

1. Meeting Materials

Documents:

5D._ADA_DRAFT_REPORT_FOR_REVIEW_COMBINED_FILE.PDF
5E._SITE_ASSESSMENT_MEMO_-_CAPITAL_PLANNING_1.24.22.PDF
2022.01.24_CAPITAL_PLANNING_COMMITTEE_AGENDA.PDF
3B._ALGONQUIN_CAPITAL_BUDGET_FY2023-FY2027_-_APPROVED_-_PROPOSED_-_NOVEMBER_2021.PDF
3B._SB_CAPITAL_PLAN_MEETING_-_FY22.PDF
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**Town of Southborough
Self-Evaluation and Transition Plan
June 2021**



Prepared by:

**Central Massachusetts Regional Planning Commission
Connor Robichaud, Regional Projects Coordinator
1 Mercantile Street – Suite 520, Worcester, MA 01608**

**Center for Living & Working, Inc.
Michael Kennedy, ADA Access & Advocacy Coordinator
484 Main Street - Suite 345, Worcester, MA 01608**

**James M. Mazik, AICP - Consulting Services
188 Lower Westfield Road, Holyoke, MA 01040**

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

TOWN OF SOUTHBOROUGH – SELF-EVALUATION AND TRANSITION PLAN

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I. INTRODUCTION

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

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

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

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

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

II. AMERICANS WITH DISABILITIES ACT

Background

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

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

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

Title I: Employment

Title II: State and Local Government and Public Transportation

Title III: Public Accommodations and Services Operated by Private Entities

Title IV: Telecommunications

Title V: Miscellaneous Provisions

The Town of Southborough is bound specifically by Titles I and II.

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

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

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

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

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

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

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

Title I

Equal Employment Opportunity

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

Reasonable Accommodations

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

twenty-five persons. Legal counsel should always be consulted when a reasonable accommodation is being considered to ensure compliance with law.

Title II

Program Accessibility

Title II is divided into two parts. Subtitle A covers all programs, services, and activities of state and local government. Subtitle B contains requirements for public transportation systems such as regional transit authorities. If the town provides senior or other local bus or van transportation services, then compliance with applicable provisions of Title II for wheelchair users or individuals with ambulatory limitations may be required. The following applies to Subtitle A of Title II.

The ADA guarantees people with disabilities equal opportunity to participate in programs, services, and activities of state and local government. Such participation must be viewed in its entirety with the service or activity and must be equal and effective as that offered to those without a disability. Accessibility standards must be followed for new construction as well as accommodations. These standards are based on the ADA Accessibility Guidelines (ADAAG) as developed by the U.S. Access Board provide guidance to the ADA Standards for Accessible Design as enforced by the U.S. Department of Justice (DOJ), U.S. Department of Transportation (DOT), and the federal courts and apply nationwide.

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

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

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

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

Effective Communication

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

The type of auxiliary aid or service necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. "Auxiliary aids" include such services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Brailled materials, computer disks, audio recordings, and large print materials. In addition, telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.

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

Title III

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

Transportation services provided by the senior center/Council on Aging would also be bound by Title III.

Title IV

Title IV requires common carriers engaged in interstate communications by wire or radio to provide telecommunications relay services for both hearing- and speech-impaired individuals. Regulations developed to implement this provision require that these services operate 24 hours a day. It is the intention to give those persons with hearing and speech impairments the opportunity to communicate with any other individual. This is to be achieved in a manner such that the users are not paying greater rates than those for equivalent services used by persons without hearing or speech impairments. In

addition, any televised public service announcements provided or funded in whole or in part by any federal agency or instrument of the federal government must include closed captioning of the verbal content of such announcement.

Title V

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

Definition of Commonly Used Terms

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

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

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

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

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

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

removal may be reduced or delayed. Barrier removal is an ongoing obligation, thus physical barriers must be removed as resources become available in the future.

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

Programmatic Access –Programmatic access requires that a public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities.

Program Accessibility

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

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

III. OTHER FEDERAL ACCESSIBILITY REGULATIONS

Architectural Barriers Act (ABA) - 1968

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

The Rehabilitation Act – 1973

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

Section 504 of the Rehabilitation Act and ADA. Both the ADA and Section 504 ensure that people with disabilities are not discriminated because of their disability.

The ADA was modeled after Section 504 and adds to the strength of Section 504 by extending it to private institutions, workplaces and other institutions that were not originally covered under Section 504.

Section 504 only applies to entities that receive financial assistance. The ADA applies to entities which receive funds from federal, state, or privately owned establishments and businesses. In effect, the ADA extends a legal mandate of Section 504 beyond the recipients of the funds from the federal government.

According to Section 504, a person with disability is one who has (1) a physical or mental impairment that substantially limits major life functions (2) a history of impairment (3) or if s/he is regarded as having an impairment. However, ADA also covers HIV and contagious and non-contagious diseases.

Both the ADA and section 504 are civil rights statutes. The Office for Civil Rights of the United States Department of Education is responsible for enforcing Section 504. The United States Department of Justice enforces the Americans with Disabilities Act.

Unlike Section 504, the ADA does not have any direct responsibility for providing free and appropriate public education. The ADA does not come up with any specific evaluation or placement procedures, whereas Section 504 requires a notice and consent for an evaluation process.

Section 508 of the Rehabilitation Act and ADA. Section 508 of the Rehabilitation Act, as amended by the Workforce Investment Act of 1998, requires federal agencies to develop, procure, maintain and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government. The US Access Board established the Section 508 standards that implement the law and provides the requirements for accessibility.

Section 508 requires federal agencies to make their ICT such as technology, online training and websites accessible for everyone. This means that federal employees with disabilities are able to do their work on the accessible computers, phones and equipment in their offices, take online training or access the agency's internal website to locate needed information. Section 508 also means that a person with a disability applying for a job with the federal government or a person who is using an agency's website to get information about a program, or completing an online form has access to the same accessible information and resources available to anyone.

Information and Communications Technology (ICT) is any equipment or system that is used to create, convert, duplicate or access information and data. Examples of ICT include, but are not limited to:

Telephones, smart phones and mobile devices

- Televisions, DVD players and videotaped productions
- Internet and Intranet websites
- PDF documents
- Content on DVDs and CDs
- Online training
- Webinars and teleconferencing
- Technical support call centers
- Remote access websites and tools
- Tablet, laptop and desktop computers
- Software and operating systems
- User guides for software and tools
- Copiers, printers and fax machines

Voting Accessibility for the Elderly and Handicapped Act - 1984

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

Air Carrier Access Act - 1986

The Air Carrier Access Act of 1986 prohibits discriminatory treatment of people with disabilities in air travel. The law applies to both domestic and foreign air centers. Regulations issued by the Department of Transportation under this Act cover a range of issues, including boarding assistance and access features in newly built aircraft.

Fair Housing Act - 1988

The Fair Housing Act, as amended in 1988, prohibits discrimination in housing on the basis of disability, as well as race, color, gender, and religion. It covers housing in the public and private sectors and bans discrimination in any aspect of selling or renting housing. Under the law, new multifamily housing must be able to be adapted for accessibility according to established guidelines. The law also requires reasonable exceptions to housing policies and operations so that people with disabilities are afforded equal housing opportunities.

Individuals with Disabilities Education Act - 1990

The Individuals with Disabilities Education Act (IDEA) is a law that ensures students with a disability to be provided with Free Appropriate Public Education (FAPE) that is tailored to their individual needs. IDEA was previously known as the Education for all Handicapped Children Act (EHA) from 1975 to 1990. In 1990 Congress reauthorized EHA and changed the title to IDEA. Overall, the goal of IDEA is to provide children with disabilities the same opportunity for education as those students who do not have a disability.

IDEA is composed of four parts, the main two being part A and part B. Part A covers the general provisions of the law; Part B covers assistance for education of all children with disabilities; Part C covers infants and toddlers with disabilities, including children from birth to age three; and Part D consists of the national support programs administered at the federal level. Each part of the law has remained largely the same since the original enactment in 1975.

In practice, IDEA is composed of six main elements that illuminate its main points. These six elements are: Individualized Education Program (IEP); Free and Appropriate Public Education (FAPE); Least Restrictive Environment (LRE); Appropriate Evaluation; Parent and Teacher Participation; and Procedural Safeguards. To go along with those six main elements, there are also a few other important components that tie into IDEA: Confidentiality of Information, Transition Services, and Discipline. Throughout the years of IDEA's being reauthorized, these components have become key concepts when learning about IDEA.

Congress reauthorized the IDEA in 2004 and most recently amended the IDEA through the Every Student Succeeds Act, in December 2015. In this Act, Congress states: *"Disability is a natural part of the human experience and in no way diminishes the right of individuals to participate in or contribute to society. Improving educational results for children with disabilities is an essential element of our national policy of ensuring equality of opportunity, full participation, independent living, and economic self-sufficiency for individuals with disabilities"*.

Telecommunications Act - 1996

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

Help America Vote Act – 2002

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

ADA and The Rehabilitation Act Enforcement and Compliance

Private parties may file lawsuits to enforce their rights under Title II of the ADA. The remedies available are the same as under Section 504 of the Rehabilitation Act. There are eight administrative agencies designated to handle complaints filed under Title II. These are:

Department of Agriculture
Department of Education
Department of Health and Human Services
Department of Housing and Urban Development
Department of Interior
Department of Justice
Department of Labor
Department of Transportation

Individuals may file a complaint with the appropriate administrative agency or with any federal agency that provides financial assistance to the program in question. Complaints may also be filed with the Department of Justice who will refer the complaint to the appropriate agency.

The address for the Department of Justice is:

Disability Rights Section
Civil Rights Division
U.S. Department of Justice
950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001

Complaints should be in writing, signed by the complainant or an authorized representative, and should contain the complainant's name, address, and describe the public entities discriminatory action.

The Massachusetts Office on Disability has also taken a more active role in recent years in enforcing both MA 521 CMR and the Americans with Disabilities Act. Complaints may also be filed with the Office on Disability who will investigate and determine the appropriate action.

The address and contact information for the Office on Disability is:

Massachusetts Office on Disability
One Ashburton Place-Room 1305
Boston, MA 02108
Telephone No.: 617.727.7440
Fax No.: 617.727.0965

For technical assistance, the following can be contacted:

Institute of Human Centered Design at <https://www.humancentereddesign.org>
New England ADA Center at <https://www.newenglandada.org>
Center for Living & Working, Inc. at <https://www.centerlw.org>

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

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

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

Jurisdiction of 521 CMR

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

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

- a) the work costs less than \$100,000, then only the work being performed is required to comply with 521 CMR; or
- b) the work costs \$100,000 or more, then the work being performed is required to comply and an accessible entrance, toilet, telephone and drinking fountain (if toilets, telephones and drinking fountains are provided) are also required.

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

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

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

V. ALTERATIONS TO HISTORIC PROPERTIES

ADA 2010 Standards

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

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

Massachusetts 521 CMR

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

VI. ELECTRIC VEHICLE (EV) CHARGING STATIONS

Although neither 521 CMR nor the 2010 ADA Standards specifically address EV charging stations, the Massachusetts Architectural Access Board (AAB) has issued an advisory opinion on this matter and the U.S. Department of Energy (DOE) has issued guidance on complying with ADA requirements as it pertains to EV charging station installation. *Please note that AAB and Federal guidance pertaining to clear widths and reach range vary according to the respective regulation or standard. The stricter of the two would apply.*

Massachusetts Architectural Access Board

The AAB's advisory opinion was in response to the number of "accessible" EV chargers required at public places of assembly as specified in 521 CMR 14.1. The AAB noted that although EV charging stations do not have to be reserved for persons with disabilities, stations should comply with 521 CMR 6.00 (Space Allowance and Reach Range), 521 CMR 20.00 (Accessible Route), and 521 CMR 39.00 (Controls). The AAB also noted that strict enforcement of its regulations with respect to EV charging stations may result in excessive and unreasonable costs without substantial benefit to persons with disabilities. Therefore, variance requests would not only be considered, but in fact, encouraged. However, the AAB noted that in considering such requests, reduced compliance would be more in terms of requiring only 5%, but not less than one (1) EV charging station to be accessible. The AAB further noted that all variance requests would be viewed upon on a case-by-case basis.

U.S. Department of Energy

In formally issued guidance, the DOE notes that although the ADA does not provide design standards for EV charging stations, several industry studies and EV planning guides do. In addition, several plans developed under the DOE's Clean Cities EV Community Readiness projects describe best practices for installing ADA compliant charging stations. When designing EV charging stations, accessibility considerations should include ease of use, adequate space for exiting and entering the vehicle, unobstructed access to the charging station, free movement around the charging station and connection point to the vehicle, as well as clear paths and close proximity to any building entrances. Specific guidance and recommendations are as follows:

Parking Stall	Minimum 10 feet (car) to 13 feet (van) wide
Accessible Route Width	Minimum 3 feet' wide on both sides of the vehicle space that connects To the charging station (4 feet under 521 CMR) as well as in front of the charging station (2.5 feet x 4 feet under 521 CMR)
Slopes	No more than 2% in all directions
Reach Range	No more than 4 feet above ground level
Controls	Operable with one hand and not requiring grasping, pinching, or twisting of the wrist and no more than 5 lbs. of operating force
Other Considerations	Provide bollards or curb stops to prevent vehicle obstruction of the accessible clear space in front of the charging station

VII. EMERGENCY PREPAREDNESS

Ensuring that local government emergency preparedness and response programs are accessible to people with disabilities is a critical component and requirement of the Americans with Disabilities Act.

The municipality's designated staff or department responsible for emergency planning or response activities, should involve people with disabilities in identifying needs and evaluating effective emergency management practices. Issues that have the greatest impact on people with disabilities include:

- notification
- evacuation
- emergency transportation
- sheltering
- access to medications, refrigeration, and back-up power
- access to their mobility devices or service animals while in transit or at shelters; and,
- access to information.

Notification

In planning for emergency services, the municipality should consider the needs of people who use mobility aids such as wheelchairs, scooters, walkers, canes or crutches, or people who have limited stamina. Plans also need to include people who use oxygen or respirators, people who are blind or who have low vision, people who are deaf or hard of hearing, people who have a cognitive disability, people with mental illness, and those with other types of disabilities. Many traditional emergency notification methods are not accessible to or usable by people with disabilities. People who are deaf or hard of hearing cannot hear radio, television, sirens, or other audible alerts. Those who are blind or who have low vision may not be aware of visual cues, such as flashing lights. Warning methods should be developed to ensure that all citizens will have the information necessary to make sound decisions and take appropriate, responsible action. Often, using a combination of methods will be more effective than relying on one method alone. For instance, combining visual and audible alerts will reach a greater audience than either method would by itself.

Provide ways to inform people who are deaf or hard of hearing of an impending disaster if the municipality uses emergency warning systems such as sirens or other audible alerts. When the electric power supply is affected, it may be necessary to use several forms of notification. These might include the use of telephone calls, auto-dialed TTY (teletypewriter) messages, text messaging, E-mails, and even direct door-to-door contact with pre-registered individuals. Also, the municipality should consider using open-captioning on local TV stations in addition to incorporating other innovative uses of technology into such procedures, as well as lower-tech options such as dispatching qualified sign language interpreters to assist in broadcasting emergency information provided to the media

Evacuation

Individuals with disabilities will face a variety of challenges in evacuating, depending on the nature of the emergency. People with a mobility disability may need assistance leaving a building without a working elevator. Individuals who are blind or who have limited vision may no longer be able to independently use traditional orientation and navigation methods. An individual who is deaf may be trapped somewhere unable to communicate with anyone because the only communication device relies

on voice. Procedures should be in place to ensure that people with disabilities can evacuate the physical area in a variety of conditions and with or without assistance. The municipality should adopt policies to ensure that its community evacuation plans enable people with disabilities, including those who have mobility, vision, hearing, or cognitive disabilities, mental illness, or other disabilities, to safely self-evacuate or to be evacuated by others. Some communities are instituting voluntary, confidential registries of persons with disabilities who may need individualized evacuation assistance or notification. If this municipality opts to maintain such a registry, have procedures in place to ensure its voluntariness, guarantee confidentiality controls, and develop a process to update the registry. Also consider how best to publicize its availability. Whether or not a registry is used, the plan should address accessible transportation needs for people who use wheelchairs, scooters, or other mobility aids as well as people who are blind or who have low vision.

The municipality should also identify accessible modes of transportation that may be available to help evacuate people with disabilities during an emergency. For instance, some communities have used lift-equipped school or transit buses to evacuate people who use wheelchairs during floods. Both public and private transportation may be disrupted due to overcrowding, because of blocked streets and sidewalks, or because the system is not functioning at all. The movement of people during an evacuation is critical, but many people with disabilities cannot use traditional, inaccessible transportation.

Sheltering

The municipality should survey its shelters for barriers to access for persons with disabilities. For instance, if a particular high school gymnasium is being considered as part of a sheltering plan, early in the process the municipality should examine its parking, the path to the gymnasium, and the toilets serving the gymnasium to make sure they are accessible to people with disabilities. When disasters occur, people are often provided safe refuge in temporary shelters. Some may be located in schools, office buildings, tents, or other areas. Historically, great attention has been paid to ensuring that those shelters are well stocked with basic necessities such as food, water, and blankets. However, many of these shelters have not been accessible to people with disabilities. Individuals using a wheelchair or scooter have often been able somehow to get to the shelter, only to find no accessible entrance, accessible toilet, or accessible shelter area. Until all emergency shelters have accessible parking, exterior routes, entrances, interior routes to the shelter area, and toilet rooms serving the shelter area; the municipality should identify and widely publicize to the public, including persons with disabilities and the organizations that serve them, the locations of the most accessible emergency shelters.

Shelter staff and volunteers are often trained in first aid or other areas critical to the delivery of emergency services, but many have little, if any, familiarity with the needs of people with disabilities. In some instances, people with disabilities have been turned away from shelters because of volunteers' lack of confidence regarding the shelter's ability to meet their needs. Generally, people with disabilities may not be segregated or told to go to "special" shelters designated for their use. They should ordinarily be allowed to attend the same shelters as their neighbors and coworkers.

Consider inviting representatives of group homes and other people with disabilities to meet with the municipality as part of its routine shelter planning. Discuss with them which shelters they would be more likely to use in the event of an emergency and what, if any, disability-related concerns they may have while sheltering. Develop site-specific instructions for volunteers and staff to address these concerns.

Access to Medications, Refrigeration, and Back-up Power

Individuals whose disabilities require medications, such as certain types of insulin that require constant refrigeration, may find that many shelters do not provide refrigerators or ice-packed coolers. Individuals who use life support systems and other devices rely on electricity to function and stay alive and, in many cases, may not have access to a generator or other source of electricity within a shelter. Ensure that a reasonable number of emergency shelters have back-up generators and a way to keep medications refrigerated (such as a refrigerator or a cooler with ice). These shelters should be made available on a priority basis to people whose disabilities require access to electricity and refrigeration, for example, for using life-sustaining medical devices, providing power to motorized wheelchairs, and preserving certain medications, such as insulin, that require refrigeration. The public should be routinely notified about the location of these shelters. In addition, if the municipality chooses to maintain a confidential registry of individuals needing transportation assistance, this registry could also record those who would be in need of particular medications. This will facilitate planning priorities.

Access to Mobility Devices or Service Animals While in Transit or at Shelters

Many shelters have a “no pets” policy and some mistakenly apply this policy to exclude service animals such as guide dogs for people who are blind, hearing dogs for people who are deaf, or dogs that pull wheelchairs or retrieve dropped objects. When people with disabilities who use service animals are told that their animals cannot enter the shelter, they are forced to choose between safety and abandoning a highly trained animal that accompanies them everywhere and allows them to function independently. Adopt procedures to ensure that people with disabilities who use service animals are not separated from their service animals when sheltering during an emergency, even if pets are normally prohibited in shelters. While a municipality cannot unnecessarily segregate persons who use service animals from others, the municipality may consider the potential presence of persons who, for safety or health reasons, should not be with certain types of animals.

Access to Information

People who are deaf or hard of hearing may not have access to audible information routinely made available to people in the temporary shelters. Individuals who are blind or who have low vision will not be able to use printed notices, advisories, or other written information. Adopt procedures to provide accessible communication for people who are deaf or hard of hearing and for people with severe speech disabilities. Train staff on the basic procedures for providing accessible communication, including exchanging notes or posting written announcements to go with spoken announcements. Train staff to read printed information, upon request, to persons who are blind or who have low vision.

Leaving the Shelter and Returning Home

The needs of individuals with disabilities should be considered as well when they leave a shelter or are otherwise allowed to return to their home. If a ramp has been destroyed, an individual with a mobility impairment will be unable to get into and out of the house. In case temporary housing is needed past the stay at the shelter, the municipality’s emergency response plan could identify available physically accessible short-term housing, as well as housing with appropriate communication devices, such as TTY’s, to ensure individuals with communication disabilities can communicate with family, friends, and medical professionals. Identify temporary accessible housing (such as accessible hotel rooms within the community or in nearby communities) that could be used if people with disabilities cannot immediately return home after a disaster if, for instance, necessary accessible features such as ramps or electrical systems have been damaged.

VIII. ADA SERVICE ANIMALS

Beginning on March 15, 2011, only dogs are recognized as service animals under Titles II and III of the ADA. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. Generally, Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed to go.

Definition of Service Animal

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA. Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. Emotional support animals are different than service animals as they are trained to follow basic commands, but unlike service animals, are not trained for a specific task to assist a person with a disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal. People with emotional support animals might not have any physical disabilities or outward signs of why they need an emotional support animal. As emotional support animals are not covered by the ADA, they are not allowed in public places such as restaurants and stores.

