

Section 13: Section 504 Report

Part I Administrative Requirements

[Note: Some of the information discussed in Part I overlaps with information in Part III; all attachments should be viewed in their entirety.]

1. Designation of 504 Coordinator

Please see attachment regarding the designation of Bryan Butler, Interim Building Inspector, as the official 504 Coordinator.

2. Grievance Procedures

Attached is the grievance procedure used by the Town for members of the general public. Also attached are excerpts from Union contracts outlining the grievance procedures available to Town employees.

3. Public Notification Requirements

Attached is a copy of a notice which is displayed in the Town Hall and other public buildings regarding compliance with Section 504/ADA requirements. Also attached are samples of advertisements for job recruitment which indicates that the Town of Norton does not discriminate on the basis of disability.

4. Participation of Individuals with Disabilities or Organizations Representing the Disabled Community

The information contained in this report, including the Facility Inventories and Transition Plans, has been submitted for review by Bryan Butler, 504 Coordinator. Bryan Butler and Dorothy MacQuon, a resident and former ADA specialist, attended the site inspections of Conservation property to offer advice and insight. All local Inventory Forms were developed based upon the DCS model forms found in Appendix G of the Open Space and Recreation Planner's Workbook (DCS, rev. 2008). Local Inventory Forms are available in the Building Inspector's Office (Designed ADA Coordinator) and the Conservation Commission Office.

There were no improvements to conservation property other than the installation of new kiosks and signs. There have; however, been improvements to recreation properties, particularly Everett Leonard Complex, since the 2011 OSRP.

- Three commercial-grade handicapped-accessible, hexagonal picnic tables were installed
- Two handicapped swings were purchased, one for Everett Leonard and one was installed in the Norton Community Playground.

1. Designation of 504 Coordinator



Michael D. Yunits
Town Manager

TOWN OF NORTON
MUNICIPAL CENTER
79 EAST MAIN STREET, NORTON, MA 02766
Telephone: (508) 285-0210 Fax: (508) 285-0297
E-mail: myunits@nortonmaus.com

TO: BRYAN BUTLER, INTERIM INSPECTOR OF BUILDINGS
FROM: MICHAEL D. YUNITS, TOWN MANAGER
DATE: NOVEMBER 28, 2017
RE: APPOINTMENT AS ADA COORDINATOR

Please consider this memorandum as your notice of appointment as the Town of Norton ADA Coordinator.

mtb

per: Town Clerk
Conservation Agent

RECEIVED

NOV 29 2017

Norton Conservation Office

2. Town of Norton Policy Statement

AMERICANS WITH DISABILITIES ACT
TOWN OF NORTON
POLICY STATEMENT

THEREFORE, BE IT RESOLVED, that the Town of Norton shall not discriminate on the basis of disability* against a qualified individual with a disability** in the services, programs, or activities it provides.

Furthermore, each service, program or activity conducted by the Town of Norton, when viewed in its entirety, shall be readily accessible to and usable by individuals with disabilities.

The Town of Norton shall not discriminate against an individual with a disability in any aspect of employment including hiring, advancement, discharge, employee compensation and job training, if the person is a qualified individual with a disability.

The Town of Norton shall take all necessary steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communications with others.

We, the Board of Selectmen, do hereby declare that this Policy Statement be the guiding and governing policy of the Town of Norton and that this policy shall demonstrate the Town's commitment to a policy of non-discrimination against individuals with a disability.

Board of Selectmen Adopted Sept. 23, 1992

Brian M. Watcous
David Bishop
Barry J. Andrews

Charles P. Rich
Kenneth D. Jones

*Disability means: 1) Physical or mental impairment that substantially limits one or more of the major life activities of an individual; 2) a record (history) of such an impairment; or 3) being regarded as having such an impairment.

** Qualified Individual with a Disability means: an individual with a disability who, with or without reasonable modifications to rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

GRIEVANCE PROCEDURES

It is the purpose of these grievance procedures to provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of disability by any individual, board, commission, committee or representative of the Town of Norton. The use of these grievance procedures is not intended to preclude any employee, job applicant, or program beneficiary from utilizing those other remedies to which he/she is entitled, including those available under state and federal law.

