TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 | FAX (413) 743-0389

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – August 8, 2023

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church Street (Cheshire Community House) on Tuesday August 8, 2023, at 6:30 PM

Board of Selectmen Members Present: Shawn McGrath, Chair (arrived at 7:36 p.m.)
Jason Levesque, Vice Chair
Ron DeAngelis, Member
Ray Killeen, Member
Michelle Francesconi, Member

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Lynn Melchiori; Peter Traub, Liseann Karandisecky; Michael Alibozek, Police Chief

Summary of Votes:

- Vote to hire Corey McGrath as DPW Director 4-0
- Vote to approve the Consent Agenda as presented 4-0
- Vote to approve up to $1,000 in ARPA funds for BRTA vouchers for elderly 5-0
- Vote to approve the ADA Self Evaluation and Transition Plan 5-0
- Vote to adjourn at 8:35 p.m. 5-0

J. Levesque opened the meeting of the Board of Selectmen at 6:30 p.m. Shawn McGrath was not in attendance due to his relationship with one of the applicants.

DPW Director

J. Levesque welcomed two applicants, Ed Rondeau at 6:30 p.m. and Corey McGrath at 7:00 p.m. There was a third applicant who withdrew earlier in the day. J. Levesque informed each applicant that they would be asked a series of questions. Questions pertaining to the new role, implementation of policies and procedures, goals, negative feedback, strategies to manage multiple projects, safety on work sites, project funding and explanation of qualifications.

After the interviews were complete the board discussed the position and applicants. R. DeAngelis spoke about the importance of the position, stating that it is critical for the town to be successful, stressing that this is a management position. R. Killeen spoke about the importance of all highway workers being skilled in equipment operation. M. Francesconi shared that Ed Rondeau has experience to offer, as does Corey McGrath who has put in a lot of effort and made positive changes in the time he has worked for the town.

A motion was made by R. DeAngelis and seconded by M. Francesconi to offer the Department of Public Work Director position to Corey McGrath.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
Motion Carries: 4-0-1
An executive session will be held next Tuesday to negotiate a salary. Member R. DeAngelis will sit down with Corey and the Twon Administrator this week to discuss the salary with a step program for licensing.

Consent Agenda
Minutes – July 25, 2023
Warrants – PR 24-03, AP24-04

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the consent agenda as presented.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
Motion Carries: 4-0-1

Shawn McGrath joined the meeting at 7:36 p.m.

Discussion/Decision Items

1. Highway Foreman Hiring Process - Three applications were received: one internal applicant. The Town Administrator will contact the union to discuss the position and salary.
2. Police Department Part Time Officer Posting - Chief Alibozek joined the board to discuss a policy that would require part time officers to work 32 hours per month. Discussion on putting a policy into place starting in October, the chief would have the authority to waive the requirement for extenuating circumstances. The Town Administrator also requested that the Chief update the board on the plan for a Student Resource Officer at the high school. The Chief informed the board that he had spoken with the Adams Police Chief regarding mutual aid agreements, the current mutual aid agreements allow for cross jurisdiction in emergency situations only. He also spoke with Aaron Dean about putting a security officer on daily basis until the details of the position could be worked out, Chief stated that the school district had put aside funding the SRO position. M. Francesconi was concerned that a detail officer would not be trained to deal with SRO issues and that the Town was dealing with internal growing pains within the police department. The Town Administrator will reach out to the Adams Town Administrator and Superintendent Dean to have a conversation regarding the SRO position.
3. Custodial Services - The Town Administrator contacted four outside vendors for cleaning services, two of the four were not within the budget, one did not respond and the fourth did not have the time. The job description was in the packet and the board agreed to post for fifteen hours per week. The Town Administrator shared that the position entails, once a week cleaning at the Highway Garage, Town Hall, and Fire Station and twice per week cleaning at the Community House and Senior Center.
4. Van Driver Position - The Town Administrator shared that one applicant was interviewed but took a position elsewhere. Arrangements are being made for alternate drivers. R. Killeen spoke about the use of BRTA vouchers for the bus and paratransit systems.
   A motion was made by S. McGrath and seconded by M. Francesconi to approve up to $1,000 in BRTA vouchers to be used at the COA discretion for senior transportation.
   Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
   Motion Carries: 4-0-1
5. Town Office Transition to Community House Update - There was a TO DO list in the packet, the Town administrator shared that all town offices have had the opportunity to walk through the spaces and most are move in ready. She met with IT this last week and except for the Town Clerk office it will be an easy

transition. The Town Clerk office will take a little longer to move over due to the state computer system, however the MBI lines are already in place.

6. ADA Self Evaluation and Transition Plan - *A motion was made by S. McGrath and seconded by M. Francesconi to adopt the plan recognizing that it is a working document.*
   Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
   Motion Carries: 4-0-1

Town Administrator Updates

Copier - With the move of the Town Office and the number of older copiers in each department the Town Administrator is recommending the purchase of a new copier that will be in a central location for use by all boards, committees, and employees. The older copiers will be phased out as they become obsolete.

Community Compact Best Practices - The Town Administrator shared that she had reached out to the UMASS Collins Center regarding scope of work proposals for two community compact grants. The plan is to apply for two grants, one for Capital Planning and a Wage/Salary Study.

Announcements from Board Members

M. Francesconi - Cruise Night will be Saturday August 19, 2023, from 4-9 p.m. at the Community House
Proposed changes to the Comprehensive Health and Physical Education framework by DESE are in the public hearing phase, Lynn Melchiori will send out link and information to the board.

J. Levesque - Should the board send a letter to Rep. Barrett office regarding unfunded mandates. The Town Administrator will follow up with Rep. Barrett office.

Public Comment - None

Adjournment

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 8:35 p.m.
Roll Call Vote: R. DeAngelis- Yes; K. Killeen – Yes; J. Levesque- Yes, M. Francesconi – Yes, S. McGrath - Yes
Motion Carries 5-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
August 14, 2023

Document List

1. Agenda August 8, 2023
2. DPW Director Interview Questions
3. DPW Director Job Description
4. Draft Minutes – July 25, 2023
5. Town Building Custodian Job Description
6. Community House To Do List
7. ADA Self Evaluation & Transition Plan
8. Woodlands Partnership of Northwest MA
9. Highway Department – Bi-Weekly report

Approved: 8/22/23

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – August 8, 2023
6:30 PM

Cheshire Community House – Cafeteria
(former Cheshire Elementary School)

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. DPW Director Interviews
   - Ed Rondeau - 6:30 p.m.
   - Corey McGrath- 7:00 p.m.
   - Thane Yorke – 7:30 p.m. (Added 8/3/23)
3. Consent Agenda
   - Minutes – July 25, 2023
   - Warrants - PR24-03, AP24-04
4. Discussion/Decision Items
   - Highway Foreman Hiring Process
   - Police Department Part Time Officer Posting
   - Custodial Services
   - Van Driver Position & ARPA Fund Request of $1,000 to be used for bus vouchers
   - Town Office Transition to Community House Update
   - ADA Self Evaluation & Transition Plan Adoption – Grant Opportunity
5. Town Administrator Updates
   - Open Volunteer Opportunities - Fence Viewer; Woodlands Partnership of Northwest MA
6. Announcements from Board Members
7. Public Comment
8. Any other business not reasonably anticipated 48 hours prior to the meeting.

REVISED

Submitted by: Jennifer Morse – Town Administrator

Posted: 8/2/2023 @ 10:30 a.m.

Revised: 8/3/23 @ 9:10 a.m.

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25.

DPW Director Questions

Interview Questions

Welcome...

Jay 1. This position is new and encompasses day-to-day operations of multiple departments, how will you deal with the various Boards/Commissions and employees who may be resistant to change? How would you implement policies and procedures for all three entities?

Ron 2. What goals would you pursue in your first month of the position?

Ray 3. Have you ever encountered negative feedback from a homeowner or member of the public? If so, how did you handle the situation?

Michelle 4. What strategies do you use to manage multiple projects at once? How do you handle unexpected delays or changes in scope during a project?

Jay 5. What steps do you take to ensure safety on public works sites?

Ron 6. How would you handle a situation where the budget for a project was not sufficient to cover all its needs?

Ray 7. What makes you uniquely qualified for this position?

Michelle 8. Describe some of your main duties in your current role that will apply to this role with the Town of Cheshire. What kind of public works projects or facilities have you previously worked with?

Do you have any questions for us?

TOWN OF CHESHIRE
Director of Public Works

Definition/Scope of Duties

Performs highly responsible administrative, supervisory, and technical work in directing the operations of public works of the town, including Highway, Cemeteries, and Water department. Performs all other related work as required.

Essential Functions

Responsible for planning, directing, coordinating, controlling, and staffing all activities of the department. Responsible for the continued and efficient operation, enforcement of department rules and regulations, completion and forwarding of required reports, and the department's relations with citizens, town government and other agencies.

Oversees four operations within one department to include highway, cemetery, water, and tree warden.

Manages employees always ensuring their safety as a priority.

Ensures that all OSHA Training and Policies are complying.

Oversee and manages all departmental finances in planning of short-term and long-term projects.

Performs required public work construction and repair activities, leads all Chapter 90 projects that are ongoing and works with the state for proper reporting and reimbursement of funds.

Prepares competitive bidding documents working closely with the Chief Procurement Officer.

Manages and maintains all water department projects and day-to-day operations working with the Primary Water Operator and Water Commissioners.

Performs tree warden services to all town trees as well as trimming of limbs and cutting of brush along the public right of way, ensuring safety for all people and vehicular traffic.

Coordinates daily cemetery functions and burials while working with the Cemetery Foreman and Cemetery Commissioners, overseeing the seasonal employees.

Responsible for the preparation of the Annual department budget and control of all departmental expenditures.

Responsible for all continuing education for all department employees.

Oversee all winter/snow and ice operations to maintain safe roadways during storms and bad weather. Get the department ready and prepared for unforeseen emergencies with planning and preparation.

Establishes uniforms, equipment and vehicle specifications for highway and cemetery and exercises control and oversight of the storage, distribution, and maintenance of equipment and supplies.

Maintains a detailed inventory of all equipment. Maintains files and reports for repairs and replacements when necessary.

Monitors and maintains fuel tanks located at the Highway Garage, ensuring timely inspections of tanks and systems.

Establishes long-term projects, ensures that contractors, vendors, and staff successfully complete all work.

Performs similar or related work as required, directed or as situation dictates.

Supervision

Supervision Scope: Performs various and responsible duties of a complex nature, requiring a significant degree of independent judgement and initiative. Responsible for all administrative functions of the department in conformance with applicable provisions of the Massachusetts General Laws, Town bylaws and professional standards

Supervision Received: Works with the Town Administrator and performs responsibilities that align with the long-range planning of the Board of Selectmen, Cemetery Commission and Water Commission. The position is hired by the Board of Selectmen who are the Chief Town Officials.

Supervision Given: Supervises – Full Time Employees, Part time Employees, Seasonal Employees

Work Environment

Work is performed on various sites; required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, and a variety of CDL vehicles.

Has frequent contact with other town personnel, has occasional contact with contractors, residents, and the public; interaction requires courtesy and tact.

Exercises good judgement as errors in judgement could create a danger to the health and safety of others, loss of Town assets, injury to oneself or others, damage to buildings and equipment, loss of revenues and poor public relations.

Recommended Minimum Qualifications

High School diploma or equivalent and at least five years of progressively responsible experience in supervising and directing public works activities; or a bachelor's degree in civil engineering, Construction management or a related field with two years of related experience; Supervisory experience at the level of supervisor or above preferred; or any equivalent combination of education and experience.

Preferred Licenses/Certificates

- Class A- CDL License
- Hoisting License
- OSHA 10
- Class 1 Water Distribution License
- Class 1 Water Treatment License
- Backflow Prevention Device Testing License
- Cross Connection Surveyor License (or obtain within 18 months from date of hire)

Knowledge, Abilities and Skills

Knowledge: Thorough knowledge of the principles and practices of supervising town highway, cemetery and water department employees and operations. Knowledge of public laws involving public works projects. Knowledge regarding fiscal management procedures, budgeting, and capital improvement requirements relative to the public sector.

Ability: Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendor sand public. Ability to problem solve, maintain records, and interpret data including engineering plans and specifications. Ability to perform strenuous labor under adverse conditions,

Skills: Proficient computer skills, utilizing Microsoft Office and town software applications, Effective interpersonal and communication skills.

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 accommodation may be made to enable individuals with disabilities to perform the position's essential functions.

Frequent moderator to strenuous physical effort required to perform duties under variable conditions, with exposure to occupational risks. Occasionally required to push/pull objects weighing up to one hundred pounds, occasionally required to lift/carry objects up to twenty pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm, occasionally required to sit, talk, and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – July 25, 2023

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church Street (Cheshire Community House) on Tuesday July 25, 2023, at 6:30 PM

Board of Selectmen Members Present: Shawn McGrath, Chair
Jason Levesque, Vice Chair
Ron DeAngelis, Member
Ray Killeen, Member
Michelle Francesconi, Member

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Lynn Melchiori; Peter Traub, Liseann Karandisecky; Art Kaufman

Summary of Votes:

- Vote to approve the consent agenda 5-0
- Vote to appoint Adam Healey as a Special Police Officer 5-0
- Vote to approve Cheshire Rod & Gun Club One Day Liquor Licenses 5-0
- Vote to adjourn at 7:32 p.m. 5-0

S. McGrath opened the meeting of the Board of Selectmen at 6:30 p.m.

Facilities Manager Update Ongoing Projects -

Facilities Manager Corey McGrath joined the board to discuss various Facilities Projects

Police Station

- The HVAC System funded with Green Communities grant funding is almost complete, a unit was damaged, and they are waiting for the new parts.
- The gas line for a future generator was installed last week prior to the milling on Depot Street, it was noted that the line will be considered vacant if not used within two years.
- The old oil tank has ¼ tank of fuel which has been treated, this is the back up system during power failures.
- Windows need replacement, long discussion on the proposal to replace fifteen windows, more estimates will be obtained. The Historical Commission has voted to approve the replacement of the windows if the historical look is retained.

