rim of the toilet seat is greater than 18" a.f.f., there is insufficient near and far wall clearance, insufficient clearance at the front of the toilet, and a door closing speed that js only 2 seconds.	308.2 308.3 604.7 309.4 604.4 604.2 404.2.8	30.12 30.7.6 30.8.5 30.7.2 30.7.2 26.9	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds	3	2	I	TBD
No accessible route exists to the ball fields and player benches, bleachers, basketball court, accessible portable toilet, picnic table, and to the playground. An abrupt change in level surface of approximately 2" occurs at the entrance to the player's seating area at the ball field closest to the parking lot. See Photos Airport Park 4 and 5.	402 303 403.3 403.4	19.0 20.0 22.4	Construct an accessible route to the ball fields and player benches, bleachers, basketball court, accessible portable toilet, picnic table, and playground compliant with width and slope (2% cross, 5% running) requirements. As part of the accessible route to the player's seating, modify to eliminate the level surface change.	1	3	L	Up to $25,000
No accessible route exists within the play area to ground level components, the primary play structures, and benches. No accessible route exists around the perimeter of the play area. See Photo Airport Park 3.	402 1008.2 226.1 802.1	19.7 20.0 14 19	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements around the perimeter of the play area (4' wide minimum) and to the play structure elements (stairs, slide base, etc.) and to the ground components (5' wide minimum). The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. The benches s/b located on an accessible route with wheelchair companions areas (see below). Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.	1	3	L	Up to $40,000

The existing picnic table does not provide the required accessible knee and toe clearance. See Photo Airport Park 6.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace the existing table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	1	N	$750
The bleachers lack level surface areas for wheelchairs.	221.2 802.1	14 19	Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2	3	N	$700

Estimated Total Cost: Up to $69,500

Airport Park Assessment Photos

Photo Airport Park 1

Photo Airport Park 2

Photo Airport Park 3

Photo Airport Park 4

Photo Airport Park 5

Photo Airport Park 6

NORCROSS PARK

Description of Facility: Larger recreation area including parking, Edward P. Miner Field; ballfield seating; bathroom facilities; a batting cage; a basketball court; and a playground with a play structure and play components, including 3 picnic tables, and a bench.

General Description or Obstacle Which Limits Mobility or Access: None of the accessible parking spaces are designated as van accessible. The accessible parking space signage closest to the park is 6" too high. The cross slopes of the parking spaces and access aisles vary up to 2.5% in areas, which exceeds the maximum of 2.0%. When the parking area is resurfaced in the future, this should be corrected. There is no accessible route to and within the recreation facility to various elements. The playground has minimal accessible play components. The entry gates into the playground area, ball field (2), and batting cage do not have a smooth surface at the base. The clear width to the batting cage is reduced to 25" due to an exposed concrete base. There is no accessible route around or within the playground area including to the play components, 3 picnic tables, and bench. None of the picnic tables are accessible. Non-compliant wood chips are the primary surface throughout the playground. A bench near the basketball court is not on an accessible route. Both bathrooms at the Edward P. Miner Field have a number of non-compliant elements including door operating force, door closing speed, location of accessible tactile signage, water closet setbacks, mirror heights, grab bar heights, location of toilet paper dispensers, and location of water closet flush valve.

Norcross Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
No spaces are noted as van accessible. The access aisle is not wide enough for a van. The sign closest to the ball field is 6" too high. See Photo Norcross Park 1.	502.2 502.3 502.6 208.2.4	23.4.1 23.4.6 23.4.7 23.6	Restripe the parking spaces and access aisle such that there is at least one van accessible (11' wide - 5' access aisle or 8' wide – 8' access aisle) and the other is car accessible (8' wide – 5' access aisle). Provide van accessible signage at a height of at least 60" a.f.f. to the sign bottom nor more than 96" to the sign top and no more than 10' from the front of the parking space.	1	2	I	$350
There is a change in level surface of ½" and a 1½" gap from the asphalt to concrete transition on the accessible route to Miner Field. The top 15' of the walkway has a running slope that varies from 5% to 10%, which exceeds that allowed for a walkway. See Photo Norcross Park 2.	303 403.3 403.4 405.8 505	22.3 22.4 24.5	Modify the accessible route entrance so that there is a no greater than ¼" abrupt change in level surface and the 1½" gap is eliminated. For the top segment of the walkway that exceeds a 5% running slope, provide paired railings at 34" – 38" a.f.f. (top), 18" – 20" a.f.f. (bottom); oval/round in shape; and with an outside diameter of 1½" – 2".	1	3	N	Up to $4,250
The gate to the base ball field (2), batting cage, and to playground does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Norcross Park 3.	404.2	NA	Remove gates or install smooth plating at base of gate.	1	2	N	Up to $800
The clear width at the entrance to the batting cage is reduced to 25" due to exposed concrete at the base of post gate. See Photo Norcross Park 4.	402 403	20	Reset entrance post and/or remove portions of concrete base to achieve minimum 36" clear width.	1	2	N	$100
There is a change in level surface of 1" into the playground as well as a 26.4% slope from the parking lot due to a curb ramp. See Photo Norcross Park 5.	303 403.3 403.4	22.3 22.4	Modify the accessible route so that there is a no greater than ¼" abrupt change in level surface. Make a cut in the curb ramp to eliminate the excessive slope.	1	2	N	Up to $250
No accessible route exists to the batting cage, basketball court, basketball court benches, and to the playground. See Photo Norcross Park 6.	402 303 403.3 403.4 802.1 221.2	19.0 20.0 22.4 14 19	Construct an accessible route to the batting cage, basketball court, benches, and playground compliant with width and slope (2% cross, 5% running) requirements. Create an approach and wheelchair companion area at the benches. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	1	3	L	Up to $10,000
No accessible route exists within the playground area to ground level components, the primary play structures, and benches. No accessible route exists around the perimeter of the play area. See Photos Norcross Park 7 and 8.	402 1008.2	19.7 20.0 14 19	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements around the perimeter of the play area (4' wide minimum) and to the play structure elements (stairs, slide base, etc.) and to the ground components (5' wide minimum). The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. Both the bench and the trash receptacle s/b located on an accessible route. The bench should have a wheelchair companion areas (see above). Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.	1	3	L	Up to $40,000

The playground picnic tables do not provide the required accessible knee and toe clearance. See Photo Norcross Park 9.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace one picnic table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth and on an accessible route.	2	1	N	$750
<u>Men's and Women's Bathrooms</u> The entry doors accessible tactile designation signage is mounted too high and is not on the latch side of the door.	703	41.1	Install accessible compliant designation on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the interior door.	3	2	I	$125
The bathroom doors push/pull force is 26 lbs. and has a 2-3 seconds closing speed	404.2.9 404.2.8	26.8 26.9	Adjust or replace door closers such that the push/pull forces do not exceed 5 lbs. and door closing speed is at least 6 seconds (521 CMR).	3	2	I	$50
The wall mounted mirrors (44-45" a.f.f.) are 4-5" too high.	603.3	30.11	Lower mirrors such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$50
The grab bars are mounted 1" too high in the men's bathroom and ¼" to ¾" too high in the women's bathroom. <u>Note</u>: No tolerances are allowed for ranges.	609.4	30.8.2	Lower grab bars such that the top of the griping surface is 33" to 36" a.f.f.	3	2	I	$50
The toilet paper dispensers are 20" a.f.f. and 9" to 12" o.c. from the front of the water closet.	604.7 309.4	30.7.6 30.8.5	Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR.	3	2	I	$150
The water closet does not comply with the nearest and farthest sidewall setback requirements of 18" (near) and at least 42" (far) under 521 CMR as the water closet is 19½" from the near wall and 39½" from the far wall. In addition, the flush valve is not on the approach side. See Photos Norcross Park 10, 11, and 12.	604.2 604.6	30.7.2 30.7.5	Relocate existing water closets to comply with 18" to the water closet centerline from the nearest sidewall and 42" minimum to the center line of the water closet from the farthest wall (521 CMR). Reverse the water tank/flush valve from the men's to the women's bathrooms so that the flush valve is located on the approach or wide side.	3	3	N	Up to $2,000

Estimated Total Cost: Up to $58,925

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Norcross Park Assessment Photos

Photo Norcross Park 1

Photo Norcross Park 2

Photo Norcross Park 3

Photo Norcross Park 4

Photo Norcross Park 5

Photo Norcross Park 6

Photo Norcross Park 7

Photo Norcross Park 8

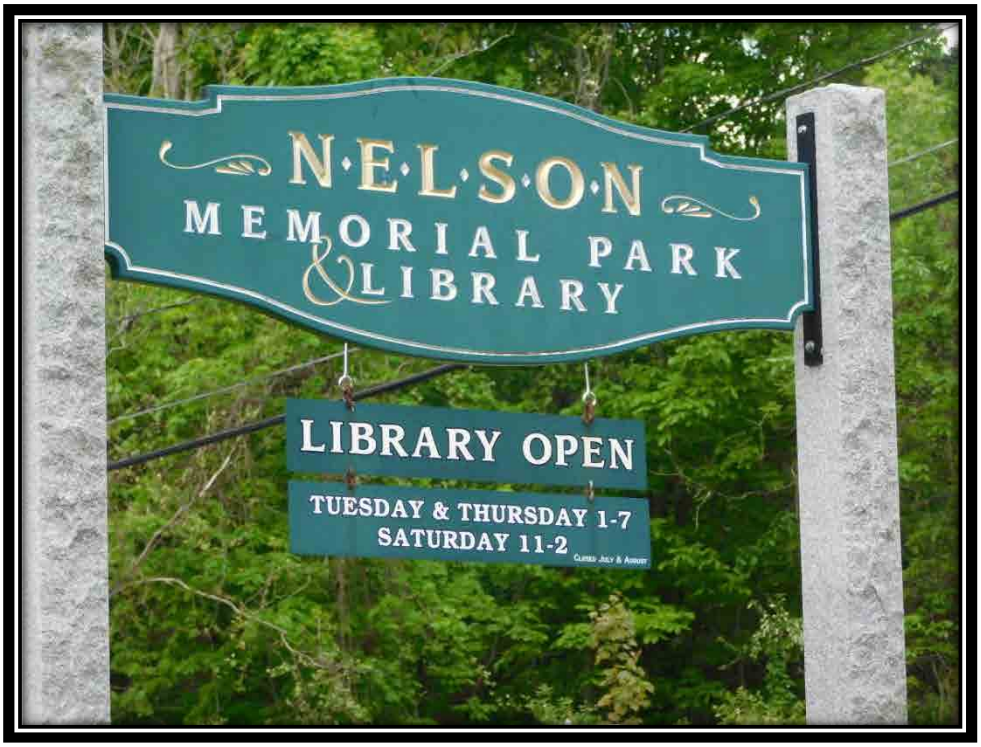
Photo Norcross Park 9

Photo Norcross Park 10

Photo Norcross Park 11

Photo Norcross Park 12

NELSON PARK



Description of Facility: Larger park area including 3 softball/baseball fields, a playground/playscape, a basketball court, picnic tables, benches, and a building housing a concession stand and bathrooms.

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking on the Nelson Park Complex. The counter at the concession stand is 5" too high. The "accessible route" to the bathrooms and concessions has excessive cross slopes well in excess of the maximum 2.0% and has an abrupt change in level surface of roughly 1" at the top approach to the building.

There is no accessible route to and within Nelson Park to various elements including the baseball/softball fields, player benches, bleacher seating, public benches, picnic tables, basketball court, and playground. The playground has minimal accessible play components. There is no accessible route around or within the playground area including to the play components and benches. Non-compliant wood chips are the primary surface throughout the playground area. None of the picnic tables provide compliant clear width or knee/toe clearance. Five of the six player ball field player benches have an abrupt change in level surface of nearly 2" to access the bench area. The bleachers lack accessible wheelchair companion seating. Railings should be provided at the bleachers where feasible. Bathrooms have a number of non-compliant elements including door operating force, door closing speed, location of accessible tactile signage, abrupt changes in level surface at the door threshold, unwrapped sink piping, dispenser heights, and grab bar setbacks.

Nelson Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Although there is no parking at Nelson Park other than at the library (inclusive of accessible parking), the creation of accessible parking on-site would minimize the cost for an accessible route of travel.	502 703.7	23	Utilize the existing rudimentary driveway to the concession/bathrooms – improve the driveway and create a van accessible space as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards); signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	N	Up to $15,000
There is a change in level surface of roughly 1" at the top concrete pad to the bathrooms/concessions. The cross slopes at the lower and top of the accessible route vary from 2.4% to 4.6%. See Photo Nelson Park 1.	303 403.3 403.4	22.3 22.4	Reconstruct the 3 segments of affected concrete of the accessible route such that there is a no greater than a ¼" abrupt change in level surface at the top and the cross slopes do not exceed 2.0%.	1	3	N	Up to $500
The counter at the concession window is 5" too high at 39" a.f.f. See Photo Nelson Park 2.	904.5	17.6.2	Create a 36" wide counter no higher than 34" a.f.f. below the existing counter.	1	2	N	Up to $500
There is no tactile designation signage at the door to the concessions.	703	41.1	Install accessible compliant designation signage on the latch side of the door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	$35
None of the picnic tables (3 scattered, 3 at concessions area) do not provide the required accessible knee and toe clearance and are not on an accessible route. See Photo Nelson Park 3.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace one picnic table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth and on an accessible route. At least one accessible table s/b located at the concession area and one scattered site.	2	1	N	$1,500
No accessible route exists to the basketball court, ball fields, player benches, bleachers, and to the playground. Five of the six ball field player benches have an abrupt change in level surface of nearly to 2". See Photos Nelson Park 4, 5, and 6.	402 303 403.3 403.4 802.1 221.2	19.0 20.0 22.4 14 19	Construct an accessible route to the basketball court, ball fields, player benches, bleachers, and playground compliant with width and slope (2% cross, 5% running) requirements and abrupt change in level surface requirements (no greater than ¼" unbeveled). Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	1	3	L	Up to $34,000+
No accessible route exists within the playground area to ground level components, the primary play structures, and benches. No accessible route exists around the perimeter of the play area. There are no accessible	402 1008.2	19.7 20.0 14 19	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements around the perimeter of the play area (4' wide minimum) and to the play structure elements (stairs, slide base, etc.) and to the ground components (5' wide minimum). The accessible route must be stable, firm, and slip resistant.	1	3	L	Up to $30,000

play components. Non-compliant wood mulch is the sole surface treatment for the play area. See Photo Nelson Park 7.			Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. The benches s/b located on an accessible route. At least one bench should have a wheelchair companion area (see above). Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.				
<u>Unisex and Women's Bathrooms</u> The entry doors lack accessible tactile designation signage on the latch side of the door.	703	41.1	Install accessible compliant designation on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the interior door.	3	2	I	$125
The bathroom entry doors push/pull force is greater than 5 lbs. and has a 2-3 seconds closing speed	404.2.9 404.2.8	26.8 26.9	Adjust or replace door closers such that the push/pull forces do not exceed 5 lbs. and door closing speed is at least 6 seconds (521 CMR).	3	2	I	$50
There is an abrupt change in level surface of roughly 1" at the thresholds to the bathrooms. See Photo Nelson Park 8.	404.2	26.10	Modify threshold such that there is no greater than a ¼" unbeveled abrupt change in level surface at the bathroom entrances.	3	3	N	Up to $900
The sink piping is not wrapped, guarded, or insulated. See Photo Nelson Park 9.	606.5	30.9.5	Wrap or insulate piping.	3	2	I	$100
The towel dispensers (53" a.f.f. over a 24" counter obstruction) are outside the zone of reach under 521 CMR. The unisex bathroom toilet seat dispenser is 18" too high.	308.2 308.3	30.12 6.5 6.6	Lower dispensers to a max. of 42" a.f.f. (521 CMR) and within the zone of reach.	3	2	I	$0
The toilet paper dispensers are 20" a.f.f. and 13" o.c. from the front of the water closet.	604.7	30.7.6	Relocate toilet paper dispensers such that they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$0
The women's bathroom rear grab bars are mounted 6" too far from the inside corner. See Photo Nelson Park 10.	604.5 609.4	30.8.1	Move rear grab bar so that it is no more than 6" from the interior corner.	3	2	I	$0

Estimated Total Cost: Up to $82,710

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Nelson Park Assessment Photos

Photo Nelson Park 1

Photo Nelson Park 2

Photo Nelson Park 3

Photo Nelson Park 4

Photo Nelson Park 5

Photo Nelson Park 6

Photo Nelson Park 7

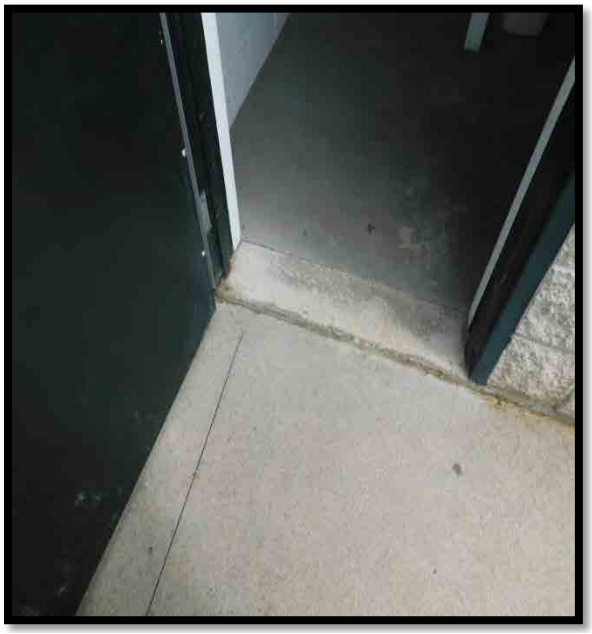

Photo Nelson Park 8

Photo Nelson Park 9

Photo Nelson Park 10

BROOKMEADOW PARK

Description of Facility: Smaller recreation area including parking, a baseball field with player benches, bleachers, soccer fields, a non-accessible picnic table, and a non-compliant "accessible" portable toilet.