I. COMPLAINTS

Who May File: An individual who believes that he/she has been subjected to discrimination on the basis of disability by a public entity may, by himself/herself or by an authorized representative file a complaint under this part.

All complaints filed with the Americans With Disabilities Coordinator for the Town under Public Law 101-336 must be in writing and must be signed by the complainant and/or the complainant's representative.

All complaints must be filed with 180 days from the date of the alleged discriminatory action.

The complaint must contain:

1. Name, address and telephone number of the complainant.
2. Name of the Town official with knowledge of facts relevant to the complaint.
3. Basis of the complaint.
4. Date of the alleged discrimination.

Complaints should be filed directly with the designated American With Disabilities Coordinator (ADA) for the Town. In the event that complaints are received by other Town entities, such complaints must be forwarded to the ADA Coordinator within ten (10) days of receipt.

II. RESOLUTION OF COMPLAINTS

The ADA Coordinator shall investigate each complete complaint.

The ADA Coordinator shall attempt informal resolution of the matter, and if so resolved, shall issue a Memorandum of Understanding which will be executed by the involved parties setting forth the agreed upon terms.

If resolution is not achieved, the ADA Coordinator shall issue to the involved parties a Letter of Findings that shall include:

1. Findings of fact.
2. A description of the recommendation of the ADA Coordinator.
3. Notify the complainant of his/her right to pursue private legal action.

III. EFFECT OF AGREEMENTS, RECOMMENDATIONS, DECISIONS, AND STATEMENTS

Agreements, recommendations, decisions, and statements made by the Town as part of this Grievance Procedure may not be deemed admissions or otherwise used against the Town in any other forum or in any other claim or action pursued by any complainant.

IV. SEVERABILITY

If any section of the Grievance Procedure is determined to be in conflict with the provisions of the ADA or any other federal, state or local law, it shall be null and void. All other sections shall remain in full force and effect.

Adopted by Board of Selectmen
Sept. 23, 1992

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Adopted by Board of Selectmen on Sept. 23, 1992

EMPLOYMENT HIRING PROCEDURES

All Town departments, Boards and Commissions wishing to hire a full-time, part-time, seasonal, permanent or temporary employee shall follow these procedures.

A. JOB ANNOUNCEMENTS

All announcements for positions shall be:

1. Posted in Town Hall in an accessible area.
2. Advertised in a paper of general circulation.
3. Advertised on a local radio station.
4. Advertised on local cable television.

The Compliance Officer shall have the authority to require that certain positions be advertised in selected newspapers, professional publications, or Association newsletters.

B. REQUIREMENTS FOR THE POSITION

Prior to advertising the position, the appropriate supervisor shall submit to the Town Manager a written job description for the position. The job description shall list all responsibilities which an applicant would be expected to undertake in that position. These responsibilities should, however, only reflect the true essential job functions of that position.

The written description would include minimum job requirements: education, experience, attendance requirements, skill level, licenses required, and physical and mental requirements.

A copy of the newspaper advertisement must also be submitted for review. The Town Manager shall review the job description for accuracy and for compliance with applicable laws and regulations. Upon approval, the position can be advertised.

C. APPLICATIONS

All applicants for employment shall use the approved Town of Norton Employee Application. Resumes can also be required.

All employment applications must be kept, along with all employment records for a period of one (1) year.

D. INTERVIEWS

Employers are prohibited from:

1. Asking an applicant any questions pertaining to his/her physical or mental condition or medical history.
2. Asking any applicant whether he/she has a disability.
3. Asking an applicant with an identified disability any questions concerning its nature, severity or prognosis.
4. Asking an applicant for his/her workers' compensation claim history.
5. Refusing to reasonably accommodate the applicant's disability when administering pre-employment tests.
6. Requiring the applicant to undergo a medical evaluation prior to receiving an offer of employment.
7. Inquiring as to the medical/mental condition of the applicant's spouse or dependents.
8. Using qualifications standards, employment tests or other selection criteria that screen out or tend to screen out individuals with disabilities, unless the standards, tests, or other selection criteria are shown to be job-related for the position in question and consistent with business necessity.
- ~~9. Asking the applicant how much leave the individual will require for treatment or incapacitation.~~
10. Asking an applicant their age, religion, ancestry, race, or national origin.