- Emergency Exit - There is currently no emergency exit or second egress from the station. An estimate has been obtained for a steel door; this has also been approved by the Historical Commission noting safety issue.
- More estimates for the window and door projects will be obtained.

Town Hall
- Six spots on the Town Hall façade have been repaired, there is a pallet of bricks at the highway garage for future repairs. The company also repointed the chimney on the Police Station – pro-bono.

Senior Center
- Flooring and Painting in the back room will be completed next week, the front door and shutters will be painted as well.
- The pickleball court is being laid out this Thursday excavation will happen next week.

Highway Garage
- The Fuel Tank has been installed and is ready to go including the portable generator with funds from the Emergency Management Planning Grant.
- The generator for the Highway Garage will be installed later in the month of August. Funds were used from the FY23 budget, this generator is on a transfer switch and will operate the highway garage during power outages including the bay doors.

Water Department
- A new alarm panel is being installed, Monday August 7.

Community House
- Quotes for a 20/1 handicap ramp are being obtained.
- The alarm system contract has been signed and will be upgraded soon.
- The plan is to move the Financial Offices by mid-September. The Town Administrator is meeting with Northeast IT tomorrow. A moving plan will be presented to the board at their next meeting.
- The Youth Center did not receive a grant funding their HVAC system and will try again during the next grant cycle.

Audience member, Art Kaufman thanked Corey McGrath for all his help with the Cheshire Community Center Summer Festival, it was noted that Corey put in a lot of volunteer hours.

Consent Agenda
- Minutes – July 17, 2023
- Warrants – PR24-02, AP24-032
- Berkshire Running Camp – Facilities Use Form – Community House

A motion was made by M. Francesconi and seconded by S. McGrath to approve the consent agenda.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath – Yes
Motion Carries: 5-0

Police Department Appointment
A motion was made by S. McGrath and seconded by J. Levesque to appoint Adam Healy as a Special Police Officer.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath – Yes
Motion Carries: 5-0

Town Administrator Updates

Open Positions:

- Water Department is still seeking a primary water and secondary water operator. The current collector has resigned the position, based on the Financial Management Review recommendations and several years of auditor's recommendations the role will transition to the Treasurer/Collector office.

- Custodian - The current custodian has resigned from the position for a full-time position elsewhere, quotes for cleaning services are being obtained and the town administrator will report back at the next meeting.

- Van Driver - applications have been reviewed and an interview is set up for this Thursday, another potential candidate has expressed interest.

- DPW Director/Highway Foreman - One resume has been received for the DPW Director position and two applicants for the Highway Foreman position.

Cheshire Rod & Gun Club Licenses

A motion was made by S. McGrath and seconded by M. Francesconi to approve the August One Day Liquor License requests from the Cheshire Rod & Gun Club

Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Abstain; M. Francesconi- Yes; S. McGrath – Yes
Motion Carries: 4-0-1

Announcements from Board members

M. Francesconi commented on the success of the Summer Festival and how nice it was seeing the kids playing in a safe space with adequate shade, the festival was very well attended with the Community House being a great backdrop.

R. Killeen commented that the students working at the Transfer Station were courteous and represented the town in a positive way.

R. DeAngelis noted that the transition from the new pavement to the two-year-old pavement is noticeable as did M. Francesconi, discussion on the company meeting the specs for materials, the Town Administrator will follow up with Corey Swistak and LB Corp.

J. Levesque talked with a Co-Interim Superintendent about a guardrail mower quote, the town administrator will forward the quote to the board.

R. DeAngelis shared that a group of volunteers is going to cut the vegetation down along the guardrail at the boat ramp tomorrow.

Public Comments

Liseann Karandisecky noted that the weeds at the boat ramp are making for slippery conditions and that there is a broken board on the boat ramp. She also spoke about the floating mats that will be harvested through a third-party vendor and that the dam has is now running at 3" over.

Adjournment

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:32 p.m.
Roll Call Vote: R. DeAngelis- Yes; K. Killeen – Yes; J. Levesque- Yes, M. Francesconi – Yes, S. McGrath - Yes
Motion Carries 5-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
July 27, 2023

Document List

1. Agenda July 25, 2023
2. BRC Facilities Use Form
3. Draft Minutes – July 17, 2023
4. Highway Department – Bi-Weekly report

TOWN OF CHESHIRE

Town Building Custodian

Definition/Scope of Duties

Physical and manual work involving the cleaning and care of town owned buildings and associated grounds; all other related work and/or building as required and assigned. The position is fourteen hours per week.

Supervision

Works under the direct supervision of the Department of Public Works Director and indirectly under the direction of the Town Administrator.

The Employee is not responsible for the regular supervision of any Town employees.

Work Environment

Work is performed indoors under some unpleasant conditions with exposure to dust and dirt, and cleaning chemical fumes. Outdoor work is performed under extremes of heat and cold, and weather extremes.

Operates an automobile/light truck, lawn mower, buffers, hand and power tools, and other custodial equipment; may be required to wear protective clothing and mask.

Makes frequent contacts with users of the municipal buildings; contacts involve discussing routine information.

Errors could result in damage to buildings and equipment, injury to self and others, and create some hazards to public safety.

Essential Duties and Responsibilities

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Performs general cleaning and housekeeping within the buildings, including sweeping, mopping, waxing, and buffing floors; vacuuming carpets and rugs; cleaning/sanitizing restrooms; disposing of trash and recyclables; dusting and general cleaning of offices and furniture/equipment; refilling restroom supplies; cleaning windows.

Moves and arranges furniture; sets up furniture and equipment for meetings and functions and maintains equipment.

Removes snow, ice, leaves, dirt and debris from walkways and stairs to maintain safe entry into Town buildings for visitors and employees. Maintains, or assists with maintenance of, the outside of buildings including operating snow blower, shoveling snow off stairs and walkways, and sweeping stairs and walkways.

Change light bulbs as required.

Strips, seals, buffs and waxes floors within the Community House/Senior Center and other buildings.

From time to time, it may be necessary to assist other members within the Highway Department once normal tasks are complete. These tasks are limited to those that are supplemental to normal General Laborer/Equipment Operator functions and shall not take the place of normal General Laborer/Equipment Operator functions. This position does not entail the use of heavy equipment operation, such as the use of dump trucks, loader, and the road grader. The employee may only use machines with the approval of the Highway Superintendent.

Performs similar or related work as required, directed or as situation dictates.

Accountability
The nature of work or the operation of potentially dangerous equipment and building maintenance chemicals increases the probability that errors could be serious. Consequences of errors, missed deadlines or poor judgment would include monetary losses due to waste of material, damage to buildings and equipment or personal injury.

Judgment
Numerous standardized practices, procedures, general instructions govern the work and, in some cases, may require additional interpretation. Independent judgement is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Nature and Purpose of Public Contact
Most of the interaction is with co-workers that requires courtesy and tact to maintain effective working relationships. Contact with the public takes place on an occasional basis. Employee has contact with vendors and the public that use the buildings.

Occupational Risk
Duties generally present occupational risks: injuries may occur from the improper use of maintenance equipment and materials and exposure to hazardous chemicals that could result in loss of time from work. Examples of injury include severe muscular strains from working with extremely heavy material for long periods of time, fall from heights more than three feet. Special safety precautions, training, or protective clothing such as gown, coats, gloves, glasses, hard hats, or boots may be required to carry out duties in a safe and effective manner.

Recommended Minimum Qualifications

Education and Experience
High school diploma, or an equivalent combination of education and experience.

Knowledge, Ability, and Skill
Working knowledge of town government and departmental operations.

Ability to handle problems and emergencies effectively. Ability to communicate clearly. Ability to maintain confidential information. Ability to deal appropriately with other town employees and officials. Ability to work effectively under time constraints.

Working knowledge of building maintenance products, equipment, and techniques. Knowledge of safe work practices in the maintenance of building to avoid injury. Knowledge and ability to recognize issues requiring professional attention (i.e. when to call an electrician, plumber, etc.).

Physical Requirements

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.

Physical Demands: Work requires the exercise of physical strength and effort daily, such as, lifting heavy objects (over 60 lbs.), carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing, or walking for the full workday may also be involved. A great deal of physical effort must be exerted at this level.

Motor Skills: Position requires the employee to exercise basic motor skills for activities such as the use of cleaning equipment and the operation of motor vehicle.

Visual Demands: The employee is required to routinely read documents for general understanding and the operation of building maintenance equipment in a safe and effective manner.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Office	Departments	To DO
Town Clerk	Town Clerk	• Remove Wiring • Remove Counter and Rebuild to ADA specs. Utilizing current Town Clerk counter • Paint Walls (cream) • Shampoo Carpet • Clean out/organize old files. • Replace 12 Ceiling Tiles • Move the State VRIS system
Finance Office	Treasurer Asst. Treasurer	• ADA Counter
Board/Committee Room (Green Room)	Water Cemetery Building Board of Health Conservation Planning Zoning Accountant	• Remove Vinyl and Paint • Designate spaces. • Conference Table
Meeting Room	All Boards/Committees	• Large Conference Table
Board of Assessors	Assessors	• Paint one wall • New Desk • Small Conference Table
Town Administrator		• Move in Ready • Conference Table/Chairs
Misc		• Strip and Wax Floors in Hallway, Green Room, Meeting Room and Cafeteria • Camera/Security Quotes • Alarm System Upgrades – In progress • Handicap Ramp Upgrade – quotes • Server/Firewall Move • Moving Company

Town of Cheshire, Massachusetts

REVISED DRAFT

ADA Self Evaluation & Transition Plan

June 30, 2023



BRPC
Berkshire Regional Planning Commission

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INTRODUCTION

Cheshire, Massachusetts is an attractive small town located in central Berkshire County, first settled in the late 1760's. With a population of approximately 3,258 people, the town offers a mix of rural and industrial characteristics, including a charming town center and small business district. Most of the town's public facilities are located in the town center, including the Cheshire Town Hall at 80 Church Street, the Town Hall Annex at 84 Church Street and the Police Station at 90 Church Street. The town's Library is also located in the Town Hall Building.

Desiring to enhance services and inclusiveness for all its residents, the Town of Cheshire seeks to increase and improve accessibility to its Town Hall, Police Station, and Library, as well as other facilities, by identifying barriers to accessibility and planning for future improvements. Over the course of several months, Town of Cheshire officials worked with Berkshire Regional Planning Commission (BRPC) staff to develop the town's first Americans with Disabilities Act (ADA) Title II Self-Evaluation and Transition Plan. This evaluation looks at municipally owned properties only, including the town hall, library, police station, former elementary school, community center/senior center, and town garages. Preparation of the plan is funded by a Massachusetts Office on Disability grant to the Town of Cheshire.

The 1990 Americans with Disabilities Act and its following 2008 amendment (ADA) requires that governments and businesses provide equal access under the law for citizens who require accommodations because of a disability. The ADA is first and foremost a civil rights law.

All federal, state, and local governments are required to have an ADA self-evaluation and transition plan on file that identifies all barriers to accessibility for programs, services, and activities offered to its citizens. This includes barriers to the built environment and the policies, training, and accommodations available by a government entity. The transition plan outlines how the Town will remove all identified barriers to accessibility including cost estimates, priority, and a timeline for removal. The Town aimed to target both structural and non-structural barriers to accessibility.

This plan is important to the continued services that residents, workers, and visitors alike enjoy. The Town of Cheshire acknowledges that without full access to programs, services, activities, and public rights-of-way, the Town is not meeting its obligations not only to those with disabilities,

but all members of its community who value human rights, diversity of experience, and equal opportunity.

Public Participation and Acknowledgements

A simplified public participation strategy was developed as part of this plan, including providing the Draft plan on the Town's website. BRPC consulted primarily with the Town Administrator, Jennifer Morse, it's ADA Coordinator, and Corey McGrath, Facilities Manager. The Town of Cheshire has since appointed an ADA Committee, to include Ms. Morse and Mr. McGrath, as well as Lynn Melchiori, Jamie Walsh, and Brenda Caufield who will review the plan and provide additional input.

A draft of this plan will be available through the Cheshire Town Administrator's office to those interested in providing comments on various physical aspects of the Town as relates to ADA compliance.

FEDERAL, STATE, AND LOCAL REGULATIONS

Architectural Barriers Act of 1968 (ABA)

The Architectural Barriers Act (ABA) requires that buildings and facilities that are designed, constructed, or altered with Federal funds, or leased by a Federal agency, comply with Federal standards for physical accessibility. ABA requirements are limited to architectural standards in new and altered buildings and in newly leased facilities.

Section 504 of The Rehabilitation Act of 1973

Section 504 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under" any program or activity that either receives Federal financial assistance or is conducted by any Executive agency or the United States Postal Service.

Each Federal agency has its own set of section 504 regulations that apply to its own programs. Agencies that provide Federal financial assistance also have section 504 regulations covering entities that receive Federal aid. Requirements common to these regulations include reasonable accommodation for employees with disabilities; program accessibility; effective communication with people who have hearing or vision disabilities; and accessible new construction and alterations.

The Americans with Disabilities Act of 1990 (ADA)

The ADA prohibits discrimination based on disability in employment, State and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress. There are four titles that outline ADA requirements for employment, state and local government activities including public transportation, public accommodations including historic properties, and telecommunications access.

Title II, one of five separate titles of the ADA, applies specifically to "public entities" and the programs, services, and activities they provide. This title outlines the requirements for the self-evaluation, Transition Plan and appointing an ADA coordinator.

In 1992, the U.S. Department of Justice issued 28 Code of Federal Regulations (CFR) Part 35, Nondiscrimination on the Basis of Disability in State and Local Governmental Services, to implement Subtitle A of Title II. This regulation extended the prohibition of discrimination in federally assisted programs already established by Section 504 of the Rehabilitation Act to all activities of state and local governments, including those that do not receive federal financial assistance.

THE 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN (ADA STANDARDS)

The ADA Standards outline the requirements necessary to make a building or other facility physically accessible to people with disabilities. The Standards are a comprehensive guide that identifies what features will need to be accessible and list the specifications required to make them compliant with the ADA.