General Description or Obstacle Which Limits Mobility or Access: An additional accessible parking space is required (3 accessible required for 51 to 75 total # of spaces). There is no van designated accessible space. One of the accessible parking signs is 2" too low. There is no accessible route to and within the recreation facility to various elements. A picnic table near the parking is not on an accessible route nor is the table itself accessible. The bleachers lack accessible companion seating. A 6" board creates an abrupt change in level surface and an obstruction into the baseball player seating. The "accessible" portable toilet is not ADA compliant. The portable toilet lacks sufficient interior space for a 360 degree turn, does not meet water closet setback and clearance requirements, and does not meet dispenser height requirements.

Brookmeadow Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
An additional accessible space is required. No spaces are noted as van accessible. An existing sign is 2" too low.. See Photo Brookmeadow 1.	502.2 502.3 502.6 208.2.4	23.4.1 23.4.6 23.4.7 23.6	Create a van accessible (11' wide - 5' access aisle or 8' wide – 8' access aisle) with van accessible signage. All signage at a height of at least 60" a.f.f. to sign bottom nor more than 96" to the sign top and no more than 10' from the front of the parking space.	1	2	I	$350

No accessible route exists to the baseball field and player benches, bleachers, soccer fields, and picnic table. An abrupt change in level surface of approximately 6" occurs at the entrance to the player's seating area at the ball field due to pressure treated border. See Photos Brookmeadow 2 and 3.	402 303 403.3 403.4	19.0 20.0 22.4	Construct an accessible route to the ball fields and player benches, bleachers, soccer fields, and picnic table compliant with width and slope (2% cross, 5% running) requirements. As part of the accessible route to the player's seating, modify (cut segment of board) to eliminate the level surface change.	1	3	L	Up to $25,000
The existing picnic table does not provide the required accessible knee and toe clearance. See Photo Brookmeadow 4.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace the existing table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	1	N	$750
The bleachers lack level surface areas for wheelchairs.	221.2 802.1	14 19	Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2	3	N	$200
The "accessible" toilet is not ADA compliant as the soap dispenser is more than 42" high (521 CMR), the toilet paper is above the reach range, the rim of the toilet seat is greater than 18" a.f.f., there is insufficient near and far wall clearance, insufficient clearance at the front of the toilet, and a door closing speed that js only 2 seconds. The door closing mechanism is not operable with a closed fist due to the location of the interior pull device. See Photos Brookmeadow 5 and 6.	308.2 308.3 604.7 309.4 604.4 604.2 404.2.8	30.12 30.7.6 30.8.5 30.7.2 30.7.2 26.9 26.11	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The door closing mechanism should be operable with a closed fist and does not require pinching or twisting of the wrist.	3	2	I	TBD

Estimated Total Cost: Up to $26,300

Brookmeadow Assessment Photos

Photo Brookmeadow 1

Photo Brookmeadow 2

Photo Brookmeadow 3

Photo Brookmeadow 4

Photo Brookmeadow 5

Photo Brookmeadow 6

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RIVERVIEW PARK

Description of Facility: Smaller recreation area including soccer fields with 4 player benches, a playground area with a bench and picnic table, and a non-compliant "accessible" portable toilet.

General Description or Obstacle Which Limits Mobility or Access: The facility lacks accessible parking. There is no accessible route to and within the recreation facility nor to the playground area and playground bench and picnic table. The picnic table lacks the required knee and toe clearance. An "accessible" portable toilet is not on an accessible route and is not ADA compliant. The playground has minimal accessible play components. The entry gate into the playground area does not have a smooth surface at the base. Non-compliant wood chips are the primary surface throughout the playground area. The portable toilet lacks sufficient interior space for a 360 degree turn, does not meet water closet setback and clearance requirements, and does not meet dispenser height requirements.

Riverview Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
There are no designated accessible parking spaces. The parking lot does not have a firm, level, and slip resistant surface.	502 703.7	23	Create a minimum of one van accessible space and one passenger vehicle space as follows: stripe and designate a van accessible parking space and a passenger accessible parking space with van and passenger accessible signage. The van space s/b at a width of 8' with a 8' access aisle and the passenger space s/b at width of 8' with a 5' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	N	Up to $5,000
No accessible route exists to the soccer fields, player benches, "accessible" portable toilet, and playground. A running slope of roughly 19% exists at the entrance to the playground. See Photos Riverview 1 and 2.	402 303 403.3 403.4	19.0 20.0 22.4	Construct an accessible route to the soccer fields, player benches, "accessible" portable toilet, and playground compliant with width and slope (2% cross, 5% running) requirements.	1	3	L	Up to $45,000
The existing picnic table does not provide the required accessible knee and toe clearance. See Photo Riverview 3.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible. Replace the existing table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	1	N	$750
There is no level surface area for wheelchairs at the playground bench.	221.2 802.1	14 19	Create an approach and wheelchair companion area at the bench. The space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2	3	N	Included in above
No accessible route exists within the playground area to the two play structures, bench, and picnic table. No accessible route exists around the perimeter of the play area. There are no accessible play components. Non-compliant wood mulch is the sole surface treatment for the play area. See Photo Riverview 4.	402 1008.2 226.1	19.7 20.0 14 19	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements around the perimeter of the play area (4' wide minimum) and to the play structure elements (stairs, slide base, etc). A minimum of 32" clear width must exist at the gated entrance. The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. The bench and picnic table s/b located on an accessible route. The bench should have a wheelchair companion area (see above). Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.	1	3	L	Up to $30,000
The gate to the playground does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Riverview 5.	404.2	NA	Remove gates or install smooth plating at base of gate.	1	2	N	Up to $100

The "accessible" toilet is not ADA compliant as the both the soap and toilet paper dispensers are more than 10" above reach range, the rim of the toilet seat is greater than 18" a.f.f., there is insufficient near and far wall clearance, insufficient clearance at the front of the toilet, and a door closing speed that js only 2 seconds. See Photo Riverview 6.	308.2 308.3 604.7 309.4 604.4 604.2	30.12 30.7.6 30.8.5 30.7.2 30.7.2 26.9	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds.	3	2	I	TBD

Estimated Total Cost: Up to $80,850

Riverview Assessment Photos

Photo Riverview 1

Photo Riverview 2

Photo Riverview 3

Photo Riverview 4

Photo Riverview 5

Photo Riverview 6

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FISHER PARK/FERRY STREET PARK

Description of Facility: Larger park area including 3 baseball fields including player seating, a batting/pitching cage, a playground/playscape, a basketball court, tennis courts, bleachers, picnic tables, benches, bathrooms, a concession stand, and a 2nd level broadcast/viewing booth.

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking on the Fisher/Ferry Street Park Complex. Both the men's and women's bathrooms are wholly non-compliant. The counter at the concession stand is 2" too high. There are no "accessible routes" to the bathrooms, concessions area, and broadcast booth at McNamara Field. Railings are provided on only one side of the stairs to the broadcast booth. There is no accessible route to and within the Fisher/Ferry Street Park Complex to various elements including the baseball fields, player benches and dugouts, bleacher seating, public benches, picnic tables, basketball court, tennis court, batting/pitching cage and playground. The playground lacks accessible play components. There is no accessible route around or within the playground area including to the play components and bench. Non-compliant wood chips are the primary surface throughout the playground area. None of the picnic tables at the concession area provide compliant clear width or knee/toe clearance. Excessive abrupt changes in level surface exist at all dug-out entry way, the batting/pitching cage entry way and all McNamara Field entryways. Non-compliant protruding objects are found at the concession area. Entry gates at McNamara Field do not have a smooth surface at the base. Bleachers lack accessible wheelchair viewing.

Fisher Park/Ferry Street Park Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
There are no designated accessible parking spaces. The parking lot does not have a firm, level, and slip resistant surface.	502 703.7	23	Create a minimum of one van accessible space and one passenger vehicle space as follows: stripe and designate a van accessible parking space and a passenger accessible parking space with van and passenger accessible signage. The van space s/b at a width of 8' with a 8' access aisle and the passenger space s/b at width of 8' with a 5' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	3	N	Up to $500
No accessible route exists to the baseball fields (3), to and around the playground, basketball court, tennis court, bleachers, playground/ concession area picnic tables, playground benches, bathrooms, dugouts, player's benches, and batting/pitching cages. An abrupt change in level surface exists of up to 3 inches exists at the dugouts, McNamara Field access, and batting/ pitching cage. The clear width to playground is 5" too narrow. See Photos Fisher/Ferry 1, 2, 3, and 4.	402 303 403.3 403.4 802.1 221.2 403.4 303 404.2	19.0 20.0 22.4 14 19 26.5	Construct an accessible route to the baseball fields (3), to and around the playground, basketball court, tennis court, bleachers, playground/concession area picnic tables, bathrooms, dugouts, player's benches, and batting/pitching cages compliant with width and slope (2% cross, 5% running) requirements and abrupt change in level surface requirements (no greater than ¼" unbeveled). The fencing/gate at the playground area access needs to be modified to create a minimum of 32" clear width. Create an approach and wheelchair companion area at the bleachers and at the playground benches. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. *Note: Assume use of a segment of the parking area (roughly 250 l.f. x 4' wide) segregated by moveable berm as part of the accessible route of travel.*	1	3	L	Up to $31,500+
No accessible route exists within the playground area to play components. There are no accessible play components. Non-compliant wood mulch is the sole surface treatment for the play area. See Photo Fisher/Ferry 5.	402 1008.2	19.7 20.0 14 19	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements to the play structure elements. The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292.	1	3	L	Up to $28,000
The counter at the McNamara Field concession window is 36" a.f.f. which is 2" too high.	904.5	17.6.2	Create a 36" wide counter no higher than 34" a.f.f. below the existing counter.	1	2	N	Up to $500
An electrical meter and a pressure breaker at the McNamara Field concession stand are protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. See Photos Fisher/Ferry 6 and 7.	307.2	20.6.1	Place a fixed object under the meter and breaker.	4	1	I	$0
There is an abrupt change in level surface of roughly 5" at the entrance to the concession stand work area at McNamara Field. See Photo Fisher/Ferry 7.	404.2	26.10	Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance. This may require an earthen, concrete, or wooden "ramped" approach with a level landing at the entrance.	4	3	L	Up to $1,500

The McNamara Field concession stand entry lacks accessible tactile designation signage on the latch side of the door. The door hardware is non-compliant knob-style. See Photo Fisher/Ferry 7.	703 404.2	41.1 26.11	Install accessible compliant designation signage on the latch side of the door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the door.	4	2	I	$35
The stairs to the McNamara Field broadcast booth has railings on only one side of the stairs. See Photo Fisher/Ferry 8.	505.4 505.2 505.10	27.4	An additional railing must be provided so that it is between 34" to 38" in height (505.4, 27.4), located on the stair side with no railing (505.2, 27.4), and have a 12" extension parallel to the ground at the top and an extension sloped the distance of one tread then 12" parallel to the ground (505.10, 27.4).	4	3	N	$350 to $1,350
There is no vertical access/accessible route to the roughly 340 sq. ft. McNamara Field broadcast booth.	206 206.2.7	14	Although the 2010 ADA Standards do allow for an "exception" requiring an accessible route to press boxes/broadcast booths that are free-standing, above grade no more than 12 feet, and less than 500 sq. ft. in size; 521 CMR does not. The town may consider the following options: *Option 1: Discontinue use of the broadcast booth.* *Option 2: Seek a variance from the MAAB to not require the provision of an access route to the broadcast booth.* *Option 3: Seek a variance from the MAAB to allow for a vertical wheelchair lift or LULA to access the broadcast booth (technically a full elevator is required).*	4	4	L	$0 to $75,000
The McNamara Field gates (dugouts, field access, batting/pitching cage, tennis courts) do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Fisher/Ferry 9.	404.2	NA	Remove gates or install smooth plating at base of gate.	1	2	N	Up to $1,800
Men's and Women's Bathrooms The entry doors lack accessible tactile designation signage on the latch side of the door.	703	41.1	Install accessible compliant designation signage on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the interior door.	3	2	I	$70
There is an abrupt change in level surface of roughly 5" – 5½" at the entrances to the bathrooms. See Photo Fisher/Ferry 10.	404.2	26.10	Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the bathroom entrances. This may require an earthen, concrete, or wooden "ramped" approach with a level landing at the entrance.	3	3	I	Up to $2,800+
The sink piping is not wrapped, guarded, or insulated. See Photo Fisher/Ferry 11.	606.5	30.9.5	Wrap or insulate piping.	3	2	I	$100

The soap dispensers (44+" a.f.f. over a 22" counter obstruction) are outside the zone of reach under 521 CMR. The towel dispensers are 16" to 18" too high.	308.2 308.3	30.12 6.5 6.6	Lower dispensers to a max. of 42" a.f.f. (521 CMR) and within the zone of reach.	3	2	I	$0
The women's room mirror is 12¾" too high. *Note: Men's bathroom does not have a mirror.*	603.3	30.11	Remove mirror or lower such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$0
Light switches in both bathrooms exceed the maximum reach range under the 2010 ADA Standards by 22". *Note: Neither sensor device worked on the light switches and had to be operated manually.*	308.2 308.3	6.5 6.6	Lower the light switches to no more than 48" a.f.f.	3	3	I	$500
The toilet paper dispensers are 54" a.f.f. and 0" o.c. from the front of the water closet.	604.7	30.7.6	Relocate toilet paper dispensers such that they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$0
The stall doors are not self-closing, lack pull devices on either side of the stall doors, and have non-compliant locking mechanisms that also exceed maximum reach range. See Photo Fisher/Ferry 12.	604.8 404.2	30.6 26.11	Modify stall doors to include self-closing hinges, install pull devices on both sides of the doors, and install locking mechanisms that can be operated with a closed fist. The pull devices and locking mechanisms should be between 34" and 48" a.f.f.	3	3	I	Up to $400
The flush control of the women's water closet is not located on the approach side.	604.6	30.7	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control.	3	3	I	Up to $750
The men's water closet is 1½" too far from the near wall. Both the men's and women's water closets are 1½" to 2½" too close to the far wall.	604.2	30.7	Relocate existing water closets to comply with 18" to the water closet centerline from the nearest sidewall and 42" minimum to the center line of the water closet from the farthest wall (521 CMR). The side stall wall may need to be moved to achieve minimum required clearance.	3	3	I	Up to $2,500
There are no grab bars in either the men's or women's water closet stalls.	609	30.8	Install side and rear grab bars at a height of 33" to 36" to the top of the griping surface. Bars s/b 1¼" to 1½" in diameter and circular in x-section. The side grab bars s/b no more 12" from the interior corner and the rear grab bars no more than 6" from the interior corner.	3	2	I	$600

Estimated Total Cost: Up to $147,905

Fisher Park/Ferry Street Assessment Photos

Photo Fisher/Ferry Park 1

Photo Fisher/Ferry Park 2

Photo Fisher/Ferry Park 3

Photo Fisher/Ferry n Park 4

Photo Fisher/Ferry Park 5

Photo Fisher/Ferry Park 6

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Photo Fisher/Ferry Park 7

Photo Fisher/Ferry Park 8

Photo Fisher/Ferry Park 9

Photo Fisher/Ferry Park 10

Photo Fisher/Ferry Park 11

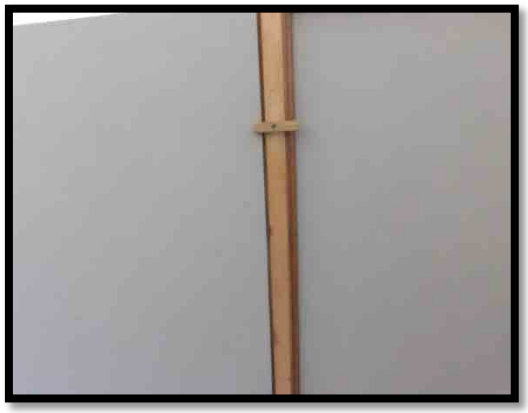

Photo Fisher/Ferry Park 12

SILVER LAKE BEACH

Description of Facility: Water-based recreational area including a gate attendant booth, staff and storage building, pavilion, concession stand, outside showers, bathrooms, picnic tables, grilling stations, dock/fishing pier, and a beach.