This definition does not affect or limit the broader definition of "assistance animal" under the Fair Housing Act or the broader definition of "service animal" under the Air Carrier Access Act. Some State and local laws also define service animal more broadly than the ADA does. Information about such laws can be obtained from the MA State Attorney General's Office.

Where Service Animals Are Allowed

Under the ADA, State and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. For example, in a hospital it usually would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

Service Animals Must Be Under Control

A service animal must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Inquiries, Exclusions, Charges, and Other Specific Rules Related to Service Animals

- When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.
- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals. When a person who is allergic to dog dander and a person who uses a service animal must spend time in the same room or facility, for example, in a school classroom or at a homeless shelter, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.
- A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- Establishments that sell or prepare food must generally allow service animals in public areas even if state or local health codes prohibit animals on the premises.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals. In addition, if a business requires a deposit or fee to be paid by patrons with pets, it must waive the charge for service animals.
- If a business such as a hotel normally charges guests for damage that they cause, a customer with a disability may also be charged for damage caused by himself or his service animal.
- Staff are not required to provide care for or supervision of a service animal.

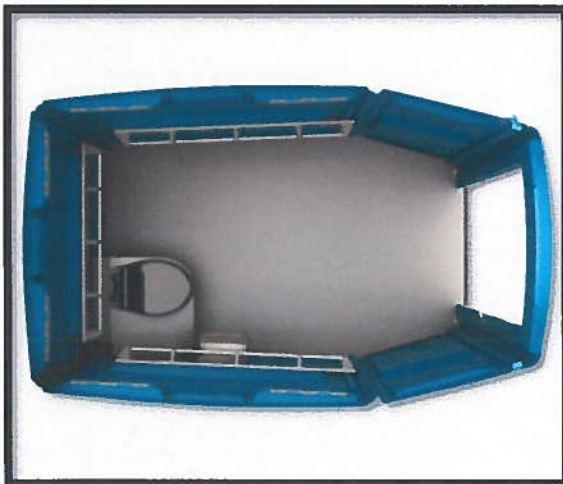
Miniature Horses

In addition to the provisions about service dogs, the Federal Department of Justice's ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.) Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

IX. ADA COMPLIANT PORTABLE TOILETS

If the town provides portable toilets for short-term events or for seasonal use, then they must be “ADA Compliant”. **An important distinction to note is that “ADA Compliant” is not synonymous with “Wheelchair Accessible.”** Wheelchair Accessible usually indicates a ramped or ground level entrance with a wide enough door for a wheelchair to gain entry. Clearances; setbacks; and dispenser, grab bar, and water closet heights do not necessarily meet ADA or 521 CMR Standards. “ADA Compliant”, however, generally means reinforced construction; ramped or ground level and wheelchair accessible entrance; spring loaded magnetic door that closes automatically; reinforced grab bars; dispensers, grab bars, and the water closet at the proper height and near, far and front setbacks; compliant door hardware; and enough interior space for a wheelchair to make a 360 degree turn that all fully comply with the 2010 ADA Standards and/or 521 CMR, whichever is more stringent. Illustrative examples of an “ADA Compliant” portable toilet are shown below.

Representative Examples of an ADA Compliant Portable Toilet



X. ADA SELF-EVALUATION

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

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

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

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

1. Designate a responsible employee as ADA Coordinator.
2. Adopt and distribute a Public Notice on the municipality's ADA policies and procedures.
3. Adopt, distribute and/or post an ADA Grievance Procedure.
4. Modify, maintain, and update policies, procedures, and practices, including job descriptions and hiring practices, as required.
5. Provide Reasonable Accommodations to qualified individuals with disabilities.
6. Maintain and upkeep accessible features.
7. Provide auxiliary aids and services to ensure effective communications to those with disabilities.

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

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

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

Commission on Disability (MGL C40 s8J)

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

The function of a disabilities commission is to:

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

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

Southborough Self-evaluation. Commissions on Disability are established by vote of Town Meeting to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities or in the community. MGL Chapter 40 Section 8J gives municipalities the authority to establish a Commission on Disability.

The Town of Southborough has an Americans with Disabilities Act Committee (ADA Committee) that can be found on the Town's website under Boards & Committees. The ADA Committee works with town officers and departments to identify community needs under the ADA law.

The website of the ADA Committee lists the its' mission as: *"to offer all town citizens with permanent and temporary disabilities an Equal Opportunity in accessing: (i) town government offices; (ii) public and commercial buildings; (iii) programs; (iv) goods & services; (v) transportation, telecommunications via the Internet; (vi); and (vii) recreational opportunities."*

In collaboration with town officials and the Southborough community, the ADA Committee states that it will:

- Inform town citizens and officials about the town's needs regarding ADA matters.
- Provide a referral database of area resources, services and community programs for citizens.
- Advocate for safe accessibility for all citizens.

The website also states that concerns should be reported to Town Administrator and ADA Coordinator Mark Purple.

The town's ADA Committee is also listed on the Massachusetts Office on Disabilities listing of ADA Committees as most recently updated on May 12, 2020. William Sines is listed as the chairperson of the town's ADA Committee on both the town's and the Massachusetts Office on Disabilities websites.

It is unknown if this is a Commission established by vote of town meeting under MGL Chapter 40 Section 8J or if it is an ad hoc committee created by the Board of Selectmen or Town Administrator without the autonomy a Commission would have.

Recommendation

Establish a Commission on Disability via town meeting vote under MGL Chapter 40 Section 8J (assuming it is currently a committee only) and make sure the majority of the five to thirteen members have some sort of disability.

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

The role of the ADA Coordinator is extensive and includes:

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

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

Southborough Self-evaluation. Mark Purple is the ADA Coordinator according to both the Boards & Committees Information listing and the Americans with Disabilities Act/Section 504 of the Rehabilitation Act of 1973 Grievance Form located in the Americans with Disabilities Act Committee tab under Boards & Committees. This position is also listed on page 10 in the 2020 annual report under "Appointed Officials by the Board of Selectmen".

Mark Robidoux is listed as the Building/ADA Coordinator in Massachusetts Office on Disabilities Municipal ADA Coordinator Listing, however that report was last updated on September 17, 2019.

Recommendation

It is recommended that the appointment and listing of this position be added to the town's website under "Department" and posted in the town hall.

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

Title II of the ADA requires that public entities notify participants of its non-discrimination policies. Similarly, there should also be notification of non-discrimination policies relative to persons with disabilities in brochures and other materials provided to the public and on a town's website. All Notices should also include the ADA Coordinator's name and contact information.

Southborough Self-evaluation. Title II of the ADA requires that public entities notify participants of its non-discrimination policies. The Town's website does not have any non-discrimination policies regarding residents or visitors with disabilities, nor was there anything noticed that was posted in the town hall bulletin boards.

The self-evaluation survey question "Is the public informed that these programs/services are prepared to make reasonable modifications?" responses were mostly "yes" or some other positive response such as absolutely, staff are fully aware, or are aware in some aspects. There were three "N/A's" which is somewhat of a concern as residents or visitors with disabilities need to be informed of non-discrimination policies.

Most of the responses for the question "Does the department/program have a formal or informal process for responding to requests for modifications?" were "informal" followed by "no" or "no, but willing" (to help or assist as necessary).

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

Recommendation

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

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

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

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

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

Southborough Self-evaluation. Southborough has an Americans with Disabilities Act/Section 504 Grievance Form available on its website under the Americans with Disabilities Act Committee webpage by "clicking on" the ADA Complaint Form tab. Town Administrator Mark Purple is listed on the form as the ADA Coordinator and the point person for which the form is to be submitted.

The town's website also has a 1992 ADA Grievance Procedure on its website which can be found with difficulty under "I Want To" – Employee Information and Policies" – "Employee Policies" – "ADA Grievance Procedures". The 1992 Grievance Procedure is a 2-step grievance process involving the ADA Coordinator and the Board of Selectmen with Karen Challen listed as the ADA Coordinator. There is no mention of such a policy on the town's ADA Committee's webpage or the Town Administrator/ADA Coordinator's webpage nor is it posted anywhere in town hall.

Recommendation

It is recommended that the town update its ADA Grievance Procedure to reflect the current ADA Coordinator and to post relevant information such as the Grievance Procedure, public notices that allow for accommodation requests, and the designated ADA Coordinator contact information in the town hall and other public places as well as in a readily visible location on the town's website.

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

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

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

The following statement is found in the Town of Southborough Application For Employment:

"The Town of Southborough (the "Town") is an Equal Opportunity Employer. The Town does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry or sexual orientation or on the basis of age, as defined by law, or disability. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed."

When it comes to equal access to Southborough's programs and services, ten out of thirteen ADA Self-Evaluation respondents answered "yes" or "in some aspect" to the question "Are staff aware it may be necessary to modify program policies or practices to enable people with disabilities to participate in and benefit from the programs?"

Nine out of the thirteen survey respondents answered "informal" or "no, but willing to do so" to the question "Does the department/program have a formal or informal process for responding to requests for modifications?"

However, only three survey respondents answered "yes" to the question "Is the public informed that these programs/services are prepared to make reasonable modifications?" The remaining answers were either "no", "N/A", or "unsure". This is not entirely surprising as the town's website does not provide information on how to undertake or initiate modifications necessary for a person with a disability to be able to participate in programs and services.

Recommendation

There should be consistency in all departmental policies, procedures, and practices including the posting of employment ads, actual job descriptions, and reasonable accommodations to potential and existing employees. **(See Reasonable Accommodations)**. Information of this nature should be posted in the town hall, other appropriate public buildings, and on the town's website.

In the physical requirements/work location portion of job descriptions, the following paragraph or similar language should be provided:

"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 essential functions”.

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

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

Southborough Self-evaluation. Based on what was available for review the following are more specific comments and findings.

Thirty-seven job descriptions were provided that were either attached to the completed Self-Evaluation surveys or sent separately as a file attachment. Only three of these job descriptions had the following reasonable accommodation language under Physical Demands: *“Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions”*. This language was found in the job descriptions for Administrative Assistant, Economic Development Coordinator, and Nurse-Senior Center.

It does not appear if the Town has a consistent and formal Reasonable Accommodation Policy in place. Therefore, a sample Reasonable Accommodation Policy and a sample Reasonable Accommodation Request Form are provided as Appendices C and D.

Some job descriptions had areas that in defining functions of physical demands, focused on the process to achieve that outcome rather than focusing on the actual outcome for the job. It is important that the end result or outcome of a job be described. Below are some examples of questionable language in the job descriptions that should be considered for modification using the Essential Requirements and/or Physical Requirements wording described further below.

“While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms”.

“The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit, talk, and hear. Normal vision requirements”.

While these requirements may be applicable for a few positions such as a Mechanic or Water Specialist, they are not applicable for positions such as an Administrative Assistant or Business Administrator where reasonable accommodations can be enacted. This may even include the use of adaptive equipment such as Job Access With Speech (JAWS), a software program that enables a blind or visually impaired user to read the text that is displayed on the computer screen with a speech synthesizer or Braille display.

Suggested Job Description Wording

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

Essential Requirements and/or Physical Requirements

Suggested Wording

Stand or sit

Stationary position

Walk

Move, traverse

Use hands and fingers

Operate, use

Climb Stairs or ladders

Ascend, descend

See

Detect, determine, identify
recognize, observe

Taste/smell

Detect, distinguish, determine

Carry/lift

Move, transport, position

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

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

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

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

- Storage of items in bathrooms reducing required maneuvering clearances and clear widths.
- Bathroom stall doors that no longer operate as self-closing.
- Entry and exit doors with excessive operating forces and closing speeds.

- Routes of travel and walkways that are deteriorated and non-compliant or which have vegetative overgrowth resulting in a reduced clear width.
- Missing elements such as signage.
- Missing protective equipment or insulation on sink plumbing.
- Accumulation of debris and leaves at base of curb ramps.
- Placement of mailboxes and/or telephone poles in sidewalks or curb ramps reducing clear width

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

Local governments must ensure effective communication with individuals with disabilities. To ensure that communications with individuals who have hearing, vision or speech impairments, municipal governments must provide appropriate auxiliary aids. The type of auxiliary aids or services necessary to ensure effective communication will vary according to the type of communication involved and the needs of the individual. Auxiliary aids include such services or devices as sign language interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for people who are deaf such as TDD's or video phones, use of 711 telephone interpreter service, readers, Brailled materials, documents on electronic format, audio recordings and large print materials. In addition, telephone emergency services including 911 must provide direct access to individuals with speech and hearing impairments.

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

Southborough Self-evaluation. Based on what was submitted in response to the ADA Self-Evaluation survey as well as viewing policies and available materials, it is not clear as to what degree the town complies with this provision. It does not appear that information of this type is available as part of regular meeting notices and postings and who to contact to arrange for providing accommodations.

Auxiliary Aids

The town must ensure that accessibility and accommodations language appear on all meeting notices including contact information and the advance timeframe required to arrange for disability related and accommodations requests. In addition, it does not appear that the town has auxiliary aids such as TTY's, TDD's, or assistive listening systems.

Recommendation

If the Town of Southborough does not have a portable Assisted Listening System, then one should be considered for purchase and use as deemed appropriate for all town services and programs.

It is also recommended that Southborough add the following to the meeting agendas: *"If you need auxiliary aids and services for effective communication (such as sign language interpreter, an assistive listening device or print material in digital format) or a reasonable modification in programs, services, or activities, contact the ADA Coordinator as soon as possible preferably [xx] days before the activity or event."*

Effective Communications

Answers to the survey question "Briefly describe general office/service communications. Specifically, how is information disseminated and communicated? Are there assistive devices or auxiliary aids (i.e. TTY, TDD, sign language interpreter) which are used or available?" were mostly describing the usual forms of communication such as phone, mail, email and in-person.

The Self-Evaluation survey response from the Council on Aging was *"devices for hearing impaired (portable) and headphone systems are available for events"*. Senior Center Director Pam LeFrancois further stated via email that *"We have the headsets that work with the system in the main room and we have a small portable device with a small microphone. Pretty much no matter how much we offered these things, people either were not interested in trying them or tried them and did not want to use them even though they said they helped them. We have signs posted and it's in the newsletter that we have them available"*.

The Librarian's response was *"Office/service communications are disseminated by telephone, email, and in-person. The library owns a Prodigy™ Desktop electronic magnifier that was donated by a local patron in early 2020. We also offer reading glasses and magnifiers for patrons who are visually impaired"*.

The Police survey responses were almost all *"none"* or *"available upon need/request."* The Selectmen's survey response included *"we have provided a sign language interpreter and a voice amplifying phone"*.

Recommendation

It is recommended that Southborough add the following to its meeting agendas: *"If you need auxiliary aids and services for effective communication (such as sign language interpreter, an assistive listening device or print material in digital format) or a reasonable modification in programs, services, or activities, contact the ADA Coordinator as soon as possible preferably [xx] days before the activity or event."*

Virtual Meetings

In June 2020, the Massachusetts Office on Disability offered a guidance memo on "Accessible and Inclusive Virtual Trainings". The memo reinforces the basic requirement that programs, services, and activities of government, including in person and virtual meetings/presentations, must be conducted in a way that provides equivalent access unless to do so presents a

fundamental alteration. Providing reasonable accommodations and effective communication are critical components to achieving equal access. The following summarizes some of the highlights and key components of this memo.

Effective Communication. Effective Communication ensures that people with vision, hearing, or speech disabilities can communicate, receive, and convey information in a manner that is accessible to them. Entities must furnish auxiliary aids when needed to communicate effectively with people who have language-based disabilities. Examples of auxiliary aids for meetings/presentations may include accessible electronic documents that can be read with assistive technology, large print documents, American Sign Language (ASL) interpreters, and Communication Access Real-time Translation (CART) services. The entity that is hosting the event is responsible for providing ASL and CART along with other needed accessibility features.

Selecting a Platform. After determining which platforms meet an entity's operational needs, the entity should consider selecting the platform that provides the highest level of accessibility. Consult with vendors and review their accessibility statements which offer insight into how various users with disabilities would interact with the platform. Find out how the system would work with CART, an ASL interpreter, or closed captioning or if a screen reader or strictly keyboard user could access features such as screenshare, chat, and video recording. If an entity has identified a platform that meets its operational objectives but has inaccessible features the entity should determine which barriers are likely to prevent access and whether those features are critical. If the identified barriers are not critical then the entity should avoid using those features during the meeting/presentation. For those components deemed to be critical but not accessible, the entity should explore alternative ways that a participant with a disability can effectively participate in the meeting/presentation.

Presentation Materials. To the extent possible, ensure that all presentation materials are accessible to and usable for people with disabilities including those using screen readers and other assistive technologies and those requiring large print. Since users of screen readers cannot read documents through a screen share and those using magnification may find that screen share video may be distorted with increased magnification, providing these materials in advance would allow these participants to better follow the discussion in real time. Information and communication technology must be usable by people with disabilities. How-to guidance as well as references to relevant laws, regulations, and standards to help comply with this requirement can be found through the following link:

<https://wiki.state.ma.us/display/assistivetechgroup/IT+Accessibility+home>.

Additionally, the Texas Governor's Committee on People with Disabilities have created learning modules on making Microsoft Office documents accessible to people with disabilities. Access to these modules can be found through the following link: <https://gov.texas.gov/organization/disabilities/accessibledocs>.

Plan Ahead. Secure ASL interpreters and CART services in advance of the date of the meeting/presentation. These important communication services can easily be offered on a digital platform. The Massachusetts Commission for the Deaf and Hard of Hearing

provides interpreting services and the information below will help you to schedule an interpreter:

- Request ASL Interpreting or CART
 - a. Online: <https://www.mcdhh.net/request/> i. Choose ASL Interpreting or CART under Service Information
 - b. Phone: 617-740-1600 VOICE and 617-740-1700 TTY
- Additional information on how to request an interpreter is available at <https://www.mass.gov/how-to/request-an-interpreter>.

Keep in mind that depending on the nature of the meeting, these services might be required regardless of whether an individual has specifically requested it (e.g. public meetings where there is no registration or invitee list). In instances where participants have been invited in advance, the invitation should include a directive to notify the entity holding the meeting/presentation to identify whether they require ASL or CART to participate. This can be included in the reasonable accommodation statement provided in the meeting notice or agenda.

Best Practices

- Do a trial run. If you have already identified employees who need to use accessible features of a platform, ask them to test it with you.
- Determine which features will be used in the meeting/presentation and include details about how to use those features on the meeting/presentation invitation or reminder. For example, provide a list of commonly used shortcut keys that can be used on the platform or any specific instructions that pertain to users of assistive technology.
- When sending a meeting reminder, include the link to CART so the user can access the meeting link and the link to the CART platform in one place.
- Send out accessible meeting materials in advance.
- Become familiar with the features of the platform, including the accessible features and share them with participants. This could include providing a link to CART in the chat window, offering a brief overview of how to interact with the platform at the beginning of the meeting/presentation, and providing these types of verbal instructions for the duration as features are being utilized.
- Utilize closed captioning features when and if available.
- If the meeting/presentation will be recorded, advise attendees at the start. Inform the CART reporter in advance if you want a copy of the transcription.
- When using ASL make sure that the video remains prominently visible onscreen throughout the meeting/presentation. Depending on the platform, this may require

asking participants to turn off their video to ensure that the interpreter can be seen or possibly be displayed more prominently.

- If audio quality is an issue, consider requesting that participants turn off the video feature if it is not essential to participation.
- When using screenshare or presenting materials on screen, provide a verbal explanation of what is being displayed so that those participating by phone or those who are unable to see the document or review the materials with assistive technology will be better able to follow along.
- If you are planning on using a video as part of your training or presentation curriculum then it should have audio description or the visual aspects of the video should be described before or in between the dialogue of the video by a person on the training team.

Website Accessibility (Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards).

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

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

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

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

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

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

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

e) Other Considerations When Developing Websites Include:

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

f) Resources and Additional Information on Website Accessibility. Additional information and guidance on website accessibility can be found on the following:

- www.w3.org/WAI/fundamentals/accessibility-intro/
- <https://webaim.org>
- www.ada.gov/pcatoolkit/chap5toolkit.htm
- www.webaccessibility.com

In addition, assistance can be obtained by contacting the MA Commission for the Blind in writing or by email, telephone, or fax as noted below:

Massachusetts Commission for the Blind
Technology for the Blind Program
John Oliveira, Deputy Commissioner
600 Washington Street –3rdFloorBoston, MA 02111
www.mass.gov/mcbJohn.Oliveira@state.ma.us
617-626-7509 Voice
617-422-0419 Fax

Southborough Self-evaluation. A visually impaired individual using the JAWS 2020 Screen Reading software (see Note below) was able to easily navigate the Town of Southborough's website, including the individual departments and Committee/Commission web pages.

The Town of Southborough uses Government Websites by CivicPlus®, a software platform built for modern local governments allowing one to work seamlessly and securely, leveraging existing data and reducing information silos so a person can collaborate efficiently. It also features an online help center in the event the Town has problems with its website including accessibility requirements. CivicPlus uses the firm "AudioEye" as its ADA web accessibility provider in order to determine compliance with the Success Criteria of the Web Content Accessibility Guidelines (WCAG) 2.0 and ADA related requirements.

In most cases, font sizes and color contrasts appear to be acceptable. Documents (minutes, reports, policies) that were reviewed had a zoom magnifier allowing visually impaired users to change font size and enhance the image. Most of the photos however did not have text under the photo as an identifier.