Accessibility and Discrimination

Accessibility plays a significant role in providing equal rights and opportunity to people with disabilities. An important step toward encouraging full community participation and fulfilling the rights of people with disabilities is creating an accessible, barrier-free environment. Regulations require that structural barriers be removed in public areas of existing facilities when such removal is readily achievable. Barriers typically found in public areas include routes of travel requiring the use of stairs, non-ADA compliant ramps, door widths that cannot accommodate the passage of a wheelchair, and the location of door handles that are too high, among other elements.

Discrimination against individuals with disabilities occurs when a person is perceived differently, treated differently, and struggles to gain acceptance at a level experienced by their non-disabled peers. Often, physical barriers encountered by people with disabilities can be perceived as discrimination because they exclude that individual from reaching their desired destination or performing a specific task or action. According to the ADA, all state and local governments are

required to follow specific architectural standards in either the new construction or the alteration of existing buildings unless the corrective actions would result in undue financial or administrative burdens. To avoid discriminating against those with disabilities, public entities are required to make reasonable modifications. These modifications will provide equality of opportunity, but the municipality cannot guarantee equal results.

Program Accessibility

Title II requires local governmental agencies to ensure that all their programs, services, and activities, when viewed in their entirety, are accessible to persons with disabilities. Program access is intended to remove physical barriers to the local governmental agency services, programs, and activities, but it generally does not require that the local governmental agency make each facility, or each part of any given facility, accessible. For example, every restroom in each facility does not need to be made accessible. However, signage directing persons with disabilities to the accessible features and spaces within that given facility must be provided.

Program accessibility may be achieved in a variety of ways. Local governmental agencies may choose to make structural changes or pursue alternatives to structural changes to achieve access. For example, the local governmental agency can move public meetings to accessible buildings and relocate services for individuals with disabilities to accessible levels or parts of a building. It should be noted that when choosing between possible methods of program accessibility, the local governmental agency must give priority to the choices that offer services, programs, and activities in the most integrated setting that is available and appropriate. Additionally, all newly constructed public facilities must be fully accessible to people with disabilities.

Undue Burden

A “grandfather clause” does not exist in the ADA; however, the law is flexible. Local government agencies must comply with Title II of the ADA and must provide program access for all individuals. With respect to complying with Title II, a local governmental agency does not have to take any action to make a feature compliant to ADA standards if that agency can demonstrate that the alteration will result in the creation of a fundamental alteration to the program or service or will

cause undue financial and/or administrative burden. The determination of an undue burden can only be made by the head of the local public agency (or a designee) and must be accompanied by a written statement outlining the reasons for reaching such a conclusion. In order to establish that an alteration of a feature will cause undue financial and/or administrative burden, an evaluation of all resources available for use in the program must be completed. The evaluation of these resources must include the amount of financial resources available, the effect on expenses and resources, the type and location of the facility, and the number of employees at the site.

If an alteration of a feature would result in a burden, the public entity must take any other action that would not result in an undue burden but would ensure that individuals with disabilities receive the benefits and services of the program or activity.

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 control part of a paper towel dispenser to be 54 inches. The 2010 Standards lower that side reach range to 48 inches maximum. If a paper towel dispenser was installed prior to March 15, 2012, with its highest operating part at 54 inches, the paper towel dispenser does not need to be lowered to 48 inches. Since the dispenser complies with the 1991 Standards, that Standard provides a "safe harbor".

Historic Properties

Exceptions to the ADA have been made for historic properties that are listed, or are eligible for listing, in the National Register of Historic Places or a property designated as historic under state or local law. A public entity is not required to make alterations that would destroy or threaten the historical significance of an historic property. In such a case, alternative requirements may be used as discussed in 28 CFR 36.405 and ADAAG 4.1.7(3). An example of an alternative requirement would include providing displays and written information in a location where they can be seen by a seated person.

Curb Ramps

When streets and roads are either newly built or altered, ramps must be constructed whenever curbs or other physical barriers exist at the connection point between the roadway and a pedestrian walkway. Likewise, when new sidewalks or walkways are built or altered, they must also contain curb ramps or sloped areas wherever they intersect with a street or roadway. However, on existing roads and sidewalks that have not been altered, local governmental agencies may choose to construct curb ramps at every point where a pedestrian walkway intersects a curb, but they are not necessarily required to do so. Under program access, alternative routes to buildings that make use of existing curb ramps may be acceptable where persons with disabilities must only travel a marginally longer route.

ADA TITLE II SELF-EVALUATION REQUIREMENTS

The self-evaluation plan helps determine the adequacy of ADA compliance in public buildings and to ensure that there is no discrimination in services, meetings, and programs provided by the Town. If the Town decides there is an undue burden in providing access or services, such as a fundamental alteration of a building or service provided or a financial burden, state and local governments must ensure that these decisions are made properly and expeditiously. Specific activities that should be evaluated relate to access, inclusion, communication, and safety. The self-evaluation needs to include the persons consulted, problem areas, and a description of any modifications that have been made.[1] The activities and requirements that should be evaluated are listed below.

Ensure Access to buildings, programs, meetings, and activities.

- All physical barriers to accessibility should be removed.
- Residents should have adequate access to public meetings.
- Construction & Design standards should be met.

[1] American with Disabilities Act Title II Regulations (2016) Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services. From: www.ada.gov/ada_req_ta.htm

- Historic buildings include access for disabled where reasonable.

Inclusion and Non-Discrimination of Disabled People

- Ensure program materials are not offensive to the disabled.
- Ensure employment practices are not discriminatory to disabled.
- Ensure programs, activities, and services are not exclusionary to those with disabilities and former drug users.

Availability of Proper Alternative Communication Methods

- Communicate effectively with disabled by providing direct access for TDD's and TTY's.
- Have a method for including provisions for readers or interpreters for impaired people. If equipment is required, make sure it works properly and is maintained.
- Ensure employees are familiar with the policies and practices for the full participation of individuals with disabilities.

Proper Safety Procedures

- Evaluate procedures to evacuate individuals with disabilities during an emergency. Visual and audible warning signals, and procedures for assisting individuals from a facility during an emergency should all be included.

MASSACHUSETTS ARCHITECTURAL ACCESS BOARD – M.G.L. C. 22 SECTION 13A

The Massachusetts Architectural Access Board (MAAB) is a regulatory agency within the Massachusetts Office of Public Safety that develops and enforces regulations to make public building accessible to, functional for, and safe for use by persons with disabilities. MAAB regulations are outlined and enforceable as part of the Massachusetts Building Code.



THREE PRELIMINARY STEPS TO ADA COMPLIANCE

The following procedures and accompanying documentation are required as part of the ADA Title II Compliance:

Designation of an ADA Coordinator

Title II of the ADA applies to programs, services, and agencies of state and local governments, regardless of the size of the public entity. It is important for all municipalities to designate at least one municipal employee to take on the functional responsibilities as an ADA Coordinator. This position bears the full responsibility of implementing the ADA within a Title II entity.

The most important requirement of an ADA Coordinator is the ability to learn and understand all of the ADA regulations as it pertains to the municipality. It must be recognized that the ADA is a Civil Rights Law and not a building code. A person in this position should:

- Have knowledge of all municipal programs, services, and eligibility requirements.
- Be familiar with Human Resources as it applies to employment issues for policy changes, grievances, and effective accommodations.
- Have access to facilities personnel and local Building Inspectors for consultation on architectural accessibility concerns.
- Have knowledge of the municipal ADA Transition Plan and administration of the plan's compliance, amendments, and reviews.

Posting of an ADA Notice

The Town shall publicly post notice that the Town abides by Title II of the Americans with Disabilities Act (ADA). This notice shall be posted in perpetuity located in at least one prominent public area usually designated as a public information site. Publishing and publicizing the ADA notice is not a one-time requirement. State and local governments should provide the information on an ongoing basis, whenever necessary. If the Town the radio, newspaper, television, or mailings, then it will re-publish and re-broadcast the notice periodically.

The notice is required to include relevant information regarding Title II of the ADA, and how it applies to the programs, services, and activities of the public entity.

The notice should not be overwhelming. An effective notice states the basics of what the ADA requires of the state or local government without being too lengthy, legalistic, or complicated. It should include the name and contact information of the ADA Coordinator.

This chapter contains a model "Notice Under the Americans with Disabilities Act" created by the Department of Justice. It is a one-page document in a standard font, and includes brief statements about:

- Employment,
- Effective communication,
- Making reasonable modifications to policies and programs,

- Not placing surcharges on modifications or auxiliary aids and services, and
- Filing complaints.

Posting of General ADA Grievance Procedure

The Town shall publicly post the Town of Cheshire's "Grievance Procedure under the Americans with Disabilities Act."
Local governments with 50 or more employees are required to adopt and publish procedures for resolving grievances arising under Title II of the ADA.3 Grievance procedures set out a system for resolving complaints of disability discrimination in a prompt and fair manner.
Neither Title II nor its implementing regulations describe what ADA grievance procedures must include. However, the Department of Justice has developed a model grievance procedure that is included at the end of this chapter.

The grievance procedure should include:

- A description of how and where a complaint under Title II may be filed with the government entity.
- If a written complaint is required, a statement notifying potential complainants that alternative means of filing will be available to people with disabilities who require such an alternative.
- A description of the time frames and processes to be followed by the complainant and the government entity.
- Information on how to appeal an adverse decision.
- A statement of how long complaint files will be retained.

SELF-EVALUATION AND TRANSITION PLAN

Self-Evaluation

The ADA Title II Self-Evaluation is an assessment of all programs, services, and activities provided by the Town. For the plan's self-evaluation, ADA compliance was evaluated for town policies,

accommodations, and trainings available to town employees who serve all residents and visitors. In addition, municipal buildings, and parks where services, programs, and activities provided by the Town are also evaluated. The self-evaluation of facilities then determined the existing level of accessibility, ranging from inaccessible to fully accessible, depending on the identified barriers. It is important to note that providing access includes the hearing and visually impaired, as well as those with mobility challenges.

Transition Plan

As for any community, transitioning into full ADA compliance is a long-term goal for the Town of Cheshire. Full ADA compliance can only be achieved through evaluating the existing conditions that present barriers to accessibility, and then carefully planning and providing support for the required improvements. A transition to full compliance is not expected to be immediate; improvements should be planned as funding from various sources becomes available and coordinated to occur as other capital improvements are undertaken. A list of possible grants and funding sources is included at the conclusion of this Plan, in Appendix F.

EVALUATION OF TOWN POLICIES AND PROCEDURES

Evaluation of policies and procedures that will have an impact on equal access to town services, programs, and activities is required under Title II of the Americans with Disabilities Act. Inadequate or non-existent policies and procedures can be a large non-structural barrier to equal access for people with disabilities. As a small local government, it is not unusual that Cheshire has not yet had the opportunity to implement policies and procedures required under Title II of the ADA. Cheshire has drafted a public notice of non-discrimination and an ADA grievance procedure, both of which will be posted on the Town website. In addition, the Town has created the role of ADA Coordinator and appointed the Town Administrator, Jennifer Morse, to serve in that role. It is important that key town staff receive training in awareness of and response to the responsibilities of implementing the ADA requirements. With their recent efforts to implement projects that make town buildings more accessible, the Town has committed to implementing helpful and accommodating policies that will make them better aligned with Title II requirements.

BRPC staff worked with town staff to evaluate other town policies and procedures that may already be in place or should be in place to better accommodate people with disabilities. This includes department-specific training, policies or procedures, as well as emergency management, and access to voting, town departments, and town boards and commissions.

EVALUATION OF TOWN DEPARTMENTS

The Town identified 9 boards and committees that provide services to the public, which are summarized in the following table. The services that are provided include direct government services, activities that the public can participate in, and emergency services.

Depts.	Services	ADA Training	ADA Policy	Accommodations
Animal Control Officer	The Cheshire Animal Control Officer (ACO) also functions as the State Animal Inspector. Duties include but are not limited to the following: • Ensures the licensing and vaccinations of animals. • Returning lost animals to their owners • Barking dog complaints • Cruelty to animal investigations • Quarantining of animals when necessary	No	No	None
Board of Assessors	Provides fiscal stability by promptly, fairly and equitably determining the valuation of all real and personal property located in the Town of Cheshire	No	No	None
Board of Health	Reviews public health regulations. Recommends public health policies. Recommends community public health priorities. Recommends health department priorities. Proposes public health regulations.	No	No	None
Board of Selectmen	Sets policy and strategic direction, coordinates the activities of other boards, and hears appeals and resolves problems that have not been settled at lower levels.	No	No	None
Council on Aging	identify emerging needs, advise staff and advocate for appropriate community services. As community leaders, they guide and educate seniors and community leaders of existing resources addressing transportation, socialization, fitness, nutrition, outreach, health, benefits counseling, and recreation.	No	No	
Cemetery Commission	Responsible for the care and management of the town's cemeteries	No	No	None
Conservation Commission	Responsible for the protection of the community's natural resources. The commission also advises other municipal officials and boards on conservation issues that relate to their areas of responsibility.	No	No	None

Finance Committee	Considers all appropriations recommended by the Selectmen and other Town Officers and Committees for the financial year, and also the articles in the warrant calling for expenditures of money, and recommend amounts to be appropriated for the expenditures of the Town. The Committee also has the authority to transfer such sums of money as may be necessary during the year from the Reserve Fund to other accounts where there is a shortage of funds to properly carry out the year's work.	No	No	None
Planning Board	Makes careful studies of the resources, possibilities, and needs of the town, particularly with respect to conditions injurious to the public health or otherwise in and about rented dwellings, and make plans for the development of the municipality, with special reference to proper housing of its inhabitants.			
Zoning Board				
Police Department	Emergencies, meetings	No	No	None
Town Administrator	Oversees all appointed department heads, manages long-term financial plan and preparation of the annual Town budget, oversees municipal procurement	No	No	None
Town Clerk	Business certificate (dba), notarization of documents, payment of non-criminal complaint violations, posting meetings for all municipal boards and committees, vital statistics – births, marriage and death certificates, voter registration, town calendar, town meeting minutes, licenses	No	No	None
Town Collector	Tax collection	No	No	None
Treasurer	Accounts for all money belonging to the Town; investing, disbursing, recording and the reconciliation of bank accounts. The treasurer's office processes payroll, tracks all fringe benefits, and maintains employee personnel files. It also represents the town in the retirement system, manages all deferred compensation, cafeteria plans and coordinates insurance policies. Also handled are the	No	No	None

	reporting of all accidents and claim forms. The office maintains and collects tax title accounts and enters into payment agreements with taxpayers for delinquent taxes.			
Water Department	Provision of Water	No	No	None

SUMMARY OF MAJOR FINDINGS

- The Town has provided the required administrative notices as follows: A Grievance Procedure under the ADA; A Notice of the Town's commitment to equal access to activities, programs, and facilities; A written notice of contact information for the ADA Coordinator (we note that the Town has appointed Jennifer Morse to that position) Copies of the draft Notices are included in Appendix E of this Plan.
- The Town should consider ADA training for multiple employees, and for representative of several town departments, including the Cheshire ADA Coordinator, the Town Facilities Maintenance, and the Police Department; once these individuals are training in the current ADA requirements, they may then in turn help to inform and train other town employees.
- Various Town departments lack specific policies and procedures in addressing the needs of disabled community members. The Town has established an ADA Committee to work with the ADA Coordinator to draft such policies and procedures, including public input, for eventual adoption by the Town.
- The Town Hall, which was built in 1898, was found to be inaccessible. Despite being equipped with an elevator, many major improvements would be required to bring the building up to full ADA compliance. With the move to the one-story former elementary school, members of the public will be able to access most Town services with much less difficulty.
- The Highway Garage is not ADA accessible but is also infrequently accessed by the general public. Improvements here would potentially benefit town employees.
- In order to be prepared in case of natural or other disasters, it is extremely important that emergency management and other emergency services have the training to accommodate persons with disabilities.