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking at Silver Lake Beach. The attendant booth and staff building are not accessible. Although there is an "accessible mat" to the edge of the sand of the beach, it does not allow further access. The ground surface does not appear to have been prepped prior to laying down the mat. Running and cross slopes exceed the maximum allowed and the surface is uneven. No accessible route exists to any of the elements and activities at the beach including the shower/concession/bathroom facility. The shower pulls exceed the maximum allowable reach range and are not operable with a closed fist. None of the picnic tables provide adequate knee and toe clearance for accessibility. The concession stand counter is too high as are 2 coat hooks near the stand. The interior of the concession area used by employees lacks adequate clearances and exceeds numerous height restrictions. This area may need to be modified in the future if required as an employee reasonable accommodation. The dock/fishing pier lacks curbing, handrails, detectable warning strips, and transition plates between floats. One of the metal access plates has a cross slope of more than 3.5%. Both the men's and women's bathrooms have numerous elements of non-compliance.

Silver Lake Beach Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
There is no compliant accessible passenger vehicle or van parking at the beach as the designated spaces are not level and are not on a stable/firm surface. No striping exists and existing signage is too low. See Photo Silver Lake 1.	502 703.7	23	Create a van accessible space and a passenger vehicle as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards) and create a passenger vehicle space that is 8' wide with a 5' wide access aisle. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction. The surface of the parking spaces and access aisles must be stable, firm, and slip resistant and can be compacted stone dust (if properly installed and maintained), asphalt, or concrete.	1	3	N	Up to $15,000
The gate attendant booth is not on an accessible route due to the 9'' vertical rise to enter the building. The building door has knob-style hardware. See Photo Silver Lake 2.	403 303 404.2	22 26.11	Construct a ramped approach at appropriate running and cross slopes and railings as required. Install lever-style hardware.	4	3	N	Up to $5,000
The staff building is not on an accessible route due to the 2'' vertical rise to enter the building. The building door has knob-style hardware.	403 303 404.2	22 26.11	Construct an earthen "ramped" approach at appropriate running and cross slopes as required. Install lever-style hardware.	4	3	N	Up to $750
There is no accessible route of travel to the beach area, showers, concession, bathrooms, picnic tables pavilion, grilling area, dock/pier, and water. See Photos Silver Lake 3, 4, and 5.	403	19 20 22	There needs to be an accessible route to all programs and services. Currently the route of travel leading to the beach and related amenities is non-compliant due to one or more of the following conditions – abrupt change in level surface, excessive running slope, excessive cross slope, and not firm, stable, and slip resistant. The accessible route does not have to be paved but it needs to be maintained. In this area, it could consist of different types of surfaces connecting to each other (buildings, activity areas, beach). For example, a permanent asphalt walkway could be created from the parking lot to the beach area, showers, concession and bathrooms. An alternative surface such as accessible roll-out matting could be considered to access the beach and its various elements including pavilion, picnic tables, grilling area, dock/pier, and water.	1	3	N	Up to $15,000
One of the approach metal plates to the dock/pier has a 3.7% cross slope. There are excessive changes in level surface of up to ¾" between dock segments and an up to 4" gap at the initial segment hinge. There are no curbs, railings, or detectable warning strips. See Photos Silver Lake 6 and 7.	1003 1005	19	In addition to adjusting the metal plate to adhere to the maximum 2.0% cross slope requirement, the structure itself will require transition plates between segments to eliminate the existing gaps and changes in level surface as well as 4" curbs, handrails, or detectable warnings.	2	3	N	Up to $10,000
The counter at the concession window is 7" too high at 41" a.f.f.	904.5	17.6.2	Create a 36" wide counter no higher than 34" a.f.f. below the existing counter or lower the existing counter.	1	2	N	Up to $500
Existing hooks on the side panel at the concession stand are 13" too high and not within reach range.	308.2 308.3	6.5 6.6	Lower at least one hook to no more than 48" a.f.f.	4	2	I	$0

Five picnic tables are located under or near the pavilion and 7 others, including one accessible picnic table, are congregated in a separate location. None of the tables are on an accessible route.	226.1 902	19.5.2 19.6.2	At least 5% or at least one table must be accessible in each separate area where provided. Provide an additional picnic table at the pavilion which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth and on an accessible route. Picnic tables must be located on an accessible route of travel and the wheelchair area must be firm, stable, level, and slip resistant.	2	1	N	$750
There is an abrupt change in level surface of roughly 1" at the entrance to the concession stand work area	404.2	26.10	Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance.	4	3	N	Up to $350
The concession stand entry lacks accessible tactile designation signage on the latch side of the door.	703	41.1	Install accessible compliant designation signage on the latch side of the door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). .	4	2	I	$35
There are interior concession area issues of non-compliance including counter heights, sink heights, reach ranges, clear widths and maneuverability.	904.5 304 308.2 308.3 606	17.6.2 32 6.5 6.6	As this is a non-public area for employees only, address as may be required through a reasonable accommodation.	4	3	L	TBD
The shower pulls are not within reach range at 55" to 56" a.f.f. and cannot be used with a closed fist due to the size of the pull ring. See Photo Silver Lake 8.	308.2 308.3 309	6.5 6.6 39	Lower the bottom of pull device to no more than 48" a.f.f. and replace the existing ring with a larger one that can be operated with a closed fist.	3	2	I	$100
<u>Men's and Women's Bathrooms</u> The entry doors lack tactile accessible designation signage on the latch side of the door.	703	41.1	Install accessible compliant designation on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	3	2	I	$70
The sink piping is not wrapped, guarded, or insulated. See Photo Silver Lake 9.	606.5	30.9.5	Wrap or insulate piping.	3	2	I	$100
The men's towel dispenser is 2" too high. Both the men's and women's dispensers protrude more than 7" into the accessible route of travel.	308.2 308.3 307.2	30.12 6.5 6.6 20.6.1	Lower the men's dispenser to a max. of 42" a.f.f. (521 CMR) and within the zone of reach. Relocate both dispensers so they do not extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f.	3	2	I	$0
The wall mounted mirrors (54" to 56" a.f.f.) are 14" to 16" too high. . See Photo Silver Lake 9.	603.3	30.11	Lower mirrors such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f.	3	2	I	$0

The men's urinal has only 28½" clear width at the urinal.	605.3 305.3	30.10	A minimum of 30" x 48" clear floor space is required for a forward approach. Move free-standing wall partition a minimum of 1½" to the left of the urinal.	3	2	I	$0
The toilet paper dispensers in both bathrooms are located over the grab bars. See Photo Silver Lake 10.	604.7	30.7.6	Relocate both toilet paper dispensers such that they are 7" minimum and 9" maximum in front of the water closets measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars.	3	2	I	$0
Both the men's and women's bathroom rear grab bars are mounted 6" too far from the inside corner. See Photo Silver Lake 10.	604.5 609.4	30.8.1	Move rear grab bars so that they are no more than 6" from the interior corner.	3	2	I	$0
The men's water closet stall door is not self-closing.	604.8.2	30.6.1	Modify or replace hinge so that it is self-closing.	3	2	I	Up to $150
The men's and women's stall door coat hooks are 17" too high.	308.2 308.3	30.6.1	Lower coat hook to no more than 48" a.f.f.	3	2	I	$0
The women's water closet flush control is not on the open or wide side. See Photo Silver Lake 10.	604.6	30.7.5	Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. Wrap and/or insulate piping.	3	3	I	Up to $750
The men's water closet is 1¼" too close to the near wall; the women's water closet is 1½" too far from the near wall.	604.2	30.7.2	Modify the existing water closets such that the centerline of the water closets are 18" from the nearest sidewall and at least 42" from the farthest sidewall or object.	3	3	N	Up to $1,500

Estimated Total Cost: Up to $50,055

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Silver Lake Beach Assessment Photos

Photo Silver Lake 1

Photo Silver Lake 2

Photo Silver Lake 3

Photo Silver Lake 4

Photo Silver Lake 5

Photo Silver Lake 6

Photo Silver Lake 7

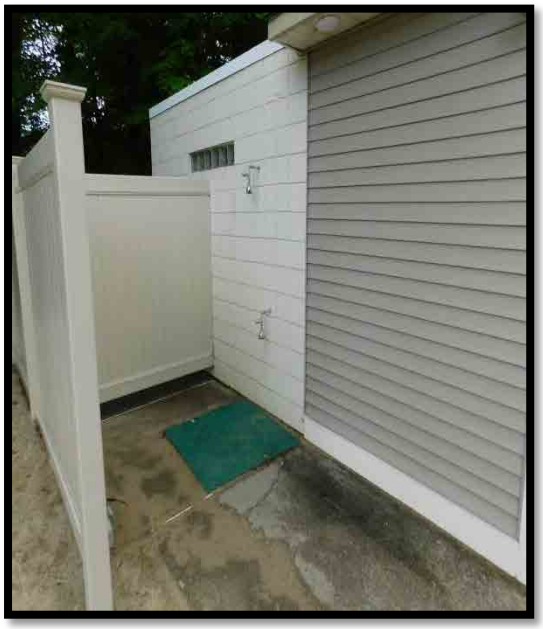
Photo Silver Lake 8

Photo Silver Lake 9

Photo Silver Lake 10

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TOWN COMMON

Function and Description of Facility and Programs: The historic town common is not only a town landmark but also serves as a passive recreational area, green space, and location for civic events and activities ranging from concerts, farmer's markets, and other local events. The common contains a gazebo, 4 benches, lawn area, and a paved walkway through its center. In addition, there is regular parking and designated "accessible" parking at the common.

Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: The single parking space has excessive cross-slopes, an uneven surface, an abrupt change in level surface due to a remaining light pole base, a non-compliant access aisle, and is not van accessible. The historical/interpretive sign at the edge of the common is not on an accessible route. None of the four existing benches in the common are on an accessible route nor does any bench have an adjacent wheelchair designated space. The gazebo is not accessible to those with mobility limiting disabilities. There is no accessible route of travel to the gazebo and the performance/stage level of the gazebo is 14" above finish ground and can only be accessed by stairs with two steps. There are no railings for the stairs. None of the benches on the common are on an accessible route nor does any bench have an adjacent wheelchair designated space.

Town Common Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
The designated accessible parking space at the common has a cross slope that approached 6% (2% maximum allowed), has a non-compliant access aisle due to its shape and narrow width, has an uneven surface, and an abrupt change in level surface of greater than ¼" due to the remnants of a metal pole within the access aisle. The space is not designated as van accessible. See Photos Town Common 1 and 2.	502 703.7	23	Reconfigure and reconstruct the existing parking and access aisle to create a minimum of one van accessible space as follows: excavate, regrade and reconstruct a minimum of one van accessible parking space with a designated access aisle. The van space s/b at a width of 8' with an 8' access aisle Van accessible signage must be set such that the signage height should be a minimum of 60" high at the bottom and a maximum of 96" at the top and located no more than 10' in front of the space. Running and cross slopes should not exceed 2% in any direction and there should be no abrupt changes in level surface of greater than ¼".	1	3	N	Up to $5,000
The designated accessible on-street parking space in front of the library has running and cross slopes that vary between 4% to 6% (2% maximum allowed) and is not adjacent to an accessible route.	502 703.7	23	As feasible, reconstruct the existing parking to comply with 2.0% maximum running and cross slope requirements. Modify the approach to the sidewalk to meet minimum "curb cut" standards.	1	3	N	Up to $5,000
An accessible route needs to be provided to both sides of the interpretive sign at the entrance to the common. See Photo Town Common 3.	402 802.1	20.0 19.0	Construct an accessible route compliant with width (48" wide w/36" clear width) and slope (2% cross, 5% running) requirements to the interpretive sign. Construction options can include compacted stone dust, asphalt, concrete, or similar surfaces that meet the requirement of stable, firm, and slip resistant.	2	3	N	Up to $1,000
There are 4 benches on the common, none of which are on an accessible route nor have a wheelchair area.	402 403 221.2 802.1	20 22 14 19	Relocate one bench or purchase a new bench so it is adjacent to the walkway through the common. Create a wheelchair area next to the bench. Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.	2	3	N	$100 to $1,200
There is no accessible route (vertical access) to the gazebo. The existing stairs lack railings. See Photo Town Common 4.	206.2	20 14	A ramp with compliant slopes (no greater than 2.0% c.s and 8.3% r.s.); railings (paired 34" to 38" a.f.f. and 18" to 20" a.f.f. to the top of the railings); top and bottom 12" railing extensions; minimum 48" clear width between railings (521 CMR); a level landing; and edge protection must be provided.	2	3	N	Up to $20,000
	505.4 505.7 505.10	27.4.2 27.4.5 27.4.3	If the stairs are to remain, they must be modified with compliant handrails on both sides of the stairs that are oval or round in cross-section and no greater than 2" in outside diameter; 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom of one tread distance (sloped) then 12" parallel to the ground.				

Total up to $32,200

Town Common Accessibility Assessment Photos

Photo Town Common 1

Photo Town Common 2

Photo Town Common 3

Photo Town Common 4

TOWN COMMON AREA AND NORTH MAIN STREET SIDEWALKS AND CURB RAMPS

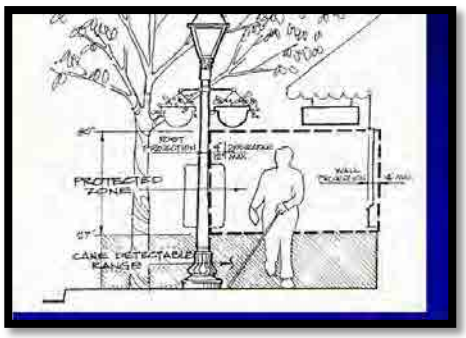
Description of Assessment Area: The assessment of public sidewalks, curb ramps, and crosswalks within the town was limited to the immediate area along the Town Common and a portion of North Main Street from roughly Mill Street to the Route 140 North/Route 30 East intersection. However, the standards as described below and related requirements applies to all sidewalks and curb ramps in the Town of Grafton.

Regulatory Compliance: Sidewalks and curb ramps must adhere to the rules and regulations of the Massachusetts Architectural Access Board as provided in 521 CMR, and the requirements of the Americans with Disabilities Act as provided for in the regulations of the United States Access Board and as required by the United States Department of Transportation, Federal Highway Administration. These federal requirements are principally listed in the 2010 Americans with Disabilities Act Accessibility Guidelines ("ADAAG") and the Public Right of Way Accessibility Guidelines ("PROWAG"). In addition, in March 2012, the Massachusetts Department of Transportation issued *"Notes on Walks and Wheelchair Ramps for Designers and Construction Engineers"* to be used as further guidance on this matter. These notes are a supplement to and not a replacement for the 521 CMR, PROWAG, and ADAAG Regulations.

General Standards for Compliance: In summary, the guidance and regulations under the 2010 ADAAG, PROWAG, 521 CMR, and MA DOT Notes on Sidewalks and Ramps is as follows:

Sidewalks

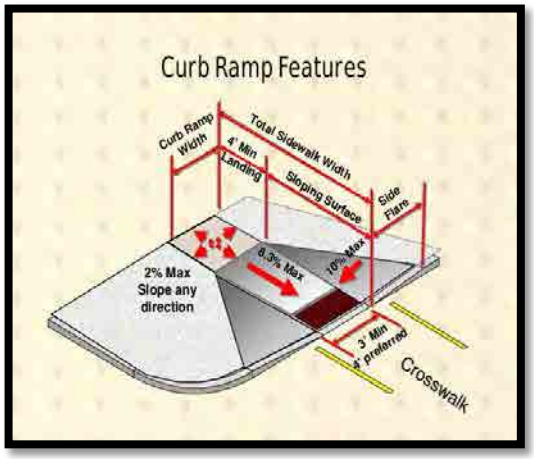
- A minimum of a 4 feet wide sidewalk (excluding the curb) with a 3 feet minimum unobstructed width. If the sidewalk is not 5 feet wide, then a 5 feet by 5 feet level passing space should be provided every 200'. *Citation: ADAAG S. 403.5; 521 CMR S. 22.2;* PROWAG.
- If the slope of the natural topography exceeds 1:20 (5%), a ramp is not required for a sidewalk. *Citation: ADAAG S. 403.3; 521 CMR S. 22.3;* PROWAG.
- The finished cross slope of any walkway or sidewalk should not exceed 1:50 (2.0%). *Citation: ADAAG S. 403.3; 521 CMR S. 22;* PROWAG.
- Walkway and sidewalk surfaces shall be firm, stable, and slip resistant. Openings in the route of travel (grates, etc.) can be no more than ½" wide. The "long" opening should be perpendicular to the route of travel. There shall be no abrupt changes in level surface of more than ¼", unless beveled up to ½". *Citation: ADAAG S. 403, 302; 521 CMR S. 22.4, 22.5, 22.7;* PROWAG.
- Objects between 27" and 80" above the finish surface may not protrude more than 4" into the entire pedestrian circulation route. *Citation: ADAAG S. 204; 521 CMR S. 20.6;* PROWAG.
- All sidewalks/accessible routes of travel must be maintained and kept in a good quality condition including being kept free of snow and ice or other debris which would restrict access.