Best practices to ensure that the Town's website maintains its accessibility for people with various levels of visual impairments such as low vision or the need for using a screen reader include:

1. Establish, implement, and post online a policy that web pages will be accessible and create a process for implementation.
2. Ensure that all new and modified web pages and content are accessible.
 - Check the HTML of all web pages. Make sure that accessible coding is used.

- Make sure that website is designed so it can be displayed using the color and font settings of each visitor's browser and operating system.
- If images are used, including photos, graphics, scanned images, or image maps, make sure to include a text equivalent, by adding "alt" tags or long descriptions, for each.
- When online forms and tables are used, make those elements accessible by labeling each control (including buttons, check boxes, drop-down menus, and text fields) with a descriptive HTML tag.
- When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as PDF).

Note: JAWS ("Job Access With Speech") is a computer screen reader program for Microsoft Windows that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. JAWS is produced by the Blind and Low Vision Group of Freedom Scientific.

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

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

Southborough Self-evaluation. Southborough residents can sign up for CodeRED at the bottom of the town's website home page that allows authorized town officials to create and rapidly disseminate time-sensitive messages to every telephone number stored in the notification database. With the CodeRED service, authorized users can send thousands of messages in minutes.

To obtain additional and more detailed information visit the links posted below:

- About CodeRed: <http://www.ecnetwork.com/about/>
- The Basics of the CodeRed System: <http://www.ecnetwork.com/codered/>
- System Uses: <http://www.ecnetwork.com/codered/system-uses.php>
- Citizen Basic Info: <http://www.ecnetwork.com/codered/citizens.php>
- Mobile Phone App: <http://www.ecnetwork.com/codered/mobileale/>

There is an Emergency Planning Committee listed under Boards & Committees, but their last meeting appears to have occurred on November 12, 2019, so it may no longer be an active committee. However, the Southborough Fire Department has recently completed a process known as "Community Risk Assessment and Standards of Cover". The result is a comprehensive 67 page report dated October 2020 that provides an assessment of risk as well as sets baseline and benchmark performance goals for the Department. The document is also designed to provide residents, business owners, and elected officials with information on fire service operations and integrated risk management planning in Southborough.

The official Southborough Emergency Management Agency Facebook page can be accessed from the Official Facebook page for the Southborough Fire Department in Southborough, Massachusetts under related pages.

The town does not appear to have in place a formal town-wide Emergency Management Plan as one could not be found on the town's website or in any reports or documents that were reviewed.

Recommendation

It is recommended that the guidance provided in Chapter VII of this document be followed when developing an Emergency Management Plan or, if one is in place, modifying such that notification and assistance to persons with disabilities be included within the plan.

Polling Places

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

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

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

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

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

Southborough Self-evaluation. All voting takes place in the gym of the P. Brent Trottier Middle School, located at 49 Parkerville Road. An AutoMARK Voter Assist Terminal is available for use in all elections that enables voters with visual, physical, and cognitive related disabilities to vote independently. According to the Town Clerk, the AutoMARK Voter Assist Terminal is positioned so that the screen does not face the voting public, therefore ensuring the voter's privacy.

XI. ADA TRANSITION PLAN

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

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

Limitations of the Transition Plan and Compliance

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

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

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

2010 ADA Standards

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

521 CMR

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

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

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

The plan does not address what is accessible, but rather obstructions to mobility. Fieldwork was performed in winter and spring of 2021. Although general recommendations are made as corrective actions to eliminate identified obstacles, it is expected that the town will be solely responsible for designing the specific construction solution in accordance with 521 CMR: Architectural Access Board Regulations or the 2010 ADA Standards for Accessible Design, whichever is appropriate.

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

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

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

Use of the Transition Plan

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

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

Priority(P)

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

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

Feasibility(F)

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

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

Time-frame(TF)

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

<u>Time-frame</u>	<u>Description</u>
I	Immediate Term (2021-2022)
N	Near Term (2023-2026)
L	Long Term (2027-2030)

Costs

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

List of Buildings and Facilities

Municipal Buildings: Town House, Cordaville Hall, Department of Public Works, Department of Public Works Annex, Library, Golf Club House, Historic Museum, Public Safety Complex, South Union Building, Transfer Station, Cemetery Administration Building.

Active and Passive Recreation Areas: Breakneck Hill Conservation Area, Town Forest and Turene Trails, Chestnut Hill Farm, Beals Preserve Trail, Town Common, Triangle Park, Liberty Estates Field, Kallander Field, South Union Playground, Fayville Park and Playground, 9-11 Field, Town House Playground, Lunblad Field, Trottier Track and Field, Trottier Softball Field, Richardson Tennis Courts, Neary Soccer Field, Neary Baseball Field, Neary Playground, Neary Volleyball and Performance Stage, Woodward/Choate Fields.

Sidewalks, Curb Ramps, and Crossings: Main Corridors and Town Center Area.

Abbreviations

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

XII. MUNICIPAL BUILDING ASSESSMENTS

TOWN HOUSE

CORDAVILLE HALL

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS ANNEX

LIBRARY

GOLF CLUB HOUSE

HISTORIC MUSEUM

PUBLIC SAFETY COMPLEX

SOUTH UNION BUILDING

TRANSFER STATION

CEMETERY ADMINISTRATION BUILDING

TOWN HOUSE

Description of Facility and Programs: The Southborough Town House is a 2 level masonry building that houses the following offices and spaces: town administration, town clerk, assessor, town accountant, treasurer/collector, conservation, planning, economic development, technology, meeting space, and bathrooms. The basement is unfinished and is not open to the public.



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access: The town hall is moderately compliant with a number of areas of non-compliance. The front entrance walkway is heaving with abrupt changes in level surface. *Note: At the time of assessment the walkway was under repair.* Although there are signs at the walkway entrances to the building noting "entrance in rear", the universal symbol of accessibility should also be added. The front entry lacks railings, however, as this serves solely as an egress and due to riser heights and landing it is questionable whether this would fully qualify as a stairway. Designated accessible parking signage is too low. Interior doors lack tactile designation signage with many also having non-compliant knob style hardware. The bathroom tactile signage is not mounted on the lever side of the doors and the elevator tactile signage is too high. Doors with closers have excessive operating forces and close too fast. Drinking fountains are not "high-low" with the main level drinking fountain also serving as a protruding object. Some offices have glass door panes that are too high. Meeting area desks and tables lack adequate knee clearance. The staff kitchenette entry has insufficient clear width, minimal maneuverability, has a sink counter that is too high and lacks knee clearance, and has a dispenser and microwave that are outside of reach range. The front interior stairs have historic non-compliant railings on one side and railings that lack extensions and which are too low on the opposite side. The rear stair railings had been removed at the time of inspection due to painting. A number of office entryways, internal accessible routes of travel, and the 2nd level hallway doors have inadequate clear width. The assessor's office counter is too high. The Level 1 and 2 bathrooms have a number of areas of non-compliance including sink piping that is not wrapped; dispensers, mirrors, and coat hooks that are too high; stall doors that are not self-closing and which have non-compliant or missing hardware; dispensers that are improperly located; water closets

with grab bars that are mounted too low, too high, or which are missing a grab bar; and water closets that do not meet setback requirements and have improperly located flush controls.

Assistive Listening System

It does not appear that the town has an assistive listening system (ALS) for persons who are hard of hearing as no signage was present in the Level 2 meeting room. It is recommended that an assistive listening system for shared use in other municipal locations be provided. Depending on the type of system purchased and the number of users, costs could vary from \$3,500 to \$5,500 (or more). Information on the availability of the equipment should be posted on the town's website and in the meeting room. Staff should also be trained on operation of the ALS device.

Reasonable Accommodations

The entrance to the town clerk's area and benefits office/collector's office are restricted to 27" to 28" clear width due to presumed required structural support columns. A number of offices have insufficient clear widths throughout the entirety of the respective office due to partitions, chairs, desks, etc. It may be necessary to rearrange furniture/equipment in the future as a reasonable accommodation to achieve the required 36" minimum clear width. As the structural columns cannot be moved, access to these areas for staff would also have to be addressed as a reasonable accommodation. No further action on these areas is required at the present time. *See photos below.*



Wheelchair Seating

The seating layout at the time of assessment did appear to allow for dispersed wheelchair seating, however, there were no designated wheelchair areas and companion seating. Although there is not regulated fixed seating, it is recommended that wheelchair spaces with companion seating be designated in more than one location and integrated into the seating plan. Wheelchair spaces must be 36" wide and 60" deep. At least one companion seat must be provided next to each wheelchair designated space. Wheelchair spaces must also adjoin an accessible route of travel. (*Citations: 2010 ADA Standards s.221.2, 802.1-802.4; 521 CMR s.14.2-14.4*). *See photo below.*



Front Entrance Stairs

A variance should be sought to keep the front entrance as “egress only” with proper directional signage and to maintain its current historical appearance with no further modifications. *See photo below.*



Protruding Objects

At the time of assessment, items were removed from hallway walls due to painting. Once re-installed, items cannot protrude more than 4” into the accessible route of travel at a height of between 27” and 80”. If this is not feasible, either a fixed object should be placed below the protruding object or wing walls erected for cane detection.

Basement Stairway in Level 1 Men’s Bathroom

The stairs to the basement are located immediately to the right upon entry into the Level 1 men’s bathroom. This is a restricted non-public area. As this is an open staircase with no gate or door, a visually impaired individual using the adjacent wall for cane detection could easily veer to the right into the open staircase and fall down the stairs causing serious injury. It is strongly recommended that this open staircase be secured via a gate, chain, or some other means and tactile and regular signage also be placed on the bathroom entrance noting the location of the stairway and that is for employees only and not for public access. *See photo below.*



Town House Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The designated accessible parking near the church (2 spaces) and near the town house (2 spaces) has signage that is 20” to 24” too low. <i>See Photo Town House 1.</i>	502.6	23.6	Signage s/b raised so that the bottom of the signs are at least 60” a.f.f. and the top no more than 96” a.f.f and located no more than 10’ from the parking spaces.	1	2	I	\$0

Directional Signage The 2 front signs noting that the entrance is in the rear of the building lack accessibility signage.	216	41.1.3	Provide signage with the universal symbol of accessibility on the 2 front sign posts noting "Entrance in Rear"	1	2	I	\$100
Walkway in Front of Building The brick walkway at the front of the building is heaving, has abrupt changes in level surface of 1" or more, and is missing sections of brick. See Photo Town House 2.	403	22	Reconstruct and repair the walkway so that that the cross slopes are level (2.0% or less) with no more than a ¼" abrupt change in level surface throughout.	1	3	I	Varies – up to \$2,500
Interior Doors The interior doors with closers (including bathrooms) do not comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed of 6 seconds. Operating forces vary from 12 to 20 lbs. with closing speeds from 3 to 5 seconds. The following doors are in non-compliance: Level 1 and 2 bathrooms (3), IT, Accounting, Conservation, Planning, Assessor, and Hallway.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	2, 3	2	I	\$0 to \$250
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> • L1 elevator machine room • L1 town administrator office • L1 assistant office • L1 payroll benefits • L1 treasurer/collector • L1 town clerk • L1 kitchenette • L1 door to TA office from interior offices • L1 front lobby storage • L1 interior men's bathroom • L1 egress door men's bathroom • L2 accessible bathroom • L2 assessor's • L2 planning/conservation (5) • L2 mailroom • L2 accounting (2) • L2 EDC • L2 IT • L2 assessor's interior • L2 bathroom The following interior doors have tactile signage on the door and not on the latch side of the door: <ul style="list-style-type: none"> • L1 men's bathroom • L1 women's bathroom See Photos Town House 3 and 4.	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$2,500+

<u>Door Hardware</u> The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> • L1 assistant office • L1 payroll benefits • L1 treasurer/collector • L1 town clerk • L1 kitchenette • L1 front lobby storage • L1 egress door • L1 men's bathroom • L2 assessor's • L2 planning/conservation (5) • L2 accounting (2) • L2 EDC • L2 IT • L2 assessor's interior See Photo Town House 5.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	2, 3	2	I	Up to \$2,850+
<u>Assessor's Office Counter</u> The counter is 43¼" a.f.f., which is 7¼" too high. See Photo Town House 6.	904.4	7.2	Modify the existing counter or the adjacent gated entry to the office to create a 36" long by no more than 36" high a.f.f. counter, with a minimum of 27" of knee clearance.	2	3	N	Up to \$750
<u>Level 1 and Level 2 Drinking Fountains</u> The Level 1 and 2 drinking fountains are not "high -low" fountains. The Level 2 drinking fountain does not provide knee clearance.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountains. Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	4	3	N	\$0 to \$5,000
<u>Employee Break Room</u> The doorway clear width is only 29", which is 3" too narrow. The sink/counter is 36¼" a.f.f. which is 2¼" too high and does not provide knee/toe clearance nor the required clear floor space in front of the sink. See Photo Town House 7.	404.2.3	26.5	Remove the door to achieve a clear width of 30¼" and apply for a variance from the required 32".	4	2	I	\$0
	804.3.2 306.3	32.2 32.6 32.7	Modify the counter and sink so that the counter/sink is no more than 34" a.f.f. and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. Seek a variance from the required clear floor space. <i>Note: As this is employee only space, modifications would be necessitated by a reasonable modifications request.</i>	4	3	L	Up to \$1,250
<u>Doors with Glass Panes</u> The following have doors with glass panes which exceed the maximum viewing height of 43": <ul style="list-style-type: none"> • Level 1 men's bathroom 	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f.	4	2	n	\$0

<p>(47½" a.f.f.)</p> <ul style="list-style-type: none"> • Payroll/benefits (48½" a.f.f.) • L2 double doors • L2 mail room <p>See Photo Town House 5.</p>			Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted similar to the Town Administrator's door and L1 women's bathroom door.				
<p>Tables</p> <p>Tables (work, meeting) do not meet the minimum required knee clearance. This includes the following locations:</p> <ul style="list-style-type: none"> • L1 Town Administrator work/meeting table (23" knee clearance) • L2 Large meeting room small rectangular table before Selectboard (25¼" knee clearance) • L2 Large meeting room 2 circular tables (26¼" knee clearance) • L2 Large meeting room Selectboard table (25¼" knee clearance) 	<p>226 306.3 902.3</p>	35	Raise (adjust if optional or "block") the Town Administrator table, L2 small rectangular table, L2 Selectboard table, and one of the L2 circular tables to achieve the minimum table height of 28" to 34" a.f.f. with at least 27" a.f.f. of knee clearance and 30" clear width. If blocking is not feasible, replacement tables may be required.	2	2	N	\$0 to \$500
<p>Level 2 Hallway Door Widths</p> <p>The Level 2 hallway double doors provide only 30" of clear width when one door is closed.</p> <p>See Photo Town House 8.</p>	404.2	26.5	Keep the doors in an open and fixed position to achieve the minimum required 32" clear width for doorways.	2	1	I	\$0
<p>Interior Stairs</p> <p><u>Front Entrance</u></p> <p>The front entrance interior building stairs have historic non-compliant railings on one side which are a minimum of 2" – 3" too low and 3" too wide.</p> <p>The wall mounted railings are a minimum of 1" – 3" too low and don't extend at the top and bottom of the stairs.</p> <p><u>Rear/Accessible Entrance</u></p> <p>The stairs near the rear/accessible entrance had the railings removed due to wall painting.</p> <p>See Photo Town House 9.</p>	505	27	<p><u>Front Entrance</u></p> <p>Request a variance to maintain the existing historic railings.</p> <p>Modify the wall mounted railings so they are at a height of 34" – 38" to the top of the handrails, round or oval in x-section and between 1¼" – 2" in outside diameter, and with extensions at the top 12" parallel to the floor and at the bottom the slope distance of one tread then 12" parallel to the floor.</p> <p><u>Rear/Accessible Entrance</u></p> <p>Once re-installed, the railings must comply with that described above for the front wall mounted railings.</p>	2	2	N	Up to \$500
<p>Bathrooms</p> <p><u>L1 and L2 Bathrooms (3 total)</u></p> <p>The towel dispensers are 5" to 8" too high.</p> <p>The coat hooks are 4" to 16" too high.</p> <p>The water closet flush controls are on the near side and not the far or approach side.</p> <p>The Level 1 women's grab bars are 2¼"</p>	<p>308.2 308.3</p> <p>308.2 308.3</p> <p>604.6</p> <p>609.4</p>	<p>30.12</p> <p>30.6.1</p> <p>30.7.5</p> <p>30.8</p>	<p>Lower the dispensers to 42" a.f.f.</p> <p>Lower the coat hooks to no more than 48" a.f.f.</p> <p>Replace the water closet or the tank of the water closet with one that has a flush control on the approach or wide side.</p> <p>Lower and/or raise the grab bars such that the top of the</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p>	<p>2</p> <p>2</p> <p>3</p> <p>2</p>	<p>I</p> <p>I</p> <p>N</p> <p>I</p>	<p>\$0</p> <p>\$0</p> <p>\$250 to \$700</p> <p>\$250</p>

<p>– 2½" too low. The L1 men's rear grab is 2½" too low and lacks a side grab bar. The L2 unisex bathroom grab bars are ½" and 1" too high. <i>(Note: No tolerances are allowed for dimensions within a range).</i></p> <p><u>L1 Men's and Women's Bathroom Only</u> The women's sink piping is not wrapped and only one of 2 adjacent sinks in the men's bathroom has piping that is wrapped.</p> <p>The stall doors are not fully self-closing and the doors lack interior pull devices.</p> <p>The toilet paper dispenser in the men's bathroom is 10" too far from the front of the water closet. The toilet paper dispenser and toilet seat dispenser in the women's bathroom are both located over the grab bars.</p> <p><u>L1 Women's Bathroom Only</u> The women's bathroom stall door locking mechanism requires 17 lbs. of operating force.</p> <p><u>L1 Men's Bathroom Only</u> The bathroom sink is 1¼" too high to the top of the rim.</p> <p>The water closet is 15½" o.c. to the near side wall, which is 2½" too close.</p> <p><u>L2 Bathroom Only</u> The soap dispenser is 3" too high.</p> <p>The mirror is 3" too high.</p> <p>A chair next to the water closet restricts maneuverability and reduces the clearance to the far wall to less than 42".</p> <p>See Photos Town House 10, 11, and 12.</p>	606.5	30.9.5	gripping surfaces are 33" to 36" a.f.f. Install a 42" long side grab bar in the L1 men's bathroom at a height of between 33" to 36" a.f.f. to the top of the gripping surface and no more than 12" from the interior corner.	3	2	I	\$75
	604.8.1	30.6.1	Wrap, guard, or insulate the sink piping.	3	2	I	\$20
	604.7	30.7.6 30.8	Modify/adjust the hinges so the doors are fully self-closing. Install compliant pull devices on the interior side of the stall doors.	3	2	I	\$0
	309.4	39.5	Relocate the toilet paper dispensers so they are a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be a at least 1½" clearance below the grab bar to the nearest object or fixture.</i> Relocate the toilet seat dispenser so it is not over the grab bars and no more than 42" a.f.f.	3	2	I	\$0
	606.3	30.9.2	Adjust/lubricate the locking mechanism so that it requires no more than 5 lbs. of force.	3	3	N	Up to \$750
	604.2	30.7.2	Lower the sink to a height of no more than 34" a.f.f. to the top of the sink.	3	3	N	Up to \$750
	308.2 308.3	30.12	Relocate the water closet so that it is 18" o.c. to the near side wall.	3	2	I	\$0
	603.3	30.11	Lower the dispenser so that it is no more than 42" a.f.f.	3	2	I	\$0
	604.2	30.7.2	Lower the mirror so that it is no more than 40" a.f.f. to the bottom of the reflecting surface.	3	1	I	\$0
			Remove the chair.	3	1	I	\$0

Total \$17,995+

Town House Assessment Photos



Photo Town House 1



Photo Town House 2



Photo Town House 3



Photo Town House 4



Photo Town House 5



Photo Town House 6

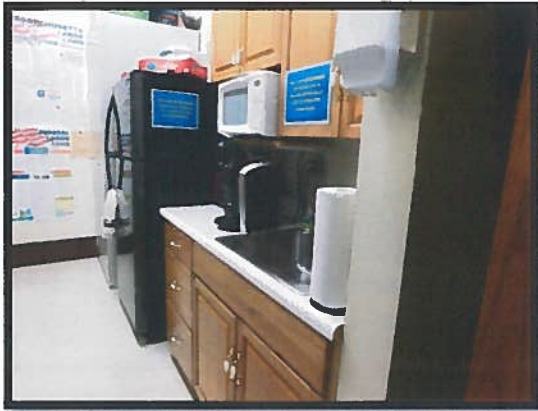


Photo Town House 7



Photo Town House 8



Photo Town House 9



Photo Town House 10



Photo Town House 11



Photo Town House 12

CORDAVILLE HALL

Description of Facility and Programs: Cordaville Hall is a multi-level wooden frame structure that houses the senior center, facilities department, board of health, and building department. The Senior Center is located on the main level; the Board of Health and Building Department is located on the basement level; the Facilities Department is located on the second level; and the upper or attic level is storage only. Both the second and attic levels are closed to the public. The Facilities Department, although occupying part of the second level, does not interact with the general public and does not receive outside visitors.



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access: Although there is no internal vertical access between building levels, level 1 housing the senior center and the basement level housing the Building and Health Departments serve as independent operations with separate means of access and egress, separate bathrooms, and separate parking. As noted previously, the 2nd level facilities department and upper level attic storage are not open to the public and provide no direct public services.