- The town has not used TTY (text telephone) or any other equipment to accommodate persons with disabilities.
- With the exception of the Town Administrator, other personnel in the Town Hall have not been trained, nor have they had experience with making accommodations for people with disabilities including providing braille, large text documents, or closed captioning video.
- Documents on the website are not provided in alternate formats other than pdf. There is no information on the website regarding the provision of services to those with disabilities.
- Ice could cause a slipping hazard in the Town Hall – adjacent parking areas and walkways during the winter. It is important to have written policies in place formalizing responsibility for clearing handicapped parking areas and access walkways.
- Handicapped parking areas should be as close to a town facility's ADA-accessible entrance as possible, be appropriately painted and signed, and include the required ADA access aisles.
- Handicapped parking, accessible paths and routes, and updated ADA-Compliant informational signage needs to be installed at all Town Facilities.
- The Town should continue to prioritize ADA improvements in the existing Town Hall and in the soon-to-be-adapted former elementary school, where Town Hall functions are being relocated. Specific projects for the elimination of accessibility barriers should be incorporated into its annual capital budgets, with the goal of eliminating all ADA architectural barriers within the next 5 years.

RECOMMENDED NEXT STEPS

The ADA self-evaluation highlights that many of the town's facilities, including the town hall and police station, are very old and were not originally built with accessibility in mind.

More recently, the Town of Cheshire has taken a proactive position in planning and ensuring ADA improvements, including transitioning many town hall services and activities to the former Cheshire Elementary School, located just down the street from the Town Hall, at 191 Church Street. The Town has engaged the services of an engineering and architectural firm, EDM of Pittsfield, Ma, to develop designs and plans to fully transition all town hall functions to the school within the next year. There will be ADA improvements in the school building as well, which will occur as part of that interior renovation. This project may answer other ADA requirements regarding the exterior of the building as well, including location and type of ADA parking, the condition of the pathway pavement from the HC parking to the building's front door, addition of any appropriate ADA informational signage that may be currently lacking, and the inclusion of automatic push-button door openers on any of the building's access doors.

In addition to mobility issues, there are many other types of disabilities challenging the town's population, including sight and hearing impairments, and age-related arthritic conditions that may prevent an individual from using their hands to open doors, etc. Becoming aware of and meeting the current ADA requirements now in will, in effect, allow the town to address many of these situations, which could prevent the full participation of the town's residents in local government.

Cheshire is currently at the initial stage of improving ADA accessibility in town facilities, as exemplified by the initiation of this Plan, but is at this time grappling with the lack of formal policies, training, and accommodations for people with disabilities. While making buildings accessible is a priority, creating the framework to enhance awareness of ADA compliance will be important steps for the town. The town has begun this process by appointing Jennifer Morse as ADA Coordinator. Other recommended next steps include:

1.) The Town Administrator, who currently serves as the ADA Coordinator, and ADA Committee should review the draft Self-evaluation and Transition Plan and consider including input from

department heads, including the Police Chief, Fire Chief, and Council on Aging Director, regarding their views on preliminary priorities and what transition and action plan items can and should be incorporated into other town plans. These 3 departments, along with the Facilities Director, have responsibilities that directly impact the health and safety of Cheshire residents, and should provide input in determining and planning next steps.

2.) Provide a copy of the draft Plan for public input. Public input can be solicited through posting the draft Plan on the town website for a specified period of time and providing a method for the collection of public input. This could also include holding an information meeting and/or input session, and otherwise working with community members to determine their interest and concerns.

3.) Present the draft Plan, including input from the public, and the Town Administrator's preliminary recommendation regarding prioritization of projects, to the Cheshire Select Board.

4.) The Select Board may choose to accept the Plan as is, and/or to consider creating an Advisory Committee and/or Commission on Disabilities to work with the ADA Coordinator and allow for regular public comment input as the town makes progress on first priorities.

5.) The town should move to immediately implement the highest priority projects, as per the Town Administrator's recommendations, especially those that are critical to public safety and/or have a low cost and important impact to town services.

6.) Provide ADA Accessibility Training for Town Employees: The Town should commit to providing any trainings available to town employees regarding Title II ADA Compliance, such as from the Massachusetts Office on Disability and/or the Massachusetts Department of Transportation.

7.) The Town should incorporate projects for the elimination of accessibility barriers into its annual capital budgeting process. In addition, the town should seek funding and grants through the Massachusetts Office on Disability and other sources. The transition plan proposes timelines for projects on individual elements, once they can reasonably be undertaken, based on the size and complexity of the projects.

8.) Post Final Plan on the Web: Once all public input has been considered, town priorities have been

determined, and the Cheshire Select Board has accepted the Self-evaluation and Transition Plan, the Town Administrator should immediately post the Plan to the Town's Website. It should be recognized, however, that a Self-evaluation & Transition Plan is a living document and can and should be updated and augmented from time to time.

CHESHIRE TOWN OWNED PROPERTIES AND FACILITIES

Based on town properties list provided by Jennifer Morse, Town Administrator, the following town facilities were evaluated for this report:

- Town Hall – 80 Church Street
- Police Department – 90 Church Street
- Town Hall Annex – 84 Church Street
- Former Elementary School – 191 Church Street
- Highway Garage – 6 Main Street
- Fire Station – 29 South Street
- Pumphouse – Pumphouse Road
- Community Center / Sr. Center – 119 School Street
- Fanams Causeway – Farnams Road
- Stafford Hill Memorial – 476 Stafford Hill Road
- Cheshire Cemetery – 170 West Mountain Road
- Town Sidewalks – along Church Street and in the vicinity of Town Hall

EVALUATION OF TOWN HALL – 80 Church Street

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.



Cheshire Town Hall

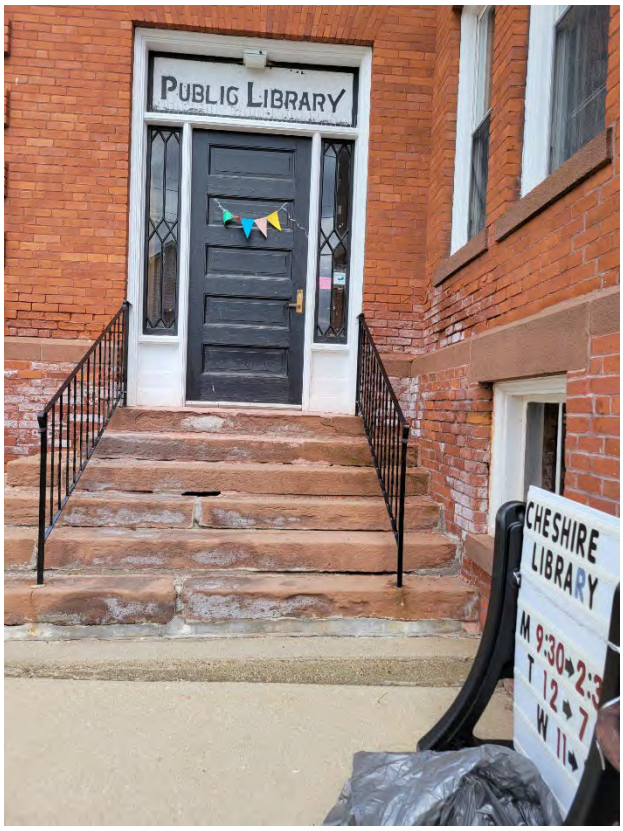
Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	Non-compliant HC Parking HC Ramp non-compliant Missing or Non-compliant Signage at each entrance Stairs, either external or internal No Push Button Entrance	Add Van Accessible Parking Space Repair ramp surface Provide compliant signage Re-design entrances Provide automatic push button door openers	1 1 1 1	Immediate and/or less than 1 year
Access to Goods and Services	Direct access to circulation and services inadequate & non-compliant No ADA Accessible Service Counters Non-compliant signage (no Braille signage)	Provide an accessible interior route to services Provide modified and accessible service counters Provide compliant signage at each office	2 2 2	Immediate and/or less than 1 year
Toilet Rooms	No Braille Signage Non-Compliant interior layout; does not allow proper turning radius for wheelchairs Does not provide compliant clearances for a wheelchair at sinks and/or protection from hot pipes	Provide compliant Braille signage Re-configure bathroom layouts Re-configure sink features	3 3 3	Immediate and/or less than 1 year

The Town Hall is Currently Inaccessible according to ADA Requirements

A building is inaccessible if a physical barrier prevents a person with mobility challenges from entering the Town building.

EVALUATION OF LIBRARY – Located in the Town Hall

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.



Library Entrance



Library Service Counter

Priorities for Accessibility

There are four priorities that are listed in the Department of Justice ADA Title regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 – Accessible Approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains

PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? YES



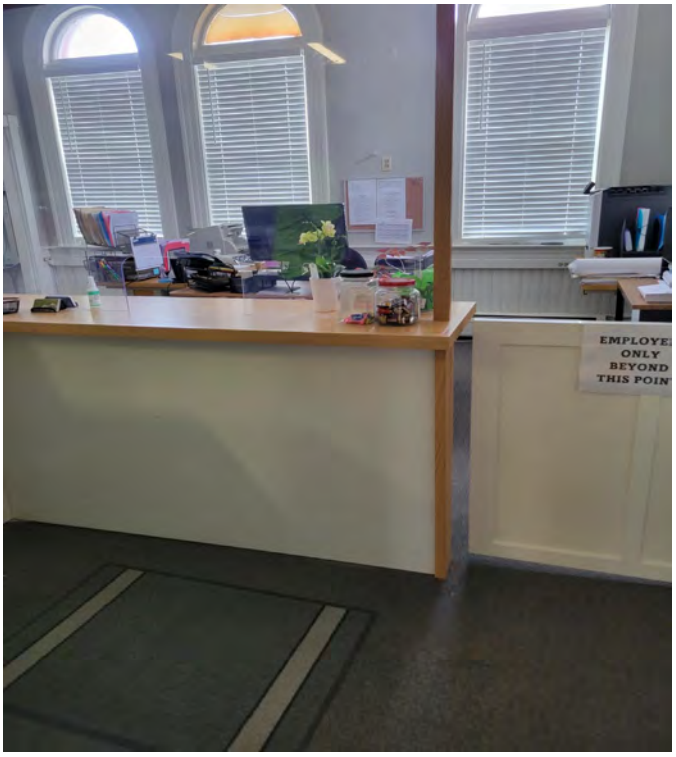
Former Entrance to the Town Hall
This Entrance is No Longer in Use



Rear Entrance to the Town Hall

The entrance does not provide push button door openers or direct access to main floor & services





Service counters in offices do not meet ADA requirements for wheelchair accessibility



Wheelchairs cannot glide over threshold; obstacles in blocking path of travel.

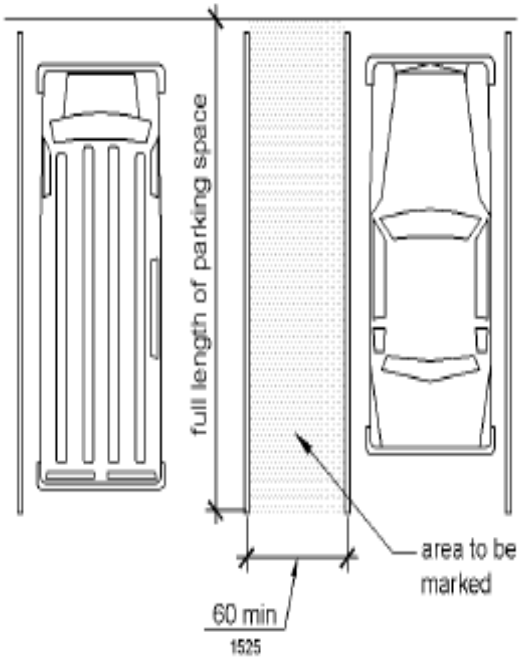




PARKING – 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN 208.2

1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? An accessible parking space is assigned, and signage is installed. Spaces require an Access Aisle, as shown in the diagram below; see 2010 ADA 502.

1.3 Exterior Accessible Route – Is the route stable, firm, and slip-resistant? NO





There is no Handicap Parking Space or Signage for the Town Hall and Police Station, which does not meet accessibility requirements.