Employers should:

1. Show the written job description to each applicant.
2. Discuss the physical and mental requirements of the position with each applicant.
3. Inquire of each applicant whether he/she can perform the requirements of the position.
4. Discuss with each applicant his/her experience in handling the responsibilities of the position in prior employment.

E. OFFERS OF EMPLOYMENT

Prior to an offer, an applicant may also be asked if he/she is capable of performing the essential job function(s) with or without accommodation. If the applicant believes he/she requires accommodation, the employer may ask how the candidate would perform these functions and what accommodations are necessary.

After an offer of employment has been made to a job applicant, a medical examination, inquiries of past injuries and conditions can be requested: as long as such exams and inquiries are required of all entering employees in the same job category; and information obtained regarding the applicant's medical condition or history is maintained in separate medical files and treated as a confidential medical record.

** NOTE: A drug test to determine the illegal use of drugs is not considered a medical examination and can be conducted prior to the extension of an offer.

F. EMPLOYMENT

Should an applicant or employee with a disability request accommodation, contact the Town's ADA Coordinator immediately so that the process of determining the appropriate reasonable accommodation can be started.

G. GENERAL

It is unlawful for an employer to discriminate against any individual with respect to hiring, compensation, terms, conditions, or privileges of employment because of race, color, religion, sex, national origin, or disability.

1. Part II Program Accessibility

Attached is a copy of the Facility Inventories, with notes, for the Conservation Commission property and the Recreation Commission property. The Transition Plans for these two areas. The map below illustrates the locations of the Conservation and Recreation properties evaluated as part of this Section 504 Report.



1. Johnson Acres
2. Canoe River Greenbelt and Recreation Area
3. Lincoln Woods
4. Lee Burchill Fields
5. Everett Leonard Complex and Everett Leonard Conservation Area
6. Lion's Field
7. Rose Farm Conservation Area
8. Leo Yelle Conservation Area
9. Fernandes Park
10. Erikson Conservation Land

1. Name of Property: JOHNSON ACRES

Date: July 22, 2010

Location: North Washington Street and Newcomb Street

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

<i>ITEM</i>	<i>YES/NO</i>
Ramps	No
Comments: <u>none</u>	
Parking	Yes
No. of total spaces: <u>five</u>	
No. of handicap spaces: <u>none designated</u>	
Handicap spaces closest in lot to accessible entrance	n/a
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>off street parking on North Washington Street/ is in railroad bed, not lined</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	No
Disembarking area at accessible entrance	No
Surface evenly paved or hard-packed: <u>hard packed</u> ponding of water	No
Primary pubic entrances accessible to person in wheelchair	No
Comments: <u>none</u>	
Stairs	n/a
Comments: <u>none</u>	

Name of Property: JOHNSON ACRES (cont.)

ITEM	YES/NO
Doors Comments: <u>none</u>	n/a
Restrooms Comments: <u>none</u>	n/a
Floors, Drinking Fountains, Telephones Comments: <u>none</u>	n/a
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <u>none</u>	
Other items	
Trails	Yes
Surface type: <u>dirt, hard packed</u>	
Trail dimensions: <u>two to three feet</u>	
Boardwalks	No
No slip surface	n/a
Dimensions: <u>n/a</u>	
Rails: <u>n/a</u>	
Picnic table(s)	Yes
Total number of tables: <u>two</u>	
Number accessible to wheelchairs: <u>none</u>	
Location adjacent to accessible path	No
Trash can location to accessible path	No
Transition Plan: <u>Construct parking lot with accessible path to picnic and field area.</u> <u>Provide additional picnic tables and benches in field and along trails.</u>	

End Johnson Acres Evaluation

2. Name of Property: CANOE RIVER GREENBELT AND RECREATION AREA

Date: July 22, 2010

Location: East Main Street

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

ITEM	YES/NO
Ramps	n/a
Comments: <u>none</u>	
Parking	No
No. of total spaces: <u>none</u>	
No. of handicap spaces: <u>none</u>	
Handicap spaces closest in lot to accessible entrance	n/a
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>Boulders block entrance to prevent dumping, motorized vehicles, and adjacent businesses from using the access road. There is room for a car to park near the sign and for people to walk the trails.</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	n/a
Disembarking area at accessible entrance	n/a
Surface evenly paved or hard-packed	n/a
Ponding of water	n/a
Primary public entrances accessible to person in wheelchair	n/a
Comments: <u>none</u>	
Stairs	No

Comments: none

Name of Property: CANOE RIVER GREENBELT AND RECREATION AREA (cont.)