Senior Center (Main Level)

The designated accessible parking has access aisles that are too narrow and lack signage. None of the 6 spaces are van accessible. The side egress stairs have railings that are not fully oval or circular in shape and lack bottom extensions. The rear wooden egress stairs have railings that are not oval or circular, lack bottom extensions and have nosings that are unbeveled. There is no accessible route of travel to the rear raised garden beds. The side egress metal ramp lacks an accessible route to the ramp and lacks railing extensions at the bottom of the ramp. Interior doors lack tactile designation signage with many also having non-compliant knob style hardware. Two office doors have glass door panes that are too

high. Doors with closers have excessive operating forces and close too fast. The accessible counter at the front reception is not functional due to items stored on the counter top. A mat at the main entrance is not secured and serves as a tripping hazard. Coat hooks, a telephone, and light switches in the large meeting room are not within reach range. There is no accessible route of travel to the stage in the large meeting room. The lower stairs to the stage have unbeveled nosings and have railings that lack extensions at the top and bottom of the stairs. The upper stairs on the stage lack railings. The coffee counter is too high and the sink lacks knee clearance.

Bathrooms: There are 3 bathrooms in the senior center, all within close proximity to each other. The bathroom in the office area is minimally accessible as soap and towel dispensers are too high, the mirror is too high, the coat hook is too high, the toilet paper dispenser is too close to the water closet, the water closet does not meet minimum setback requirements, the water closet flush control is on the wrong side, the water closet lacks a grab bar, and there is no audio and visual alarm. The bathroom near the nurse's office is moderately compliant as soap and towel dispensers are too high, the mirror is too high, sink piping is not fully wrapped (shut-off controls), the toilet paper dispenser is too close to the water closet, the water closet flush control is on the wrong side, one grab bar is too short (length reduced due to door opening), and there is no audio and visual alarm. The "accessible bathroom" was being finished at the time of assessment and the soap dispenser, towel dispenser, and mirror had not yet been installed. The door lacks tactile designation signage, has an excessive operating force, and closes too fast. The toilet paper dispenser is too close to the water closet, the sink piping is not fully wrapped (shut-off controls), and there is no audio and visual alarm.

Kitchen: The counter/sink is too high and lacks knee clearance. The microwave is 20½" too high and not within reach range. The kitchen is for staff use and volunteers only who must meet minimum physical requirements to perform the essential functions of their duties. As these areas are not open to the public and not for public use, modifications would only be triggered through a reasonable accommodation request.

Assistive Listening System: It does not appear that the COA/Senior Center has an assistive listening system (ALS) for persons who are hard of hearing as no signage was present in the large meeting room. The ALS recommended to be purchased for the Town House use should also be made available for use at the senior center. Information on the availability of the equipment should be posted on the senior center's website and in the large meeting room. Senior center staff should also be trained on operation of the ALS device.

Facilities Department (2nd Level)

The facilities department staff must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. This includes climbing ladders, lifting, assisting with setting up and breaking down for events, maintenance activities and other functions as needed. Unless the current practices and policies change and the second level facilities offices and work areas are open to the general public, physical modifications would be limited to those required as a result of a reasonable accommodation by facility department staff. No modifications are required at the present time. Current areas of non-compliance include lack of an accessible route of travel to the 2nd level, insufficient hallway and doorway clear widths, protruding objects (light fixture), insufficient headroom (stairs to attic storage), knob-style door hardware, lack of tactile designation signage, wholly non-compliant bathrooms (3), and a staff sink that is too high and lacks knee clearance.

Building Department and Board of Health (Basement Level)

None of the designated accessible parking spaces are noted as van accessible. The accessible parking signage is too low with one space lacking signage. The BOH/Building drop box located at the outside entrance is too high. Segments of the ramp to the accessible entrance has abrupt changes in level surface, deterioration, and heaving. The top "level" landing of the ramp has shifted resulting in a running slope of more than 2.0%. As a result, the ramp run extends to over 40' without a level landing (under 2.0%). Sections of the top ramp railings are not within the allowed height range for railings. If the top landing is not made level, the ramp railings will need to be extended. Interior doors lack tactile designation signage. The door at the bottom of the entrance stairs has an excessive operating force, closes too fast, and has a glass pane that is too high. The Health Department counter is too high. The main entrance stairs have railings that lack extensions and are not continuous from the main to the lower level. The coat rack at the bottom of the entry stairs is a protruding object.

Bathrooms: There are 2 bathrooms in the lower level, one in each department area. The bathroom in the Building Department area is minimally accessible as the door lacks tactile designation signage, closes too fast, and has an excessive operating force; dispensers are too high; the mirror is too high; there is no coat hook; the water closet does not meet minimum setback requirements; the water closet flush control is on the wrong side; the grab bars are not long enough; the rear grab bar is too far from the interior corner; a cabinet restricts the clear width to the sink and water closet; and there is no audio visual alarm. The bathroom in the Health Department area is also minimally accessible as the door lacks tactile designation signage, dispensers are too high, the mirror is too high, there is no coat hook, the water closet does not meet minimum setback requirements, the grab bars are not long enough, the toilet paper dispenser is too close to the water closet and has insufficient clearance from the bottom of the grab bar, and there is no audio visual alarm.

Cordaville Hall Accessibility Assessment

SENIOR CENTER (MAIN LEVEL)							
General Description of Obstacle	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> None of six designated accessible parking spaces have signage. The access aisles are 2' too narrow for passenger vehicles and 2' to 5' too narrow for a van accessible space. There are no van accessible spaces. See Photo Cordaville 1.	502	23	Reconstruct the accessible parking spaces as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with an 8' access aisle (2010 ADA Standards); stripe and designate the passenger vehicle accessible parking spaces at a width of 8' with 5' access aisles; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	2	I	\$0
<u>Side and Rear Egress Stairs</u> The railings on the side egress stairs are not fully oval or round in cross-section and do not have extensions at the bottom of the stairs. The stair nosings are abrupt at the riser.	504.5 505.2 505.3 505.5 505.10 505.7	27.3 27.4	Install complaint railings on the stairs that are round or oval in x-section and 1 1/4" – 2" in outside diameter. Railings should be at a height of 34" to 38" a.f.f. to the top of the handrails. Provide 12" extensions the slope distance of one tread then 12" at the bottom of the stairs. Modify the stair tread nosings so the undersides are not abrupt.	4	3	N	Up to \$25,000

The wooden L1 and L2 egress stairs have railings that are not oval in cross-section and lack bottom extensions. See Photos Cordaville 2 and 3.							
Side Egress Ramp There is no accessible route of travel to the ramp base. The railings don't extend 12" beyond the base of the ramp. The lower ramp railings are 20½" to 21" a.f.f. to the top of the railings, which is too high. (Note: No tolerances are allowed for dimensions within a range).	206.2.1 403 505	20 22 24.5	Construct a roughly 4' wide x 5' long compacted stone dust or asphalt accessible route of travel from the driveway to the base of the ramp. Modify the lower railings so they are 18" – 20" a.f.f. to the top of the railings and provide 12" bottom extensions.	4 4	2 2	N N	\$100 to \$300 Up to \$350
Raised Garden Beds There is no accessible route of travel to the rear raised garden bed. See Photo Cordaville 4.	403	20 22	Provide an accessible route that is at least 4' wide with 3' of clear width from the sidewalk to the raised bed area. Materials can include compacted stone dust as long as it is firm, stable, and slip resistant and have no greater than a ¼" abrupt change in level surface.	2	2	N	Up to \$250
Door Operating Force/Closing Speeds The interior and exterior egress doors with closers (including bathrooms) do not comply with the maximum allowed operating force (interior – 5 lbs.; exterior – 15 lbs.) and minimum closing speed of 6 seconds. Operating forces for interior doors vary from 8 to 14 lbs. with closing speeds from 3 to 4 seconds. Operating forces for exterior egress doors vary from 20 to 22 lbs. with closing speeds of 3 seconds. The following doors are in non-compliance: COA director's office, door to senior center reception, accessible bathroom door, double doors to large meeting room, egress doors (3).	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door, 15 lbs. for an exterior door, and with door closing speeds of at least 6 seconds.	2, 3, 4	2	I	\$0
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> Nurse's office Program coordinator Senior center director's office Bathroom near senior center director's office Basement door from senior center director's office Side egress at stairs Outreach coordinator office Outreach coordinator closets (3) Outreach coordinator's office egress Door to senior center reception 	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$2,200+

<ul style="list-style-type: none"> Bathroom near nurse's office Accessible bathroom Entry to kitchen/dining room Egress at kitchen Egress to second floor Double doors to large meeting room Doors to pool room (2) Egress at pool room Large meeting room closets (2) <p>See Photo Cordaville 5.</p>							
<p>Door Hardware</p> <p>The following interior doors have non-compliant knob style hardware:</p> <ul style="list-style-type: none"> Nurse's office Program coordinator Bathroom near senior center director's office Basement door from senior center director's office Outreach coordinator office Outreach coordinator closets (3) Door to senior center reception Large meeting room closet 	404.2	26.11	<p>Install lever-style or similar accessible compliant hardware on the interior doors.</p> <p><i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i></p>	2, 3	2	I	Up to \$1,500+
<p>Doors with Glass Panes</p> <p>The following have doors with glass panes which exceed the maximum viewing height of 43":</p> <ul style="list-style-type: none"> Senior center director's office (54½" a.f.f.) Door to senior center reception (52½" a.f.f.) <p>See Photo Cordaville 6.</p>	404.2.11	NA	<p>Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f.</p> <p>Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted.</p>	4	2	N	\$0
<p>Front Office Counter</p> <p>Although the side counter is 36" a.f.f. with 27½" knee clearance, the top of the counter is used for storage.</p> <p>See Photo Cordaville 7.</p>	904.4	7.2	Remove items from the counter.	2	1	I	\$0
<p>Entrance Mat</p> <p>A small mat at the front hallway is not secured and therefore is a tripping/slipping hazard</p>	302.2	29.3	Remove the mat.	2	1	I	\$0
<p>Large Meeting Room</p> <p>There is no accessible route from the place of assembly to the stage.</p> <p>The handrails do not extend 12" at the top of the stairs parallel to the floor and a slope distance of one tread then</p>	206	20.00 14.6	A vertical lift, inclined wheelchair lift, or ramp must be provided to achieve access to the stage from the assembly area.	2	3,4	N	Up to \$25,000 +
	505.2 505.3 505.4	27.4.1 27.4.2 27.4.3	Modify existing railings to provide extensions at top and bottom of the stairs. Provide railings on both sides of the stairs on the stage.	2	3	N	Up to \$3,000+

12" parallel to the floor at the bottom. The upper stairs on the stage lack railings.	505.10						
The underside of the stair tread nosings are 1½" deep and not curved or beveled.	504.5	27.3	Modify the stair tread nosings so the undersides are not abrupt.	2	3	N	Up to \$750+
See Photos Cordaville 8, 9, and 10.							
Reach Range The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards for adults:	308.2 308.3	6.5 6.6	Lower the switches to a height of no more than 48" a.f.f. Provide at least 1 coat hook at a height of 48" a.f.f.	4	2,3	N	Up to \$350+
Bathrooms <u>There are 3 bathrooms in close proximity to each other.</u> <ul style="list-style-type: none"> The gender neutral bathroom in the office area is not accessible as it lacks a grab bar and does not have sufficient clear widths at the water closet and overall maneuverability. As there is an accessible bathroom nearby, no other action is required. The gender neutral bathroom near the nurse's office is moderately accessible. The mirror and towel dispenser are too high. The sink piping is not fully wrapped. The side grab bar is 18" too short. The toilet paper dispenser is too close to the water closet. The water closet flush control is on the wrong side. As there is an accessible bathroom nearby, no other action is required. 							
Unisex Accessible Bathroom The sink piping is not fully wrapped (shut-off valves).	606.5	30.9.5	Wrap, guard, or insulate the sink piping.	3	2	I	\$25
The toilet paper dispenser is 1" too low and too close to the water closet.	604.7	30.7.6	Relocate the toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be a at least 1½" clearance below the gab bar to the nearest object or fixture.</i>	3	2	I	\$0
The bathroom lacks audible and visual alarms.	702	40	Install audible and visual alarms in compliance with NFPA 72.	3	3	N	Up to \$500

Note: At the time of assessment, the towel dispenser, soap dispenser and mirror were not installed. The soap and towel dispensers s/b installed at a height of 42" a.f.f. and the mirror at a height of no more than 40" to the bottom of the reflecting surface.

Total \$59,225+

Cordaville Hall Accessibility Assessment (Senior Center/Main Level)

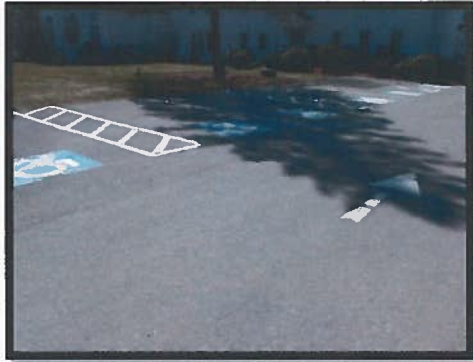


Photo Cordaville 1



Photo Cordaville 2



Photo Cordaville 3



Photo Cordaville 4



Photo Cordaville 5



Photo Cordaville 6

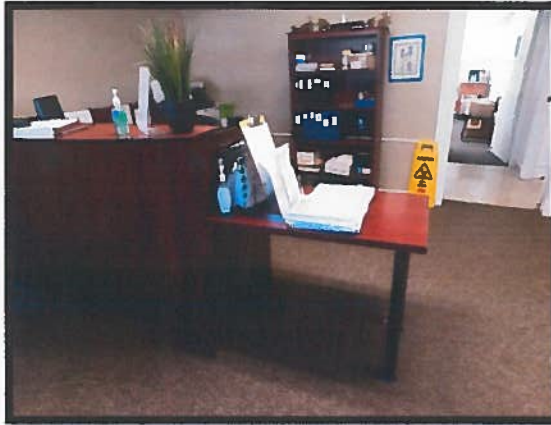


Photo Cordaville 7



Photo Cordaville 8



Photo Cordaville 9



Photo Cordaville 10

BUILDING/BOH (LOWER LEVEL)							
General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The middle designated accessible space lacks signage, whereas the other 2 spaces have signage that is too low. None of the spaces are designated as van accessible. See Photo Cordaville 11.	502	23	Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space. Signage needs to be provided for the middle space and "van accessible" signage included for the space closest to the building entrance as it has a 12' wide access aisle.	1	2	I	\$75
Concrete Ramp to Accessible Entrance There are numerous abrupt changes in level surface throughout the ramp due to heaving and deterioration. The "level" top of the ramp has a running	403.4 405.7	22.4 24.4	Modify (grind, patch, and/or reset) concrete as may be required so that they are no changes in level surface of greater than 1/4". Reset/reconstruct the top 9 feet +/- of the upper segment of concrete to create a top level	1	3	N	TBD – up to \$5,000

slope in excess of 2.0%			landing.				
The upper segment of the ramp is 31 feet (assuming the level top is corrected), which exceeds the maximum run by 1 foot.	405.6	24.4	Seek a variance to allow for a 31 foot long ramp without a level landing.	1	1	N	\$0
Sections of the upper ramp have railings that are 15¼" a.f.f. (lower railing) and 32½" a.f.f. (top) and 21 ½" a.f.f. (lower railing) and 38" a.f.f. (upper railing). These do not fall within the allowed ranges of 18" to 20" a.f.f. (lower railing) and 34" to 38" a.f.f. (upper railing). The upper railings do not fully extend 12" beyond the top of the ramp.	405.8 505	24.5	Reset and/or modify the upper ramp railings so that the bottom railings are 18" to 20" a.f.f. to the top of the railing and the top railings are 34" to 38" a.f.f. to the top of the railing. Provide top and bottom 12" extensions (as feasible).	1	3	N	TBD – up to \$3,500
See Photos Cordaville 12 and 13.							
Drop Box The BOH/Building Department drop box opening hardware for envelope drops is 12" too high under the 2010 ADA Standards.	308.2 308.3	6.5 6.6	Lower the drop box so that the envelope drop is no more than 48" a.f.f.	2	2	I	\$0
See Photo Cordaville 14.							
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> IT Storage room Hallway door to BOH/Building Public Health Nurse Building Commissioner's Office Office next to Building Commissioner's Office Storage at Building Department Building Department Bathroom Health Department bathroom 	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$800+
See Photo Cordaville 15.							
Door Operating Force/Closing Speeds The interior doors with closers (including bathrooms) do not comply with the maximum allowed operating force (interior – 5 lbs). The following doors are in non-compliance: Doors at bottom of stairs to BOH/Building (10 lbs.), Building Department bathroom (8 lbs). The interior and exterior egress doors with closers (including bathrooms) do not comply with the maximum allowed operating force (interior – 5 lbs.; exterior – 15 lbs.)	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door, 15 lbs. for an exterior door, and with door closing speeds of at least 6 seconds.	2, 3,	2	I	\$0

The following doors are in non-compliance: Building Department bathroom (2 seconds), Entry doors at stairs (2 to 3 seconds).							
<u>Doors with Glass Panes</u> The door at the bottom of the stairs to the Building Department/BOH Office has a glass pane which is 53" a.f.f. at the bottom of the glass which is 10" too high.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted.	2	2	N	\$0
<u>Health Department Counter</u> The counter is 42½" a.f.f., which is 6½" too high.	904.4	7.2	Construct a 36" long by no more than 36" high a.f.f. counter, with a minimum of 27" of knee clearance.	2	3	N	Up to \$350
<u>Protruding Objects</u> The coat rack at the bottom of the entrance stairs protrudes 14" into the accessible route of travel at a height of 52½" a.f.f. Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80". See Photo Cordaville 16.	307.2	20.6.1	Remove the coat rack. If the coat rack is relocated, it must be at a height of 48" a.f.f. or additional coat hooks provided at that height. If relocated to within an accessible route of travel, wing walls or a fixed object at each end placed for cane detection.	2	2	I	\$0
<u>Entrance Stairs</u> The stairway to the lower level from the main non-accessible entrance lacks extensions at the top and bottom of the stairs. The interior railings are not continuous. See Photo Cordaville 17.	505.3 505.10	27.4.1 27.4.3	Modify the railings so that there are 12" extensions parallel to the floor at the top of the stairs and the slope distance of one tread and then 12" parallel to the floor at the bottom of the stairs. The interior stair railings must also be continuous.	2	3	N	Up to \$750+
<u>Bathrooms</u> Both the Board of Health and the Building Department Offices have gender neutral bathrooms. The bathrooms are relatively close to each other and it may be possible to designate one as "accessible" and one as a "regular" bathroom even though both have accessible features. Neither bathroom meets full accessibility requirements due to limited clearances and setbacks. Below are assessments for each individual bathroom, but it may require reconfiguration or a combination of the bathrooms to create full accessibility. <u>Health Department Bathroom</u> The towel dispenser is 8" too high and the soap dispenser is 6¼" too high. The mirror is 6¼" too high.	308.2 308.3 603.3	30.12 30.11	Lower the dispensers to no more than 42" a.f.f. Lower the mirror to no more than 40" to the bottom of the reflecting surface.	3 3	2 2	I I	\$0 \$0

The side and rear grab bars are 36" long, which are 6" too short.	604.5	30.8	Replace the existing grab bars with ones that are 42" long.	3	2	N	Up to \$700
The water closet is 5¼" too far from the near wall and 25" too close to the far wall.	604.2 604.3	30.7.2	Modify the bathroom fixtures and relocate the water closet such that the water closet is 18" o.c. from the nearest wall or fixture and at least 42" from the far wall.	3	3	N	TBD
The toilet paper dispenser is too close to the front of the water closet.	604.7	30.7.6	Relocate the toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be a at least 1½" clearance below the gab bar to the nearest object or fixture.</i>	3	2	I	\$0
The bathroom lacks audible and visual alarms.	702	40	Install audible and visual alarms in compliance with NFPA 72.	3	3	N	\$500
<u>Building Department Bathroom</u>							
The interior door threshold is unbeveled and 1" high.	404.2.5	26.10	Modify the threshold so that it is no greater ½" high with a no greater than 1:2 bevel.	3	2	I	\$100
There is no coat hook.	603.4	30.6.1	Install a coat hook at a height of no more than 48" a.f.f.	3	2	I	\$10
The sink is 1" too high.	606.3	30.9.1	Modify the sink so that it is no more than 34" a.f.f. to the top.	3	3	N	Up to \$350
The towel dispenser is 6" too high and the soap dispenser is 8" too high.	308.2 308.3	30.12	Lower the dispensers to no more than 42" a.f.f.	3	2	I	\$0
The mirror is 7" too high.	603.3	30.11	Lower the mirror to no more than 40" to the bottom of the reflecting surface.	3	2	I	\$0
The side grab is 36" long, which is 6" too short and the rear grab bar is 24" long, which is 18" too short.	604.5	30.8	Replace the existing grab bars with ones that are 42" long.	3	2	N	Up to \$700
The rear grab bar is 2" too far from the interior corner.	609.4 604.5	30.8.1	The rear grab bar should be moved so that it is no more than 6" from the interior corner.	3	2	I	\$0
The flush control of the water closet is on the near side and not the approach or wide side.	604.6	30.7.5	Replace the water tank or the water closet in entirety so that the flush control is on the wide or approach side.	3	3	N	\$125 to \$350
The water closet is 3½" too far from the near wall, 34" too close to the nearest fixed object or wall, and 2" too close to the front wall or object.	604.2 604.3	30.7.2	Modify the bathroom fixtures and relocate the water closet such that the water closet is 18" o.c. from the nearest wall or fixture and at least 42" from the far wall.	3	3	N	TBD
The toilet paper dispenser is too close to the water closet.	604.7	30.7.6	Relocate the toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f.	3	2	I	\$0
A cabinet restricts the clear width at the sink and the approach to the water closet.	606.2 305.3	30.9.1 20.3	Remove the cabinet.	3	1	I	\$0
The bathroom lacks audible and visual alarms.	702	40	Install audible and visual alarms in compliance with NFPA 72.	3	3	N	Up to \$500
See Photos Cordaville 18, 19, and 20.							