PRIORITY 2 – ACCESS TO PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.1 Does the accessible entrance provide direct access to the main floor, lobby, and elevator?

NO

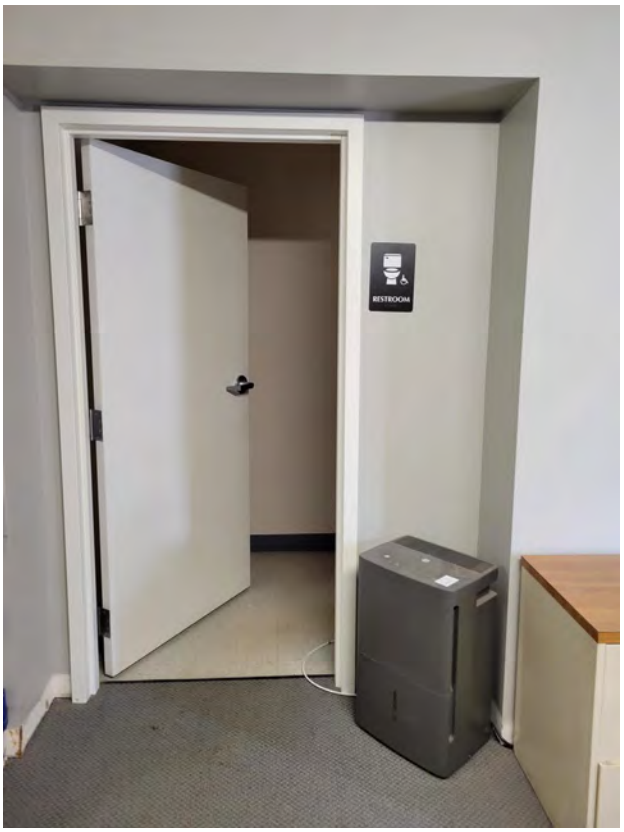
There is no ADA compliant and/or accessible routes into Town Hall, due to the absence of compliant parking and approach, compliant ADA directional signage, push-button access at the doors, or ramps either outside or inside that allow access to the Town Hall meeting rooms or services. Once inside, none of the Town Offices are fully compliant and/or accessible, lacking proper signage and ADA wheelchair accessible service counters.

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) NO

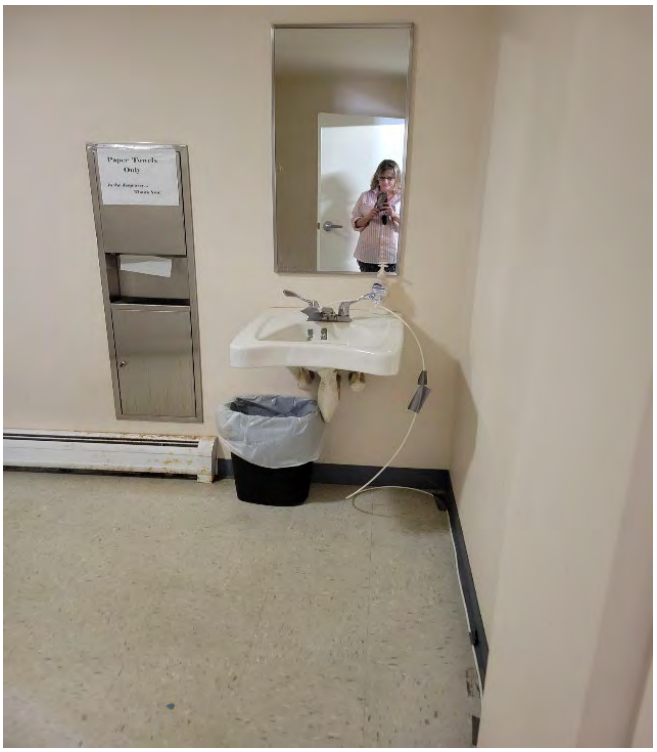
3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) NO

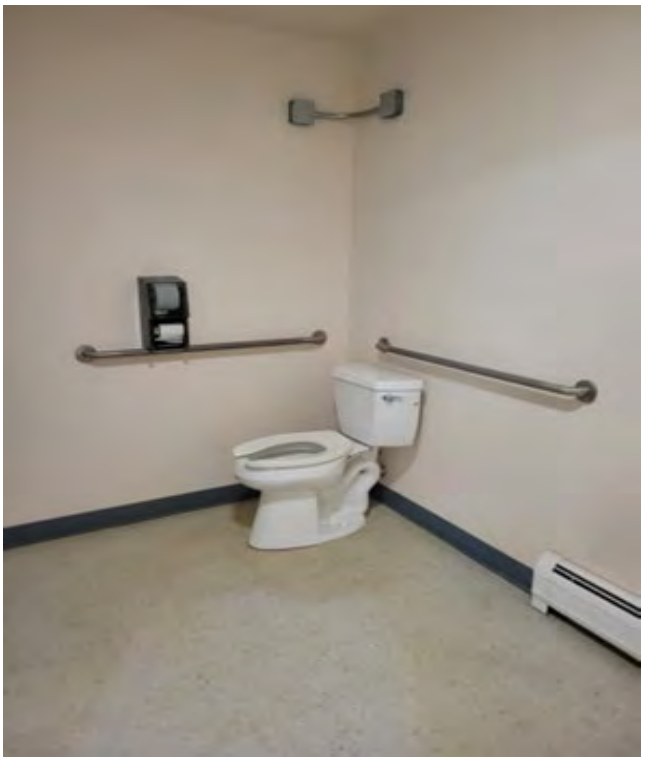
3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) NO



Restroom of Town Hall is not fully ADA compliant

Signage is required in Braille & must be located no more than 60" above the floor

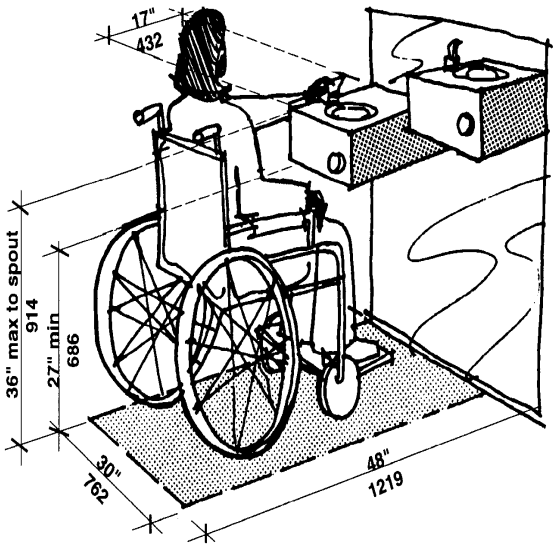




Additional modifications are needed to ADA dispenser heights, signage, and entry.

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NO



Drinking Fountains
Figure 36a

The 1991 Standards in section 4.1.1(3) and the 2010 Standards in section 203.9 require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common-use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

Town Hall lacks ADA compliant accessible routes into the common areas. Circulation paths in the employee work areas and the accessible routes are not at least 36 inches wide. The toilet facilities, access to services, and signage do not comply with section 213 of the 2010 ADA Standards.

EVALUATION OF POLICE STATION – 90 Church Street

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

Approach to Police Station Entry is not ADA compliant. Parking, as discussed previously, are inadequate and not ADA compliant. The door lacks handicap push button access.





Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	Non-compliant HC Parking Missing or Non-compliant Signage at each entrance No Push Button Entrance	Add Van Accessible Parking Space Provide compliant signage Re-design entrances Provide automatic push button door openers	1 1 1 1 1	Immediate and/or less than 1 year
Access to Goods and Services	Direct access to circulation and services inadequate & non-compliant No ADA Accessible Service Counters Non-compliant signage (no Braille signage)	Provide an accessible interior route to services Provide modified and accessible service counters Provide compliant signage at each office	2 2 2	Immediate and/or less than 1 year
Toilet Rooms	No Braille Signage Non-Compliant interior layout; does not allow proper turning radius for wheelchairs Does not provide compliant clearances for a wheelchair at sinks and/or protection from hot pipes	Provide compliant Braille signage Re-configure bathroom layouts Re-configure sink features	3	Immediate and/or less than 1 year

The Police Station is Inaccessible

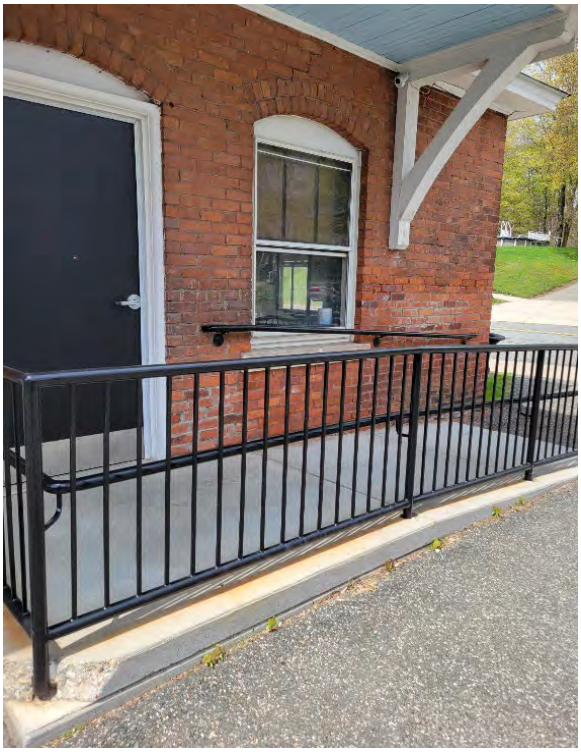
A building is inaccessible if a physical barrier prevents a person with mobility challenges from entering the Town building.

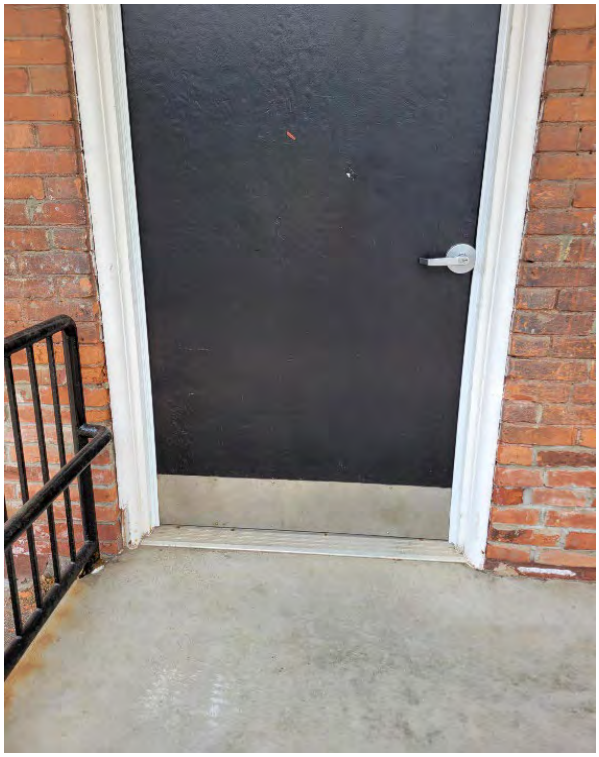
In addition, no services are ADA accessible to members of the public, and all prisoner processing and holding areas are non-compliant.

EVALUATION OF ANNEX – 90 Church Street

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

Over the years the Town Annex building has housed some Town offices. With the transition to the former elementary school, the future use of the Annex is uncertain. However, it is a Town owned asset. Currently, the approach to Town Annex Entry is facilitated by a ramp. Parking, as discussed previously, is inadequate and not ADA compliant. The entry door lacks handicap push button access.





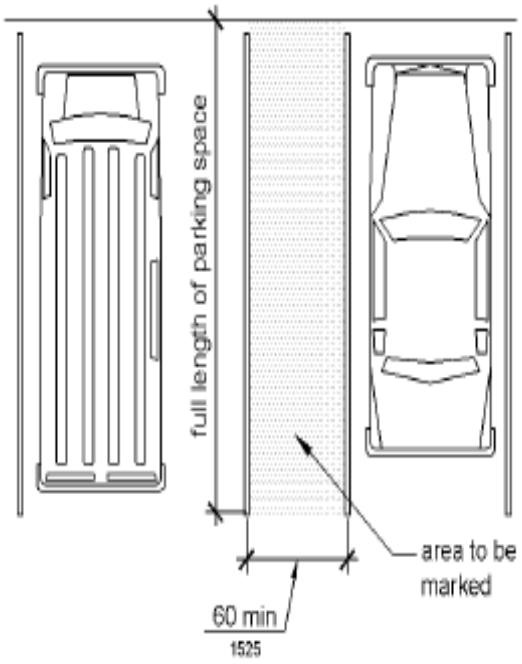
PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? NO

Parking – 2010 ADA Standards for Accessible Design 208.2

1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? NO

1.3 Exterior Accessible Route – Is the route stable, firm, and slip-resistant? NO



PRIORITY 2 – ACCESS TO PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.1 Does the accessible entrance provide direct access to the main floor, lobby, and elevator? NO

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) NO

3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) NO

3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) NO

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NO

The 1991 Standards in section 4.1.1(3) and the 2010 Standards in section 203.9, require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

EVALUATION OF FORMER ELEMENTARY SCHOOL – 191 Church Street

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.



Front entrance of Former Elementary School

Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	No Compliant HC Parking Signage is not compliant No stairs or other barriers to access No Automatic Push Button Entrances	Additional Connecting Sidewalks on the exterior of the property are desirable	1 1 1 1 1	1 year
Access to Goods and Services	Direct access to circulation and services is possible ADA Accessible Service Counters could be easily installed Braille signage to be installed		2 2 2	2 years
Toilet Rooms	Braille signage to be installed Interior layout can be easily made compliant Provide compliant clearances for wheelchairs at sinks and/or protection from hot pipes	Storage of supplies within bathroom floorspace and shower stalls should be discouraged	3	2 to 3 years

Full Accessibility Is Possible

A fully ADA accessible building allows access to the building itself, as well as programs and services housed within. An individual using a wheelchair or a person with other mobility challenges must be able to enter a building unassisted in order for the building to be considered ADA Compliant.