Curb Ramps

- Whenever sidewalks, walkways, or curbs on streets and ways are constructed, reconstructed, or repaired, curb cuts are required. *Citation: ADAAG S. 204; 521 CMR S. 20.6;* PROWAG.
- Curb cuts shall occur whenever an accessible route crosses a curb. *Citation: ADAAG S. 405, 406; 521 CMR S. 21;* PROWAG.
- Curb cuts are required at each corner of an intersection and typically are perpendicular to the street. *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- Curb cut wheelchair ramps should be placed within the general pedestrian flow to the greatest degree possible, to provide pedestrians the safety to see and be seen before crossing the street. *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- Paired reciprocal curb cut wheelchair ramps are preferred, however, apex ramps serving two directions may be used when intersection geometry precludes the use of paired ramps. The crosswalk should lead directly to the adjoining curb cut wheel chair ramp and sidewalk and not terminate in the roadway, a parking lot, or other area that is not part of the defined pedestrian flow. *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- The maximum running slope of a curb ramp shall be 1:12 (8.3%). *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- The maximum cross slope of a curb ramp shall be 1:50 (2%). *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- The maximum slope of a flared side shall be 1:10 (10%). *Citation: ADAAG S. 406; 521 CMR S. 21;* PROWAG.
- The minimum width of a curb ramp shall be 36 inches under ADAAG and 521 CMR but 48 inches under PROWAG, exclusive of flared sides. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG*.
- Transitions from curb cuts to walks, gutters, or streets shall be flush or free of changes in level greater than ¼" or between ¼" and ½" if beveled. *Citation: ADAAG S. 303, 403; 521 CMR S. 21;* PROWAG.
- Grading and drainage shall be designed to minimize pooling of water, accumulation of debris, accumulation of ice or flow of water across the base of the curb cut. *Citation: 521 CMR S. 21; PROWAG*.
- A level landing (no more than 2.0% in all directions) at the top of the curb ramp is required. The level landing or turning area should be 4 feet deep by the width of the ramp at the curb line (minimum 3 feet, 5 feet preferred). The preferred level landing dimension, as feasible, is 5 feet x 5 feet. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.*
- Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.*

- Detectable warnings with truncated domes are required at all street crossings under PROWAG. *Citation: PROWAG.*
- Fixed objects shall not be placed in any part of a wheelchair ramp. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG*.
- Catch basins should be located immediately upgrade at the wheelchair ramp entrance. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG*
- Accessible pedestrian signals should provide both visual and audible information. The push button face should be parallel to the sidewalk and mounted within reach range (15 inches to 48 inches above finish ground). The side reach should be within 10 inches and there should be no forward reach obstruction. The button must be operable with a closed fist with no more than 5 lbs. of pressure to operate. The push button location should be between 1½ feet and 6 feet from the edge of the curb, shoulder, or pavement and no more than 5 feet from the crosswalk. *Citation: PROWAG; 521 CMR S. 21*.



Responsible Party: Highway Department and Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access:

Town Common Area Sidewalks

Comment:

Overall, the sidewalks within and around the Town Common are in fair to good condition with some exceptions. Sidewalk clear width requirements are met, however a number of street intersections involve non-compliant curb ramps and/or crosswalks (described below). The sidewalks in front of the library which have some abrupt changes in level surface of > ¼" and show evidence of deterioration and heaving, the other sidewalks meet minimum accessibility standards. The "walkway" to the monument at the South Street/Upton Street intersection is non-compliant due to the use of loose stone. Approximately 4 concrete pads (roughly 20') immediately adjacent to the Worcester Street curb ramp at the Town House has cross slopes that vary from 2.5% to 5.7%. At the time of the site visit, a library sign restricted sidewalk access on South Street. See Photos Town Common Sidewalks 1, 2, and 3.

Recommendation:

The sidewalks in front of the library should be reclaimed and resurfaced to meet stable and level surface standards. This treatment should also be applied to the route of travel to the monument to make it

accessible. The non-compliant concrete sections on Worcester Street should be removed and re-poured and set to comply with the maximum 2.0% running slope requirement.

Estimated Cost:
Depending on construction means (asphalt vs. concrete) and methods, costs could vary from $10,000 to $20,000.

Photo Town Common Sidewalk 1

Photo Town Common Sidewalk 2

Photo Town Common Sidewalk 3

<u>North Main Street Sidewalks</u>
Comment:
Overall, with the exception of the concrete sidewalks on the east side of North Main Street (Erickson's Hardware), the remaining asphalt and concrete sidewalks are in poor to very poor condition. The concrete sidewalks in the #31 to #41 North Main Street area are severely deteriorated with cracks, loss of concrete, heaving, and numerous abrupt changes in level surface of > ¼". A number of the driveway cross slopes vary to as much as 16.6% (maximum 2.0% allowed). A manhole cover and related surface deterioration at #41 North Main Street creates further impediments to travel. Similarly, debris accumulation (sand, leaves, dirt) in sidewalk areas further restricts access. The asphalt sidewalk at Ray Street is similarly cracked, heaved, and has an unlevel surface. See Photos North Main Street Sidewalks 1, 2, 3, 4, 5, and 6.

Recommendation:
At a minimum, noncompliant sidewalks on the west side of North Main Street should be replaced. The transition area to driveways need to maintain a no more than 2.0% cross slope and as a result, may require temporary construction easements on private property to modify driveway slopes so vehicles can still utilize the driveways. Reconstruction should also be done in a manner to prevent further pooling of water and accumulation of debris within the accessible route of travel. The asphalt sidewalk at Ray Street (east side of North Main Street) should also be reclaimed and resurfaced.

Estimated Cost:
Depending on construction means (asphalt vs. concrete) and methods, costs could vary up to $40,000.

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Photo N. Main St. Sidewalk 1

Photo N. Main St. Sidewalk 2

Photo N. Main St. Sidewalk 3

Photo N. Main St. Sidewalk 4

Photo N. Main St. Sidewalk 5

Photo N. Main St. Sidewalk 6

Town Common Area Curb Ramps

Comment:

The crosswalks and curb ramps at Worcester Street near the Town House, at the town Common designated accessible parking space, at Church Street at the end of the Common, and at South Street at the Baptist Church all have non-compliant elements. The *Worcester Street* curb ramp has a 14.0% running slope, lacks a level landing, and has only 32½" of top maneuverability as opposed to the required 48". The crosswalk from the *Church parking lot to the Common* lacks detectable warning strips and terminates in the parking lot itself. The crosswalk at the *end of the Common on Church Street* is heaving and not level on the Common side including a manhole cover in the middle of the crosswalk, lacks detectable warning strips, and lacks a curb cut on Church Street (4" granite curb). The crosswalk is not perpendicular to the street and changes direction in the middle of Church Street. The *South Street crosswalk at the Baptist Church* lacks a curb cut with a 4" granite curb on the church side with the crosswalk terminating in a parking lot on the opposite side. No detectable warning strips are present. See Photos in Table A.

Recommendation:

Compliant curb ramps that meet the standards described above should be installed at all locations. The Worcester Street curb ramp near the Town House will need to be removed and reconstructed to meet slope and maneuverability requirements. Depending on the location of the public right-of-way, it may be necessary to "take" some of the landscaped area adjacent to the sidewalk. Those crosswalks that enter into parking lots or change direction in a street will need to be re-oriented to ensure compliance.

Estimated Cost:

Depending on construction means and methods, costs could vary up to $15,000.

North Main Street Area Curb Ramps

Comment:

Most of the cross walks along North Main Street, except for Ray Street and the Route 140/30 intersection area do not have curb cuts/ramps. None of the cross walks/curb ramps (if exist) have detectable warning strips. In some cases, the running slope (Overlook Street, Ray Street) exceeds the maximum running slope allowed (8.3%) and/or does not have a level surface due to deterioration of the sidewalk and abrupt changes in level surface of > ¼'. In some instances (Mill Street, Overlook Street, Perry Street), there is an abrupt change of level surface of 4"+ due to granite curbing. None of the Accessible Pedestrian Signals at the Route 140/30 Intersection are fully compliant as at the time of assessment, none worked, and none had audibles. The diagonal or corner type curb ramps curb ramps at the intersection do not fully adhere to the edge and clear space requirements. Some of the curb ramps had running slopes ranging up to 11.6% and some had limited maneuverability at the top landing.

Recommendation:

ADA compliant curb ramps and crosswalks need to be installed on both sides of North Main Street (Mill Street to Route 140/30 intersection) as all lack detectable warning strips and most have 4" granite curbing. The eight curb ramps at the Route 140/30 intersection need modification to adhere to level landing and maneuverability requirements. In addition, the accessible pedestrian signals need repair or replacement as some do not work properly and none provide audible signalization. Due to slope constraints, it is not feasible to construct a fully compliant curb ramp to access the opposite side of North Main Street from the southern side of Perry Street. Construction should be limited to provide access across Perry Street. The existing cross walk on North Main Street should be relocated to the

northern side of Perry Street which does not have slope issues and is lower. A variance may or may not be required to limit crossing to one side and to relocate the crosswalk.

Estimated Cost:
Depending on construction means and methods the curb ramps and crosswalk modifications could vary up to and the needs of the accessible pedestrian signals costs could vary up to $25,000. The related costs to address the accessible pedestrian signals is undetermined. See Photos in Table B.

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Table A: Grafton Town Common Curb Ramps

Compliance Item	Worcester St. @ Town House	Crosswalk @ Parking Space	Church St. @ End of Common	South St. @ Baptist Church	Photo
Curb cut present	Yes	Yes (Common side)	Yes (Common side). No (Church St.)	No (either side)	
Compliant apex ramp	NA	NA	NA	NA	
Crosswalks ends in street or parking lot	No	Yes (church parking lot)	Yes (ends in street and bears right)	Ends in parking lot	
R.S. < 8.3%	No	Yes	Yes	Yes	
C.S. < 2.0%	No	Yes	Yes	Yes	
Flared side < 10.0%	NA	NA	Na	NA	
Ramp width 48”	Yes	Yes	Yes	Yes	
Flush (< ¼”) transition	Yes	Yes	Heaving (Common side)	Yes	
Proper drainage	Yes	Yes	Yes	Yes	
Top level landing	No	NA	NA	NA	
Top level landing @ 4 ft	No	NA	NA	NA	
Compliant diagonal curb ramp	NA	NA	NA	NA	
Detectable warning strip	Yes	No	No	No	
Fixed object in ramp or crosswalk	No	No	Yes (manhole cover)	NA	
Catch basin upgrade from curb ramp	NA	NA	NA	NA	
Compliant APS	NA	NA	NA	NA	

Table B: Grafton North Main Street Curb Ramps

Compliance Item	Mill Street	Overlook Street	Perry Street	Route 140/30 Intersection	Ray Street	Photo
Curb cut present	No	No	No	Yes	Yes	
Compliant apex ramp	NA	NA	NA	No	NA	
R.S. < 8.3%	NA	NA	NA	Yes	No	
C.S. < 2.0%	NA	NA	NA	Yes	No	See above photo
Flared side < 10.0%	NA	NA	NA	NA	NA	
Ramp width 48”	NA	NA	NA	Yes	Yes	
Flush (< ¼”) transition	NA	NA	NA	Yes	No	See above photo
Proper drainage	NA	NA	NA	NA	NA	
Top level landing	NA	NA	NA	Not all	NA	
Top level landing @ 4 ft	NA	NA	NA	Not all	NA	See above photo
Compliant diagonal curb ramp	NA	NA	NA	Not all	NA	See above photo
Detectable warning strip	No	No	No	No	No	See above photo
Fixed object in ramp	NA	NA	NA	No	NA	
Catch basin upgrade from curb ramp	NA	NA	NA	NA	NA	
Compliant APS	NA	NA	NA	No	NA	

APPENDICES

Appendix A: Survey Form

Appendix B: Public Notice

Appendix C: Reasonable Accommodations Policy

Appendix D: Reasonable Accommodations Request Form

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Appendix A: Survey Form

Grafton Self-evaluation Survey

Department/Board/Commission: _____

1. Location of department/program (name of building, floor level, street address):

2. Describe the function of the department and any programs it offers or services that it provides.

3. Are there any circumstances in which the participation of a person with a disability in any program or service offered by your department would be restricted or excluded?

4. Are any of these exclusions or restrictions necessary to the operation of the program/department or to the safety of non-disabled persons?

5. Are staff aware it may be necessary to modify program policies or practices to enable people with disabilities to participate in and benefit from the programs?

6. Is the public informed that these programs/services are prepared to make reasonable modifications?

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7. Does the department/program have a formal or informal process for responding to requests for modifications?

8. Briefly describe general office/service communications. Specifically, how is information disseminated and communicated? Are there assistive devices or auxilliary aids (ie. TTY, TDD, sign language interpreter) which are used or available?

9. Are there any circumstances in which a person with a disability would be asked to pay a fee or meet any other requirements not imposed on other program/service participants? If yes, describe.

10. Does the program/service provide any separate activities for people with disabilities? If yes, describe.

11. Are there any circumstances in which a person with a disability would be prohibited from participating in regular activities because of the provision of separate activities?

12. Employment Practices.

    a. Please list the number of full- and part-time employees.

    b. Has any of these staff declared a disability? If yes, describe.

c. Have you been asked to provide a reasonable accommodation? If so, please describe the request and what accommodation was provided.

d. Are there any required formal tests as a condition of employment? If yes, describe.

e. Do any of the positions have formal job descriptions? If so, state which position and attach a copy of the job description as well as a sample job ad.

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Appendix B: Public Notice

Town of Grafton

Public Notice Under

The Americans With Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA" hereafter), the Town of Grafton will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment. The Town of Grafton does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the United States Equal Employment Opportunity Commission under Title I of the ADA.

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

Modifications to Policies and Procedures. The Town of Grafton will make all reasonable modifications to policies and programs to ensure that persons with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Procedure and Contact. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the town of Grafton should contact the ADA Coordinator as soon as possible but no later than 72 hours before a scheduled event.

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

Complaints and requests concerning the accessibility of programs, services and activities of the Town should be directed to:

Grafton Inspector of Buildings
Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519

Phone: 508.839.5335 x1190
Fax: 508.xxx.xxxx
Email: bergerr@grafton-ma.gov

The Town of Grafton will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids and services or reasonable modifications of policy.

Appendix C: Reasonable Accommodation Policy

Town of Grafton

Reasonable Accommodation Policy

In accordance with the Americans with Disabilities Act, the Town of Grafton has adopted the following policy to address requests for reasonable accommodations made by people with disabilities in its employment, services, activities, policies, procedures, rules, and regulations.

Citizens, employees or applicants for employment of the Town of Grafton with qualified disabilities should address any requests for accommodation to the Town's ADA Coordinator using the "*Reasonable Accommodation Request Form*" available on the town's website or from the Office of the Town Administrator.

Written requests should be sent to: (Note: : Alternative means of filing a request such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing).

ADA Coordinator
Grafton Inspector of Buildings
Grafton Memorial Municipal Center
30 Providence Road
Grafton, MA 01519

Phone: 508.839.5335 x1190
Fax: 508.xxx.xxxx

If the Town of Grafton can grant the accommodation, the requestor will be notified within two weeks of receipt of the request and no further action will be required by the requestor. The request will then be implemented by the appropriate Town Department.

If the Town of Grafton cannot grant the accommodation request, the requestor will be notified in writing of the decision, along with notification of the right to file a grievance under the Town's Grievance Procedure.

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Appendix D: Reasonable Accommodation Request Form

TOWN OF GRAFTON

REQUEST FOR REASONABLE ACCOMMODATION FORM

The Town requests the completion of this form to assist it in assessing your request for a reasonable accommodation. This initial information will be part of an interactive process with you as we explore your request. This form will be kept separate from your personnel file. The responses may generate the need for additional medical information.

TO BE COMPLETED BY REQUESTOR

Print Name_____Date_____

Phone (work)_____(personal)_____

☐ City Employee ☐ Applicant for Employment ☐ Other (please explain)_____

Dept/Div_____Job Title_____

APPLICANT

A. What limitation(s) is interfering with your job application process?_____

_____

_____

_____

B. How does your limitation(s) interfere with your ability to participate in your job application process?

_____

_____

_____

C. Describe any suggested accommodation(s) that you believe will assist you in addressing the above-referenced limitation(s):_____

D. Explain how the requested accommodations(s) will assist you:_____

_____

_____

_____

E. If applicable, identify the source and/or cost (if known) for providing the accommodation(s):_____

_____

_____

_____

EMPLOYEE

A. What limitation(s) is interfering with your job performance or accessing a benefit of employment?

_____

_____

_____

B. What job function(s) or benefits of employment are you having difficulty performing or accessing because of that limitation(s)?_____

_____

_____

_____

C. How does your limitation(s) interfere with your ability to perform your job function(s) or access a benefit of employment?_____

_____

_____

_____

D. Describe any suggested accommodation(s) that you believe will assist you in addressing the above-referenced limitation(s):_____

_____

F. If applicable, identify the source and/or cost (if known) for providing the accommodation(s):

Requestor's Signature

Date

RETURN THIS FORM TO THE

GRAFTON ADA COORDINATOR

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1 (c) SCHEDULE: PROJECT UPDATE – ANDY DESCHENES

Andy Deschenes will be present to give the board a brief update on the Library building project, the DPW building project and the Cable Studio building project.