<i>ITEM</i>	<i>YES/NO</i>
Doors Comments: <u>none</u>	n/a
Restrooms Comments: <u>none</u>	n/a
Floors, Drinking Fountains, Telephones Comments: <u>none</u>	n/a
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <u>none</u>	
Other items	
Trails	No
Surface type: <u>existing trails are dirt</u>	
Trail dimensions: n/a	
Boardwalks	No
No slip surface	n/a
Dimensions: <u>n/a</u>	
Rails: <u>n/a</u>	
Picnic table	No
Total number of tables: <u>none</u>	
Number accessible to wheelchairs: <u>n/a</u>	
Location adjacent to accessible path	n/a
Trash can location to accessible path	n/a
Transition Plan: <u>Construct road and parking area with accessible paths. Provide benches along the trails.</u>	

End Canoe River Greenbelt and Recreation Area Evaluation

3. Name of Property: LINCOLN WOODS

Date: September 12, 2013

Location: King Phillip Road

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

<i>ITEM</i>	<i>YES/NO</i>
Ramps	n/a
Comments: <u>none</u>	
Parking	Yes
No. of total spaces: <u>room for five cars, not marked spaces</u>	
No. of handicap spaces: <u>none</u>	
Handicap spaces closest in lot to accessible entrance	
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>off road parking adjacent to sign</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	Yes
Disembarking area at accessible entrance	Yes
Surface evenly paved or hard-packed: <u>hard-packed with sandy spots</u>	
No ponding of water: <u>small amount in trail</u>	No
Primary pubic entrances accessible to person in wheelchair	Yes
Comments: <u>none</u>	
Stairs	n/a
Comments: <u>none</u>	

Name of Property: LINCOLN WOODS (cont.)

ITEM	YES/NO
Doors Comments: <i>none</i>	n/a
Restrooms Comments: <i>none</i>	n/a
Floors, Drinking Fountains, Telephones Comments: <i>none</i>	n/a
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <i>none</i>	
Other items	
Trails	Yes
Surface type: <i>dirt with some sandy spots</i>	
Trail dimensions: <i>+/- 4 feet</i>	
Boardwalks	n/a
No slip surface	n/a
Dimensions: <i>n/a</i>	
Rails: <i>n/a</i>	
Picnic table	n/a
Total number of tables: <i>none</i>	
Number accessible to wheelchairs: <i>n/a</i>	
Location adjacent to accessible path	n/a
Trash can location to accessible path	n/a
Transition Plan: <u>Create parking area with accessible space directly adjacent to path. Create suitable surface from parking area to sand pit area where picnic tables could be installed. Add benches along trails. Add nature signs and mark interesting areas. Slope to main entrance could be adjusted.</u>	

End Lincoln Woods Evaluation

5. Name of Property: EVERETT LEONARD CONSERVATION AREA

Date: July 22, 2010

Location: Parker Street

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

ITEM	YES/NO
Ramps	n/a
Comments:	
Parking	Yes
No. of total spaces: <u>24</u>	
No. of handicap spaces: <u>none</u>	
Handicap spaces closest in lot to accessible entrance	n/a
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>Parking is available at the Everett Leonard Complex (Recreation land. it is a new lot with no formal parking space lines)</u> <u>but to get to the paths on the conservation parcel, people would have to walk along</u> <u>the road (Parker Street) for a short distance. Otherwise, trail can be seen from</u> <u>John Scott Boulevard and can park on the street..</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	n/a
Disembarking area at accessible entrance	n/a
Surface evenly paved or hard-packed	n/a
No ponding of water	n/a
Primary public entrances accessible to person in wheelchair	n/a
Comments: <u>none</u>	

Stairs

No

Comments: none**Name of Property:** EVERETT LEONARD CONSERVATION AREA (cont.)**ITEM****YES/NO****Doors**

No

Comments: none**Restrooms**

No

Comments: none**Floors, Drinking Fountains, Telephones**

No

Comments: none**Signs, Signals, Switches**

Yes

Min. 54 inch, max 60 inch above floor

No

Letters 1 ¼ inch high min.