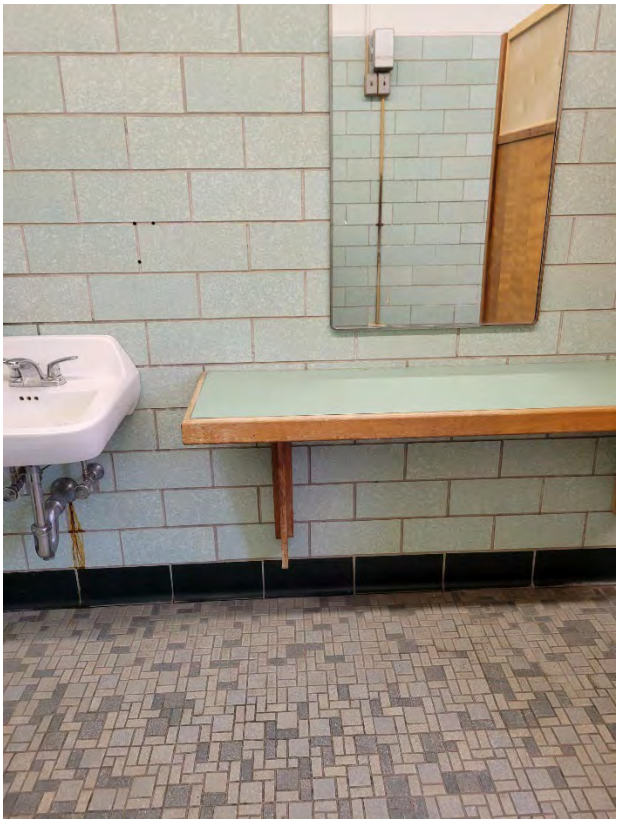




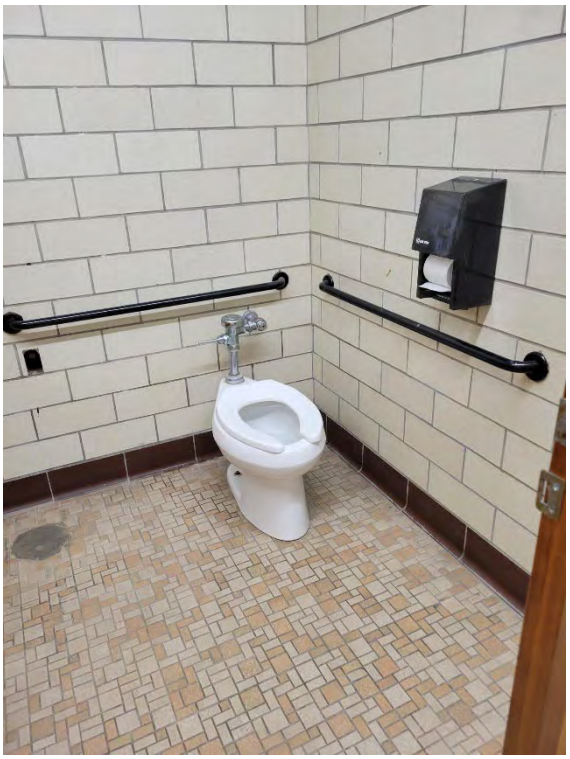



ELECTRICAL CLOSET













Priorities for Accessibility

There are the four priorities that are listed in the Department of Justice ADA Title regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 – Accessible Approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains

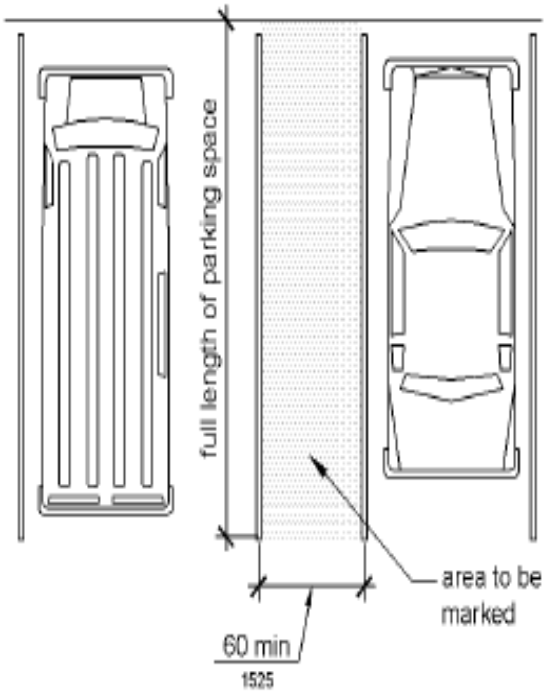
PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? No

Parking – 2010 ADA Standards for Accessible Design 208.2

1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? Accessible parking spaces are assigned, and signage is installed. Spaces require an Access Aisle as shown in the diagram below; see 2010 ADA 502.

1.3 Exterior Accessible Route – Is the route stable, firm, and slip-resistant? NO



PRIORITY 2 – ACCESS TO PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.1 Does the accessible entrance provide direct access to the main floor, lobby, and elevator? NO

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex, or one unisex.) NO

3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) NO

3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) NO

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have a clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NO

The 1991 Standards in section 4.1.1(3) and the 2010 Standards in section 203.9, require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

EVALUATION OF COMMUNITY CENTER / SENIOR CENTER – 119 School St.

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.



Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	Compliant HC Parking All Signage is compliant No stairs or other barriers to access No Automatic Push Button Entrances	Additional Connecting Sidewalks on the exterior of the property are desirable	1 1 1 1 1	N/A
Access to Goods and Services	Direct access to circulation and services is compliant		2 2 2	N/A
Toilet Rooms	Compliant interior layout Provide compliant clearances for wheelchairs at sinks and/or protection from hot pipes	Storage of supplies within bathroom floorspace and shower stalls should be discouraged	3	N/A

Fully Accessible

A fully ADA accessible building allows access to the building itself, as well as programs and services housed within without any assistance.

Priorities for Accessibility

There are the four priorities that are listed in the Department of Justice ADA Title regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 – Accessible Approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains

PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? YES

Parking – 2010 ADA Standards for Accessible Design 208.2

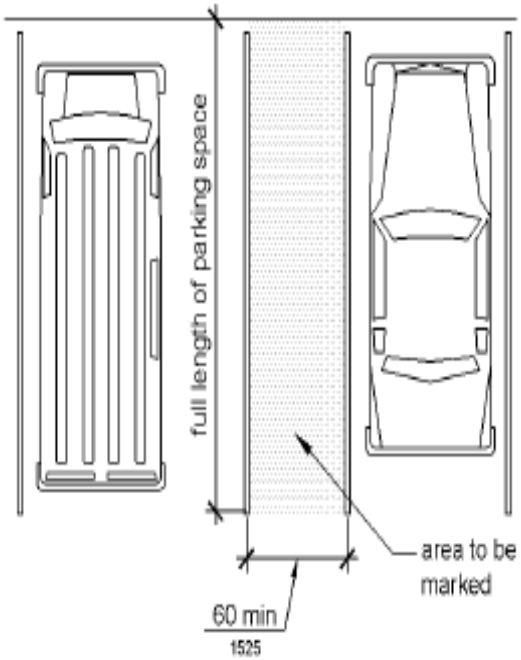
1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? Accessible parking spaces are assigned, and signage is installed. Spaces require an Access Aisle as shown in the diagram below; see 2010 ADA 502.





Senior Center Handicap Parking and signage

1.3 Exterior Accessible Route – Is the route stable, firm, and slip-resistant? YES



PRIORITY 2 – ACCESS TO THE PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.1 Does the accessible entrance provide direct access to the main floor, lobby, and elevator? NO (needs push button entrance)

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex.) YES

3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) YES

3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) YES

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NA

The 1991 Standards in section 4.1.1(3), and the 2010 Standards in section 203.9, require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common-use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

The Senior Center has accessible routes into the common areas, and all circulation paths in the employee work areas and accessible routes are at least 36 inches wide. The toilet facilities, access to services, and signage comply with section 213 of the 2010 ADA Standards. There are areas that need to be maintained and ADA routes that must be clear and not blocked.

EVALUATION OF HIGHWAY GARAGE – 6 Main Street

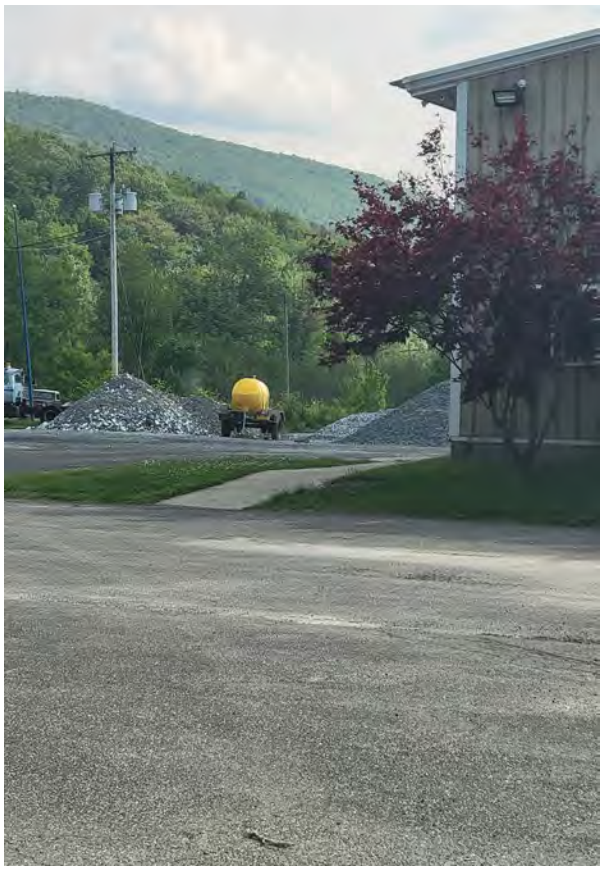
Section 35.151(a) provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation is based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	Non-compliant HC Parking HC Ramp non-compliant Missing or Non-compliant Signage at each entrance No Push Button Entrance	Add Van Accessible Parking Space Repair ramp surface Provide compliant signage Re-design entrances Provide automatic push button door openers	1 1 1 1 1	2-3 years
Access to Goods and Services	NA	NA	2 2 2	2-3 years
Toilet Rooms	No Braille Signage Non-Compliant interior layout; does not allow proper turning radius for wheelchairs Does not provide compliant clearances for a wheelchair at sinks and/or protection from hot pipes	Provide compliant Braille signage Re-configure bathroom layouts Re-configure sink features	3	2-3 years

The Town Garage is Inaccessible

A building is inaccessible if a physical barrier prevents a person with mobility challenges from entering the Town building.

The Cheshire Town Garage is not customarily visited by members of the public, although occasionally, this does occur. In addition, ADA accessibility is also required for the benefit of employees, and the lack of accessibility may prevent some individuals from applying for employment with the town.





No ADA informational signage or HC parking at Entrance

Priorities for Accessibility

There are four priorities that are listed in the Department of Justice ADA Title regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 – Accessible Approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains

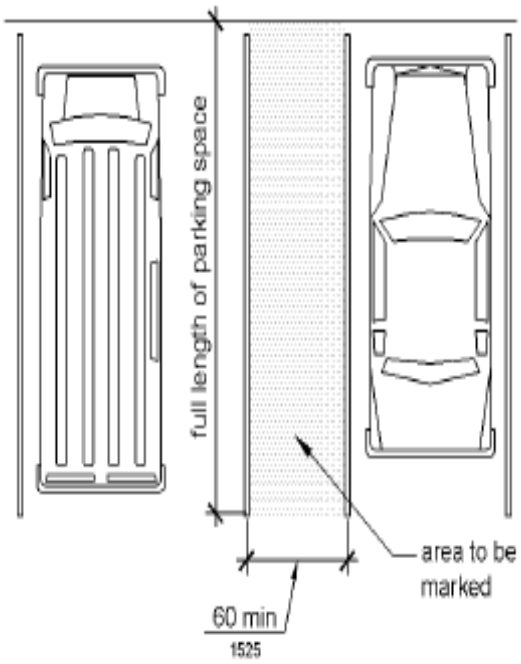
PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? YES

Parking – 2010 ADA Standards for Accessible Design 208.2

1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? Accessible parking spaces are not assigned, and signage is not installed.

1.3 Exterior Accessible Route – Is the route stable, firm, and slip-resistant? NO



PRIORITY 2 – ACCESS TO PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.1 Does the accessible entrance provide direct access to the main floor, lobby, and elevator? NO

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex.) NO

3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) NO

3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) NO

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NA

The 1991 Standards in section 4.1.1(3) and the 2010 Standards in section 203.9, require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common-use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

Town Hall and the Police Station have accessible routes into the common areas, and all circulation paths in the employee work areas and accessible routes are at least 36 inches wide. The toilet facilities, access to services, and signage comply with section 213 of the 2010 ADA Standards.

EVALUATION OF FIRE STATION
Cheshire Fire Station, 29 South State Road

Section 35.151(a), which provided that those facilities that are constructed or altered by, on behalf of, or for the use of a public entity shall be designed, constructed, or altered to be readily accessible to and usable by individuals with disabilities. The path of travel requirements contained in the title III regulation are based on section 303(a)(2) of the ADA, 42 U.S.C 12183(a)(2), which provides that when an entity undertakes an alteration to a place of public accommodation or commercial facility that affects or could affect the usability of or access to an area that contains a primary function, the entity shall ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving it is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs.

Cheshire has one fire department facility, as seen below:



Cheshire Fire Department

The fire station has no accessible entrance. There is an existing ramp on the interior of the building, which was not built to current ADA standards.

Priorities for Accessibility

There are four priorities that are listed in the Department of Justice ADA Title regulations. These priorities are equally applicable to state and local government facilities.