Total \$13,685+

Cordaville Hall Accessibility Assessment (Building BOH/Building)



Photo Cordaville 11



Photo Cordaville 12



Photo Cordaville 13

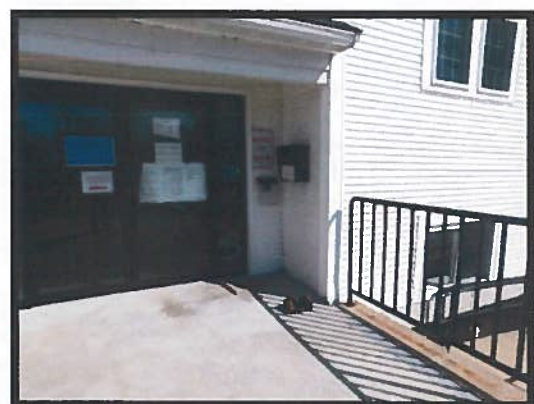


Photo Cordaville 14



Photo Cordaville 15



Photo Cordaville 16



Photo Cordaville 17



Photo Cordaville 18



Photo Cordaville 19



Photo Cordaville 20

DEPARTMENT OF PUBLIC WORKS

Description of Facility and Programs: The Southborough Department of Public Works is responsible for the operation and maintenance of the town's infrastructure. This includes the town's roadways, water system, transfer station, cemeteries, recreation fields, playgrounds, public grounds (including Southborough Schools), and the town's fleet (including the DPW, Police, Facilities, Recreation and Building Department's vehicles). The building consists of a ground level office area which is open to the public and the garage area which is not open to the public and includes the vehicle bays and work areas. The 2nd level is closed to the public and includes a break room, lockers, bathrooms and storage.



Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access:

Exterior

The designated accessible parking signage is too low. The walkway to the transfer station sticker window is too narrow, consists of an unstable surface, and has a segment with a running slope in excess of 5%.

Ground Level

The front entrance door does not meet the minimum closing speed. Interior doors with closers have excessive operating forces and too fast closing speeds. Interior doors lack tactile designation signage on the latch side of the door with the bathroom signage being located on the door. The doors to the stairwells have glass panes that are too high. The counter at the administrative office is too high. The hallway coat rack is too high. Wall mounted lights serve as hallway protruding objects. The meeting room sink is too high, lacks knee clearance, lacks cabinet hardware, and has dispensers that are too high. The bathrooms have a few areas of non-compliance primarily pertaining to heights and setbacks.

Restricted and Non-Public Areas

Ground Level Vehicle Bays and Work Areas

As noted above, the garage is not open to the public and includes the vehicle bays and work areas. Doors have non-compliant knob-style hardware, lack tactile designation signage, and have excessive operating forces and too fast closing speeds. The time card punch is a protruding object. The storage area stairs have open risers and non-compliant railings. Doors with glass panes exceed the maximum allowed viewing height of 43".

Level 2

The stairs to level 2 from the front lobby lack stair railing extensions at the top of the stairs. Doors have non-compliant knob-style hardware, lack tactile designation signage, and have excessive operating forces and too fast closing speeds. The break room has a telephone, microwave, and stove fan/light that are too high; the sink/counter is too high and lacks knee clearance; cabinet doors and drawers lack hardware; the stove controls are not located on the front; and the large rectangular table lacks knee clearance. Wall mounted light fixtures are protruding objects.

The men's bathroom and lockers are mostly compliant with some exceptions. Tactile designation signage is located on the door and not the latch side. The door operating force is excessive and the door closes too fast. The towel dispenser is too high. The locker benches are too narrow and the locker hooks and shelving too high. The bathroom stall door is not fully self-closing, lacks an interior pull device, and the coat hook is too high. The toilet paper dispenser is too low. The side water closet grab bar is too short, but is limited due to the door opening. The water closet is 1" too far from the near wall. The corner shelf restricts maneuverability and transfer to the water closet.

The men's bathroom and locker room is mostly compliant with some exceptions. Tactile designation signage is located on the door and not the latch side. The door operating force is excessive and the door closes too fast. The towel dispenser is 4" too high. The locker benches are 2" too narrow and the locker hooks and shelving are 17"-20" too high. The bathroom stall door is not fully self-closing, lacks an interior pull device, and the coat hook is 5" too high. The toilet paper dispenser is 2" too low. The side water closet grab bar is 12" too short, but is limited due to the door opening. The water closet is 1" too far from the near wall. A corner table/shelf restricts maneuverability and transfer to the water closet.

The women's bathroom and locker room is mostly compliant with some exceptions. Tactile designation signage is located on the door and not the latch side. The door operating force is excessive and the door closes too fast. The towel dispenser is 4½" too high. The metered sink faucets require nearly 25 lbs. of operation force (maximum allowed is 5 lbs.) and only stay on for 3-4 seconds (minimum 10 seconds required).

As these areas (Level 1 vehicle bays and work areas; Level 2 break room, bathrooms/locker rooms) are not intended for public use and are limited to highway personnel who must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform, modifications at the present time would be limited to ensuring that all doors have proper tactile designation signage and lever style hardware. This would require the replacement of roughly 4 door knobs and the installation of roughly 14 tactile designation signs at a total cost

of approximately \$2,000. If the current practices and policies change and current non-public interior spaces are open to the general public, physical modifications would be required to address the identified areas of non-compliance due to public access or as a result of a reasonable accommodation.

Department of Public Works Administrative Building Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The accessible signage is 84" too low. <i>See Photo DPW 1.</i>	502.6 703.7.2	23.6	Raise the signage so it is a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR).	1	2	I	\$0
Route of Travel to Sticker Window The route of travel to the sticker window is 6" too narrow; has a non-compliant loose and unstable surface, and has an initial running slope of up to 6.8%. <i>See Photo DPW 2.</i>	403	22	Option #1: Discontinue use of the sticker window and abandon/remove the walkway. Option #2: Replace the existing walkway surface with a 4' wide compacted stone dust or asphalt walkway with no abrupt changes in level surface of greater than 1/4" and a running slope of no greater than 5%.	1 1	2 2	I I	\$0 Up to \$500
Door Operating Forces/Closing Speeds The main front door does not comply with the minimum closing speed requirement of 6 seconds or the maximum operating force of 15 lbs. for an exterior door. The interior lobby doors, doors to the stairwell, and the chairlift doors (2) do not comply with the minimum closing speed requirement of 6 seconds or the maximum operating force of 5 lbs. for an interior door.	404.2.8 404.2.9	26.9 26.8	Adjust the door closers such that the closing speed is at least 6 seconds and the operating force does not exceed 15 lbs. for the front door and no more than 5 lbs. for the interior doors.	1	2	I	\$0
Interior Door Signage The following lack compliant accessible designation signage: <ul style="list-style-type: none"> • Janitor's closet • Lobby door to stairs • Superintendent's office • Front administrative office • Operations supervisor's office • Meeting Room (2) • Hallway door to stairs • Mechanical room (2) • Chairlift In addition, the men's and women's bathroom signage is 2" too high and located on the door, and not the latch side. <i>See Photo DPW 3.</i>	703.4	41.1	Install accessible compliant signage on the latch side of each door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2	2	I	Up to \$1,100
Doors with Glass Panes The following doors have glass panes which exceed the maximum viewing height of 43" at the bottom of the glass.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43				

<ul style="list-style-type: none"> Lobby door to stairwell (48" a.f.f.) Hallway door to stairwell (48" a.f.f.) 			inches maximum a.f.f. at the bottom of the glass Option #1: Restrict or block/frost the glass panes. Option #2: Modify the doors to comply with the maximum height of 43" a.f.f.	2	2	I	\$0
				2	3	L	Up to \$1,500+
Door Hardware The interior mechanical room door has non-compliant knob style hardware.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the door.	4	2	I	\$150
Coat Rack The hallway coat rack exceeds the maximum reach range under the 2010 ADA Standards by 18½".	308.2 308.3	6.5 6.6	Provide a coat rack or coat hooks at a height of no more than 48" a.f.f.	4	2	N	\$50
Administrative Office Counter The counter is 42½" a.f.f., which is 6½" too high.	904.4	7.2	Construct a 36" long by no more than 36" high a.f.f. counter, with a minimum of 27" of knee clearance.	2	3	N	Up to \$350
Hallway Protruding Objects The following are considered to be protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80": <ul style="list-style-type: none"> Single wall-mounted light near front counter (77" a.f.f. – 5" protrusion) Double wall-mounted light (79" a.f.f. – 5" protrusion) See Photo DPW 4.	307.2	20.6.1	Place fixed objects beneath the lights or raise the lights to 80" a.f.f at the bottom.	4	1,3	N	\$0 to \$350
Kitchenette/Sink Counter The counter and sink in the meeting room is too high and does not provide knee clearance.	804.4 306.3	32	Modify the counter and sink so it is no more than 34" a.f.f. to the top of the counter/sink and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.	4	3	N	Up to \$1,750
The kitchenette has 7 cabinet doors and drawers with no hardware and cannot be opened with a closed fist.	309	32.5	Install cabinet hardware that can be operable with a closed fist.	4	2	N	\$75
The towel dispenser is 7" too high under the 2010 ADA Standards.	308.2 308.3	6.5 6.6	Lower the dispenser to no more than 48" a.f.f.	4	2	N	\$0
See Photo DPW 5.							
Bathrooms Men's and Women's The coat hooks are 6" too high.	308.2 308.3	30.6.1	Lower the cot hooks to no more than 48" a.f.f.	3	2	I	\$0
The towel dispensers are 9" too high.	30.8.2 30.8.3	30.12	Lower the dispenser to no more than 42" a.f.f.	3	2	I	\$0
The toilet paper dispensers are too low and too far from the front of the water closet.	604.7	30.7.6	Relocate the dispensers. The toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closets measured to the centerline of the dispenser and at least 24" a.f.f.	3	2	I	\$0

The clearance in front of the water closet is reduced to less than 42" due to the wastebasket on the floor (women's) and wall mounted waste basket (men's).	604.3	30.7.2	Remove and relocate the waste baskets.	3	2	1	\$0
<u>Women's Only</u> A corner cabinet restricts maneuverability and water closet transfer ability. See Photos DPW 6, 7, and 8.	604.2	30.7.2	Remove the corner cabinet.	3	2	1	\$0

Total: Up to \$5,825+

Department of Public Works Accessibility Assessment Photos



Photo DPW 1



Photo DPW 2



Photo DPW 3



Photo DPW 4



Photo DPW 5



Photo DPW 6



Photo DPW 7



Photo DPW 8

DPW ANNEX BUILDING

Description of Facility and Programs: The Southborough DPW Annex building is a one-story masonry building that is used solely for storage. The building consists of an apparatus bay; office space, a former kitchen, and a former bathroom area. The building is locked at all times and closed to the public.



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access:

Exterior Conditions

The DPW Annex building does not comply with 521 CMR or ADAAG accessibility requirements. There is no designated accessible parking. The main level entrance door has an exterior 1" abrupt change in level surface at the doorway threshold and lacks a level landing at the entry. The main entrance door has non-compliant knob-style hardware. [See Photos DPW Annex 1, 2, and 3 below.](#)



Photo DPW Annex 1



Photo DPW Annex 2



Photo DPW Annex 3

Interior Conditions

There are abrupt changes in level surface of 1" – 4" throughout the building to access interior offices and spaces. Interior doors have non-compliant knob-style hardware and lack signage. The doorway to the former bathroom has less than required minimum 32" of clear width. Note: Plumbing fixtures have been removed from the bathroom. The kitchen counter is too high and the sink lacks knee clearance. The mezzanine storage has non-compliant open stair risers and non-compliant railings. At least one light switch is too high. See Photos DPW Annex 3, 4, and 5 below.



Photo DPW Annex 4



Photo DPW Annex 5



Photo DPW Annex 6

Current Use to Remain

If the building use continues as storage then access would be solely limited to DPW personnel who must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. Therefore if this is the only use and the building remains closed to the public, modifications would only be required as a reasonable accommodation as may be required.

Main Level for Office Use

If a portion of the building were converted to office use with public access, then at a minimum, designated accessible parking, an accessible route of travel to the building, doorway threshold and clear width modifications, lever-style door hardware and tactile designation signage, and an interior accessible route to the office space would be required. If the bathroom were put back into use, it would also need to meet the requirements of 521 CMR and the 2010 ADA Standards.

SOUTHBOROUGH PUBLIC LIBRARY

Function and Description of Facility and Programs: The Southborough Public Library building was constructed in 1911. The building is a 2-story masonry framed structure. The lower or basement level serves as the young adult and children's library. The upper level contains a large reading room and the adult section of the library. Internal access between levels can be done via stairs and an elevator.



Responsible Party: Library Trustees

General Description or Obstacle Which Limits Mobility or Access: The 2 designated accessible parking spaces lack access aisles and signage. The accessible entrance "call button" is too high. The accessible route to the library from Routes 30/85 has an excessive running slope. There is no accessible route of travel to the benches and table sitting area. There is no directional signage at the front entrance noting the location of the accessible entrance. The elevator lacks a tactile star on the jambs at the lower main (ground) level. Interior doors with closers have excessive operating forces and close too fast. Doors have non-compliant hardware and lack tactile designation signage. There are protruding objects on both levels of the library. The drinking fountains (2) are not "high-low". Dispensers, light switches, and coat racks are not within reach range. The lower level ramp has segments of the railings that are not within the required range. Interior and exterior door thresholds have abrupt changes in level surface. The teen room stairs have non-compliant railings. Tables and desks on both levels do not provide knee clearance or are too high. There is inconsistent and non-compliant stack widths and accessible route of travel clear widths throughout. Some doors have insufficient door pull clearance. Staff kitchenettes on both levels are non-compliant as they are too high and lack knee clearance. The upper level kitchenette lacks cabinet door hardware. The placement of plexiglass at the lower level children's library check-out counter restricts its use. The check-out counter on the upper level for adults is too high. The children's room egress stairs and the stairs to the upper level have railings that are too low. A rug under the card

catalogue on the upper level is unsecured and serves as a tripping hazard. The men's and women's bathrooms have a number of non-compliant items including accessible designation signage that is not located on the latch side of the door, mirror heights, height of coat hooks, location of toilet paper dispensers, sink piping that is not wrapped, and grab bars that are too short. The lower level bathroom to the right of the drinking fountain has the water closet flush control on the wrong side. The water closet in the bathroom on the upper level is too close to the sink on the far side.

Directors Office

The Level 2 Library Director's office private bathroom has only 25" of clear width to gain access. The bathroom is only 3 feet wide and is wholly non-compliant due to lack of maneuverability, clearance, and accessible components. *See Photos Below.* As this is an employee only space and not open to the public, modifications would only be required as a reasonable accommodation request. No other action is required at the present time.



Level 1 Storage Room

The Level 1 storage room near the Teen Room has 3" abrupt change in level surface to access the storage area. As this is not open to the public and restricted to employees only, modifications would only be required as a result of a reasonable accommodation request. No other action is required at the present time. *See Photo Below.*



Southborough Library Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking None of 2 designated accessible parking spaces have signage or access aisles. There is no van designated accessible space. See Photos Library 1 and 2.	502	23	Option 1: Reconstruct the accessible parking spaces as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with an 8' access aisle (2010 ADA Standards); stripe and designate the passenger vehicle accessible parking spaces at a width of 8' with 5' access aisles; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction. <i>Note: Reconstruction of the accessible parking with compliant access aisles will severely restrict driveway access and pass-through.</i> Option 2: Leave the current parking spaces without access aisles to be used by non-wheelchair users but for persons with other ambulatory or non-ambulatory disabilities. A variance should be sought to allow the designated spaces without access aisles to remain "as is". Construct 2 new accessible parking spaces (one van accessible) in the side parking lot closest to the accessible route to the library entrance.	1	2	N	Up to \$350
				1	3	N	Up to \$1,500
Door Buzzer The door buzzer at the accessible entrance is 4" too high under the 2010 ADA Standards.	308.2 308.3	6.5 6.6	Lower the door buzzer so that it is no more than 48" a.f.f.	1	2	I	\$0
Exterior Accessible Route The accessible route to the library from Routes 30/85 has a segment with new asphalt patch that has a running slope of up to 9.1% There is no accessible route of travel to the benches and table near the front of the library. There is no wheelchair designated space next to the benches. See Photo Library 3.	403	22 20	Remove the existing asphalt and reconstruct so the running slope does not exceed 5%.	1	3	N	Up to \$350
	403 802.1	20 22	Provide an accessible route that is at least 4' wide with 3' of clear width to the benches and table. Materials can include compacted stone dust as long as it is firm, stable, and slip resistant and have no greater than a ¼" abrupt change in level surface. Construct a 60" x 36" wheelchair area with compliant slope requirements (no more than 2%) next to at least one bench.	2	3	N	Up to \$450
Directional Signage Outside directional signage at the front of the building directing patrons to the accessible entrance is not provided.	216	41.1.3	Provide directional signage noting the accessible side/rear entrance.	1	2	I	\$100
Elevator Door Jamb Markings The jambs at the main entry level lack a tactile star.	407.2.3	28.5	Provide tactile star designation on both jambs of the elevator entrance of the main entry level.	1	2	I	\$100
Level 1 Exterior and Interior Doors The Level 1 egress door near the staff room does not fully comply with the minimum closing speed requirement of 6 seconds under 521 CMR. <u>The closing speed was 3 to 4 seconds.</u>	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1	2	I	\$0

The interior doors with closers (2 L1 staff room doors, L1 double doors near main entrance, L2 double doors) do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and do not fully comply with the minimum closing speed requirement of 6 seconds under 521 CMR. <u>The L1 and L2 double doors had an operating force of 15 lbs. and a closing speed of 4 seconds. The 2 staff room doors had operating forces of 8 to 10 lbs. and closing speeds of 3 to 4 seconds.</u>							
<p>Signage</p> <p>The following interior doors lack tactile accessible signage:</p> <p>Level 1</p> <ul style="list-style-type: none"> • Teen room (4) • Janitor's closet • Staff room (2) • Egress door near staff room • Staff kitchenette (2) • Staff storage • Elevator machine room • Hallway door at Eaton Room • Eaton Room • Door to children's library • Director's office • Mechanical room in children's library <p>The following signs are not on the latch side of the door:</p> <ul style="list-style-type: none"> • Bathroom on right side of drinking fountain (on door and only 52" a.f.f. o.c.) • Bathroom on left side of drinking fountain (on door and only 52" a.f.f. o.c.) <p>Level 2</p> <ul style="list-style-type: none"> • Exit to stairs • Emergency exit • Director's office • Director's office bathroom • Staff room <p>The following signs are not on the latch side of the door:</p> <ul style="list-style-type: none"> • Bathroom (on door and only 50" a.f.f. o.c.) <p>See Photos Library 4 and 5.</p>	703	41.1	<p>Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).</p> <p>Relocate signs to the latch side of the doors.</p> <p>Signage that is too high must be lowered to 60" a.f.f. to the centerline of the sign.</p>	2, 3	2	1	Up to \$2,200+
<p>Level 1 Door Hardware</p> <p>The following interior doors have knob-style hardware:</p> <p>Level 1</p> <ul style="list-style-type: none"> • Teen room (4) • Janitor's closet • Staff room (2) 	404.2	26.11	<p>Install lever-style or similar accessible compliant hardware on the interior doors.</p> <p><i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i></p>	2	2	1	\$2,400

<ul style="list-style-type: none"> • Staff kitchenette (2) • Staff storage • Elevator machine room • Director's office • Mechanical room in children's library <p><u>Level 2</u></p> <ul style="list-style-type: none"> • Staff room • Director's office • Director's office bathroom <p>See Photo Library 6.</p>							
<p><u>Kitchenettes/Sink Counters</u></p> <p>The counters and sinks in the Level 1 and Level 2 staff employee work area/lounge are too high and do not provide knee clearance.</p> <p>The Level 2 kitchenette has 19 cabinets with no hardware and cannot be opened with a closed fist.</p> <p>See Photo Library 7.</p>	<p>804.4 306.3 606</p> <p>309</p>	<p>32</p> <p>32.5</p>	<p>Modify the counters and sinks so that they are no more than 34" a.f.f. to the top of the counter/sink and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.</p> <p>Install cabinet hardware that can be operable with a closed fist.</p>	<p>4</p> <p>4</p>	<p>3</p> <p>2</p>	<p>L</p> <p>N</p>	<p>Up to \$2,000</p> <p>\$200</p>
<p><u>Level 1 and Level 2 Drinking Fountains</u></p> <p>The Level 1 and 2 drinking fountains are "low only" fountains not "high - low" fountains. The Level 1 drinking fountain is also a protruding object (See <i>Protruding Objects</i> below).</p>	211	36.1.1	<p>Option #1 – Discontinue use of the existing drinking fountains.</p> <p>Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows:</p> <p>Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).</p>	4	3	N	\$0 to \$5,000
<p><u>Protruding Objects</u></p> <ul style="list-style-type: none"> • Level 1 temperature scan device at entrance door (5" protrusion at 60" a.f.f.) • Level 1 drinking fountain (18½" protrusion at 31" a.f.f.) • Level 2 pamphlet holders (6) at the end of the book stacks (6" protrusion at 48" a.f.f.) • Level 2 light fixtures (8) in the reading room (9" protrusion at 73"-76" a.f.f.) • Level 2 iPad device at end of book stack (9" protrusion at 39½" a.f.f.) 	307.2	20.6.1	Place fixed objects or small wingwalls under the temperature scan device, pamphlet holder, iPad device, and light fixtures. Drinking fountain – see above. If the drinking fountain continues as a protruding object, erect wingwalls on both sides.	2	2	I	\$0 to \$1,000