No

Letters/numbers raised .03 inches

No

Letters/numbers contrast with the background color

Yes

Any signs for visually impaired

No

Comments: none**Other items****Trails**

Yes

Surface type: dirt, some grassTrail dimensions: 1 ½ feet**Boardwalks**

Yes

No slip surface

n/a

Dimensions: 60 inchesRails: none**Picnic table**

No

Total number of tables: noneNumber accessible to wheelchairs: n/a

Location adjacent to accessible path

n/a

Trash can location to accessible path

No

Transition Plan: Create a parking area with accessible path to connect to path around field. Benches are available in the field along the path. They are stone, 22" h x 40" w x 12" deep. Add accessible benches if existing ones are not adequate. The 2nd boardwalk is broken, and the broken sections need to be removed.

End Everett Leonard Conservation Area Evaluation

7. Name of Property: ROSE FARM CONSERVATION AREA

Date: July 22, 2010

Location: North Worcester Street

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

ITEM	YES/NO
Ramps	n/a
Comments: <u>none</u>	
Parking	Yes
No. of total spaces: <u>one</u>	
No. of handicap spaces: <u>none</u>	
Handicap spaces closest in lot to accessible entrance	
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>The one space is not likely to be accessible. It is the portion of the path directly in front of a gate and people currently have to walk around the gate to enter the property.</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	No
Disembarking area at accessible entrance	No
Surface evenly paved or hard-packed	No
No ponding of water	Yes
Primary public entrances accessible to person in wheelchair	No
Comments: <u>none</u>	
Stairs	n/a

Comments: none

Name of Property: ROSE FARM CONSERVATION AREA (cont.)

ITEM	YES/NO
Doors Comments: <u>none</u>	n/a
Restrooms Comments: <u>none</u>	n/a
Floors, Drinking Fountains, Telephones Comments: <u>none</u>	n/a
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <u>none</u>	
Other items	
Trails	Yes
Surface type: <u>dirt and grass</u>	
Trail dimensions: <u>1 ½ feet</u>	
Boardwalks	No
No slip surface	n/a
Dimensions: <u>n/a</u>	
Rails: <u>n/a</u>	
Picnic table(s)	No
Total number of tables: <u>none</u>	
Number accessible to wheelchairs: <u>n/a</u>	
Location adjacent to accessible path	n/a
Trash can location to accessible path	No
Transition Plan: <u>none</u>	

End Rose Farm Conservation Land Evaluation

8. Name of Property: LEO YELLE CONSERVATION AREA

Date: July 22, 2010

Location: West Main Street

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

<i>ITEM</i>	<i>YES/NO</i>
Ramps	No
Comments: <u>none</u>	
Parking	Yes
No. of total spaces: <u>two</u>	
No. of handicap spaces: <u>n/a</u>	
Handicap spaces closest in lot to accessible entrance	
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>none</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	No
Disembarking area at accessible entrance	No
Surface evenly paved or hard-packed	No
No ponding of water	Yes
Primary pubic entrances accessible to person in wheelchair	No
Comments: <u>none</u>	
Stairs	n/a
Comments: <u>none</u>	

Name of Property: LEO YELLE CONSERVATION AREA (cont.)

ITEM	YES/NO
Doors	n/a
Comments: <u>none</u>	
Restrooms	n/a
Comments: <u>none</u>	
Floors, Drinking Fountains, Telephones	n/a
Comments: <u>none</u>	
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <u>none</u>	
Other items	
Trails	Yes
Surface type: <u>dirt</u>	
Trail dimensions: <u>1 ½ to 4 feet</u>	
Boardwalks	Yes
No slip surface	n/a
Dimensions: <u>48 inches</u>	
Rails: <u>none</u>	
Picnic table	No
Total number of tables: <u>none</u>	
Number accessible to wheelchairs: <u>n/a</u>	
Location adjacent to accessible path	n/a
Trash can location to accessible path	No
Transition Plan: <u>Rails over bridges</u> <u>(.30 inches required) should be added.</u>	

