

Section 13: Section 504 Report

Updated 2011

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 Scott Barbado, 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

There have not been any improvements to conservation or recreation properties since the 2005 plan. The information contained in this report, including the Facility Inventories and Transition Plans, has been submitted for review by Scott Barbato, 504 Coordinator.

1. Designation of 504 Coordinator



Commonwealth of Massachusetts

TOWN OF NORTON

INSPECTOR OF BUILDINGS
ZONING ENFORCEMENT OFFICER
70 East Main Street
Norton, MA 02766

Phone # 508 285-0290

Fax # 508 285-0295

September 15, 2010

Jennifer Carlino, Conservation Agent
Conservation Commission
70 East Main Street
Norton, MA 02766

Re: ADA Coordinator

Dear Jennifer:

I was appointed ADA Coordinator for the Commission on Handicap Affairs in August 2010 when I became Building Commissioner for the Town of Norton.

Sincerely,

Scott Barbato, CBO
Building Commissioner

SB/cjh

1. 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

[Signature]
[Signature]
[Signature]

[Signature]
[Signature]

*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.

GRIEVANCE PROCEDURES

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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 within 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.

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.

2. 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
8. Leo Yelle Conservation Area
9. Fernandes Park

1. Name of Property: JOHNSON ACRES

Date: July 22, 2010 Location: North Washington Street and Newcomb Street

<i>Item</i>	<i>Yes</i>	<i>No</i>
25. Ramps	Yes	<u>No</u>

Comments:

23. Parking <i>off street parking on North Washington St.</i>	Yes	<u>No</u>
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23.4 No. of total spaces: _____

No. of handicap spaces: _____

23.2 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

Yes	No
------------	-----------

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped aisle between)

Yes	No
------------	-----------

23.7 Sign with international symbol of accessibility at each space or pair of spaces

Yes	No
------------	-----------

Sign min. 5 ft., max. 8 ft. to top of sign

Yes	No
------------	-----------

23. 9 Surface evenly paved or hard-packed (no cracks)

Yes	No
------------	-----------

Surface slope less than 1:20 (5%)

Yes	No
------------	-----------

23.6 Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present (complies with 21.1)

Yes	No
------------	-----------

21.1 a. Min. width 3 ft. excluding sloped sides

Yes	No
------------	-----------

b. Sloped sides

Yes	No
------------	-----------

c. All slopes not to exceed 1:12

Yes	No
------------	-----------

d. Textured or painted yellow

Yes	No
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Comments:

20. Site Access, Walks, Entrances	Yes	<u>No</u>
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20.1 Accessible path of travel from passenger disembarking area and parking area to accessible entrance

Yes	<u>No</u>
------------	------------------

20.2 Disembarking area at accessible entrance

Yes	<u>No</u>
------------	------------------

20.3 Surface evenly paved or hard-packed

<u>Yes</u>	No
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20.4 No ponding of water

Yes	<u>No</u>
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26.1 Primary public entrances accessible to person in wheelchair

<u>Yes</u>	No
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Comments: But with permission from neighbors, parking in a driveway may be allowed. Then paths to picnic area and field would be assessable.

1. Name of Property: JOHNSON ACRES

Date: July 22, 2010 Location: North Washington Street and Newcomb Street

28. Stairs Yes No

Comments:

27. Doors Yes No

Comments:

30. Restrooms Yes No

Comments:

29. Floors, Drinking Fountains, Telephones Yes No

Comments:

39. Signs, Signals, Switches Yes No

39.1 Min. 54 inch, max 60 inch above floor Yes No

39.2 Letters 1 ¼ inch high min. Yes No

letters/numbers raised .03 inches Yes No

Letters/numbers contrast with the background color Yes No

Any signs for visually impaired Yes No

Comments:

Other items

Trails Yes No

Surface type: dirt, hard packed

Trail dimensions: +/- 4 feet

Boardwalks Yes No

No slip surface Yes No

Dimensions: _____

Rails: _____

Picnic table Yes No

Total number of tables: 1

Number accessible to wheelchairs: 1

Location adjacent to accessible path Yes No

Trash can location to accessible path Yes No

Transition Plan: Construct parking lot with accessible path to picnic and field area. Provide additional picnic tables and benches in field and along trails.