<p>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</p> <p>See Photo Library 8.</p>							
<p>Level 1 Ramp Railings</p> <p>The lower segment of the ramp railings (approximately 2' to 3') are ½" too low on the right hand side at 17½" a.f.f. (bottom) and 33½" a.f.f. (top) and 33½" a.f.f. (top) on the left hand side. <i>Note: There are no tolerances for a range of dimensions.</i></p> <p>See Photos Library 9 and 10.</p>	505	24.5	<p>Modify the railings so that the lower railings are between 18" to 20" a.f.f. to the top of the gripping surface and the upper railings are 34" to 38" a.f.f. to the top of the gripping surface.</p>	2	3	N	Up to \$500
<p>Coat Rack, Dispensers, and Light Switches</p> <p>Dispensers, telephones, and light switches exceed the maximum reach range under the 2010 ADA Standards as follows:</p> <ul style="list-style-type: none"> Level 1 coat rack at 57" and 67" a.f.f. Teen room light switch at 61" a.f.f. Level 2 reading room light switches (4 at 51" a.f.f., 6 at 52" to 61" a.f.f.) Level 1 kitchenette towel dispenser (59" a.f.f.) and 2 light switches (50" a.f.f.) 	308.2 308.3	6.5 6.6	<p>Lower the dispenser and light switches to a height of no more than 48" a.f.f. Provide a coat rack or coat hooks at a height of no more than 48" a.f.f.</p>	4	2,3	N	Up to \$1,750
<p>Door Maneuverability</p> <p>The maneuverability clearance (18") on the pull side of the following doors are non-compliant:</p> <ul style="list-style-type: none"> Eaton Room door (0" due to desk) Staff kitchen to Eaton Room (5") Staff kitchen from Teen Room (0" due to desk) Director's Office to check-out counter due to desk 	404.2.4	26.6	<p>As these are primarily staff room only areas, remove obstructions as may be required due to a reasonable accommodation request.</p>	2	-	-	\$0
<p>Stair Railings</p> <p>The stair railings at the Teen Room are only 32½" at the top, lack extensions at the bottom, are not round or oval in shape, and have only 0" to ½" clearance below the railing gripping surface.</p> <p>The stair railing extensions to Level 2 are 33½" a.f.f. to the top of the gripping surface, which are ¼" too low.</p> <p>The Level 1 left side egress stairs at the</p>	505 505.4 505.4	27 27.4.2 27.4.2	<p>Replace the railings with ones that are round or oval in x-section; 1½" – 2" in outside diameter; bottom extensions the slope distance of one tread and then 12" parallel to the floor; a minimum of 1½" clearance from the wall; and at a height of 34" to 38" a.f.f. to the top of the handrail.</p> <p>Modify the railings so that the extensions are 34" to 38" a.f.f. to the top of the handrail.</p> <p>Modify the railings so that the extensions are 34" to 38"</p>	2 2 2	3 3 3	N N N	Up to \$900 Up to \$500 Up to

Children's Library have railings on the left side that are 33½" a.f.f. which are ¼" too low.			a.f.f. to the top of the handrail.				\$500
The Level 1 right side egress stairs at the Children's Library have top and bottom extensions which are 33½" a.f.f. which are ¼" too low. <i>Note: There are no tolerances for a range of dimensions.</i> See Photo Library 11.	505.4	27.4.2	Modify the railings so that the extensions are 34" to 38" a.f.f. to the top of the handrail.	2	3	N	Up to \$500
Tables and Work Stations Tables throughout the library do not meet the required table height and minimum required knee clearance. This includes the following locations: <ul style="list-style-type: none">• Level 1 Teen Room – 3 tables at 43½" a.f.f. (one with a computer) which is 9 1/2" too high• Level 1 Teen Room – 1 table at 23¾"• Level 1 Children's computers near check-out (2) at 23 ¼" a.f.f.• Level 2 computer work stations (4) have only 26" of knee clearance• Level 2 computer near front desk and reading room has only 25¼" knee clearance• Level 2 Reading Room has 2 tables on the left side @ with 23" knee clearance and 1 table with 25" knee clearance• Level 2 Reading Room has 1 table on the right side with 26" knee clearance• Level 2 Reading Room w/table hosting Humanware Visual Device has only 25" of knee clearance See Photo Library 12.	226 306.3 902.3	35	Raise (adjust if optional or "block") or modify table/work station by removing a portion of the front support of one table in each area to achieve the minimum table height of 28" to 34" a.f.f. with at least 27" a.f.f. of knee clearance and 30" clear width. If blocking is not feasible, a separate table at each location would be required.	2	2	I	\$0 to \$250
Carpets and Rugs The rug in the Reading room under the card catalogue is not secured and serves as a tripping hazard. See Photo Library 13.	302.2	29.3	Remove the rug/carpet.	4	1	I	\$0
Children's Check-out Counter Although the check-out counter meets accessibility height requirements, the plexiglass does not allow for pass-through access to fully serve as a counter. See Photo Library 14.	227 902	12.2	Modify the plexiglass to provide a pass-through at the accessible counter.	2	2	I	\$0

<u>Book Stack and Accessible Route Clear Widths</u> The book stacks in both the Level 1 Teen Room and Level 2 Adult Section do not meet the required 36" clear width. In the <u>Teen Room</u> , stack widths vary from 28" to 36". In addition, benches, book holders, tables, and chairs near and at the end of the book stacks further restrict the accessible route of travel to 20" to 25" In the <u>Adult Section</u> , the book stack clear width near the emergency exit has a clear width of 34 ½". Note: An adjacent stack has a clear width of 40". In addition, chairs, tables, the card catalogue and cabinets further restrict the accessible route of travel to under 36". See Photos Library 15, 16, and 17.	305 403.5	12.2 20.3	Move the stacks to achieve the required minimum 36" clear width. Move/rearrange the furniture and related items to achieve the minimum required 36" for an accessible route of travel. An exception of 32" is allowed for a distance of no more than 2 feet.	2	2	I	\$0
<u>Level 1 Left, Level 1 Right, and Level 2 Bathrooms</u> The mirrors are 2" to 3" too high. The sink piping is not fully wrapped. The toilet paper dispensers are 3" to 12" o.c. from the front of the water closets, which is not within the required range. The Level 1 Left side grab bar, Level 1 Right side grab bar, and the Level 2 rear grab are all 6" too short at 36" in length. See Photo Library 18.	603.3 606.5 604.7 604.5	30.11 30.9.5 30.7.6 30.8	Lower the mirrors to no more than 40" a.f.f. to the bottom of the reflecting surface. Insulate, wrap, or guard the piping. Relocate the dispensers. The toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closets measured to the centerline of the dispenser and at least 24" a.f.f. The Level 1 bathroom to the right of the drinking fountain cannot meet the minimum distance of 7" by ½" due to the doorway. After moving the dispenser, seek a variance to waive the additional ½" setback. Replace the Level 1 Left and Level 2 side and rear grab bars with 42" grab bars. The Level 1 bathroom side grab bar to the right side of the drinking fountain cannot be extended further due to the doorway. Thus, a variance s/b sought for this grab bar to keep it at 36" in length.	3 3 3 3	2 2 2 2	I I I I	\$0 \$225 \$0 Up to \$700
<u>Level 1 Left and Level 1 Right Bathrooms Only</u> The coat hooks are 3" to 4" too high under the 2010 ADA Standards.	308.2 308.3	30.6	Lower the coat hook to no more than 48" a.f.f.	3	2	I	\$0
<u>Level 1 Left Bathroom Only</u> The door locking mechanism is difficult to operate with a closed fist and required more than 5 lbs. of operating force.	404.2.7 309.4	30.13 39.5	Lubricate the locking mechanism so it is easier to operate and requires 5 lbs. or less of operating force.	3	2	I	\$0
<u>Level 1 Right Bathroom Only</u> The water closet flush control is not on the wide or approach side.	604.6	30.7.5	Replace the water tank or the water closet in entirety with one that has the flush control on the wide or approach side.	3	3	N	\$125 to \$350
<u>Level 2 Bathroom Only</u> The water closet is only 35" from the far side sink, which is 7" too short.	604.2	30.7.2	As feasible, modify, relocate, or replace the sink to achieve the minimum required clear width of 42". If the clear width cannot be achieved, seek a variance to maintain the existing clear width.	3	3	N	\$0 to TBD

Total up to \$21,825

Southborough Library Accessibility Assessment Photos



Photo Library 1



Photo Library 2



Photo Library 3



Photo Library 4



Photo Library 5



Photo Library 6



Photo Library 7



Photo Library 8



Photo Library 9



Photo Library 10



Photo Library 11



Photo Library 12



Photo Library 13

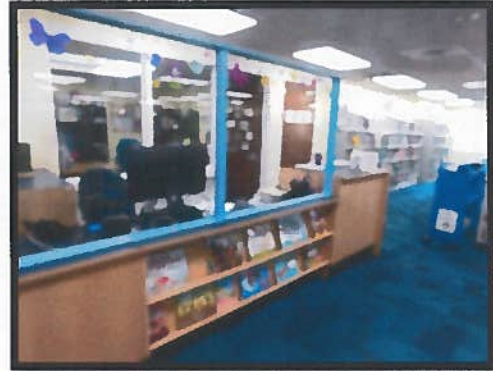


Photo Library 14



Photo Library 15



Photo Library 16



Photo Library 17



Photo Library 18

GOLF CLUB HOUSE

Description of Facility and Programs: The Golf Club House is a raised one-story wooden framed building. The unfinished basement houses the golf carts and is accessed from the outside. The relatively small building contains a bar/food area, a club rental room, a storage room, an office, 2 bathrooms (one which is accessible), and an outside deck.



Responsible Party: Board of Selectmen and Golf Course Committee.

General Description or Obstacle Which Limits Mobility or Access: The 2 designated "van accessible" parking spaces and shared access aisle do not meet the required width for a van accessible space. The ramp to the building lacks a railing extension at the top of the ramp. The stairs near the ramp have railings that are too low and which lack extensions and have stair tread nosings that are $\frac{3}{4}$ " to 1" and unbeveled. Similarly, the stairs to the deck have railings that are too high and which lack extensions and have stair tread nosings that are up to 1" and unbeveled. The door threshold from the deck into the building has a 1" abrupt change in level surface. The "low" bar counter is too high. The tables lack knee clearance. Interior doors have non-compliant knob style hardware and lack signage. The accessible bathroom has a number of areas of non-compliance including dispensers that are too high, a side grab bar that is too high, a water closet that is too close to the near wall, and a non-compliant toilet paper dispenser.

The basement stairs have railing heights that vary 37" to 44" a.f.f. As this area is closed to the public, modifications would only be required as a result of a reasonable accommodation request.

Golf Club House Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking The signage for the accessible parking spaces are 1" to 2" too high.	502.6	23.6	Signage s/b lowered so that the bottom of the signs are at least 60" a.f.f. and the top no more than 96" a.f.f. and located no more than 10' from the parking spaces.	1	2	I	\$0
The 2 designated "van accessible" parking spaces are 8½' to 9½' in width with a 5'4" wide access aisle which do not meet the requirements for van accessible spaces See Photo Golf Club House 1.	502.2 502.3	23.4	Add up to 6" of additional pavement and restripe the spaces such that the spaces are 8' in width with a shared 8' access aisle and designated as van accessible <u>or</u> restripe the spaces such that one space is 8' in width for use by passenger vehicles and one space is 11' in width for use by vans and both spaces share a 5' access aisle.	1	2	N	Up to \$500
Ramp to Building The ramp to the building lacks 12" extensions beyond the ramp on the building side. See Photo Golf Club House 2.	505.10	24.5	Provide 12" extensions at the top of the ramp that are parallel to the deck.	1	2	I	Up to \$350
Exterior Stairs Stairs Near Ramp The stair railings vary in height from 32" to 33" a.f.f. to the top of the railings, which is too low.	505.4	27.4.2	Modify/adjust the railings so they are 34" to 38" a.f.f. to the top of the railing.	1	2	I	\$250
The railings lack extensions at the top and bottom of the stairs.	505.10	27.4.3	Provide top extensions that are 12" in length and parallel to the floor and bottom extensions that are the slope distance of one tread then 12" parallel to the floor.	1	2	I	Up to \$250
The stair tread nosings project ¼" to 1" and are unbeveled.	504.5	27.3	Modify the underside of the stair tread nosings to reduce the projection to no more than ¼".	1	2	I	\$150
Stairs to Deck The stair railings vary in height from 40" to 41" a.f.f. near the top of the stairs, which is too high.	505.4	27.4.2	Modify/adjust the railings so they are 34" to 38" a.f.f. to the top of the railing.	1	2		\$250
The railings lack extensions at the top and bottom of the stairs.	505.10	27.4.3	Provide top extensions that are 12" in length and parallel to the floor and bottom extensions that are the slope distance of one tread then 12" parallel to the floor.	1	2	I	Up to \$250
The stair tread nosings project up to 1" and are unbeveled. See Photos Golf Club House 3 and 4.	504.5	27.3	Modify the underside of the stair tread nosings to reduce the projection to no more than ¼".	1	2	I	\$150
Door Threshold at Deck The door threshold at the deck into the Golf Club House has a 1" threshold that is not beveled. See Photo Golf Club House 5.	404.2.5	26.10	Modify the threshold so that it is beveled with a no greater than 1:2 slope.	1	2	I	\$150
Bar Counter and Tables The "low" food/beverage service counter at the bar is 40" a.f.f., which is 6" too high.	904.5	17.6	Modify the existing counter or provide an additional 36" long counter at a height of 34" a.f.f.	2	2	N	Up to \$350
The tables (4) in the lounge area provide only 26 ½" of knee clearance.	306.3	35.5	Modify one table at the base to achieve the minimum required 27" knee clearance.	2	2	N	\$50

Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> club rental room storage room office office closet basement door The following interior door has tactile signage not on the latch side of the door: <ul style="list-style-type: none"> non-accessible bathroom The following interior door has tactile signage not on the latch side of the door that is too low: <ul style="list-style-type: none"> accessible bathroom (58" a.f.f. o.c.) The non-accessible "unisex" bathroom has tactile signage noting it as a "men's bathroom". See Photo Golf Club House 6.	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Replace the "men's bathroom" tactile designation signage with "unisex bathroom" tactile designation signage.	2, 3	2	I	Up to \$600+
Door Hardware The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> non-accessible bathroom club rental room storage room office office closet basement door See Photo Golf Club House 6.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	2, 3	2	I	Up to \$900+
Door Clear Widths The club rental room doorway provides only 31" of clear width. The storage room/closet in the office provides only 30" of doorway clear width. A minimum 32" doorway clear width is required.	404.2	26.5	Seek a variance for the club rental room doorway Remove the door of the office closet if required as a reasonable accommodation request.	2 4	1 2	L L	\$0 \$0
Accessible Bathroom The towel dispenser is 5" too high and the soap dispenser is 3½" too high.	308.2 308.3	30.12	Lower the dispensers to 42" a.f.f.	3	2	I	\$0
The side grab bar is ¼" too high. (<i>Note: No tolerances are allowed for dimensions within a range.</i>)	609.4	30.8	Lower the grab bar such that the top of the gripping surface is 33" to 36" a.f.f.	3	2	I	\$0
The water closet is 16¼" o.c. to the near side wall, which is 1¼" too close.	604.2	30.7.2	Relocate the water closet so that it is 18" o.c. to the near side wall.	3	3	N	Up to \$750+
The pedestal-style toilet paper dispenser is located on the floor in front of the water closet which restricts clear width and maneuverability. See Photos Golf Club House 7 and 8.	604.7	30.7.6	Provide a wall mounted toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be a at least 1½" clearance below the grab bar to the nearest object or fixture and the dispenser cannot be located over the grab bars.</i>	3	2	I	Up to \$100

Total \$5,050+

Golf Club House Accessibility Assessment Photos



Photo Golf Club House 1



Photo Golf Club House 2



Photo Golf Club House 3



Photo Golf Club House 4



Photo Golf Club House 5



Photo Golf Club House 6



Photo Golf Club House 7



Photo Golf Club House 8

HISTORICAL SOCIETY MUSEUM

Function and Description of Facility and Programs: Located in the historic 1860s Flagg School House, the Southborough Historical Society maintains its historical archives as well as a gallery meeting space showcasing documents, items and artifacts from the almost 300-year history of Southborough. Although currently closed due to Covid-19, meetings of the town's historical commission and other public events have been held in the Historical Society Museum.



Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: The “apparent” accessible parking lacks signage. The accessible route of travel to the front entrance has a 2” abrupt change in level surface due to a raised water cover. There is a ½” to 1” abrupt change in level surface at the door entry threshold. There is a roughly 2” abrupt change in level surface at the transition from asphalt to concrete at the side egress stairs. The stairs have non-compliant railings which also lack bottom extensions. The large meeting table lacks knee clearance. Interior doors lack tactile designation signage. There is insufficient door pull clearance from the large meeting room due to furniture placement. Interior accessible clear widths of 36” are not consistently maintained. The bathroom has a number of non-compliant items including sink piping that is not fully wrapped, a towel dispenser that is too high, a mirror that is too high, an improperly mounted toilet paper dispenser, a water closet that is too close to the rear and front walls, and a flush control that is on the wrong side of the water closet. In addition, items stored and placed on display in the bathroom restrict maneuverability and reduce the required clear widths.

Historical Society Museum Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There is no signage at the apparent designated accessible parking. See Photo Museum 1.	502.6	23.6	Provide signage at a minimum of 60" high at the bottom of the sign (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. The space should also be designated as van accessible.	1	2	I	\$50
Accessible Route to Museum There is an abrupt change in level surface of up to 2" due to a water cover in the accessible route to the building. There is a 2" abrupt change in level surface from the concrete to the asphalt at the egress stairs. The main entrance door has a ½" to 1" unbeveled threshold. See Photos Museum 2 and 3	403 404.2.5	22 26.10	Modify the accessible route so that there are no greater than a ¼" abrupt change in level surface along the entirety of the walkway with running slopes of no more than 5% and cross slopes of no more than 2%. Modify the threshold such that it is no greater than ½" high with a no greater than 1:2 slope.	1 1	3 2	N N	Up to \$500 Up to \$250
Egress Stairs The stairs have non-compliant rectangular railings that lack bottom extensions. See Photo Museum 3.	505	27	The railings must be replaced so that they are circular or oval in x-section with an outside diameter of 1½" to 2". The railings must extend 12" parallel to the floor at the top and the slope distance of one tread then 12" parallel to the ground at the bottom with a height of 34" – 38" a.f.f. to the top of the handrail.	4	2	N	Up to \$350
Signage Three interior doors (including the bathroom) lack tactile designation signage.	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$300
Table The large table in the meeting room provides only 25¼" knee clearance, which is 1¼" too low.	306.3	35.5	Raise or "block" the table to achieve the minimum table height of 28" to 34" a.f.f. with at least 27" a.f.f. of knee clearance with 19" depth and 30" clear width.	2	2	I	\$25
Door Maneuverability The door pull from the large meeting room has less than the required 18" of maneuvering clearance on the latch pull side of the door due to a table and lamp. See Photo Museum 4.	404.2.4	26.6	There should be a minimum of 18" clearance on the latch pull side of the door for maneuverability. Remove the table and lamp.	2	1	I	\$0
Interior Accessible Route of Travel Due to the placement of furniture and storage, a clear width of at least 36" throughout the museum is not maintained.	403.5	20.3	Rearrange and/or remove furniture and storage items to achieve a minimum of 36" clear width. <i>Exception: A reduction of 32" for a distance of no more than 24" is allowed under the 2010 ADA Standards.</i>	2	1	I	\$0

Bathroom							
The sink piping is not fully wrapped.	606.5	30.9.5	Wrap, guard, or insulate the piping.	3	2	I	\$50
The paper towel dispenser is 5" too high.	308.2 308.3	30.12	Lower the dispenser so that it is no more than 42" a.f.f.	3	2	I	\$0
The mirror is 9" too high.	603.3	30.11	Lower the mirror so that it is no more than 40" a.f.f. to the bottom of the reflecting surface.	3	2	I	\$0
The water closet flush control is on the wrong side.	604.6	30.7.5	Replace the water tank or the water closet in entirety so the flush control is on the wide or approach side.	3	3	N	\$125 to \$350
The toilet paper dispenser is behind the water closet and is located over the grab bars.	604.7	30.7.6 30.8.5	Relocate the dispenser. The dispenser s/b 7" minimum and 9" maximum in front of the water closets measured to the centerline of the dispenser and at least 24" a.f.f. The dispenser cannot be located over the grab bars.	3	2	I	\$0
The water closet is 2" too close to the near wall and 1½" too close to the wall in front of the water closet.	604.2 604.3	30.7.2	Relocate the water closet so it is 18" o.c. from the near wall. Seek a variance from the required 42" front wall setback.	3	3	N	Up to \$750+
Items stored and placed on display in the bathroom, including under the sink, restrict maneuverability and reduce clearances to less than the required minimum.	604 305	30	Remove storage and display items.	3	1	I	\$0
See Photos Museum 5 and 6.							