No Action Required

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3. APPOINTMENTS (SB): ELECTION WORKER

Kandy Lavallee, Town Clerk has submitted a request for the appointment of Mary Preston as an election worker.

MOTION:

I move the board vote to appoint Mary Preston as an Election Worker.

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TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext. 1195
www.grafton-ma.gov
email: clerks@grafton-ma.gov

TOWN CLERK

Kandy L. Lavallee
Town Clerk

July 1, 2019

RECEIVED
JUL 01 2019
BOARD OF SELECTMEN
GRAFTON, MA

Select Board
30 Providence Road
Grafton, MA 01519

Dear Chairman Spinney,

I would like to recommend the appointment of the following individuals as Election Workers for the Town of Grafton:

Mary M. Preston
126 George Hill Road
Grafton, MA 01519

Thank you,

Kandy L. Lavallee

Kandy L. Lavallee
Town Clerk

3 (b) APPOINTMENTS (TA) - PART TIME SEWER DEPARTMENT

Paul Cournoyer requested the appointment of Dave Crouse as a temporary part time employee with the sewer department. This is a new process for the town. With new systems and equipment in place, the town can begin hauling the sludge out of the plant ourselves. Paul recommends starting with a part-time person and see how it plays out for the next year. With 20 plus years of service, Paul is confident that Dave is the ideal person for the start up of the process.

MOTION:

I move the board vote to appoint Dave Crouse as a temporary part time employee of the Sewer Department.

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Town of Grafton

Department of Public Works

PAUL F. COURNOYER
Director
30 Providence Road
Grafton, MA 01519
Phone: (508) 839.8526 Fax: (508) 839.8523
cournoyerp@grafton-ma.gov

June 27, 2019

Board of Selectmen
30 Providence Road
Grafton, MA. 01519

Subject: Dave Crouse

Dear Board Members:

I respectfully request the appointment of Dave Crouse to the position of temporary part-time employee for the Sewer Dept.

Dave will be responsible for the transportation of the more than 2 million gallons of sludge generated annually from the wastewater treatment process. After more than 20 years of dedicated service to the town Dave is the ideal person for the startup of this process.

Thank you for your ongoing support and if you have any questions or concerns please feel free to contact me.

Sincerely,

Paul F. Cournoyer
Director

4 (a) NEW BUSINESS: AUDITING SERVICES

At the request of the Finance Committee, the town put out an RFP for auditing services. Four firms responded. The lowest price received was from Scanlon & Associates. A three person team was assembled and included; the Accountant, Treasurer/Collector and the Assistant Town Administrator. The team reviewed the proposals and completed the rating criteria in the RFP. Members of the Finance Committee also reviewed the proposals. Of the 5 people that reviewed the proposals (2 from Finance Committee and 3 on staff) the majority recommended moving forward with Scanlon on the merits of the RFP. One reviewer expressed interest in Powers & Sullivan, but after seeing the cost proposal, agreed that Scanlon was the best option. This is a 3 year, flat fee agreement.

MOTION:

I move the board vote to sign the auditing contract with Scanlon and Associates for fiscal years ending June 30, 2019, 2020, and 2021.

I move the board vote to authorize the chair to sign the letter of engagement.

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Results of RFP for Financial Audit Services Due: 6/5/19

	Fiscal Year	Town Audit	DOE Audit	Total Fee
Powers & Sullivan, LLC	2019	42,000.00	4,000.00	$46,000.00
	2020	42,000.00	4,000.00	$46,000.00
	2021	42,000.00	4,000.00	$46,000.00
Roselli, Clark and Associates	2019	29,500.00	3,500.00	$33,000.00
	2020	29,500.00	3,500.00	$33,000.00
	2021	29,500.00	3,500.00	$33,000.00
Lynch, Marini &Associates Inc	2019	35,000.00	N/A	$35,000.00
	2020	35,000.00	N/A	$35,000.00
	2021	35,000.00	N/A	$35,000.00
Scanlon & Associates	2019	28,000.00	4,000.00	$32,000.00
	2020	28,000.00	4,000.00	$32,000.00
	2021	28,000.00	4,000.00	$32,000.00

TOWN OF GRAFTON

DATE: JULY 9, 2019

This Contract is entered into on, or as of, this date by and between the Town of Grafton, 30 Providence Road, Grafton, MA 01519 (the "Town"), and

Scanlon & Associates, LLC
Tom Scanlon
8 Tina Drive
South Deerfield, MA 01373

413-665-4001 (t)
413-665-0593 (f)
tscanlonjr@scanlon-cpa.com

1. This is a Contract for the procurement of the following:

Scanlon & Associates will perform an annual audit of the books and records of the Town for the fiscal years ending June 30, 2019, 2020 and 2021 to comply with the Single Audit Act and to comply with the requirements of the Commonwealth of Massachusetts. Auditor will be required to attend at least one Board of Selectmen meeting and one Finance Committee Meeting after each fiscal year audit to present findings and analysis.

2. The Contract price to be paid to the Contractor by the Town is:

Fiscal Year	Financial Statement Audit	School EOYR
2019	$28,000	$4,000
2020	$28,000	$4,000
2021	$28,000	$4,000
Total	$84,000	$12,000

3. Payment will be made as follows:

3.1 Fees and Reimbursable Costs combined shall not exceed $96,000 as more fully set forth in the Contractor Documents.

3.2 There shall be no further costs, fees or reimbursable charges due the Contractor under this Contract unless said fees and/or costs are so set forth in writing. The Town will not pay any surcharge or premium on top of the direct out of pocket expenses, if any.

3.3 Final payment including any unpaid balance of the Contractor's compensation shall be due and payable when the Project/Services is/are delivered to the Town when the project is completed and the services are complete and/or the goods are delivered and accepted.

4. Definitions:

4.1 Contract Documents: All documents relative to the Contract including (where used) Request for Proposals and all attachments thereto, Instructions to Bidders, Proposal Form, Specifications. The Contract documents are complementary, and what is called for by any one shall be as binding as if called for by all.

4.2 Date of Substantial Performance: The date when the work is sufficiently complete and the services are performed, in accordance with Contract documents, as modified by approved Amendments and Change Orders.

4.3 Services: shall mean furnishing of labor, time, or effort by the Contractor. This term shall not include employment agreements, collective bargaining agreements, or grant agreements.

4.4 Work: The services or materials contracted for, or both.

5. Term of Contract and Time for Performance:
This Contract shall be fully performed by the Contractor in accordance with the provisions of the Contract Documents on or before December 15th following the close of each fiscal year, unless extended, in writing, at the sole discretion of the Town, and not subject to assent by the Contractor. Time is of the essence for the completion of the Contract.

6. Subject to Appropriation:
Notwithstanding anything in the Contract Documents to the contrary, any and all payments which the Town is required to make under this Contract shall be subject to appropriation or other availability of funds as certified by the Town Accountant. In the absence of appropriation or availability as certified herein, this Contract shall be immediately terminated without liability for damages, penalties or other charges to the Town.

7. Permits and Approvals:
Permits, Licenses, Approvals and all other legal or administrative prerequisites to its performance of the Contract shall be secured and paid for by the Contractor.

8. Termination and Default:

8.1 Without Cause. The Town may terminate this Contract on seven (7) calendar days notice when in the Town's sole discretion it determines it is in the best interests of the Town to do so, by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor. Upon termination without cause, Contractor will be paid for services rendered to the date of termination.

8.2 For Cause. If the Contractor is determined by the Town to be in default of any term or condition of this Contract, the Town may terminate this Contract on seven (7) days notice by providing notice to the Contractor, which shall be in writing and shall be deemed delivered and received when given in person to the Contractor, or when received by fax, express mail, certified mail return receipt requested, regular mail postage prepaid or delivered by any other appropriate method evidencing actual receipt by the Contractor.

8.3 Default. The following shall constitute events of a default under the Contract:
any material misrepresentation made by the Contractor to the Town; 2) any failure to perform any of its obligations under this Contract including, but not limited to the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the Town, (iv) failure to promptly re-perform within a reasonable time the services that were rejected by the Town as unsatisfactory, or erroneous, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and non-discrimination, (vii) any other acts specifically and expressly

stated in this Contract as constituting a basis for termination of this Contact, and (viii) failure to comply with any and all requirements of state law and/or regulations, and Town bylaw and/or regulations.

9. The Contractor's Breach and the Town's Remedies:
Failure of the Contractor to comply with any of the terms or conditions of this Contract shall be deemed a material breach of this Contract, and the Town of Grafton shall have all the rights and remedies provided in the Contract documents, the right to cancel, terminate, or suspend the Contract in whole or in part, the right to maintain any and all actions at law or in equity or other proceedings with respect to a breach of this Contract, including "Damages" including but not limited to costs, attorney's fees or other damages resulting form said breach ("Damages") as well as specific performance, and the right to select among the remedies available to it by all of the above.

10. Statutory Compliance:

10.1 This Contract will be construed and governed by the provisions of applicable federal, state and local laws and regulations; and wherever any provision of the Contract or Contract Documents shall conflict with any provision or requirement of federal, state or local law or regulation, then the provisions of law and regulation shall control. Where applicable to the Contract, the provisions of the General Laws are incorporated by reference into this Contract.

10.2 The Contractor shall comply with all Federal, State and local laws, rules, regulations, policies and orders applicable to the Work provided pursuant to this Contract.

11. Conflict of Interest:
Both the Town and the Contractor acknowledge the provisions of the State Conflict of Interest Law (General Laws Chapter 268A), and this Contract expressly prohibits any activity which shall constitute a violation of that law. The Contractor shall be deemed to have investigated the application of M.G.L. c. 268A to the performance of this Contract.

12. Certification of Tax Compliance
This Contract must include a certification of tax compliance by the Contractor, as required by General Laws Chapter 62C, Section 49A (Requirement of Tax Compliance by All Contractors Providing Goods, Services, or Real Estate Space to the Commonwealth or Subdivision).

13. Non-Discrimination/Affirmative Action
The Contractor shall carry out the obligations of this Agreement in compliance with all requirements imposed by or pursuant to federal, State and local ordinances, statutes, rules and regulations and policies prohibiting discrimination in employment. Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, ace, sex, religion, physical or mental handicap or sexual orientation.

14. Assignment:
The Contractor shall not assign, sublet or otherwise transfer this Agreement, in whole or in part, without the prior written consent of the Town, and shall not assign any of the moneys payable under this Contract, except by and with the written consent of the Town.

15. Condition of Enforceability Against the Town:
This Contract is only binding upon, and enforceable against, the Town if: (1) the Contract is signed by the Board of Selectmen or its designee; and (2) endorsed with approval by the Town Accountant as to appropriation or availability of funds.

16. Corporate Contractor:
If the Contractor is a corporation and is being executed by a party other than its president, it shall endorse upon this Contract (or attach hereto) its Clerk's Certificate certifying the corporate capacity and authority of the party signing this Contract for the corporation. Such certificate shall be accompanied by a letter or other instrument stating that such authority continues in full force and effect as of the date the Contract is

executed by the Contractor. This Contract shall not be enforceable against the Town of Grafton unless and until the Contractor complies with this section.

17. Minimum Wage/Prevailing Wage;
The Contractor will carry out the obligations of this Contract in full compliance with all of the requirements imposed by or pursuant to G. L. c. 151, §1, *et seq.* (Minimum Wage Law) and the wage rates as set forth in G.L. c. 149 §26 to 27D (prevailing Wage).

18. Liability of Public Officials:
To the full extent permitted by law, no official, employee, agent or representative of the Town of Grafton shall be individually or personally liable on any obligation of the Town under this Contract.

19. Indemnification:
The Contractor shall indemnify, defend and save harmless the Town, the Town's officers, agents and employees, from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs, expenses, recoveries and judgments of every nature and description (including attorneys' fees) that may arise in whole or in part out of or in connection with the work being performed or to be performed, or out of any act or omission by the Contractor, its employees, agents, subcontractors, material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. The Contractor further agrees to reimburse the Town for damage to its property caused by the Contractor, its employees, agents, subcontractors or material men, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, including damages caused by his, its or their use of faulty, defective, or unsuitable material or equipment, unless the damage is caused by the Town's gross negligence or willful misconduct.

The foregoing provisions shall not be deemed to be released, waived, limit or modified in any respect by reason of any surety or insurance provided by the Contractor under the Contract.

20. Insurance

20.1 Workers Compensation Insurance:
The Contractor shall provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the Contractor who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.

Failure to provide and continue in force such insurance during the period of this Contract shall be deemed a material breach of this Contract, shall operate as an immediate termination thereof, and Contractor shall indemnify the Town for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article.

The Contractor shall furnish to the Town a certificate evidencing such insurance prior to the execution of this Contract before the same shall be binding on the parties thereto, except if specifically waived by the Town.

20.2 Professional Liability Insurance
Liability of $1 million per claim and $3 million aggregate.
Failure to provide and continue in force such insurance during the period of this Contract shall be deemed a material breach of this Contract, shall operate as an immediate termination thereof, and Contractor shall indemnify the Town for all losses, claims, and actions resulting from the failure to provide the insurance required by this Article.

20.3 Other Insurance Requirements

a. Comprehensive commercial general liability insurance with limits of at least $1 Million per occurrence and $3 Million annual aggregate for property damage and $1 Million per person and $3 Million per occurrence for bodily injury, which shall include the Town of Grafton as an additional insured, and which shall cover bodily injury, sickness or disease,

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or death of any person including employees and those persons other than the Contractor's employees, and claims insured by usual personal liability coverage, death, or property damage arising out of the Work including injury or destruction of tangible property, including loss of use resulting therefrom.

b. Motor vehicle insurance for any motor vehicles used in performing the Work, with limits of at least $500,000 per person, and $1 Million per accident.

c. The intent of the Specifications regarding insurance is to specify minimum coverage and minimum limits of liability acceptable under the Contract. However, it shall be the Contractor's responsibility to purchase and maintain insurance of such character and in such amounts as will adequately protect it and the Town from and against all claims, damages, losses and expenses resulting from exposure to any casualty liability in the performance of the work, including and not limited to Professional liability insurance where applicable.

   All policies shall identify the Town as an additional insured (except Workers' Compensation) The Contractor must provide notice to the Town immediately upon the cancellation modification of the policy. All Certificates of Insurance shall be on the "MIIA" or "ACORD" Certificate of Insurance form, shall contain true transcripts from the policies, authenticated by the proper officer of the Insurer, evidencing in particular those insured, the extent of coverage, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice clauses.

d. The Contractor shall obtain and maintain during the term of this Contract the insurance coverage in companies licensed to do business in the Commonwealth of Massachusetts and acceptable to the Town.

21. No Employment

The Contractor acknowledges and agrees that it is acting as an independent Contractor for all services rendered pursuant to this Contract, and neither the Contractor, nor its employees, agents, servants nor any person for whose conduct the Contractor is responsible shall be considered an employee or agent of the Town for any purpose and shall not file any claim or bring any action for any worker's compensation unemployment benefits and compensation for which they may otherwise be eligible as a Town employee as a result of work performed pursuant to the terms of this Contract.

22. Payment

The Town agrees to make all reasonable efforts to pay to the Contractor the sum set forth in the Contractor's bid or proposal within thirty (30) days of receipt of an invoice detailing the work completed and acceptance from the Town of the work completed.

23. Waiver and Amendment

Amendments, or waivers of any additional term, condition, covenant, duty or obligation contained in this Contract may be made only by written amendment executed by all signatories to the original Agreement, prior to the effective date of the amendment.

24. Severability

If any term or condition of this Contract or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Contract shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

25. Forum and Choice of Law

This Contract and any performance herein shall be governed by and be construed in accordance with the laws of the Commonwealth. Any and all proceedings or actions relating to subject matter herein shall be brought and maintained in the courts of the Commonwealth or the federal district court sitting in the

Commonwealth, which shall have exclusive jurisdiction thereof. This paragraph shall not be construed to limit any other legal rights of the parties.

26. Notices

Any notice permitted or required under the provisions of this Contract to be given or served by either of the parties hereto upon the other party hereto shall be in writing and signed in the name or on the behalf of the party giving or serving the same. Notice shall be deemed to have been received at the time of actual service or three (3) business days after the date of a certified or registered mailing properly addressed. Notice to the Contractor shall be deemed sufficient if sent to the address set forth on page 1 or furnished from time to time in writing hereafter.

27. Binding on Successors:

This Contract is binding upon the parties hereto, their successors, assigns and legal representatives (and where not corporate, the heirs and estate of the Contractor). Neither the Town nor the Contractor shall assign or transfer any interest in the Contract without the written consent of the other.

28. Entire Agreement:

This Contract, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Contract supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

29. Change Orders

Change orders may not increase the contract price by more than twenty-five (25%) per cent, in compliance with General Laws Chapter 30B, §13.