Priority 1 – Accessible Approach and entrance

Priority 2 – Access to goods and services

Priority 3 – Access to public toilet rooms

Priority 4 – Access to other items such as water fountains

PRIORITY 1 – ACCESSIBLE APPROACH & ENTRANCE: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.1

1.1 Is there at least one route from site arrival points (parking, passenger loading zones, public sidewalks, and public transportation stops) that does not require the use of stairs? NO

Parking – 2010 ADA Standards for Accessible Design 208.2

1.2 Accessible parking spaces should be identified by size, access aisle, and signage. If parking is provided for the public, are an adequate number of accessible spaces provided? Accessible parking spaces are assigned, and signage is installed. Spaces require an Access Aisle as shown in the diagram below; see 2010 ADA 502.

PRIORITY 2 – ACCESS TO PUBLIC: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.4

2.2 Does the accessible entrance provide direct access to the main floor, lobby, and elevator? NO

PRIORITY 3 – ACCESS TO PUBLIC TOILET ROOMS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2.4

3.1 If toilet rooms are available to the public, is at least one toilet room accessible? (Either one for each sex or one unisex.) NO

3.2 Are there signs at inaccessible toilet rooms that give directions to accessible toilet rooms? (2010 ADA Standards for Accessible Design – 216.8) NO

3.3 Is there an accessible route to the accessible toilet room (2010 ADA Standards for Accessible Design – 206.2.4) NO

PRIORITY 4 – ADDITIONAL ACCESS: 2010 ADA STANDARDS FOR ACCESSIBLE DESIGN – 206.2

4.1 Does at least one drinking fountain have clear floor space at least 30 inches wide and at least 48 inches long, centered in front of it for a forward approach? NA

The 1991 Standards in section 4.1.1(3) and the 2010 Standards in section 203.9, require employee work areas in new construction and alterations only to be designed and constructed so that individuals with disabilities can approach, enter, and exit the areas. Section 206.2.8 of the 2010 Standards requires accessible common-use circulation paths within employee work areas unless they are subject to exceptions in sections 206.2.8, 403.5, 405.5, and 405.8.

APPENDIX A

Outdoor Recreation and Open Space

Farnum's Causeway

Farnum's Causeway is a small strip of land, owned by the Town of Cheshire, which provides access to the Ashuwillticook Rail Trail.

Elements: Open space & recreational opportunities including access to trails, picnic tables, benches, parking and views of Cheshire Reservoir.

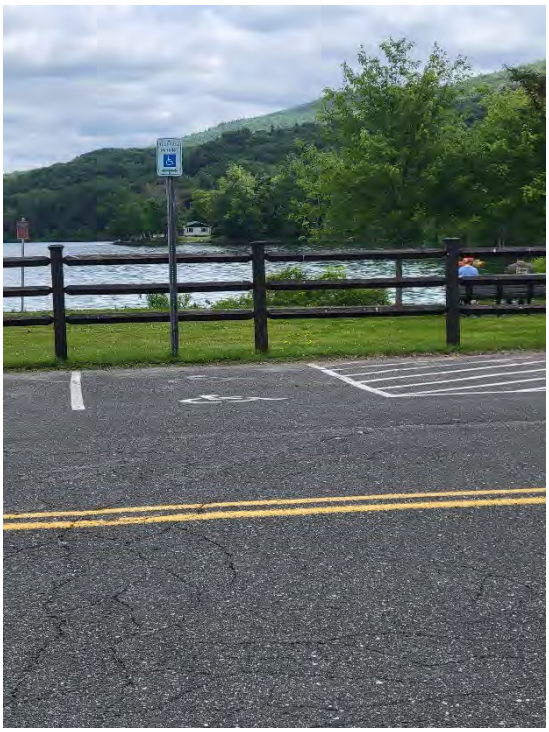
Issue: There is an ADA accessible route to all the elements, but no signage directing users to toilet facilities.

Solution: Install ADA signage to each of the toilet rooms.

Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	No anti-slippage protection	Install pre-fabricated anti-slippage steel or rubberized plates	1	Immediate and/or less than 1 year
Access to Goods and Services	No Barriers	N/A	N/A	N/A
Toilet Rooms	No Braille-ADA compliant signage	Provide compliant signage	3	Immediate and/or less than 1 year



Parking



HC Parking Space



Access to Lake and Toilet Rooms



Curb Ramp



Doors to toilet rooms



No HC signage



Toilet area



Sidewalks to picnic tables/benches



Access to view lake



Access to Picnic Tables

Stafford Hill Tower – ADA Assessment

The Stafford Hill Memorial is a stone memorial on Stafford Hill Road. The memorial was built in 1927. It is located near the crest of the Stafford Hill ridge, where there are dramatic views of the surrounding countryside.

Elements: Memorial tower, open space and recreational opportunities for viewing, hiking, photography, etc.

Issue: There is no ADA accessible route, either by motor vehicle or on foot, to the tower.

Solution: No immediate solution can be anticipated since this structure is approximately 400' from the nearest hardtop road.

Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	Non-compliant HC Parking Missing or Non-compliant Signage at each entrance	Add Van Accessible Parking Space Provide compliant signage Re-design entrances	1	5yrs
Access to Goods and Services	See Above	NA	2	5yrs
Toilet Rooms	See Above	NA	3	5yrs









Playground at the Former Elementary School – ADA Assessment

This facility is no longer used as an elementary school, the building and grounds are currently under conversion to house town hall functions; playground is open to the public

Elements: Playground, open space & recreation, including playground equipment

Issue: There is no ADA compliant accessible route, either by car or on foot, or by wheelchair

Solution: Construct accessible access

Location	Barrier	Suggested Action	Priority*	Timeframe
Approach & Entrance	No accessibility on foot or by wheelchair Non-compliant HC Parking Missing or Non-compliant Signage at each entrance	Add Van Accessible Parking Space Provide compliant signage Re-design entrances	1 1 1	2-3 years
Access to Goods and Services	NA	NA		
Toilet Rooms	NA	NA		



Entrance from School Parking Lot



Entrance at School Street



Parking Lot



Playround Surface and Wooden Frame









Views of the Playground Seating, Equipment and Surfaces

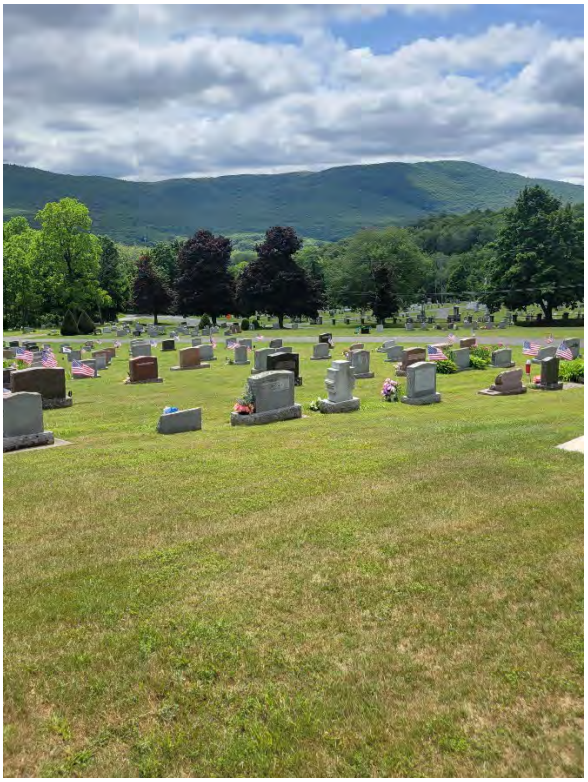
Cheshire Cemetery – ADA Assessment

Elements: Maintenance Building, grave-sites, paved roads & dramatic views

Issue: No parking and no ADA accommodation of any kind

Solution: No immediate solutions; however, the site could be used for hiking and outdoor photography





APPENDIX B:

Sidewalks – ADA Assessment



The center of Cheshire includes limited sidewalks that can serve to connect visitors and residents to its small commercial district, town services, recreational facilities, and residential areas. Many small, rural communities have no sidewalks at all. While Cheshire's sidewalk system needs upgrading to meet current ADA standards, the existing system greatly contributes to the warm and inviting atmosphere and walkability of the town. Most segments of the sidewalks represented here do require ADA upgrades, general maintenance, and improvement. However, it is commendable that the connectivity provided by Cheshire's sidewalks, and the commitment to maintain them, has remained a priority for the Town.

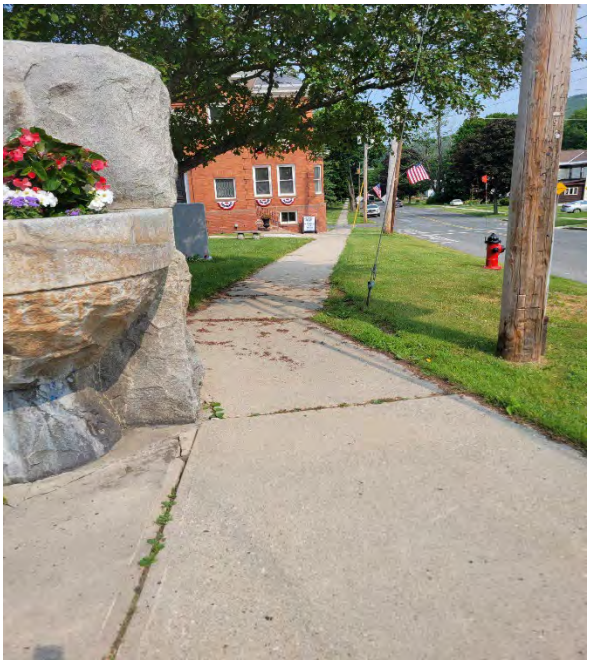




Church and Depot Street Intersection



Church Street



Depot Street



Depot Street - Dean Street



Church Street



Church Street – School Street



Entrance to the Old School

Cheshire Village ADA Sidewalk Evaluation						
Street	**From Street**	**To Street**	**Rating (1= bad, 4= good)**	**Priority / Barrier**	**Time Frame**	**Suggested Action**
Church Street	South State Road	School Street	4	Low	5-10 years	Monitor and Maintain
Depot Street	Church Street		4	Low	5-10 years	Monitor and Maintain
Dean Street	Depot Street	Church Street	4	Low	10-15 years	Monitor and Maintain
School Street	Church Street	Fiske Street	4	Low	10-15 years	Monitor and Maintain

Notes: (1) Sidewalks on MassDOT maintained roadways were not evaluated.

(2) The Federal Code of Regulations, 28 CFR Part 35, Section 35.151 requires that newly constructed or altered street level pedestrian walkways must contain curb ramps or other sloped areas at intersections to streets, roads, or highways.

A Checklist for Accessible Sidewalks and Street Crossings

The Americans with Disabilities Act (ADA) requires that new and altered facilities be accessible. Title II of the ADA covers sidewalk and street construction and transit accessibility, referencing the ADA Accessibility Guidelines (ADAAG) or the Uniform Federal Accessibility Standards (UFAS) for new construction and alterations undertaken by or on behalf of a state or local government. The Department of Justice (DOJ) title II regulation specifically requires that curb ramps be provided when sidewalks or streets are newly constructed or altered. (Requirements for **existing** pedestrian networks not otherwise being altered are also included in the DOJ regulation, available online at www.ada.gov/reg2.html). The ADA Accessibility Guidelines (www.access-board.gov/adaag/html/adaag.htm) include standards for site development applicable to **new construction and alterations** in the public right-of-way.

CURB RAMPS

- **A curb ramp or other sloped area is required wherever a new or altered pedestrian walkway crosses a curb or other barrier to a street, road, or highway.** Similarly, a curb ramp is required wherever a new or altered street intersects a pedestrian walkway. A curb ramp may be perpendicular to the curb it cuts or parallel with the sidewalk. Other designs may also comply, including sidewalks that ramp down to a lesser curb height, with a short perpendicular curb ramp to the street, blended or at-grade connections, or raised crossings that connect at sidewalk level.
- **The running slope of a new curb ramp should not exceed 1 in 12 (8.33%).** Steeper ramps are not usable by many pedestrians in wheelchairs and scooters. Cross slope should be limited to 1:48 (2%).
- **A level landing should be provided at the top of a perpendicular curb ramp.** A curb ramp must connect at the top to a level landing that is at least 48 inches (1220

mm) deep with a cross slope of no more than 1:48 (2%). The side flares of a curb ramp are not intended for accessible travel (the slope of a side flare is limited so that it will not present a tripping hazard to pedestrians).

- The foot of a curb ramp should be contained within the crosswalk markings. Pedestrians who use wheelchairs should not be directed outside the crosswalk or into an active travel lane in order to cross stopped traffic. If a diagonal ramp is used, a 48-inch long (1220 mm) bottom landing must be provided in the space between the curb radius and curb line extensions.
- The transition from curb ramp to the gutter should be flush. Lips are not permitted. Gutter counter slope in the line of travel should not exceed 1 in 20 (5%) and should connect smoothly with other elements of the pedestrian network.
- The boundary between the sidewalk and street should be detectable underfoot. A 24inch strip of truncated dome (detectable warning) material should be provided the full width of the ramp or other uncurbed connection to the crosswalk so that pedestrians do not inadvertently travel into the street.

SIDEWALKS

- A new sidewalk should be wider than the minimum accessible travel width of 36 inches (915 mm). Additional maneuvering space is necessary for a pedestrian using a wheelchair to turn, to pass by other pedestrians, to operate and pass through an entrance door, to use a sidewalk telephone or to activate a pedestrian crossing button. A 60-inch (1525-mm) minimum width can accommodate turns and passing space and is recommended for sidewalks adjacent to curbs in order to provide travel width away from the drop-off at street edge; a 48-inch width can accommodate side-by-side travel with a service animal.
- The cross slope of a sidewalk should not exceed 1:48 (2%). Excessive cross slope requires additional energy to counteract and tends to direct wheelchair users into the street, particularly when it is wet, icy, or snowy underfoot. At driveways

there should be a minimum 36inch (915 mm) wide passage with a cross slope of no more than 1:48 (2%). Corners at intersections should comply

- in both directions, since the running slope of one walkway will be the cross slope of another.
- Street furniture, plantings, and other fixed items should not protrude into travel routes. Pedestrians with vision impairments can detect objects mounted on walls or posts if they are installed so that the leading edge is less than 27 inches (685 mm) above the sidewalk. Items mounted above this height should not project more than 4 inches (100 mm) into any circulation route. Particular care should be taken to locate temporary signage so that it does not impede pedestrian travel.