Total up to \$2,625+

Historical Society Museum Accessibility Assessment Photos



Photo Museum 1



Photo Museum 2



Photo Museum 3



Photo Museum 4



Photo Museum 5



Photo Museum 6

PUBLIC SAFETY COMPLEX

Description of Facility and Programs: The Southborough Public Safety Complex, which was completed in 2019, houses Police, Fire, and Dispatch services for the town of Southborough. The building is a 2-level masonry structure with the main level housing dispatch, meeting space, offices, apparatus bays, holding cells, and other spaces – some, but not all, are open to the public. The 2nd level is not open to the public and contains the fire day room and bunks, police lockers, a workout room, offices, and related areas. An elevator does provide vertical access to all levels.

The Police Department currently employs 15 sworn Officers of all ranks. There are 25 employees in total (sworn and professional staff) consisting of 1 Chief, 1 Lieutenant, 4 Sergeants, 1 Detective, and 9 Patrol Officers.

The Fire Department is a combination department made up of a staff of 20 career firefighters and 6 on-call firefighters. The department provides both fire and EMS service at the paramedic level.



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access: The Public Safety Building is substantially accessible compliant with relatively minor areas of non-compliance. Exterior and interior doors with closers have operating forces and closing speeds that do not comply with the standards under 521 CMR or the 2010 ADA Standards. Some interior doors lack tactile designation signage and some of the signs are not at the correct height. Coat hooks/racks are too high. The exit from the Fire Administrative area (Door #139) to the front lobby and the 2 public area bathrooms have abrupt

changes in level surface of ½" at the doorway thresholds. The bathrooms have minor areas of non-compliance relating to heights and setback requirements.

Garage/Apparatus Area. These areas are limited to public safety personnel with no public access. As no public access is allowed to these areas, and there are no apparent areas of accessibility non-compliance, no further action or modifications are required at the present time.

Level 2 Common Areas. The doors to the stairwells have glass panes that are up to 19" too high. The stairwell doors would not be used by wheelchair users as part of an accessible route. The administrative counter near Room #208 is 7¼" too high. The counter is adjustable and can easily be lowered if required. As these areas are not open to the public, no further action or modifications are required. Modifications would only be necessary if these areas were made open to the public or as an employee reasonable accommodation request.

Dispatch Lockers. None of the lockers in the dispatch area have shelving and coat hooks within reach range. Lockers (minimum of one) would need to be modified to meet the minimum 48" reach range requirement as may be required in the future as a reasonable accommodation request.

Firefighter/EMS Bathrooms, Kitchen, Bunk Rooms, and Dayroom. These areas are closed to the public and limited to firefighters and emergency medical personnel, who must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. The accessible bathroom has 2 minor areas of non-compliance relating to the door operating force/closing speed and the height of the coat hook. The Dayroom kitchen area, which has commercial grade equipment, does not meet counter height and knee clearance requirements and has dispensers that are too high. As no public access is allowed to these areas, no further action or modifications are required. Modifications would only be necessary if these areas were made open to the public or as an employee reasonable accommodation request.

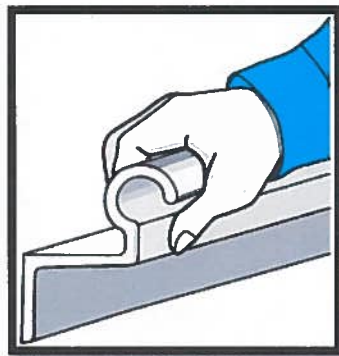
Police Lockers, Bathrooms, and Showers. These areas are limited to police personnel, who must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. The accessible bathrooms have minor areas of non-compliance relating to door operating force/closing speed, height of the coat hooks, and location of the toilet paper dispensers. As no public access is allowed to these areas, no further action or modifications are required. Modifications would only be necessary if these areas were made open to the public or as an employee reasonable accommodation request.

Commentary on Holding Cells:

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

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

Both the 2010 ADA Standards (S. 604.5 Exception #3) 521 CMR (S. 15.8) provide exceptions for the requirement of grab bars in cells that are specifically designed without protrusions for purposes of suicide prevention. However, in recent years grab bars have been designed so they do not increase suicide risk. As shown, there are several ways for grab bars to be designed with adequate gripping surfaces, while ensuring that nothing can be tied onto them (see below). Consideration should be given (not required) to installing suicide proof grab bars in one of the accessible cells (all 3 holding cells meet accessibility requirements) as feasible and as may be required in the future.



Public Safety Complex Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Exterior and Interior Doors Exterior and interior doors with closers, including the chair lift doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and interior door (5 lbs.) and the minimum closing speed requirement of 6 seconds under 521 CMR. Operating forces vary up to 20 lbs. and closing speeds are as quick as 4 seconds.	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 15 lbs for an exterior door and 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 2, 3	2	N	Up to \$250
Door Signage Tactile designation signage is not provided at the following locations:	703	41.1	Install or relocate accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and	2	2	I	\$150

<ul style="list-style-type: none"> Hallway door to police quarters by dispatch <p>In addition, the following tactile designation signage is at the incorrect height:</p> <ul style="list-style-type: none"> Room #138 is 2" too low at 58" o.c. a.f.f. <p>See Photo Public Safety 1.</p>			proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).				
<p>Meeting Room (# 105) Coat Rack</p> <p>The meeting room coat rack exceeds the maximum reach range under the 2010 ADA Standards by 6".</p> <p>See Photo Public Safety 2.</p>	308.2 308.3	6.5 6.6	Provide 2 to 4 wall mounted coat hooks at a height of no more than 48" a.f.f.	4	2	I	\$25
<p>Level 1 Doorway Thresholds</p> <p>Doorways to the following areas have unbeveled abrupt changes in level surface of 1/4":</p> <ul style="list-style-type: none"> Bathroom across from Room #105 Bathroom across from the drinking fountain Fire administrative office (Room #139) to lobby <p>See Photo Public Safety 3.</p>	404.2	26.10	Modify the thresholds so that the maximum change in level surface is no more than 1/4" with no more than 1:2 slope.	2, 3	2	N	\$350
<p>Bathrooms</p> <p><u>L1 Hallway (2), L1 Police (2), L1 Dispatch (1), L1 Fire (1), L2 Police (2)</u></p> <p>The towel dispensers are 12" too high.</p> <p>308.2 308.3</p> <p>30.12</p> <p>Lower the dispensers to a height of no more than 42" a.f.f.</p> <p>3</p> <p>2</p> <p>I</p> <p>\$0</p> <p><u>L1 Hallway (2), L1 Police (2), L2 Police (2)</u></p> <p>The toilet paper dispensers are 1" too low.</p> <p>604.7</p> <p>30.7.6</p> <p>Raise the dispensers to a height of 24" a.f.f.</p> <p>3</p> <p>2</p> <p>I</p> <p>\$0</p> <p><u>L1 Fire (1) and L2 Police (near #210)</u></p> <p>The toilet paper dispensers are 1" to 2" too close to the front of the water closet.</p> <p>604.7</p> <p>30.7.6</p> <p>Relocate the dispensers so they are 7" minimum to 9" maximum in front of the water closet measured to the centerline of the dispenser.</p> <p>3</p> <p>2</p> <p>I</p> <p>\$0</p> <p><u>L1 Hallway (across from drinking fountain) and L1 Police (across #134)</u></p> <p>The water closets are 3/4" to 1" too far from the nearest side wall.</p> <p>604.2</p> <p>30.7.2</p> <p>Relocate the water closets so they are 18" o.c. from the nearest sidewall.</p> <p>3</p> <p>3</p> <p>N</p> <p>Up to \$1,000</p> <p><u>L1 Police (across #134)</u></p> <p>The water closet seat is 1/2" too low.</p> <p>604.4</p> <p>30.7.3</p> <p>Replace the existing seat with a raised seat so that the top of the seat is 17" to 19" a.f.f.</p> <p>3</p> <p>2</p> <p>I</p> <p>\$50</p> <p><u>Dispatch</u></p> <p>The soap dispenser is 4 1/2" too high.</p> <p>308.2 308.3</p> <p>30.12</p> <p>Lower the dispenser to a height of no more than 42" a.f.f.</p> <p>3</p> <p>2</p> <p>I</p> <p>\$0</p> <p>The telephone is located over the grab bars.</p> <p>604</p> <p>30</p> <p>Relocate the phone closer to the wall corner or below the grab bar so it is not over the grab bars.</p> <p>3</p> <p>3</p> <p>N</p> <p>Up to \$150</p> <p>See Photo Public Safety 4.</p>							

Up to \$1,975+

Public Safety Accessibility Assessment Photos



Photo Public Safety 1



Photo Public Safety 2



Photo Public Safety 3

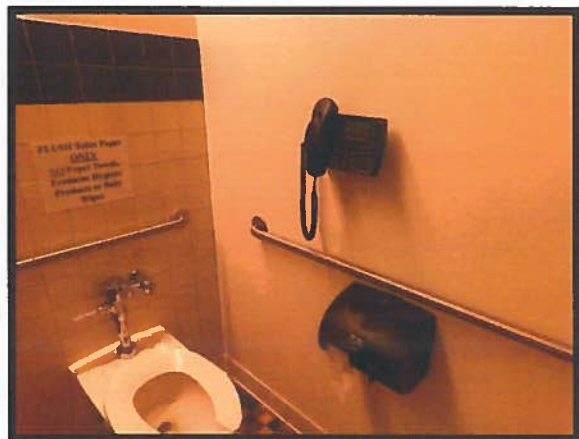


Photo Public Safety 4

SOUTH UNION BUILDING

Description of Facility and Programs: The South Union Building is a 2 level masonry building with a partially finished basement. The building is on the National Register of Historic Places and was partially restored in 2008-2010. The basement level houses a pottery studio and general storage; the 1st level house the Recreation Department, Youth and Family Services, and bathrooms; the 2nd level houses a recreation room and a meeting room.



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access:

General and Common Areas

The lower exterior stairs are deteriorated with abrupt changes in levels surface and have railings that are not located on both sides of the stairs, lack extensions, and have non-compliant heights. The exterior doorbells to both the Recreation Department and Youth and Family Services are too high. An exterior picnic table is not on an accessible route of travel and lacks knee depth. The designated accessible parking signage is too low and neither space is designated as van accessible. Interior doors lack tactile designation signage with some also having non-compliant knob style hardware. Some doors have glass door panes that are too high. Doors with closers have excessive operating forces and close too fast. Interior stairs have railings that are not continuous and don't extend at the top and bottom. The stairs to the basement have varying and not consistent riser heights.

Level 1

The meeting room coat hooks are too high. The kitchenette has dispensers that are too high. The drinking fountain is not "high-low". The bathroom wall mounted signs serve as protruding objects. The bathrooms have a number of areas of non-compliance including dispensers that are too high, metered faucets that exceed the maximum operating force and close too quickly, stall doors that do not fully self-close and lack pull devices, coat hooks that are too high, toilet paper dispensers that are too low and too close to the water closet, grab bars that are too low, and a water closet that is too far from the nearest side wall.

Level 2

The coat hooks in the stairwell are too high. The meeting room tables lack sufficient knee clearance. The shelf in the meeting room is a protruding object. The kitchenette sink/counter is too high and lacks knee clearance. A number of doorways lack the minimum required clear width.

Basement Level

The tables lack sufficient knee clearance. The sink lacks knee clearance and is too high. The dispensers at the sink are too high and are obstructed. There is insufficient maneuverability and clear width at the sink. Coat hooks are too high.

South Union Building Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Exterior							
Parking The designated accessible parking signage is 21½" to 23½" too low. Neither space is designated as van accessible. See Photo South Union 1.	502.6	23.6	Signage s/b raised so that the bottom of the signs are at least 60" a.f.f. and the top no more than 96" a.f.f. The 9' wide space with the 9' wide access aisle closest to the accessible route of travel to the accessible entrance should be noted as van accessible.	1	2	I	\$25
Picnic Table The side picnic table is not on an accessible route of travel and does not provide adequate knee clearance and depth. See Photo South Union 2.	226.1 902	19	At least 5% or at least one table must be accessible. Purchase 1 accessible picnic table and locate on an accessible route of travel. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	N	\$750
Exterior Front Lower Level Stairs There is only one middle railing for each staircase. The railing on the right varies in height up to 41" a.f.f. to the top of the railing and on the left between 30" to 34" a.f.f. to the top of the railing. There are no top and bottom railing extensions. The stairs are severely deteriorated creating an uneven and unstable surface. See Photo South Union 3.	505.2 505.3 505.4 505.10 504.2 504.3	27.4.1 27.4.2 27.4.3 27.2	Replace the existing railings with continuous stair railings on both sides of the stairs that are between 34" – 38" a.f.f. to the top of the railing, circular or oval in x-section, 1½" – 2" in outside diameter, and with extensions at the top (12" parallel to the ground) and bottom (slope distance of one tread then 12" parallel to the ground). Modify/repair stairs so they are level, even, and stable.	1 1	3 3	N N	Up to \$8,500 Up to \$7,500
Door Buzzers The door buzzers for Youth and Family Services and the Recreation Department at the accessible entrance are 3½" to 4" too high under the 2010 ADA Standards. See Photo South Union 4.	308.2 308.3	6.5 6.6	Lower the door buzzers so they are no more than 48" a.f.f.	1	3	I	Up to \$500

Level 1							
Door Operating Force/Closing Speed The entry/egress and interior doors with closers (including bathrooms) do not comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed of 6 seconds. Operating forces vary from 11 to 23 lbs. with closing speeds from 3 to 5 seconds. The following doors are in non-compliance: Entry/egress doors (2), Rooms 4 – 8, interior stairwell doors (2), lobby door, bathrooms (2)	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	1, 2, 3	2	I	\$0 to \$250
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> Lobby door Rooms 4 – 8 Recreation closets (2) Meeting room from recreation Bathroom by recreation See Photo South Union 5.	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$1,000+
Door Hardware The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> Recreation closets (2) Meeting room from recreation See Photo South Union 5.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	2	2	I	Up to \$450+
Doors with Glass Panes The following have doors with glass panes which exceed the maximum viewing height of 43" and are not blocked or frosted: <ul style="list-style-type: none"> Entry door (51" a.f.f.) Room #5 (48" a.f.f.) Exits (2) to stairs (48" a.f.f.) Recreation main door (48" a.f.f.) Room #2 (48" a.f.f.) Room #3 (48" a.f.f.) See Photo South Union 6.	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted similar to Room #4.	2	2	N	\$0
Drinking Fountain The drinking fountain is not a "high - "low" fountain and provides only 26" of knee clearance.	211	36.1.1	Option #1 – Discontinue use of the existing drinking fountain. Option #2 – remove the existing drinking fountain and replace with a "hi-low" drinking fountain. The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f.	4	3	N	\$0 to \$2,500

			Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).				
Protruding Objects <ul style="list-style-type: none"> Wall mounted bathroom signs (2) at 70¼" and 70½" a.f.f. and protruding 9". <p>Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80".</p> <p>See Photo South Union 7.</p>	307.2	20.6.1	Remove signs.	2, 3	2	I	\$0
Meeting Room Coat Hooks The meeting room coat hooks exceed the maximum reach range under the 2010 ADA Standards by 18".	308.2 308.3	6.5 6.6	Provide one wall mounted coat hook at a height of no more than 48" a.f.f.	4	2	I	\$10
Kitchenette The towel dispenser is 5" too high.	308.2 308.3	6.5 6.6	Lower the dispenser to no more than 48" a.f.f.	4	2	I	\$0
A cart restricts the clear width to the meeting room to only 21½".	403.5	20.3	Remove the cart to maintain a 36" wide clear width.	2	1	I	\$0
Recreation Department Counter The counter is 40¼" a.f.f., which is 4½" too high.	904.4	7.2	The counter is adjustable. Lower the existing counter to no more than 36" high a.f.f.	2	2	I	\$0
Stairs The interior railings are not continuous.	505.3	27.4.1	Modify the interior railings so they are continuous.	2	3	N	Up to \$1,000
The railings do not extend at the bottom (basement level).	505.10.3	27.4.3	Modify the railings so they extend the slope distance of one tread then 12" parallel to the floor.	2	3	N	Up to \$1,000
The stair risers to the basement are not uniform as they vary from 7" to 8" in height. Risers must be uniform and no more than 7" in height under the 2010 ADA Standards.	504.2	27.2	Due to the excessive cost of modifying the stairs vs. the benefit gained, it is recommended that a variance be sought to keep the stairs as they currently exist.	2	1	N	\$0
See Photo South Union 8.							
Bathrooms Bathroom Near YFS The towel dispenser is 7" too high.	308.2 308.3	30.12	Lower the dispenser to no more than 42" a.f.f.	3	2	I	\$0
The metered faucets have excessive operating forces with one faucet not staying open for at least 10 seconds.	309 606.4	30.9.6	Adjust/modify the faucets so they require no more than 5 lbs. of operating force and stay open for at least 10 seconds.	3	3	I	\$150
The stall door is not fully self-closing, lacks interior and exterior pull devices, has a coat hook that is 6" too high, and	604.8 308.2 308.3	30.6	Modify the stall door so that it swings out, self closes, has pull devices on both sides of the door, and has a coat hook that is no more than 48" a.f.f.	3	2	I	Up to \$250

has a door that opens into the stall.							
The toilet paper dispenser is 2½" too low and 4" too close to the front of the water closet.	604.7	30.7.6	Relocate the toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f.	3	2	I	\$0
The side grab bar is ¼" too low.	609.4	30.8.2	Raise the grab bar so it is 33" – 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
<u>Bathroom Near Recreation</u>							
The towel dispenser is 7" too high.	308.2 308.3	30.12	Lower the dispenser to no more than 42" a.f.f.	3	2	I	\$0
The metered faucets have excessive operating forces with one faucet not staying open for at least 10 seconds.	309 606.4	30.9.6	Adjust/modify the faucets so they require no more than 5 lbs. of operating force and stay open for at least 10 seconds.	3	3	I	\$150
The stall door is not fully self-closing, lacks interior and exterior pull devices, has a coat hook that is 6" too high, and has a door that opens into the stall.	604.8 308.2 308.3	30.6	Modify the stall door so that it swings out, self closes, has pull devices on both sides of the door, and has a coat hook that is no more than 48" a.f.f.	3	2	I	Up to \$250
The toilet paper dispenser is 3" too low.	604.7	30.7.6	Raise the toilet paper dispenser so it is at least 24" a.f.f.	3	2	I	\$0
The side grab bar is ¼" too low.	609.4	30.8.2	Raise the grab bar so it is 33" – 36" a.f.f. to the top of the gripping surface.	3	2	I	\$0
The water closet is 1¼" too far from the nearest side wall.	604.2	30.7.2	Modify/relocate the water closet so it is 18" o.c. to the nearest side wall.	3	3	N	Up to \$750
The urinal has only 28" clear width between shields, which is too narrow and the approach to the urinal is restricted to 27" to 30" due to a chair.	305.3	30.10.2 6.3	Option 1: Modify the urinal and water closet shields to achieve the minimum required 29" clearance between shields. Remove the chair for a minimum 30" wide forward approach.	3	2	N	Up to \$500
See Photos South Union 9 and 10.			Option 2: Remove the urinal and convert the bathroom into a single user stall.	3	3	N	\$250
Level 2							
<u>Door Signage</u> The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> Bathroom (not in service) Door to active recreation room Kitchenette Storage (2) Meeting room (2) In addition, the interior signage to the stairs is 58" a.f.f. o.c., which is 2" too low.	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f. to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Raise the stairwell signage as per above.	2	2	I	Up to \$700+
<u>Door Hardware</u> The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> Closet storage door in recreation room 	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	4	2	I	\$150+
<u>Door Operating Force/Closing Speed</u> The stairwell doors (2) do not comply	404.2.8	26.8	Adjust door closers such that the push/pull force does	2	2	I	\$0

with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed of 6 seconds. Operating forces vary from 11 to 13 lbs. with closing speeds from 3 to 4 seconds.	404.2.9	26.9	not exceed 5 lbs. for an interior door with door closing speeds of at least 6 seconds.				
Doors with Glass Panes The stairwell doors exceed the maximum viewing height of 43" with glass panes that are 48" a.f.f. and are not blocked or frosted:	404.2.11	NA	Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted.	2	2	N	\$0
Switches The fan switch in the recreation room exceeds the maximum reach range under the 2010 ADA Standards.	308.2 308.3	6.5 6.6	Lower the switch to a height of no more than 48" a.f.f.	4	3	N	Up to \$350
Meeting Room Tables The 13 meeting room tables all provide only 24 1/4" knee clearance due to metal bracing. See Photo South Union 11.	226 306.3 902.3	35	Provide at least one table that has a minimum table height of 28" to 34" a.f.f. with at least 27" a.f.f. of knee clearance and 30" clear width.	2	1	I	Up to \$250
Protruding Objects <ul style="list-style-type: none"> Meeting room shelf (12 1/4" protrusion at 60" a.f.f.) Protruding objects extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical headroom clearance reduced to less than 80". See Photo South Union 12.	307.2	20.6.1	Place a fixed object on the floor below the shelf.	2	1	I	\$0
Door Clear Widths The following doorways do not provide the minimum required 32" clear width: <ul style="list-style-type: none"> Kitchen (30") Storage next to kitchen (30") Stairs near closed bathroom (29" due to gate) Side entrance to meeting room (28" to 29") See Photo South Union 13.	404.2	26.5	Kitchen – remove door. Storage – employee only, address only as a reasonable accommodation if required. Stairs – remove gate. Side entrance – maintain as egress only, and seek variance only if required.	2	1,2	I	\$0
Kitchen/Sink Counter The counter/sink is too high and does not provide knee clearance. See Photo South Union 14.	804.4 306.3 606.3	32	Modify the counter/sink so that it is no more than 34" a.f.f. to the top of the counter/sink and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.	3	3	L	Up to \$1,500
Basement							
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> Room 5B Room 4B 	703	41.1	Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under	2	2	I	Up to \$500+