End Leo Yelle Conservation Area Evaluation

10. Name of Property: ERIKSON CONSERVATION LAND

Date: September 12, 2017

Location: Bay Road

Participants: Jennifer Carlino (Conservation Agent), Brian Butler (Building Inspector) and Dorothy MacQuon (resident)

<i>ITEM</i>	<i>YES/NO</i>
Ramps	No
Comments: <u>none</u>	
Parking	No
No. of total spaces: <u>one</u>	
No. of handicap spaces: <u>none</u>	
Handicap spaces closest in lot to accessible entrance	n/a
Where handicap spaces cannot be located within 200 ft. of accessible entrance, drop-off area is provided within 100 feet	n/a
Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)	n/a
Sign with international symbol of accessibility at each space or pair of spaces	n/a
Sign min. 5 ft., max. 8 ft. to top of sign	n/a
Surface evenly paved or hard-packed (no cracks)	n/a
Surface slope less than 1:20 (5%)	n/a
Curb cut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	n/a
a. Min. width 3 ft. excluding sloped sides	n/a
b. Sloped sides	n/a
c. All slopes not to exceed 1:12	n/a
d. Textured or painted yellow	n/a
Comments: <u>none</u>	
Site Access, Walks, Entrances	No
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	No
Disembarking area at accessible entrance	No
Surface evenly paved or hard-packed	No
No ponding of water	Yes
Primary public entrances accessible to person in wheelchair	No
Comments: <u>none</u>	
Stairs	n/a
Comments: <u>none</u>	

Name of Property: ERIKSON CONSERVATION LAND (cont.)

<i>ITEM</i>	<i>YES/NO</i>
Doors Comments: <u>none</u>	n/a
Restrooms Comments: <u>none</u>	n/a
Floors, Drinking Fountains, Telephones Comments: <u>none</u>	n/a
Signs, Signals, Switches	Yes
Min. 54 inch, max 60 inch above floor	Yes
Letters 1 ¼ inch high min.	Yes
Letters/numbers raised .03 inches	Yes
Letters/numbers contrast with the background color	Yes
Any signs for visually impaired	No
Comments: <u>none</u>	
Other items	
Trails	Yes
Surface type: <u>dirt/vegetation</u>	
Trail dimensions: <u>4 feet</u>	
Boardwalks	No
No slip surface	No
Dimensions: <u>48 inches</u>	
Rails: <u>none</u>	
Picnic table	No
Total number of tables: <u>none</u>	
Number accessible to wheelchairs: <u>n/a</u>	
Location adjacent to accessible path	n/a
Trash can location to accessible path	No
Transition Plan: Parking lot <u>needs to be modified- stumps removed, and finish grading.</u> <u>It is not paved. Need to fillin the well, demolish the sheds, and there is a tree blocking the path the existing trail.</u>	

End Erikson Conservation Land Evaluation

Part III Employment Practices

1. Recruitment

Attached are copies of various job announcements which show compliance with all applicable requirements. All interviews are conducted within the requirements of ADA guidelines.

2. Personnel Actions

All activities are carried out within the guidelines and requirements of Section 504 and the ADA. There is no information available to indicate that any discriminatory actions have been conducted.

3. Leave Administration

All actions relative to leave of absences, sick time, or return to work actions are carried out within the appropriate guidelines and the union contracts which follow ADA and Section 504 requirements.

4. Training

All training, review periods, etc., is carried out consistent with the standards of the applicable department, all of which follow ADA and section 504 requirements.

5. Tests

The Town of Norton does not conduct any testing.

6. Medical Examinations/Questionnaires

All medical examinations are carried out after an offer of employment.

7. Social/Recreational Programs

All programs are open to general public and accessible to all individuals.

8. Fringe Benefits

All employee contracts call for, and require, the same level of fringe benefits for all individuals employed by the Town. There is no available evidence to show that any discrimination of this type has ever occurred.

9. Collective Bargaining Agreements

The terms and practices of all collective bargaining agreements do not contain provisions that limit the abilities or participation of qualified employees with disabilities.

10. Wage and Salary Administration

The Town of Norton does not offer different types of rates of compensation for employees with disabilities. All rates are consistent with bargaining agreements and contracts.