End Johnson Acres Evaluation

2. Name of Property: CANOE RIVER GREENBELT AND RECREATION AREA
 Date: July 22, 2010 Location: East Main Street

<i>Item</i>	<i>Yes</i>	<i>No</i>
25. Ramps	Yes	<u>No</u>

Comments:

23. Parking	Yes	<u>No</u>
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23.4 No. of total spaces: _____

No. of handicap spaces: _____

23.2 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

Yes	No
------------	-----------

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped
 aisle between)

Yes	No
------------	-----------

23.7 Sign with international symbol of accessibility at each
 space or pair of spaces

Yes	No
------------	-----------

Sign min. 5 ft., max. 8 ft. to top of sign

Yes	No
------------	-----------

23. 9 Surface evenly paved or hard-packed (no cracks)

Yes	No
------------	-----------

Surface slope less than 1:20 (5%)

Yes	No
------------	-----------

23.6 Curbcut to pathway from parking lot at each space or
 pair of spaces, if sidewalk (curb) is present (complies
 with 21.1)

Yes	No
------------	-----------

21.1 a. Min. width 3 ft. excluding sloped sides

Yes	No
------------	-----------

b. Sloped sides

Yes	No
------------	-----------

c. All slopes not to exceed 1:12

Yes	No
------------	-----------

d. Textured or painted yellow

Yes	No
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Comments:

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.

20. Site Access, Walks, Entrances	Yes	<u>No</u>
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20.1 Accessible path of travel from passenger disembarking
 area and parking area to accessible entrance

Yes	No
------------	-----------

20.2 Disembarking area at accessible entrance

Yes	No
------------	-----------

20.3 Surface evenly paved or hard-packed

Yes	No
------------	-----------

20.4 No ponding of water

Yes	No
------------	-----------

26.1 Primary pubic entrances accessible to person in wheelchair

Yes	No
------------	-----------

Comments:

28. Stairs	Yes	<u>No</u>
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Comments:

2. Name of Property: CANOE RIVER GREENBELT AND RECREATION AREA
 Date: July 22, 2010 Location: East Main Street

27. Doors Yes No
 Comments:

30. Restrooms Yes No
 Comments:

29. Floors, Drinking Fountains, Telephones Yes No
 Comments:

39. Signs, Signals, Switches Yes No
 39.1 Min. 54 inch, max 60 inch above floor Yes No
 39.2 Letters 1 ¼ inch high min. Yes No
 letters/numbers raised .03 inches Yes No
 Letters/numbers contrast with the background color Yes No
 Any signs for visually impaired Yes No
 Comments:

Other items

Trails existing trails are dirt Yes No

Surface type: _____

Trail dimensions: _____

Boardwalks Yes No

 No slip surface Yes No

 Dimensions: _____

 Rails: _____

Picnic table Yes No

 Total number of tables: _____

 Number accessible to wheelchairs: _____

 Location adjacent to accessible path Yes No

Trash can location to accessible path Yes No

Transition Plan: Construct road and parking area with accessible paths. Provide benches along the trails.

End Canoe River Greenbelt and Recreation Area Evaluation

3. Name of Property: LINCOLN WOODS
 Date: July 22, 2010 Location: King Phillip Road

<i>Item</i>	<i>Yes</i>	<i>No</i>
25. Ramps	<u>Yes</u>	<u>No</u>

Comments:

23. Parking	<u><i>off road parking adjacent to sign</i></u>	<u>Yes</u>	No
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23.4 No. of total spaces: room for five cars, not marked spaces

No. of handicap spaces: _____

23.2 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

Yes	No
-----	----

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped
 aisle between)

Yes	No
-----	----

23.7 Sign with international symbol of accessibility at each
 space or pair of spaces

Yes	No
-----	----

Sign min. 5 ft., max. 8 ft. to top of sign

Yes	No
-----	----

23.9 Surface evenly paved or hard-packed (no cracks)

Yes	No
-----	----

Surface slope less than 1:20 (5%)

Yes	No
-----	----

23.6 Curbcut to pathway from parking lot at each space or
 pair of spaces, if sidewalk (curb) is present (complies
 with 21.1)

Yes	No
-----	----

21.1 a. Min. width 3 ft. excluding sloped sides

Yes	No
-----	----

b. Sloped sides

Yes	No
-----	----

c. All slopes not to exceed 1:12

Yes	No
-----	----

d. Textured or painted yellow

Yes	No
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Comments:

20. Site Access, Walks, Entrances	<u>Yes</u>	No
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20.1 Accessible path of travel from passenger disembarking
 area and parking area to accessible entrance

<u>Yes</u>	No
------------	----

20.2 Disembarking area at accessible entrance

<u>Yes</u>	No
------------	----

20.3 Surface evenly paved or hard-packed with sandy spots

Yes	No
-----	----

20.4 No ponding of water small amount in trail

Yes	<u>No</u>
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26.1 Primary public entrances accessible to person in wheelchair

<u>Yes</u>	No
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Comments:

28. Stairs	Yes	<u>No</u>
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Comments:

3. Name of Property: LINCOLN WOODS

Date: July 22, 2010 Location: King Phillip Road

27. Doors Yes No

Comments:

30. Restrooms Yes No

Comments:

29. Floors, Drinking Fountains, Telephones Yes No

Comments:

39. Signs, Signals, Switches Yes No

39.1 Min. 54 inch, max 60 inch above floor Yes No

39.2 Letters 1 ¼ inch high min. Yes No

letters/numbers raised .03 inches Yes No

Letters/numbers contrast with the background color Yes No

Any signs for visually impaired Yes No

Comments:

Other items

Trails Yes No

Surface type: dirt with some sandy spots

Trail dimensions: +/- 4 feet

Boardwalks Yes No

No slip surface Yes No

Dimensions: _____

Rails: _____

Picnic table Yes No

Total number of tables: _____

Number accessible to wheelchairs: _____

Location adjacent to accessible path Yes No

Trash can location to accessible path Yes No

Transition Plan: 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.

End Lincoln Woods Evaluation

Name of Property: __Everett Leonard Conservation Area__

Date: __ July 22, 2010__

Location: __Parker Street__

<i>Item</i>	<i>Yes</i>	<i>No</i>
25. Ramps	Yes	No

Comments:

23. Parking	Yes	<u>No</u>
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23.4 No. of total spaces: _____

No. of handicap spaces: _____

23.2 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

Yes	No
-----	----

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped
aisle between)

Yes	No
-----	----

23.7 Sign with international symbol of accessibility at each
space or pair of spaces

Yes	No
-----	----

Sign min. 5 ft., max. 8 ft. to top of sign

Yes	No
-----	----

23. 9 Surface evenly paved or hard-packed (no cracks)

Yes	No
-----	----

Surface slope less than 1:20 (5%)

Yes	No
-----	----

23.6 Curbcut to pathway from parking lot at each space or
pair of spaces, if sidewalk (curb) is present (complies
with 21.1)

Yes	No
-----	----

21.1 a. Min. width 3 ft. excluding sloped sides

Yes	No
-----	----

b. Sloped sides

Yes	No
-----	----

c. All slopes not to exceed 1:12

Yes	No
-----	----

d. Textured or painted yellow

Yes	No
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Comments:

Parking is available at the Everett Leonard Complex (Recreation land) but to get to the paths on the conservation parcel, people would have to walk along the road (Parker Street) for a short distance. Otherwise, trail can be seen from John Scott Boulevard and can park on the street.

20. Site Access, Walks, Entrances	Yes	<u>No</u>
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20.1 Accessible path of travel from passenger disembarking
area and parking area to accessible entrance

Yes	No
-----	----

20.2 Disembarking area at accessible entrance

Yes	No
-----	----

20.3 Surface evenly paved or hard-packed

Yes	No
-----	----

20.4 No ponding of water

Yes	No
-----	----

26.1 Primary pubic entrances accessible to person in wheelchair

Yes	No
-----	----

Comments:

28. Stairs	Yes	<u>No</u>
-------------------	-----	-----------

Comments:

5. Name of Property: EVERETT LEONARD CONSERVATION AREA
Date: July 22, 2010 Location: Parker Street

27. Doors Yes No
Comments:

30. Restrooms Yes No
Comments:

29. Floors, Drinking Fountains, Telephones Yes No
Comments:

39. Signs, Signals, Switches Yes No
39.1 Min. 54 inch, max 60 inch above floor Yes No
39.2 Letters 1 ¼ inch high min. Yes No
letters/numbers raised .03 inches Yes No
Letters/numbers contrast with the background color Yes No
Any signs for visually impaired Yes No
Comments:

Other items

Trails Yes No

Surface type: dirt, some grassed

Trail dimensions: +/- 3 feet

Boardwalks Yes No

No slip surface Yes No

Dimensions: _____

Rails: _____

Picnic table Yes No

Total number of tables: _____

Number accessible to wheelchairs: _____

Location adjacent to accessible path Yes No

Trash can location to accessible path Yes 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. Add accessible benches if existing ones are not adequate.

End Everett Leonard Conservation Area Evaluation

Name of Property: ROSE FARM CONSERVATION AREA

Date: July 22, 2010

Location: North Worcester Street

Item

Yes

No

25. Ramps

Yes

No

Comments:

23. Parking

Yes

No

23.4 No. of total spaces: 1

No. of handicap spaces: 0

23.2 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

Yes

No

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped
aisle between)

Yes

No

23.7 Sign with international symbol of accessibility at each
space or pair of spaces

Yes

No

Sign min. 5 ft., max. 8 ft. to top of sign

Yes

No

23.9 Surface evenly paved or hard-packed (no cracks)

Yes

No

Surface slope less than 1:20 (5%)

Yes

No

23.6 Curbcut to pathway from parking lot at each space or
pair of spaces, if sidewalk (curb) is present (complies
with 21.1)

Yes

No

21.1 a. Min. width 3 ft. excluding sloped sides

Yes

No

b. Sloped sides

Yes

No

c. All slopes not to exceed 1:12

Yes

No

d. Textured or painted yellow

Yes

No

Comments:

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.