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IN WITNESS WHEREOF the parties have hereto and to two other identical instruments set forth their hands and executed this as an instrument under seal this the day and year first above written.

The Town of Grafton by:

_____
Chairman, Board of Selectmen

_____

_____

_____

_____

The Contractor by:

_____
Signature Date

_____
Print Name & Title

Certified as to Form:

_____
Town Counsel Date

Certified as to
Appropriation/Availability of Funds:

_____
Town Accountant Date

CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

_____
Print Name

_____
Title/Authority

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A
_____, authorized signatory for
name of signatory
_____, whose
name of contractor
principal place of business is at
_____,
_____does hereby certify under the pains and penalties of perjury that _____ has
name of contractor
paid all Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

_____

Scanlon & Associates
CERTIFIED PUBLIC ACCOUNTANTS

SCANLON & ASSOCIATES, LLC, 8 Tina Drive, S. Deerfield, MA 01373
413.665.4001 (t) 413.665.0593 (f) www.scanlonhaynes.com

July 8, 2019

To Honorable Select Board and Town Administrator
Town of Grafton, Massachusetts

We are pleased to confirm our understanding of the services we are to provide Town of Grafton, Massachusetts for the years ended June 30, 2019, 2020 and 2021. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Town of Grafton, Massachusetts as of and for the years ended June 30, 2019, 2020 and 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Grafton's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Town of Grafton's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Pension Plan Schedules
3) Other Post-Employment Benefit Plan Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Grafton's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

1) Schedule of Expenditures of Federal Awards.
2) Schedule of Revenues, Expenditures and Changes in Fund Balances – Non-major Governmental Funds
3) Schedule of Property Taxes
4) Schedule of Excise Taxes
5) Schedule of Tax Liens

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Princioles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to Select Board of Town of Grafton. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation

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of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards.*

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Town of Grafton's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Town of Grafton's major programs. The purpose of these procedures will be to express an opinion on Town of Grafton's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of Grafton in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards.* We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have

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reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to Town of Grafton; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Scanlon and Associates, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the cognizant or oversight agency for audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government

Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Scanlon and Associates, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately October and to issue our reports no later than March 31. Thomas J Scanlon Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services will be as follows:

Fiscal Year	Audit Fee
2019	$ 28,000
2020	28,000
2021	28,000

We appreciate the opportunity to be of service to Town of Grafton and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Scanlon and Associates, LLC

Scanlon & Associates, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Town of Grafton.

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

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4 (b) NEW BUSINESS: FIRE APPARATUS – SIGN LEASE & PURCHASING AGREEMENT

Chief Gauthier will be present to discuss this contract with the Board. The town opted to use a state purchasing cooperative rather than going out to bid. The cost of this pumper is $638,876. There are financing options along with this agreement which we recommend the Board pursue. Similar to other agreements, we utilize the capital plan to make those yearly payments on lease agreements. While nothing came off the capital list this past year, in the last 5 years, we have had the Sweeper, the Univents, and the Fire Engine come off the list, totaling over $200,000 in capital dollars no longer needed for leases. This last year, we did add the vacuum pumper lease agreement which is approximately $100,000 per year for 7 years. There are 3 leasing options presented by the financing company. The 5 year option at $139,849 per year carries an overall interest charge of $59,964 over the life of the lease. The 6 year option at $118,492 per year carries at $72,077 overall interest charge over the life of the lease, and the 7 year option at $103,279 per year carries an $84,078 interest charge over the life of the lease. The interest rate provided on these leases is approximately 3.57%. We reached out to our Financial Advisor, David Eisenthal, to find out how that compared to the market. David informed us that this rate is about 1.35% higher than the projected BAN/Bond financing for the library and DPW projects. David's advice was; given the amount of the lease and the timing, he did not think it made sense to consider asking town meeting for a borrowing authorization to try and save 1.35% on $638,876. He also reminded us that the 2.22% projected for the BAN/Bonds are not guaranteed, and by the time town meeting had given approval, those rates may have changed.

MOTION:

I move the board vote to authorize the chairman to sign the contract with Seagrave Fire Apparatus, LLC .

MOTION

I move the board vote to authorize the chairman to sign the financing agreement for the Seagrave Model TB50CA Marauder Pumper Fasttrack

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FLEETMASTERS

SEAGRAVE SALES AND SERVICE

Cover Letter

June 16, 2019

Chief Gauthier,

Thank you for your interest in ***Seagrave Fire Apparatus.*** Enclosed is our proposal for a ***new Marauder 750 Gallon/1500 GPM Pumper with all Stainless Steel Cab and Body.***

The price of the proposed vehicle, along with payment terms, is provided on the following **"Pricing"** page and is valid for 30 days. **Delivery will be within 160 calendar days** from receipt of approved order acceptance as defined in our proposal.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations do not materially affect the cost of the construction of the apparatus.

Seagrave and Fleetmasters, Inc. are committed to customer service before, during and after the sale. ***Fleetmasters'*** reputation for taking care of the customer, along with our full service facility at 465 Water Street, Wakefield, MA, allows us to provide you with local, convenient service. We look forward to working with you and providing the **Grafton, MA Fire Department** with a tough, dependable ***Seagrave Fire Apparatus***. If you have any questions or need any further assistance, please feel free to contact me at 978-860-6720.

Thank you,

Charles Nigzus
Sales Representative

seagrave

465 Water Street

Wakefield, MA 01880 978-860-6720

"SINCE 1881...THE GREATEST NAME IN FIRE APPARATUS"

FLEETMASTERS

SEAGRAVE SALES AND SERVICE, LLC

Grafton, MA - Pricing

June 16, 2019

Town of Grafton, MA
26 Upton Street
Grafton, MA 01519

Chief Gauthier,

Listed below is pricing for your consideration. Delivery shall be within 160 days of receipt of a complete order.

Option 1 – COD

The price of the proposed vehicle is **$638,876** with payment due upon delivery.

Note that the prices above are valid for 30 days and are all-inclusive – they include shipping, dealer prep, lettering and striping, two plant trips, operator's manuals and schematics as well as apparatus familiarization sessions for your members. There are no hidden costs or surprises. This Proposal also includes additional warning lights on the cab front for safety along with Fleetmasters purchasing and installing an Elkhart Stinger deck gun with Extenda-Gun which provides commonality with the rest ofyour fleet.

I look forward to discussing this proposal with you and working to provide the **Grafton, MA Fire Department** with a tough, dependable and safe Seagrave Fire Apparatus. If you have any questions or need any further assistance, please feel free to contact me.

Thank you,

Charles Nigzus
Sales Representative

465 Water Street
Wakefield, MA 01880

978-860-6720

"SINCE 1881...THE GREATEST NAME IN FIRE APPARATUS"

CONTRACT

THIS AGREEMENT; made by and between **Seagrave Fire Apparatus, LLC** of Clintonville, Wisconsin, hereinafter referred to as the "Seller", and **Town of Grafton, MA**, by its authorized representative, hereinafter referred to as the "Purchaser".

1. The Seller hereby agrees to furnish **One (1)** unit(s) of Seagrave model **TB50CA Marauder Pumper FASTrack**, hereinafter referred to as "Apparatus and Equipment", according to the mutually agreed specifications and change order documents hereto attached and made a part of this contract, and to deliver the same as hereinafter provided.

2. The Seller guarantees that all material and workmanship in and about the Apparatus and Equipment shall comply with the mutually agreed specifications and change orders. In the event there is any conflict between the City Bid Specifications and the Seagrave Bid Proposal, the mutually agreed specifications and change orders will prevail. The standard Seagrave Limited Warranty will apply as provided for in the mutually agreed specifications and change orders. Minor details of materials and construction, not otherwise specified, shall be left to the decision of the Seller who shall be solely responsible for the design, engineering and construction of all features of the apparatus. Any changes to the contract or purchase order must be approved in advance through the issuance of a written change order by the Seller. The Seller will not assume responsibility for performing any change requested but not approved by the Purchaser within five (5) days of the change order submission for approval.

3. The Apparatus and Equipment shall be ready for delivery from Clintonville, Wisconsin, within **160** calendar days after the receipt of the (i) mutually agreed specifications, (ii) change order documents and (iii) approval drawing signed by the authorized representative of the Purchaser. The mutually agreed specifications and change order documents and approval drawing shall be delivered to the Purchaser for their signature in not more than 31 days from contract receipt at Seagrave or not more than five days from pre-construction meeting, if so provided. Delays due to change orders, strikes, failures to obtain materials, or other causes beyond Seagrave's control will be just cause for delay in delivery. The completed Apparatus and Equipment shall be delivered to the Purchaser at:

   Grafton Fire Department
   26 Upton Street
   Grafton, MA 01519

4. A competent representative shall, upon request, be furnished by the Seller to demonstrate said Apparatus and Equipment for the Purchaser and to familiarize the Purchaser's employees in the operation and handling of the Apparatus and Equipment.

5. The Purchaser purchases and agrees to pay for said Apparatus and Equipment, the sum of **Six Hundred Thirty-Eight Thousand, Eight Hundred Seventy-Six Dollars ($638,876.00)**, state, federal, FET, or local taxes not included. Payment of any such taxes are the responsibility of the Purchaser. **Terms are net, payment in full upon delivery of the apparatus to the customer. If the contract includes Dealer Furnished Equipment and services, the apparatus will be delivered to the customer and payment made, less five (5) percent of the Contract Price that is held by the fire department until all items and services are provided by the Dealer. The 5% Final Payment and Acceptance will be made once the terms of the contract are satisfied by the Dealer**

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5.1 All payments shall be made payable to Seagrave Fire Apparatus, LLC and shall be mailed directly to:

Seagrave Fire Apparatus, LLC
7285 Solutions Center
Chicago, IL 60677-7002

5.2 The Apparatus and Equipment must be paid in full prior to being placed in fire service.

5.3 If more than one piece of Apparatus and Equipment is covered by this Contract, the above terms of payment shall apply to each piece, and an invoice covering each piece shall be rendered in the proper amount.

6. In the case that no final inspection is made by the Purchaser at the factory prior to shipment and the Purchaser desires to test the Apparatus and Equipment upon receipt, such test shall be made within three (3) days after arrival at the delivery destination specified above. A written report of such test shall be delivered forthwith to the Seller at its principal office at Clintonville, Wisconsin. If no such test be made, or if no such report be made by the Purchaser within three (3) days after arrival, then the Apparatus and Equipment shall be considered as fully complying with the contract specifications.

7. It is agreed that the Apparatus and Equipment covered by this contract shall remain the property of the Seller until the Apparatus and Equipment is delivered and accepted by the Purchaser, such acceptance shall not be unreasonably withheld or delayed. In case of any default in payment the Seller may take full possession of the Apparatus and Equipment, or of the piece or pieces upon which default has been made, and any payments that have been made shall be applied as rent in full for the use of the Apparatus and Equipment up to date of taking possession.

8. In the event that any applicable Federal or State Regulations (DOT, FMVSS, EPA, etc.), National Fire Protection Association Standards or import tariffs which are enacted during the course of this contract, and which requires a change in the contract specifications and purchase price in order for the Apparatus and Equipment to comply with such regulation, the parties will execute a change order describing the change in the specifications and increasing the purchase price by an amount equal to the increase in the costs of producing the Apparatus and Equipment.

9. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin without regard to principles of conflict of laws. Each party hereby consents that the exclusive venue for any dispute of claim relating to this Agreement shall be in the state courts sitting in Waupaca County, Wisconsin. Each party hereby consents to the personal jurisdiction of such courts.

10. Except for damages, claims or losses due to Seagrave's acts of gross negligence, Purchaser or user, to the extent permitted by law, will indemnify and hold Seagrave and Seagrave's property, free and harmless from any liability for losses, claims, injury to or death of any person, including Purchaser or user, or for damage to property arising from Purchaser or user using and possessing the Apparatus and Equipment or from the acts or omissions of any person or persons, including Purchaser or user, using or possessing the Apparatus and Equipment with Purchaser or user's express or implied consent. The provisions hereof shall survive expiration or termination of this Agreement.

11. Risk of loss shall pass to the Purchaser upon delivery and acceptance of the Apparatus and Equipment.

12. To be binding the contract must be signed and approved by an Officer of Seagrave Fire Apparatus, LLC. This contract and mutually agreed specifications and change order documents take precedence over all previous negotiations, and no representations are considered as entering into this contract except as are contained herein or in the mutually agreed specifications and change order documents included herein.

IN WITNESS WHEREOF, the said parties have caused these presents to be executed and the Purchaser has caused its corporate seal to be hereunto affixed, and attested by its authorized representatives, on this _____day of _____ 20___.

Town of Grafton, MA ("Purchaser")

By _____

Title _____
Purchaser

By _____

Title _____
Purchaser

SEAGRAVE FIRE APPARATUS, LLC ("Seller")

By _____
Ulisses D. Parmeziani

Title: **VP and COO**
Seller

Date of Acceptance: _____

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LEASE FINANCING PROPOSAL

Requested by

Fleetmasters Sales and Service

Representing

Seagrave
Since 1881

Presented To (As Lessee)

Town of Grafton, MA

Proposal Date:	June 14, 2019		
Equipment Description:	Seagrave Fire Truck		
Commencement Date:	August 1, 2019		
	Option 1	**Option 2**	**Option 3**
Equipment Cost:	$638,876	$638,876	$638,876
Lessee Down Payment:			
Amount Financed:	$638,876	$638,876	$638,876
Lease Term:	5 Years	6 Years	7 Years
First Payment Date:	3/1/2020	3/1/2020	3/1/2020
Payment Frequency:	Annual	Annual	Annual
Lease Rate:	3.57%	3.57%	3.57%
Payment Amount:	$139,768.03	$118,492.27	$103,279.20
Payment Factor:	0.21877	0.18547	0.16166

Qualifications:

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

   a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

   b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

   c) **Fixed Rates**: Rates for ten (10) years and under are fixed for the entire term. Terms over ten years have a one time rate adjustment after seven (7) years to the then current interest rates for the remaining term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting**: All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-for profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, obligation of Lessee.

Financing by: Leasing 2, Inc.
Contact: Brad Meyers
Phone: 813-258-9888 x12
Email: bmeyers@leasing2.com
Web: www.leasing2.com

LEASING 2

REQUEST TO PROCEED:

When you are ready to proceed with Leasing 2 towards finalizing this lease financing arrangement, please indicate so by signing below and completing the requested information. We will immediately email you our application. Thank you for your confidence and consideration.

Proposal date: June 14, 2019 **Option Chosen:** _____ (where applicable)

Upcoming Governing Body meeting date for lease approval: _____

Town of Grafton, MA
Name of Lessee

_____ _____
Authorized Signature **Date**

_____ _____
Printed Name Of Authorized Signature **Title**

_____ _____
Contact Name (If Different Than Authorized Signature) **Contact Phone**

_____ **Last month of your budget year?**_____
Contact E-Mail Address

Please complete the above information and ***fax or email*** *all pages of the proposal to*
813-258-9333 / bmeyers@leasing2.com

ASSOCIATION FOR GOVERNMENTAL LEASING & FINANCE

**** Important: A Resolution will be required with the lease contract ****
In the event that you require board action to sign this proposal, please call us so that we may forward the preferred form for the meeting.

LEASE FINANCING PROPOSAL

Requested by

Fleetmasters Sales and Service

Representing

Seagrave
Since 1881

Presented To (As Lessee)

Town of Grafton, MA

Proposal Date:	June 14, 2019
Equipment Description:	Seagrave Fire Truck
Commencement Date:	August 1, 2019
	Option 1
Equipment Cost:	$638,876
Lessee Down Payment:	
Amount Financed:	$638,876
Lease Term:	6 Years
First Payment Date:	3/1/2020
Payment Frequency:	Annual
Lease Rate:	3.57%
Payments 1-5	$128,000.00
Payment 6:	$65,540.07

Qualifications:

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates**: Rates for ten (10) years and under are fixed for the entire term. Terms over ten years have a one time rate adjustment after seven (7) years to the then current interest rates for the remaining term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting**: All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-for profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, obligation of Lessee.

Financing by:	**Leasing 2, Inc.**
Contact:	**Brad Meyers**
Phone:	813-258-9888 x12
Email:	bmeyers@leasing2.com
Web:	www.leasing2.com

LEASING 2

REQUEST TO PROCEED:

When you are ready to proceed with Leasing 2 towards finalizing this lease financing arrangement, please indicate so by signing below and completing the requested information. We will immediately email you our application. Thank you for your confidence and consideration.

Proposal date: June 14, 2019 **Option Chosen:** _____ (where applicable)

Upcoming Governing Body meeting date for lease approval: _____

Town of Grafton, MA
Name of Lessee

_____ _____
Authorized Signature **Date**

_____ _____
Printed Name Of Authorized Signature **Title**

_____ _____
Contact Name (If Different Than Authorized Signature) **Contact Phone**

_____ **Last month of your budget year?**_____
Contact E-Mail Address

Please complete the above information and ***fax or email*** *all pages of the proposal to*
813-258-9333 / bmeyers@leasing2.com

ASSOCIATION FOR GOVERNMENTAL LEASING & FINANCE

**** Important: A Resolution will be required with the lease contract ****
In the event that you require board action to sign this proposal, please call us so that we may forward the preferred form for the meeting.