STREET CROSSINGS

- Consider the information needs of blind and low-vision pedestrians at intersections. When pedestrian signals are provided, their crossing and timing information should be available to all users. The audible and vibrotactile information delivered at the pedestrian button of an accessible pedestrian signal (APS) can identify pedestrian signal phases and provide other nonvisual information about the nature of a crossing.
- Insufficient crossing time may be a barrier for some pedestrians. Every pedestrian cohort should be expected to contain some walkers whose rate of travel is less than 3.5 feet per second. Some jurisdictions add additional time using video technology; others employ a pedbutton to call for a longer crossing cycle.

TEMPORARY WORK

- Temporary work should be accessible. Where construction blocks a public sidewalk for more than a short time, an alternate accessible route should be provided that is cane detectable. Sidewalk barriers should be continuous and cane

detectable as well. Temporary events and facilities should also meet accessibility criteria.

OTHER PEDESTRIAN FEATURES

- **Pedestrian facilities on and along sidewalks must be accessible.** Signal actuating buttons, drinking fountains, telephones, kiosks, and other pedestrian elements should meet accessibility criteria for approach and maneuvering space, reach range, and operation.

The development of additional rights-of-way guidelines is underway and can be monitored on the U.S. Access Board's website at www.access-board.gov. The Board also maintains a toll-free technical assistance line at 800/872-2253 (V); 800/993-2822 (TTY).

APPENDIX C:

MOD
Reasonable Accommodations at Town Meetings

MEMORANDUM:
Reasonable Accommodations at Town Meetings

Guidance on legal obligations for Massachusetts towns
for Boards of Selectmen, Town Managers, and municipal ADA Coordinators

Towns have an obligation under the Americans with Disabilities Act (ADA) to:

1. Make their Town Meetings [1] accessible to people with disabilities and
2. Respond to requests for reasonable accommodations at Town Meetings.

Making Town Meetings accessible to people with disabilities

Title II of the ADA prohibits discrimination based on disability in state and local government services, programs, and activities. 42 USC § 12132. Practically, this means that towns must make their Town Meetings accessible to people with disabilities by providing accessible meeting spaces and proactively considering what accessibility features may be necessary to allow people with disabilities to meaningfully participate in the meeting. [2]

Responding to requests for reasonable accommodations

Towns must make reasonable modifications to policies, practices and procedures related to Town Meeting when the modifications are necessary to provide equal access to individuals with disabilities, unless the town can demonstrate that making the modifications would fundamentally alter the nature of the Town Meeting. [3]

Read our **full memorandum** for detailed guidance on these obligations.

Questions about this memorandum

Please contact the Massachusetts Office on Disability:

Online: www.mass.gov/MOD/contactus
Phone: 617-727-7440

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1. When we refer to Town Meetings in this memo, we are referring to both Open Town Meetings under M.G. L. c. 39, § 9 and Representative Town Meetings under M.G.L. c. 43A.
2. See, 28 CFR 35.130(a); 28 CFR 35.149; 28 CFR 35.150(a); 28 CFR 35.150(b)(1).
3. 28 CFR 35.130(b).

APPENDIX D:

Required Draft Notices

DRAFT

Town of Cheshire, Massachusetts,

Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Cheshire. The Town's Personnel Policy governs employment-related complaints of disability discrimination.

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

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to Ms. Jennifer Morse, ADA Coordinator, 80 Church Street, Cheshire, MA 01225, (413) 743-1690 x18.

Within 15 calendar days after receipt of the complaint, Jennifer Morse or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Ms. Morse or her designee will respond in writing, and where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town and offer options for substantive resolution of the complaint.

If the response by Jennifer Morse or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Select Board or their designee.

Within 15 calendar days after receipt of the appeal, the Select Board or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Select Board or their designee will respond in writing and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Ms. Jennifer Morse or her designee appeals to the Select Board or their designee, and responses from these two offices will be retained by the Town for at least three years.

DRAFT ADA Notice

Notice Under the Americans with Disabilities Act

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

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

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

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

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a Town program, service, or activity, should contact Ms. Jennifer Morse, ADA Coordinator, 80 Church Street, Cheshire, MA 001225, (413) 743-1690 ext. 18, as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a Town program, service, or activity is not accessible to persons with disabilities should be directed to Ms. Jennifer Morse, ADA Coordinator, 80 Church Street, Cheshire, MA 01226, (413) 743-1690 ext. 18.

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

DRAFT ADA Coordinator Designation

Designing a Responsible Employee

ADA Coordinator Designation Form

ADA Coordinator Name: Jennifer Morse

Name of City/Town Department that ADA Coordinator Works: Town of Cheshire

Job Title: Town Administrator

E-Mail: jmorse@Cheshire-ma.gov

Phone: 413-743-1690 x18

Address: 80 Church Street, Cheshire, MA 01226

Date Appointed:

Is this Appointment: Permanent

Does this ADA Coordinator report directly to the appointing authority? Yes

ADA Coordinator Duties: Part Time

Direct Supervisor (Name and Title): Select Board Chair

Appointing Authority Signature:

Date:

ADA Coordinator Signature:

Date:

Please send a copy of the completed form to The Massachusetts Office on Disability, 1 Ashburn Place,

Room 13055 or email to mod-info@state.ma.us, or fax to 617 727-0965

APPENDIX E:

References and Resources



Organizations

- Adaptive Environments, 374 Congress Street, Suite 310, Boston, MA 02210. (800) 949-4232 (v/tty); http://www.adaptenv.org/.
- American National Standards Institute, 1819 L Street, NW, Washington, DC 20036. (202) 293.8020; Fax: (202) 293.9287; http://www.ansi.org/.
- The Access Board, 1331 F Street, NW, Suite 1000, Washington, DC 20004-1111. (202) 272-5434 (v), (202) 2725449 (tty), (202) 272-5447 (fax). Federal standards: http://www.access-board.gov/adaag/html/adaag.htm.
- Massachusetts Architectural Access Board, One Ashburton Place, Room 1310, Boston, MA 02108. (617) 7270660 (v and tty), (617) 727-0665 (fax). State standards: http://www.state.ma.us/aab/aab_regs.htm.
- Massachusetts Office on Disability, One Ashburton Place, Room 1305, Boston, MA 02108. (617) 727-7440 or (800) 322-2020 (voice and TTY); http://www.magnet.state.ma.us/mod.
- National Center on Accessibility, Indiana University, 2805 East 10th St, Suite 190, Bloomington, IN 47408-2698. (812) 856-4422 (Voice), (812) 856-4421 (tty), (812) 856-4480 (Fax); http://www.ncaonline.org/.
- U.S. Architectural and Transportation Barriers Compliance Board ("The Access Board"), 1331 F Street, NW, Suite 1000, Washington, DC 20004-1111. (800) 872-2253, (800) 993-2822 (tty), (202) 272-5447 (fax). Online at http://www.access-board.gov.

Publications

- *2010 ADA Standards for Accessible Design;* The Department of Justice
- *ADA Guide for Small Towns;* U.S. Department of Justice, Civil Rights Division
- *36 CFR Part 1191: Americans with Disabilities Act Accessibility Guidelines; Recreation Facilities.* U.S.

- *Architecture and Transportation Compliance Board.* Federal Register (July 9, 1999). Washington, D.C.
- *36 CFR Part 1191: Americans with Disabilities Act Accessibility Guidelines; Play Areas.* U.S. Architecture and Transportation Compliance Board. Federal Register (April 30, 1998). Washington, D.C.
- *ADA Transition Plan Workbook*. State House Bookstore, State House, Room 116, Boston, MA 02133.
- *Americans With Disabilities Act Resource Guide for Park, Recreation, and Leisure Service Agencies, First Edition*. Lynn M. Casciotti, Editor. National Recreation and Park Association, Arlington VA, 1992.
- *Americans with Disabilities Act, Public Law 226, 101st Congress.* U.S. Government Printing Office, July 26, 1990.
- *Designing Sidewalks and Trails for Access*: *Review of Existing Guidelines and Practices.* Barbara McMillen (editor). U.S. Department of Transportation, 1999.
- *Everyone's Nature: Designing Interpretation to Include All.* Carol Hunter. Falcon Press Publishing Co., Inc., Helena, Montana, 1994.
- *Play for All Guidelines: Planning, Designing and Management of Outdoor Play Settings for All Children*. Robin Moore *et al*. MIG Communications, 1992.
- *Reasonable Accommodation: Profitable Compliance with the Americans with Disabilities Act*. Jay W. Spechler. St. Lucie Press, Delray Beach FL, 1996.
- *The Americans with Disabilities Act: A Review of Best Practices*. Timothy Jones. American Management Association Membership Publications Division, New York, 1993.
- *Universal Access to Outdoor Recreation: A Design Guide.* PLAE, Inc., Berkeley CA, 1993.
- *Universal Trail Assessment Coordinator Training Guide.* P. Axelson *et al*. Pax Press, Santa Cruz, 1997.

Potential Funding Sources for Implementation

- Massachusetts Office on Disability: https://www.mass.gov/orgs/massachusetts-office-on-disability
- United States Department of Agriculture: https://www.rd.usda.gov/programs-services/all-programs/community-facilities-programs
- Community Development Block Grant – Architectural Barrier Removal: https://www.mass.gov/files/documents/2017/12/04/Architectural%20Barrier%20Removal.pdf
- Complete Streets: https://www.mass.gov/complete-streets-funding-program
- MassWorks: https://www.mass.gov/orgs/massworks

APPENDIX F:

2010 ADA Standards for Accessible Design

Woodlands Partnership of Northwest Massachusetts*
Board Members: Description of Roles and Responsibilities

As outlined in the Massachusetts law creating the Woodlands Partnership (Sections 89, 91 of Chapter 209 of the Acts of 2018): "Members of the partnership board shall serve for terms of 3 years or until another representative is appointed from said appointing entity. Members may be re-appointed to serve for multiple terms."

Core Responsibilities:

- Attend three Board meetings each year to represent their appointing municipality or regional member organization (currently held evenings from 6-8 pm in late fall; winter and annual meeting in June).
- Serve on at least one Standing Committee as requested by the Board Chair, with meetings scheduled as needed, usually at least quarterly.
- Participate in Partnership events and meetings, contribute ideas and expertise, and regularly read and respond to emails from the Administrative Agent and the Board Chair.

The primary responsibility of a Board member is to attend the three meetings of the full Board that occur annually, at which important information is conveyed and voting takes place. A quorum of a simple majority of the Board's attendance is required at these meetings, and, "All matters considered by the partnership board shall be decided by an affirmative vote of a minimum of a majority of the members present, except for those actions requiring a 2/3 vote…," such as approval of changes to the bylaws. Scheduling for maximum attendance is periodically reviewed (an occasional absence is acceptable). Full Board meetings are open to the public and have been held in person recently, with a virtual option available. Board meetings are often held at Berkshire East in Charlemont and at the Franklin Land Trust offices in Shelburne Falls.

Another important role is to attend and participate in regular Standing Committee meetings. Each board member is assigned to an MTWP Standing Committee that aligns with their interests.

Standing Committees include:

Executive Committee; Finance and Budgeting; Education, Outreach, and Research; Forest Conservation; Municipal Financial Sustainability; Natural Resource-Based Economic Development.

Each committee has a Board member who serves as the chair of the committee and has additional responsibilities, including organizing regular meetings, compiling agendas, and running meetings. One committee member also serves as note taker, a volunteer who agrees to take notes that serve as official meeting minutes with support from the Agent. The Executive Committee usually meets monthly, and other committees meet every 2-4 months. Meetings are open to the public and usually held virtually.

Secondary responsibilities as a board member may include: outreach to member towns, organizations, or the public, helping to organize and hold events, outreach to state legislators and other officials, drafting written materials, or coordinating with local students and businesses on projects.

***On Oct. 11, 2022, the Board of the public body created in 2018 voted unanimously to change its name from the "Mohawk Trail Woodlands Partnership" in its bylaws to operating as the "Woodlands Partnership of Northwest Massachusetts" and requested the state legislature and USDA Forest Service to officially establish and recognize the new name.**

Highway Report

Friday - Chipped brush at transfer station, fixed boom mower

Monday - Checked roads, put millings out at school (rolled & sprayed), started putting portable generator together.

Tuesday - Unblocked pipe on Nobody's Road, fixed boom mower (weld flap brackets), Dugout pipes on Brough Road (fixed washout); Tree Trimming on Daniels Terrace, Mowed Shop

Wednesday - Weed Wack Richardson Street guardrail, put up new stop sign, Driveway berm (apron work) Notch/Savoy Road, patched sandmill corner, entrance highway, flushed culvert on Willow Cove, sign up on Depot/Railroad St.

Thursday - Edges of road on Henry Wood Road (4 loads), marked pickleball court.

Friday - Continued edge work on Henry Wood Road

Monday - Continued edge work on Henry Wood Road, Fixed hoses on truck, packed bins at Transfer Station.

Tuesday - Finished Henry Wood Road, started catch basin work, fixed door on old garage, cleaned screen on Nobody's Road, moved barriers at Town Hall parking lot.

Wednesday - Fixed catch basins on Furnace Hill Rd, Boom mow Route 116, Henry Wood, Maple Drive, Pleasant View, put up sing for LB, Chip at T. Station.

Thursday - Check pipe at Nobody Road and cleaned screen, checked beaver dam at trailer park; put barrier back at Town Hall; fixed catch basin by rail trail and Main St, Boom mow Route 116 and weed wacked guardrails on Route 116.

Friday - Packed dumpsters, fixed wash out on Willow Lane, Crusher Road, mowed shop, and transfer station, clean up at shop.

- Left message for Casella regarding Demo Bin