20. Site Access, Walks, Entrances

Yes

No

20.1 Accessible path of travel from passenger disembarking
area and parking area to accessible entrance

Yes

No

20.2 Disembarking area at accessible entrance

Yes

No

20.3 Surface evenly paved or hard-packed

Yes

No

20.4 No ponding of water

Yes

No

26.1 Primary public entrances accessible to person in wheelchair

Yes

No

Comments:

28. Stairs

Comments:

Yes

No

5. Name of Property: ROSE FARM CONSERVATION AREA
 Date: July 22, 2010 Location: North Worcester Street

27. Doors Yes No
 Comments:

30. Restrooms Yes No
 Comments:

29. Floors, Drinking Fountains, Telephones Yes No
 Comments:

39. Signs, Signals, Switches Yes No
 39.1 Min. 54 inch, max 60 inch above floor Yes No
 39.2 Letters 1 ¼ inch high min. Yes No
 letters/numbers raised .03 inches Yes No
 Letters/numbers contrast with the background color Yes No
 Any signs for visually impaired Yes No
 Comments:

Other items

Trails Yes No

Surface type: dirt and grass

Trail dimensions: +/- 3 feet

Boardwalks Yes No

No slip surface Yes No

Dimensions: _____

Rails: _____

Picnic table Yes No

Total number of tables: _____

Number accessible to wheelchairs: _____

Location adjacent to accessible path Yes No

Trash can location to accessible path Yes No

Transition Plan: It is not likely that the parking area will be modified. Access and parking could be modified at the Solmonese School to provide access, and would be safer for ingress/egress than from the existing parking area. Add benches along the trails.

End Rose Farm Conservation Land Evaluation

9. Name of Property: FERNANDES PARK

Date: July 22, 2010

Location: West Main Street

Item

Yes

No

25. Ramps

Yes

No

Comments:

23. Parking

Yes

No

23.4 No. of total spaces: 0

No. of handicap spaces: 0

23.2 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

Yes

No

23.5 Min. width 12 ft. (or two 8 ft. with 4 ft. wide striped
aisle between)

Yes

No

23.7 Sign with international symbol of accessibility at each
space or pair of spaces

Yes

No

Sign min. 5 ft., max. 8 ft. to top of sign

Yes

No

23.9 Surface evenly paved or hard-packed (no cracks)

Yes

No

Surface slope less than 1:20 (5%)

Yes

No

23.6 Curbcut to pathway from parking lot at each space or
pair of spaces, if sidewalk (curb) is present (complies
with 21.1)

Yes

No

21.1 a. Min. width 3 ft. excluding sloped sides

Yes

No

b. Sloped sides

Yes

No

c. All slopes not to exceed 1:12

Yes

No

d. Textured or painted yellow

Yes

No

Comments:

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.

20. Site Access, Walks, Entrances

Yes

No

20.1 Accessible path of travel from passenger disembarking
area and parking area to accessible entrance

Yes

No

20.2 Disembarking area at accessible entrance

Yes

No

20.3 Surface evenly paved or hard-packed

Yes

No

20.4 No ponding of water

Yes

No

26.1 Primary public entrances accessible to person in wheelchair

Yes

No

Comments:

28. Stairs

Comments:

Yes

No

9. Name of Property: FERNANDES PARK

Date: July 22, 2010

Location: _____ West Main Street _____

27. Doors

Yes

No

Comments:

30. Restrooms

Yes

No

Comments:

29. Floors, Drinking Fountains, Telephones

Yes

No

Comments:

39. Signs, Signals, Switches

Yes

No

39.1 Min. 54 inch, max 60 inch above floor

Yes

No

39.2 Letters 1 ¼ inch high min.

Yes

No

letters/numbers raised .03 inches

Yes

No

Letters/numbers contrast with the background color

Yes

No

Any signs for visually impaired

Yes

No

Comments:

Other items

Trails

Yes

No

Surface type: _____

Trail dimensions: _____

Boardwalks

Yes

No

No slip surface

Yes

No

Dimensions: _____

Rails: _____

Picnic table

Yes

No

Total number of tables: _____

Number accessible to wheelchairs: _____

Location adjacent to accessible path

Yes

No

Trash can location to accessible path

Yes

No

Transition Plan: The Recreation Commission is working on the Master Plan for the Fernandes Park. It is proposed that an access drive, boardwalks, pond/fountain and nature trails will be created. The Master Plan should address parking and handicap access.

End Fernandes Park 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.