Back to Agenda

7. DISCUSSION

Text Messaging Policy

Email Correspondence

Back to Agenda

MINUTES: February 19, March 5 and March 12

The Board is asked to review and approve the meeting minutes of February 19, 2019, March 5, 2019 and March 12, 2019

#1 MOTION: (MINUTES OF February 19, 2019)

I move the board vote to accept the meeting minutes of February 19, 2019 as submitted.

MOTION (if there are edits):

I move the board vote to accept the meeting minutes of February 19, 2019.

#2 MOTION: (MINUTES OF March 5, 2019)

I move the board vote to accept the meeting minutes of March 5, 2019 as submitted.

MOTION (if there are edits)

I move the board vote to accept the meeting minutes of March 5, 2019 as amended.

#3 MOTION: (MINUTES OF March 12, 2019)

I move the board vote to accept the meeting minutes of March 12, 2019 as submitted.

MOTION (if there are edits)

I move the board vote to accept the meeting minutes of March 12, 2019 as amended.

OFFICE OF THE BOARD OF SELECTMEN
30 Providence Road
Grafton, MA 01519
(508) 839-5335
BOSGroup@grafton-ma.gov
www.grafton-ma.gov

BOARD OF SELECTMEN
Meeting Minutes
February 19, 2019

A regular meeting was called to order at 7:00 p.m. Present was Chairman Sargon Hanna, Bruce Spinney, Craig Dauphinais, and Edward Prisby. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

Absent: Clerk, Jennifer Thomas.

ANNOUNCEMENTS
A design public hearing will be held on February 27th at 7:00 p.m. at the South Grafton Elementary School. MassDOT will discuss the proposed Main Street / 122A Reconstruction project. The Hearing is to provide the public with the opportunity to become fully acquainted with the proposed project. Comments made at the hearing will be reviewed and considered to the maximum extent possible.

The Town's Auditor is tentatively scheduled to present to the Selectmen on March 12th.

The Selectmen should be aware that the M.M.A.'s spring legislative breakfast meetings will be held on March 22nd, 29th and April 5th. Twice a year, the M.M.A hosts a series of meetings in communities across the state to give local leaders, legislators and MMA staff the opportunity to network, exchange information and discuss issues of importance in state and local government in an informal setting. An email will be sent with locations and registration directions.

SCHEDULE
BOARD OF LIBRARY TRUSTEES- Members of the Board of Library Trustees attended the meeting to give a brief update/outline of what the group has worked on and/or has coming up in the near future. MEMBERS: Library Director, Elizabeth Gallaway, Scribe Elizabeth Patch, Chair, Aaron Vandesteen, Vice Chair, Karen Durand, Doug Bowman, Martina Arndt, Dana Wilson, Marilyn Cusher, retired, Diane Libby (39 years), resigned, Kristi Lutjelusche. Overview: All funds for the Library are: retained proper disbursement, proposed funding monitored and funding overseen in trusts. Walkabout reports are done to check the building/grounds inside and out on a regular basis. The Library Board reviews the report to discuss anything that is in need of maintenance from: cleaning, repairs, replacement, daily care, outside/seasonal work, and safety. Depending on what is needed the Library will reach out to: custodians, volunteers, SEE-CLICK-FIX, or a

project in need of funding. A current issue of air quality will be resolved when the upcoming approved construction is completed. Current Library performance: 725 books added, 10,642 physical circulation, 1,653 digital circulation, 487 computer users, 4,669 website hits, 536 reference questions, 92 museum passes, 30 volunteers = 201 hours, 6,698 visitors, 81 new borrowers. They generally receive positive public comments. Support: fundraising for the library, MBLC meetings off site, subcommittee, and a local column in paper. Goals: to have both physical & virtual spaces, lifelong learning, early literacy, cultural awareness, community resources, building planning, capital campaign, events and volunteering.

RESIGNATIONS
John Carlson submitted his letter of resignation from the Affordable Housing Trust. John has been involved from the beginning, with approximately 10 years serving. A motion was made by Mr. Spinney the board vote to accept the resignation of John Carlson from the Affordable Housing Trust. The motion was seconded by Mr. Dauphinais. Motion carried 4-0.

Maria Mast, Conservation Agent submitted her letter of resignation as the Conservation Commission. Maria has been with Grafton since December of 2014. A motion was made by Mr. Spinney the board vote to accept the resignation of Maria Mast, Conservation Agent. Motion was seconded by Mr. Dauphinais. Motion carried 4-0.

APPOINTMENTS (Board of Selectmen) – None

APPOINTMENTS (Town Administrator)
The Selectmen were asked to affirm the appointment of Bonnie-Jean McGilvray as the Office Manager to the Building Department. Bob Berger supports the appointment. Bonnie-Jean has proven to be a valuable asset in this position. She started in the Building Office as temporary staff, utilizing account temps. Over the past two months, Bonnie has been acting as office manager and in that time she's been fully trained and is capable of all the tasks that need to be performed in the building department as office manager. A motion was made by Mr. Spinney to affirm the Town Administrator's appointment of Bonnie Jean McGilvray as the Building Department Office Manager effective February 25, 2019. Motion was seconded by Mr. Dauphinais. Motion carried 4-0.

NEW BUSINESS
Sealer of Weight & Measurers Cabinet Restoration: The Grafton Historical Commission asked for the Selectman's permission and support in restoring the town owned Weights and Measures Scale and Cabinet. This will be done through the use of $10,000 in Community Preservation Committee Funds. Don Clark member of the commission was present to answer any questions. A motion was made by Mr. Prisby that the board vote to support the efforts of the Historical Commission for the restoration of the Weights and Measures Scale and Cabinet using CPC funds. Motion was seconded by Mr. Spinney. Motion carried 4-0.

20 BLANCHARD ROAD (SIGN DEED) - Town Counsel submitted the Quit Claim Deed for the Property at 20 Blanchard Road the Town sold to Robert and Beth Mulvey.

Approved by Town Meeting on May 14, 2018. To complete the process and having the documents recorded, the Board needs to sign the final document. A motion was made by Mr. Spinney that the board vote to sign the quitclaim deed for the sale of property, 20 Blanchard Road approved by Town Meeting on May 14, 2018. Motion was seconded by Mr. Dauphinais. Motion carried 4-0.

Fire Staffing Study Review: Municipal Resources, Inc. undertook a broad structure assessment of the Grafton Fire Department's current fire protection delivery systems and operations, with an emphasis on staffing. MRI's goal is to help communities solve problems and provide solutions for future success. Their final report presented by Brian P. Duggan, Director, Fire Services Group was able to review with the Board and answer questions. Highlights: Great fire department, dedicated fire chief. Does a good job handling incidents, dedicated core group of time members. The department and the chief have served the community well and have done their best to maximize limited resources provided. The GFD appears to have a positive public image and is well respected for the long standing service to the community. Chief calls for mutual aid based on ability to provide personnel. No missed responses which is becoming rare across the country. An overview of the report included Services, Structure, Staffing, and areas of Improvement. Operational perspective: 57% of average cost (average cost per capita $89.03 GFD $39.73). Compared to peers $500,000 below average. Members of people responding has declined from 7.9-4.6 over two years. GFD has 88% more on-call members listed on the roster. 66% of peers have a full time fire chief. Higher than average target hazard (High risk incidents involving fires in larger commercial properties with sustain attack (fire flows more than 1,000 gallons per minute), multiple patient medical incidents, major releases of hazardous materials, and high-risk technical rescues. Interstate 90, the Mass Pike. State roads 30, 122, and 140 also traverse the town. Northern part of town that includes heavy CSX freight traffic, Amtrak, and MBTA commuter rail. A portion of them carrying hazardous materials). Proposals from report were summarized. Organizational Structure: to have a full staff and ongoing training. Break down of staff included: Fire Chief as full time/career, Administrative Assistant for Fire Chief/Fire Prevention, Deputy Fire Chief as part time/call, Captain for Stations 1, 2, & 3 as part time/call, Lieutenants (2) for Stations 1, 2, & 3 as part time/call, Call firefighters for Stations 1, 2, and 3. Captain-Fire Prevention Training as full time/career, Firefighters as full time/career. Staffing and Response: A priority would be to develop a call firefighter recruitment and retention program led by a call chief officer, provide tangible benefits, hire small small daytime career staff to increase and support on-call personnel, implement duty crews for a more timely response to emergency incidents, and seek SAFER grant to fund efforts. Fire Station Facilities: To include fire and personnel safety upgrades to the North and South GFS for future capital improvement plans, projected on long term use and mission of each of the stations, and increase frequency of training. Fire Apparatus and Equipment: To formally adopt and follow the capital apparatus replacement plan found in the "Town of Grafton, MA Fire Department Fire Apparatus Fleet Review and Assessment prepared by EVRFP Consultants in 2016". All fire apparatus pumps, aerial/ground ladders, and hose should be serviced, inspected, and tested at intervals no greater than 12 months apart, in accordance with NEPA and ISO standards. The full report has 102 recommendations and can be viewed at: https://www.grafton-ma.gov/fire-department-study-committee/files/fire-department-study-report-mr

SELECTMEN REPORTS / TA REPORTS - Affordable Housing would like to pursue 20 Creeper Hill Road. Checking on ways to acquire parcel. Looking into an ADA transition grant as well. Cable studio construction underway at old Police station. Update on cable studio, DPW and Library on March 5, 2019. Green Projects-street lights to transition to LED.

CORRESPONDENCE-None

DISCUSSION

Finance Study Committee - Mr. Prisby presented a proposal of creating the Grafton Sustainability Committee. An advisory committee which shall include 13 total members. Two members of each School Committee, Finance Committee, and the Board of Selectmen. Seven members of the community to be appointed by the Board of Selectmen, Finance Committee and School Committee. The GSC will be advisory in nature, and is charged with assisting in planning for additional tactics and strategies to improve the Town's operation efficiency and effectiveness in future fiscal years including the functions of the Executive and School Committee branches of Grafton's government. Further discussion in 2 weeks.

Town Administrator Evaluation/Goals - Discussion in 2 weeks with full board.

FY2020 BUDGET - UPS not pulling permit in timely fashion. No reason was given. Creating a $350,000 gap in the budget. The Town Administrator at ways to close the gap. Further discussion to take place in two weeks.

MEETING MINUTES - The Board was asked to review and approve meeting minutes. A motion was made by Mr. Spinney to accept the meeting minutes of December 4, 2018, November 20, 2018 and February 5, 2019 as presented. The motion was seconded by Mr. Dauphinais. Motion carried 4-0.

At 9:53 P.M. a motion was made by Sargon Hanna to enter executive session for the purposes of litigation updates. Motion was seconded by Bruce Spinney. Motion carried by roll call vote; Spinney: aye, Hanna: aye, Dauphinais: aye. and Prisby: aye. Mr. Hanna stated to discuss these matters in open session would jeopardize the position of the town. Also present was Tim McInerney, Town Administrator, and Rebecca Meekins, Assistant Town Administrator. The Board would enter back into open session for the sole purpose of adjourning.

Respectfully submitted,

Tammy M. Caron,
Recording Secretary

Video of entire meeting can be viewed at:
http://grafton.cablecast.tv/CablecastPublicSite/show/4579?channel=2

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www.grafton-ma.gov

BOARD OF SELECTMEN
Meeting Minutes
March 5, 2019

A regular meeting was called to order at 7:00 p.m. Present was Chairman Sargon Hanna, Clerk Jennifer Thomas, Bruce Spinney, and Edward Prisby. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

Absent: Craig Dauphinais

ANNOUNCEMENTS-

On Friday, March 1, 2019, Joan Haffety retired after 32 years working for the Town of Grafton in the Treasurer/Collectors office. The Board extended there thanks for her many years of service working for the Town.

Registration is open for the Spring and Summer Recreation Programs. To view the schedule go to www.GraftonRec.com

Community Harvest Project Inc. will hold its Annual Volunteer Team Leader Open House on March 23, 2019 from 11-2:30 p.m. Tours will take place every half hour. Volunteers can learn more about working outdoors and assisting in daily farm activities in support of hunger relief. There are also opportunities for casual volunteers and leadership rolls. For more information contact Wayne Mcafee at: wayne@communityharvest.org

SCHEDULE

ANDY DESCHENES BUILDING PROJECT UPDATE - Andy Deschenes, the OPM for the Library Building Project, DPW Building Project and Cable Studio Project was present to give the board an update on each of the projects.

DPW Facility-Winter 2019

Highlights: Fence in place, site cleared, all major subs on board, well drilled and water source established. Challenges: Large of ledge near surface, first well did not produce water, drilled down 1,000 ft. and site work in Winter. Budget:$13,402,957 Contingency:

$381,852 3% of budget) CO's to date: $53,944,54 (14.1 % of cont.) Started: December 17, 2018 Finish expected in mid February 2020.

GCTV Project-Winter 2019
Highlights: Demolition complete and old generator removed. Challenges: Removal of concrete "beds". Budget: $1,100,000 CO's to date: (3) $17,629,89 (0.016%) Started: January 9, 2019 Finish expected on June 1, 2019.

Library Addition/Renovation
Highlights: Design is progressing well, MBLC has approved the plans. The mover bids due on Thursday March 7, 2019, GC/Sub prequalification's excellent response (72 sub contractors and 14 general contractors sent in submissions). St. Andrews will hold Library for temporary services. Challenges: Moving of the "free" shelving from Woburn. Estimated start time for construction June 1, 2019- October 2020.

RESIGNATIONS - None

APPOINTMENTS
MBTA ADVISORY BOARD - The MBTA Advisory Board is updating their membership records. Each municipality has one vote plus fractions of votes equivalent to its weighted proportion of the deficit. As assessments change, so does the precise weight of each municipal vote. The board meets approximately 4 times a year. Meetings held in the morning at MassDOT, Park Plaza Boston. The Chairman named a designee Bob Hassinger. Mr. Hassinger is not present. A motion was made by Mr. Prisby the Board vote to appoint Mr. Hassinger, contingent on his acceptance, as the town's designee on the MBTA Advisory Board. Motion was seconded by Ms. Thomas. Motion carried 4-0.

CONSERVATION COMMISSION - Helen Cheney submitted a letter of interest to serve on the Conservation Commission. There is one seat available due to the recent resignation of Nathan Jaffer from the Commission. At their last meeting the conservation commission reviewed her letter of interest and they are recommending she be appointed. A motion was made by Ms. Thomas the Board vote to appoint Helen Cheney as a member of the Conservation Commission. Motion was seconded by Mr. Prisby. Motion carried 4-0.

NEW BUSINESS
ONE DAY BEER and WINE LICENSE – VFW POST 1497 - Commander Stan Stopyra of Post 1497 requested a one day beer and wine license for their District 8 meeting. The meeting is for all surrounding town commanders and this one is being hosted by the Grafton Post. A motion was made by Mr. Spinney the board vote to approve a one day beer and wine license for VFW Post 1497 on March 17, 2019. Motion was seconded by Ms. Thomas. Motion carried 4-0.

ONE DAY BEER AND WINE LICENSE – APPLE TREE ARTS- Appletree Arts applied for two one day beer and wine licenses for the following events: March 15th for a St. Patrick's Day Celebration with Banda Gan Ainm (band without a name). April 13th for the Claflin Hill Symphony Orchestra performance. A copy of their TIPS Training

Certificate has been submitted. Tickets for the the Celtic group Banda Gan Ainm are $20. and can be purchased at the door or online at: www.appletreearts.org Tickets for Claflin Hill are $19. and can be purchased at the door or at Apple Tree Arts. A motion was made by Mr. Spinney the Board vote to approve the one day beer and wine licenses for Apple Tree Arts on March 15, 2019 and April 13, 2019. Motion was seconded by Ms. Thomas. Motion carried 4-0.

CLEAN HARBORS ENVIRONMENTAL SERVICES - The Wastewater Treatment Facility will be hosting a Hazardous Waste Collection day on June 15th. The Selectmen were asked to approve an agreement and vote to authorize the chairman to sign. Clean Harbors Environmental Services will oversee the event. A motion was made by Ms. Thomas the Board vote to authorize the Chairman to sign the agreement with Clean Harbors Environmental Services for the Hazardous Waste Collection Day. Motion was seconded by Mr. Spinney. Motion carried 4-0.

MUNICIPLE CENTER PARKING LIMITS - The proposal would place parking signs (hourly parking) around the Municipal Center, specifically along the fence which runs behind the Main building. The signs would limit the parking time to 2 or 3 hours and give us the ability to have vehicles removed if necessary. Hoping to deter all day parking by residents who are not doing business in the municipal center. The Senior Center and Municipal Offices lose several spaces on a regular basis which interferes with day to day operations and Senior Center Programs. While the school administration does a good job warning staff and students not to park in the Municipal Center parking area, there continues to be students and staff who continually park in the Municipal parking area. Samples of the signs and parking tickets were included in the packet given to the Board. A motion was made by Mr. Spinney the Board vote to allow the installation of limited parking signs around the Municipal Center specifically along the fence line behind the Municipal Center. Motion was seconded by Ms. Thomas. Motion carried 4-0.

PAYT BAG FEE–VOTE TO INCREASE FEES - On January 15, 2019 the Board was proposed to increasing PAYT bag fees for the Town. The increase would generate $60,000 in additional revenue for the Town for the FY20 fiscal year. In the FY18 fiscal year was the last time the Board raised bag fees. Sanitation costs have continued to rise each year. Costs for curbside pickup rising to $22,000 and tipping costs are increasing $20,000. Also, the fee set by the bag manufacturer to increase for FY20. With increased costs, an increase to the bag fee would be necessary to continue offering these services. A recommended $.10 cent increase per small bags (to $5 per roll) and a $.10 cent increase on large bags (to $9 per roll). A plan is in place to put the PAYT bag contract out to bid before the FY20 year begins. Evaluating competitive bidding would return a positive outcome on quality of the bags and could cut the increase in manufacturing costs. The lowering of costs would not affect bag fees. The budget is balanced predicated on the increase of revenue generated from the fee. If no changes are made, additional cuts would be needed, regardless of whether manufacturing costs come down through the bid process. A motion was made by Mr. Spinney the Board vote to increase trash bag fees, effective July 1, 2019 from $4.50 to

$5.00 per small roll and from $8.50 to $9 per large roll. Motion was seconded by Ms. Thomas. Motion carried 4-0.

FIRE STAFFING STUDY SUB COMMITTEE-After discussions relative to the Fire Staffing Study, the Board voted to establish a study committee to review the Fire Staffing Study Report completed by Municipal Resources Inc (MRI). A draft charge has been prepared along with the suggested composition of the committee. The Chairman requested the vote be held until a full Board was present. The voting on the charge to take place on March 12, 2019.

SELECTMEN REPORTS / TA REPORTS

Public Hearing with MassDOT on February 27, 2019 was held to discuss the proposed Main Street Reconstruction Project in Grafton, MA. The project will be Main Street (Route 122A) from Providence Road to the Sutton town line, including roadway reconstruction/resurfacing, reconstruction of sidewalks, wheelchair ramps, bicycle paths, new signs, pavement markings, and streetscape improvements. MassDOT presented the plan. VHB designing for Main Street and Adams Road. Poles on Main Street will be moved, residence effected will be reached out to individually regarding easement. Soldiers and Sailors approved moving of cannon at Sampson Square. Projects for DPW, GCTV, and Library financing for current projects in May. TA reached out to Superintendent of Schools, current status is good, no need for further reductions in budget. Pequot family interested in farming at Creaper Hill property. Going out to bid in April for Project on Route 30. Economic Development looking into temporary signs and the bylaw. Planning board to bring new zone changes to May meeting.

CORRESPONDENCE

Letter received from MA Governor Charles Baker and Lt. Governor Karen Polito. Chapter 90 apportionment for fiscal year 2020 has been decided. The distribution to the Town of Grafton will be for $498,523.

DISCUSSION

May 13, 2019 Annual Town Meeting Warrant closes March 29, 2019. A notice will go in the paper on May 13, 2019.-FY2020 Budget discussed. Deficit from UPS of $350,000. Revenue shifted to cover gap. Health Insurance changed carrier from GIC to new program. Assessors held $300,00 changed to put into one fund reducing to $150,000. Not hiring employee for Treasurer/Collectors office. Also, a Municipal employee reduction for part time or full time status. -Town Administrator Evaluation/Goals-On hold until next meeting on 3/12/19. -Finance Study Committee-On hold until next meeting on 3/12/19

MEETING MINUTES - none

At 8:08pm a motion was made by Sargon Hanna to adjourn. Motion seconded by Bruce Spinney. Motion carried by roll call vote; Spinney: aye, Thomas, aye, Hanna: aye, and Prisby: aye. Also present was Tim McInerney, Town Administrator.

Respectfully submitted,

Back to Agenda

Tammy M. Caron,
Recording Secretary

A video of the entire meeting can be viewed at:
http://grafton.cablecast.tv/CablecastPublicSite/show/4619?channel=2

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BOARD OF SELECTMEN
Meeting Minutes
March 12, 2019

A regular meeting was called to order at 7:00 p.m. Present was Chairman Sargon Hanna, Clerk, Jennifer Thomas, Bruce Spinney, Edward Prisby, and Craig Dauphinais. Also present, Timothy McInerney, Town Administrator and Rebecca Meekins, Assistant Town Administrator.

ANNOUNCEMENTS

Congratulations to Grafton High School students who's artwork is on display at the Central MA Regional Youth Art Month Exhibit held at the Higgins Education Wing of the Worcester Art Museum.

On March 30th, 10 a.m. to 1 p.m. Tufts Campus, 200 Westboro Road, there will be a Re-Use and Recycle event (electronics, Styrofoam, textiles & more). Many free Drop Off's, some fees apply. Visit the Town's Web Page (News and Announcements) for more information or www.wecan-ma.org

On Wednesday, March 20th The Grafton MRC is sponsoring a seminar on vaping, The New Look of Nicotine Addiction. It will be held at the Grafton Police Department. For more information or to register in advance contact Lindsey Fox at foxl@grafton-ma.gov or visit the Board of Health's webpage.

SCHEDULE

CABLE OVERSIGHT COMMITTEE - The Cable Oversight Committee came in to gave an overview of what they have been working on and what they expect to be working on in the near future. Current Membership: Jim Gallagher, Chairman, Rick Schultze, Vice Chairman, Robert Berger, Treasurer, Bob DeToma, Clerk, Robert Hassinger, Corson Wyman, and John Kelley. The Cable Oversight Committee's roles are: Inform the public about cable television services. Assess the cable needs of the community. Communicate and meet with cable company representatives to discuss matters of mutual interest. Report to the Board of Selectmen on company compliance with the licenses, and supervise the companies responses to complaints. Respond to citizen's questions regarding the cable systems. Keep abreast of community programming issues. Oversee the cable funds and it's use. Deal with all cable related matters. The work was going well at new cable studio site located at old Police station. Progress is

steady. The studio has the capability to go live from 2 separate locations. Rick Schultze to be retiring on April 26, 2019.

GRAFTON HOUSING AUTHORITY - The Grafton Housing Authority came in to introduce themselves and gave an overview of what they have been working on and what they expect to be working on in the near future. Current Membership: David Robbins, Chairman, Lisa Kelley, Vice Chair, Edward Murphy, Treasurer (retiring in 2019 after 12 years of service), James Gallagher, Treasurer and John Kelley. The Grafton Housing Authority oversees housing for the elderly and the disabled as well as low income housing for families. This housing includes the Forest Lane and Maxwell Drive complexes, which provide 128 apartments for people older than 60 or with disabilities; six units of family housing at McHale Drive and 16 units at Veteran's Circle. The Authority also owns 20 units of housing on Forest Lane and Providence Road, for people with special needs, although this housing is managed by Alternatives Unlimited. Newest membership: Amanda Brady, Executive Director, Nancy Billings, Administrator, James Ross, Maintenance, and Mark Cancelli, Maintenance. Updates in the GHA: Partnership with Tufts University. Tufts would come twice a year to the GHA properties and help with the residents pets. Giving free vet care. For the residents that have a vehicle, a parking sticker can be provided. There is limited parking space and unauthorized vehicles would be towed. The general waiting list for residency thru GHA would be 2-4 years. Emergency applicants come first, next are veterans. The GHA receive 30 applications weekly.

NATURES REMEDY, RECREATIONAL SALES - Bob Carr, President and John Brady, Operations Manager of Natures Remedy attended the meeting to discuss recreational sales at the Millennium Drive location. Due to the delays from the CCC on approving Natures Remedy having a Marijuana Dispensary at the Grafton location of 8 Millennium Drive the company is considering Leasing out the location to Mike Marchetti for Retail Sales of Marijuana. Mr. Marchetti is based out of Shirley, MA. Came to Mr. Carr and Mr. Brady highly recommended to partner into the Lease agreement. With his experience in Shirley and similar backgrounds in business the company of Natures Remedy is comfortable with the partnership. Mr. Marchetti would have a 3,000 sq. ft. butler style retail building. Would be separate from the main building. Mr. Marchetti would have a wholesale agreement with Natures Remedy. Employees would be hired locally with a living wage and Medical/Dental. The number of employees including security could bring 30 new jobs to the community. A motion was made by Mr. Dauphinais to have Mr. Marchetti work with Mr. McInerney to get a host agreement. Motion was seconded by Mr. Spinney. Motion carried 5-0.

RESIGNATIONS - None.

APPOINTMENTS

MBTA ADVISORY BOARD - The MBTA Advisory Board is updating their membership records. Generally, the Chairman would be the representative however the Chairman may name a designee. This person is a voting member. Each municipality has one vote plus fractions of vote's equivalent to its weighted proportion of the deficit (Chapter

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161A, Section 7A). As assessments change, so does the precise weight of each municipal vote. The board meets approximately 4 times a year. Their next meeting will most likely be in March for the Budget. Meetings are held in the Boardroom of Mass DOT, Park Plaza Boston in the morning. The next MBTA Advisory Board meeting will be held Tuesday, March 26, 2019 at 9:30am. The meeting will be held at the transportation building 10 park plaza 2nd floor, MBTA Board Room. Agenda and materials for the meeting will follow. A motion was made by Mr. Spinney the Board vote to appoint Ms. Thomas as the town's designee on the MBTA Advisory Board. Motion was seconded by Mr. Prisby. Motion carried 5-0.

APPOINTMENTS
Town Administrator - None

NEW BUSINESS
K-9 PROGRAM - Chief Crepeau will be present to give the Selectmen a brief over view on the proposed Grafton K-9 Pilot Program. Office Coggans was hired in 2007. Has already been trained to work with K9's. Has worked with two other dogs prior to working in Grafton. Zita has been working with Officer Coggans to keep current with his K9 training. Zita has had five years training in K9 and would be ready to work with Officer Coggans after a brief re-certification. No cost to the taxpayers. Looking for possible donations from the community for equipment, ongoing training, upkeep for Zita and some miscellaneous items such as collars, leashes, pen and bite suit for continued training with Officer Coggans. A motion was made by Mr. Spinney the board vote to support the Pilot K-9 Program with an update from the Chief in twelve months. Motion was seconded by Mr. Dauphinais. Motion carried 5-0.

FIRE STAFFING STUDY SUB COMMITTEE VOTE TO ESTABLISH A COMMITTEE AND SET THE CHARGE-(Rescheduled from March 5th) After discussions relative to the Fire Staffing Study, the board voted to establish a study committee to review the Fire Staffing Study Report completed by Municipal Resources Inc (MRI). A draft charge has been prepared along with the suggested composition of the committee. The Board discussed some changes to include 9 members. The Committee would be composed of three people from the fire stations, two members in leadership positions, three members at large, and one Board member. Due to the changes in the draft, the Board postponed the voting for the next meeting. Mr. McInerney to update the charge.

SELECTMEN REPORTS / TA REPORTS
Mr. Prisby gave an update from Capital Plan Program. Requests were made from the major departments in town. Fire Department: requested a new truck, hoses and nozels. DPW: requested a new truck, and School Department: a new roof. The list for needs are getting longer but the budget has remained the same. The Capital Planning Program would like to meet with the Board for further discussion. Ms. Thomas was at the retirement for Stephen Charest who had been a Grafton employee for 44 years. A proclamation was given to him from the Board in recognition of his service. Mr. McInerney gave updates on the following: Public Hearing with Mass DOT at South Grafton Elementary School on February 27, 2019 was held to discuss the proposed

Main Street Reconstruction Project in Grafton, MA. The project consists of roadway reconstruction along Main Street (Route 122A) from Providence Road to the Sutton town line, including roadway reconstruction and resurfacing; reconstruction of sidewalks and wheelchair ramps; new signs and pavement markings; and streetscape improvements. Bicycle accommodations consisting of a five foot bicycle lane in each direction have been provided in accordance with applicable design guides. Mass DOT presented the plan and had very good response from residence. DPW and Library borrowing for current projects approved. Grants maybe received from state if rating for town is upgraded from AA+ to AAA. Mr. McInerney to make presentation to State for upgrade. Trash bag update on bag failures. The SeeClick Fix press release worked well. Residents were able to report problems and received information how to get replacements. Ms. Meekins included public communications on the Face book link to reach out to more residence regarding the trash bag issues. The MBTA fairs to be increasing on July 1, 2019. For more information on the changes residence can contact the MBTA directly or check the Face book page. Wyman Gordon interested in selling front property. The TA continues conversation regarding the towns interest. ADA have applied for grant. For roads, paving, crack and sealing going out for bid. The Board is requesting a meeting with Blackstone Valley Tech.

CORRESPONDENCE-None.

DISCUSSION

FY2020 BUDGET - Summary

REVENUE CODE DESCRIPTION	FY2018	BUDGET FY2019	FY2019 (Thru Dec)	BUDGET FY2020
Personal Property and Real Estate	39,844,001	39,015,491	20,115,259	40,503,378
Debt Exclusion	3,190,258	3,143,663	-	4,098,613
Other Taxes	362,547	-	44,354	50,000
Motor Vehicle Excise	2,980,329	2,750,000	409,882	2,800,000
Other Excise	145,749	127,000	83,890	167,000
Penalty & Interest on Taxes	91,232	105,000	39,599	105,000
In Lieu of Taxes	85,039	69,413	64,613	69,413
Fees	203,450	216,403	111,911	194,403
Rentals	-	63,700	-	33,120
Departmental Revenue	403,621	492,900	221,528	547,900
Licenses & Permits	338,653	375,435	265,259	372,035

Fines and Forfeits	58,410	54,950	27,288	54,950
Investment Income	65,003	38,000	54,222	38,000
Miscellaneous Recurring	62,539	84,500	3,304	97,300
Miscellaneous Non Recurring	251,742	153,394	73,042	85,000
Municipal Medicaid Funds	219,119	250,000	50,738	225,000
State Revenue	1,622,011	1,701,767	913,738	1,735,402
Chapter 70	10,973,010	11,062,916	5,507,682	11,137,096
Transfers	385,486	1,065,120	37,088	1,813,621
Sewer Receipts	1,129,436	1,100,000	-	1,093,666
TOTAL	**62,411,634**	**61,869,652**	**28,023,397**	**65,220,897**

TOWN ADMINISTRATOR-EVALUATION/GOALS - Mr. Hanna gave a brief overview of Mr. McInerney's evaluation/goals. The Board gave a 3.4 rating, equaling a B+/A- average. The positive points for Mr. McInerney were: reliability, budget, cost control, financial preparation and management. Areas needing work: daily operations and second part of financial preparation and management. Goals not fully received by all the Board members. Further discussion on goals to take place at the next meeting and a vote on negotiations of Mr. McInerney's contract to be discussed and a representative from the Board to be chosen.

FINANCE STUDY COMMITTEE - Mr. Prisby presented a proposal of creating the Grafton Sustainability Committee. An advisory committee which shall include 13 total members. Two members of each School Committee, Finance Committee, and the Board of Selectmen. Seven members of the community to be appointed by the Board of Selectmen, Finance Committee and School Committee. The GSC will be advisory in nature, and is charged with assisting in planning for additional tactics and strategies to improve the Town's operation efficiency and effectiveness in future fiscal years including the functions of the Executive and School Committee branches of Grafton's government. Peter Carlson from the Grafton School Committee was present to express the interest from the School Committee as a collective in favor of the Grafton Sustainability Committee. The School Committee would like to add to the charge and would provide an outline in a draft to the Board. The School Committee would like to assist the GSC in providing any documentation that may help the Town.

MEETING MINUTES Board of Selectmen November 6, 2018 - A motion was made by Ms. Thomas to approve the minutes for Board of Selectmen meeting on November 6, 2018. Motion was seconded by Mr. Spinney. Motion Carried 5-0.

EXECUTIVE SESSION - At 11:18pm a motion was made by Sargon Hanna to enter executive session for the purposes of litigation updates. Motion seconded by Bruce Spinney. Motion

carried by roll call vote; Spinney: aye, Dauphinais: aye, Thomas: aye, Prisby: aye, and Hanna: aye. Mr. Hanna stated to discuss these matters in open session would jeopardize the position of the town. Also present was Tim McInerney, Town Administrator. The Board would enter back into open session for the sole purpose of adjourning.

Respectfully submitted,

Tammy M. Caron,
Recording Secretary

A video of the entire meeting can be viewed at:
http://grafton.cablecast.tv/CablecastPublicSite/show/4647?channel=2

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b) Fire Apparatus – Vote to Sign Lease/Purchasing Agreement for 750 Gallon Pumper Truck

5. SELECT BOARD REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

a) Text Messaging Policy

b) Email Communications

8. MEETING MINUTES – February 19, 2019, March 5, 2019 & March 12, 2019

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)
Litigation Update
Litigation Strategy
Union Negotiations
Land Negotiation
Non Union Negotiations
Strategy for Negotiations
Minutes

ADJOURN