<ul style="list-style-type: none"> Room 3B Room 2B Door to stairs <p>In addition, the door to the stairs with signage, has the signage at a height that is 1½" too low.</p>			<p>521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).</p> <p>Lower the signage at the stairs as per above.</p>				
<p>Door Hardware</p> <p>The following interior doors have non-compliant knob style hardware:</p> <ul style="list-style-type: none"> Room 3B Room 2B Room 1B 	404.2	26.11	<p>Install lever-style or similar accessible compliant hardware on the interior doors.</p> <p><i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i></p>	2	2	I	\$450+
<p>Door Clear Widths and Thresholds</p> <p>The following doorway does not provide the minimum required 32" clear width:</p> <ul style="list-style-type: none"> Room 4B (29") <p>The following doorway has an abrupt change in level surface of 2 ½" to access the room:</p> <ul style="list-style-type: none"> Room 2B 	404.2.3	26.5	As both of these areas are not open to the public, no further action is required unless necessitated by a reasonable accommodation request.	4	1	L	\$0
	404.2.5	26.10					
<p>Door Operating Force/Closing Speed</p> <p>The stairwell doors (2) do not comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed of 6 seconds. Operating forces vary from 14 to 20 lbs. with closing speeds from 2 to 3 seconds.</p>	404.2.8 404.2.9	26.8 26.9	Adjust door closers such that the push/pull force does not exceed 5 lbs. for an interior door with door closing speeds of at least 6 seconds.	2	2	I	\$0
<p>Doors with Glass Panes</p> <p>The stairwell doors exceed the maximum viewing height of 43" with glass panes that are 48" a.f.f. and are not blocked or frosted:</p>	404.2.11	NA	<p>Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f.</p> <p>Rather than modify the doors to lower the viewing area to comply with the maximum height restriction, the panes should be blocked or frosted.</p>	2	2	N	\$0
<p>Coat Hooks</p> <p>The coat hooks exceed the maximum reach range under the 2010 ADA Standards by 18".</p>	308.2 308.3	6.5 6.6	Provide at least one coat hook at a height of no more than 48" a.f.f.	4	2	I	\$5
<p>Meeting Room Tables</p> <p>The 4 craft activity tables all provide only 24" knee clearance.</p> <p>See Photo South Union 15.</p>	226 306.3 902.3	35	Provide at least one table that has a minimum table height of 28" to 34" a.f.f. with at least 27" a.f.f. of knee clearance and 30" clear width.	2	1	I	Up to \$250
<p>Craft Sink</p> <p>The top of the sink is 4½" too high and does not provide knee clearance. There is no maneuverability in front of the sink.</p> <p>The towel dispenser is 4½" too high and is blocked by obstructions below the dispenser.</p> <p>See Photo South Union 16.</p>	804.4 306.3 403.5	32 20.3	Modify/replace the sink so that it is no more than 34" a.f.f. to the top of the sink and there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping.	3	3	L	Up to \$3,500+
	308.2 308.3	6.5 6.6	Lower the towel dispenser and remove any obstructions in front of it.	2	2	N	\$0

Total \$33,440+

South Union Building Accessibility Assessment Photos



Photo South Union 1



Photo South Union 2



Photo South Union 3



Photo South Union 4



Photo South Union 5



Photo South Union 6



Photo South Union 7



Photo South Union 8

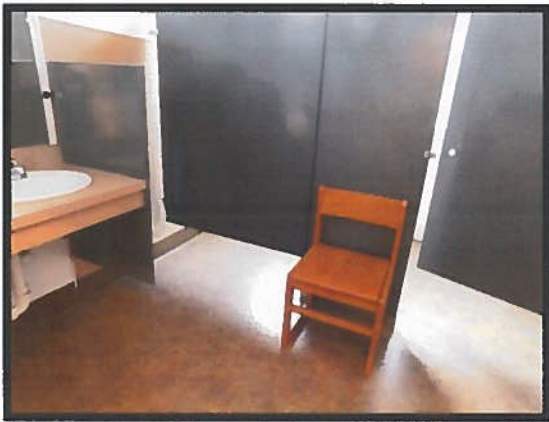


Photo South Union 9



Photo South Union 10



Photo South Union 11



Photo South Union 12



Photo South Union 13



Photo South Union 14

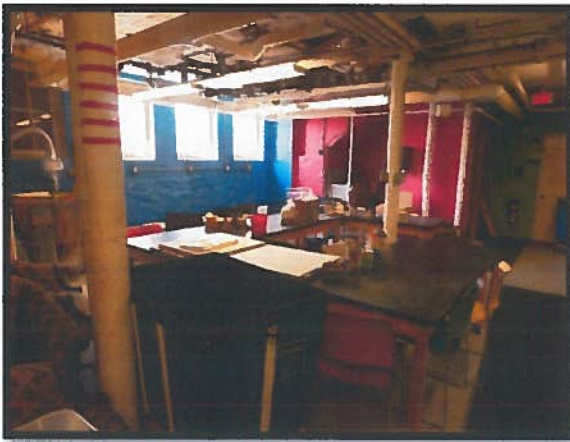


Photo South Union 15

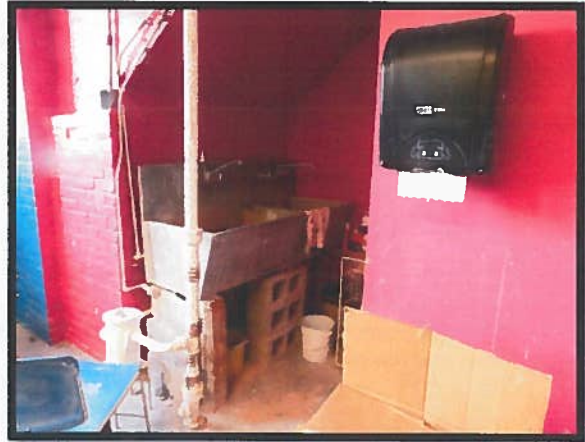


Photo South Union 16

SOUTHBOROUGH TRANSFER STATION

Function and Description of Facility and Programs: The transfer station is open to the public 4 days per week for a total of roughly 40 hours. The facility consists of an “employee only” office at the trash compactor, an “employee only” office at the recycling location, 2 “swap buildings”, storage buildings, and various roll-off containers and bins for disposal or donation of items. No cash transactions or issuing of permits occurs at the transfer station with all such activity conducted by mail, on line, or at the DPW main office.



Responsible Party: Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access:

The “swap building” farthest from the office has running slope of 5.5% to 6.2% which exceeds that allowed without railings. According to staff, the garage door to the buildings are kept open when the transfer station is open to the public. Interior clear widths of 36” should be regularly maintained throughout the building. Left items, fixtures, furniture, etc. should be re-arranged as feasible to maintain the minimum required clear width. There are no designated accessible parking spaces near the “swap buildings”. The designated accessible parking near recycling lacks signage. [See Photos Transfer 1, 2, and 3.](#)

The 2 “employee only” buildings lacks access due to a 3” to 7” abrupt changes in level surface into the building. The office at the trash compactor also has internal abrupt changes in level surface. Both buildings have non-compliant knob-style hardware with the office near the recycling area having a screen door that has hardware requiring pinching and twisting of the wrist. The landing at the recycling office door is also too narrow. [See Photos Transfer 4, 5, and 6.](#) As employees must meet certain physical standards to be able to lift and assist transfer station patrons, modifications to these buildings would only be required as a reasonable accommodation.

The various town bins are at a height which meet acceptable reach standards. Those which do not are limited to employee use only or require employee assistance.

The Goodwill Book Drop is 16" too high. The Goodwill Drop Shop has stairs with open risers and non-compliant railings. Although there is no accessible route into the building (stairs only) items can be left at the base of the stairs for employees to put inside. **See Photo Transfer 7.**

The portable toilet is not "ADA compliant". **See Photo Transfer 8.** The use of the portable toilet should be restricted to staff only. If open to the public, the portable toilet must be located on an accessible route of travel, on a level surface (2.0% slopes or less) and fully "ADA compliant". See description of ADA compliant portable toilets under Section IX of this Plan.

It is recommended that uniform signage be provided throughout the facility for those in need of assistance including those with mobility limiting disabilities. The signs should also explain "how" an attendant can be contacted for such assistance to put items in bins or containers. This information should also be posted on the town's website.

Transfer Station Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
<u>Parking</u> There is no designated accessible parking space inclusive of access aisle and signage at the "swap shop" buildings. The sole accessible parking space must also be van accessible.	502	23	Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' width and 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space. The slopes should not exceed 2% in any direction.	1	2	I	\$150
There is no signage at the designated accessible parking near the recycling office.	502.6	23.6	Provide van accessible signage at a minimum of 60" high at the bottom of the sign (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space.	1	2	I	\$75
<u>Swap Buildings</u> The "Swap Building" farthest from the recycling office has an approach running slope of 5.5% to 6.2%, which exceeds that allowed for a walkway.	403.3 405.8	22.3 24.5	Install paired railings (18" – 20" and 34" – 38" a.f.f.) with at least 48" width between the railings and allow for a 60" x 60" level clear space at the entry into the building.	1	2	N	Up to \$1,500
<u>Goodwill Drop Box and Building Drop</u> The Goodwill Book Drop Box opening is 16" too high and not within reach range.	308.2 308.3	6.5 6.6	Request that the Goodwill replace the box with one that has the drop opening no more than 48" a.f.f.	4	1	I	\$0
The stairs have open risers and non-compliant rectangular railings that lack top and bottom extensions.	504.2 504.3 505	27	The railings must be replaced so that they are circular or oval in x-section with an outside diameter of 1½" to 2". The railings must extend 12" parallel to the floor at the top and the slope distance of one tread then 12" parallel to the ground at the bottom with a height of 34" – 38" a.f.f. to the top of the handrail. Modify the stairs to close in the risers.	2	2	I	Up to \$750

Total up to \$2,475+

Transfer Station Accessibility Assessment Photos



Photo Transfer 1



Photo Transfer 2



Photo Transfer 3



Photo Transfer 4



Photo Transfer 5



Photo Transfer 6



Photo Transfer 7



Photo Transfer 8

CEMETERY ADMINISTRATION BUILDING

Description of Facility and Programs: The Cemetery Administration Building is a 1-story masonry structure constructed in 1977. The building also has a full basement that is accessed on ground level and used by the Cemetery Division of the Department of Public Works for storage of equipment and as a workshop area. This area is closed to the public. The main level of the building houses the office of the Veteran's Agent. Currently the Veteran's Agent holds regular office hours one afternoon per week and by appointment. The main level also contains another office which is currently used for storage, a large meeting room, a kitchen area, and 2 bathrooms (one accessible).



Responsible Party: Board of Selectmen.

General Description or Obstacle Which Limits Mobility or Access: The building lacks designated accessible parking. There is no level landing at the door entrance. Interior doors lack signage and have knob-style hardware. The kitchen has a sink that is too high, lacks knee clearance, and has insufficient clear width and maneuverability. Protruding objects occur in both hallways. The designated accessible bathroom has a number of areas of non-compliance including dispensers that are too high or improperly mounted, grab bars that are too low with one that is too short, and a water closet that does not meet setback requirements and has an improperly located flush control.

Basement

The door to the stairs to the basement is located in the hallway opposite the Veteran's Agent office. The stairs have abrupt nosings of up to $\frac{3}{4}$ " and only one railing. The existing railing is too wide, not oval or circular in x-section, too low, and lacks extensions. As this area is not intended for public use and is limited to cemetery personnel who must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform, no additional modifications are required at the present time other than hallway doorway hardware and signage. If the current practices and policies

change and current non-public interior spaces are open to the general public or clerical staff are hired to do office work in the building, physical modifications would be required due to public access or as a result of a reasonable accommodation.



Kitchen

Currently the kitchen is not in use other than the refrigerator by cemetery personnel. If the building is put back into full use and the meeting space available for public and private meetings, modifications to the kitchen may be required. The town would have the option of keeping the kitchen closed for use. If the kitchen were put back into service, then substantial modifications would be required including lowering the sink/counter and providing guarded knee clearance. In addition, modifications would be required to allow for minimum clear width and maneuverability. As the kitchen is not in service, no other action is required at the present time.



Cemetery Administration Building Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
<u>Parking</u> There is no designated accessible parking space inclusive of access aisle and signage. The designated accessible parking space must also be van accessible. See Photo Cemetery 1.	502 703.7.2	23	Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with an 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space.	1	3	N	Up to \$3,500

Entrance Level Landing The landing at the door entrance is not level (2.0% slope or less). The running slopes vary from 7.7% to 7.9%.	404	25.2	Modify the front entrance to provide a minimum 5' level landing (no more than 2.0% in all directions).	1	3	N	Up to \$4,500
Door Signage The following interior doors lack tactile accessible signage: <ul style="list-style-type: none"> • Veteran's Agent • Office opposite Veteran' Agent (2) • Door to basement • Storage closet • Bathroom (non-accessible) • Egress (2) • Double doors to meeting room The following interior door has tactile signage on the door and not on the latch side of the door: <ul style="list-style-type: none"> • Unisex accessible bathroom See Photo Cemetery 2.	703	41.1	Install new and/or relocate existing accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Under 521 CMR, signage s/b 60" a.f.f to the centerline of the sign. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).	2, 3	2	I	Up to \$900+
Door Hardware The following interior doors have non-compliant knob style hardware: <ul style="list-style-type: none"> • Veteran's Agent • Office opposite Veteran' Agent (2) • Door to basement • Storage closet • Bathroom (non-accessible) • Egress (2) • Double doors to meeting room • Unisex accessible bathroom See Photo Cemetery 2.	404.2	26.11	Install lever-style or similar accessible compliant hardware on the interior doors. <i>Note: Depending on the door and type/quality of hardware, lever hardware may vary from \$75 to \$275 per unit. The estimate provided is at the mid-range (\$150) for the interior doors.</i>	2, 3	2	I	Up to \$1,500+
Hallway Protruding Objects The following are considered to be protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80": <ul style="list-style-type: none"> • Folding chairs hanging on wall in hallway • First aid box mounted in hallway See Photo Cemetery 3.	307.2	20.6.1	Place fixed objects beneath the chairs and first aid box.	4	1	I	\$0
Unisex Accessible Bathroom The soap and towel dispensers are 6" to 10" too high.	308.2 308.3	30.12	Lower the dispensers to 42" a.f.f.	3	2	I	\$0
There is no coat hook.	308.2 308.3	30.6.1	Install a coat hook at a height of no more than 48" a.f.f.	3	2	I	\$20

The water closet flush control is on the near side and not the far or approach side.	604.6	30.7.5	Replace the water closet or the tank of the water closet with one that has a flush control on the approach or wide side.	3	3	N	\$125 to \$350
The side grab bar is 6" too short	604.5	30.8	Replace the grabs so that both are 42" in length.	3	2	N	\$700
The toilet paper dispenser is too close to the water closet.	604.7	30.7.6	Relocate the toilet paper dispenser so it is a minimum of 7" and a maximum of 9" in front of the water closet measured to the centerline of the dispenser and at least 24" a.f.f. <i>Note: There also must be at least 1½" clearance below the grab bar to the nearest object or fixture.</i>	3	2	I	\$0
The water closet is 22" o.c. to the near side wall, which is 4" too far.	604.2	30.7.2	Relocate the water closet so that it is 18" o.c. to the near side wall.	3	3	N	Up to \$500
See Photo Cemetery 4.							

Total \$11,970+

Cemetery Administration Building Assessment Photos



Photo Cemetery 1



Photo Cemetery 2



Photo Cemetery 3



Photo Cemetery 4

XIII. ACTIVE AND PASSIVE RECREATIONAL FACILITIES ASSESSMENTS

PREFACE

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- **BEALS PRESERVE TRAIL**
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- **FAYVILLE PARK AND PLAYGROUND**
- **9-11 FIELD**
- **TOWN HOUSE PLAYGROUND**
- **LUNBLAD FIELD**
- **TROTTIER TRACK AND FIELD**
- **TROTTIER SOFTBALL FIELD**
- **RICHARDSON TENNIS COURTS**
- **NEARY SOCCER FIELD**
- **NEARY BASEBALL FIELD**
- **NEARY PLAYGROUND**
- **NEARY VOLLEYBALL AND PERFORMANCE STAGE**
- **WOODWARD/CHOATE FIELDS**
- **WOODWARD PLAYGROUND**
- **FINN-MOONEY RECREATION COMPLEX**

PREFACE

Active Recreational Facilities and Public Spaces

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

Passive Recreation and Conservation Areas

Passive recreation and conservation areas are not fully addressed under 521 CMR and the 2010 ADA Standards unless there are developed facilities or services provided at a site. This would include such things as picnic tables, grilling stations, benches, and constructed walkways. If parking is provided and access is available, then parking must also be compliant. An unimproved trail through a wooded area or field would not need to be made "accessible" unless formal construction modifications or improvements were undertaken at that site. In most cases, compliance with 521 CMR and the 2010 ADA Standards in conservation and passive recreation areas, would be technologically infeasible or would result in excessive and unreasonable costs without any substantial benefit to persons with disabilities.

Walkways

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

Playgrounds

Playgrounds standards are new under the 2010 ADA Standards. Although there are changes being discussed under 521 CMR, currently Massachusetts simply requires an accessible route to and around the play area and to the play equipment. The 2010 ADA Standards are much more expansive and incorporates ground-level components, elevated components, component standards and surface types.

Note: There is a difference between "ADA Compliant" and "Fully Accessible". Compliant play structures are generally accessible and are made with the physically disabled in mind. However, fully accessible structures are made specifically for those with disabilities and are typically far more expensive. The language of the ADA makes a distinction between "elevated" and "ground" components. Roughly 25% of a play structure's components must be on the ground level for it to be ADA compliant. A fully accessible structure has roughly 50% of its components as "ground". In a fully accessible play system, every component is wheelchair accessible, including elevated areas achieved through the use of ramps.

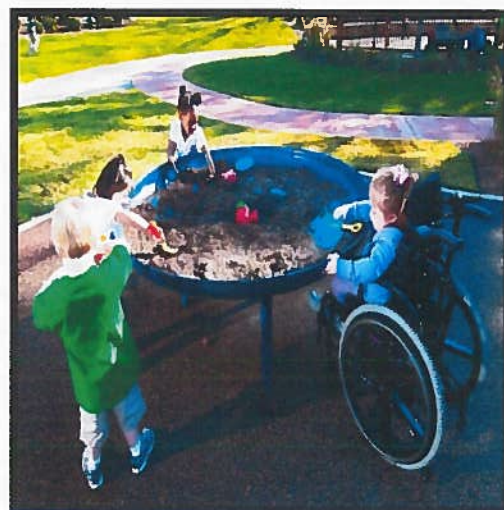
Although the 2010 ADA Standards do not mandate elevated play equipment, if there is elevated play equipment, then accessible ground level equipment must also be provided.

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

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

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

Representative Examples of ADA Compliant and Accessible Playgrounds and Play Components



ASTM F 1951 establishes a uniform means to measure the characteristics of surface systems in order to provide performance specifications to be used when selecting materials for use as an accessible surface

under and around playground equipment (not the accessible route). Surface methods that comply with this standard and are located in the use zone must also comply with ASTM F 1292 for “impact attenuating” to provide a safe fall area around play equipment.

Within a play area that is not part of an accessible route, turning area or use zone, acceptable materials can include loose fill such as pea gravel, sand, and wood chips. Depending on the fall height of a play structure, materials such as pea gravel, sand, wood chips, shredded rubber and engineered wood fiber all provide different levels of impact attenuation.

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

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

Proposed Changes in 521 CMR

59.4 Accessible Routes

An accessible route shall be provided to reach playground equipment and around the perimeter of the playground to play components.

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

Active and Passive Recreational Areas Categories of Assessment

For the purposes of this assessment, Southborough’s active and passive recreation areas are divided into the following four (4) categories:

1. Conservation Areas
2. Passive Recreation Areas
3. Active Recreation Areas
4. School Recreational Facilities

1. Conservation Areas

These properties are either “land locked”; have no improvements and serve solely as wildlife habitat; have minimal improvements such as unimproved trails, serve as flood plain or watershed land; or are off limits to the public. This includes the following sites:

- Breakneck Hill Conservation Area
- Town Forest and Turenne Trails

- Chestnut Hill Farm
- Beals Preserve Trail
- Liberty Estates Field

2. Passive Recreation Areas

These properties have minimal improvements and/or may serve as assembly areas, viewing areas, or green spaces. This includes the following sites:

- Town Common
- Triangle Park

3. Active Recreation Areas

These properties have a variety of formal site amenities which may or may not include parking, benches, picnic tables, improved walkways, playing and/or practice fields, play equipment, basketball courts, tennis courts, bathroom facilities including portable toilets, concession facilities, and other amenities. This includes the following sites:

- Kallander Field
- South Union Street Playground
- Fayville Park and Playground
- 9-11 Field
- Town House Playground

4. School Recreational Facilities

These are school related fields, playgrounds, and related amenities, structures, and buildings. This includes the following sites:

- Lunblad Field
- Trottier Track and Field
- Trottier Softball Field
- Richardson Tennis Courts
- Neary Soccer Field
- Neary Baseball Field
- Neary Playground
- Neary Volleyball and Performance Stage
- Woodward/Choate Fields
- Woodward Playground
- Finn-Mooney Recreation Complex

Active and Passive Recreational Facilities Accessibility Improvements Cost Estimates

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

BREAKNECK HILL CONSERVATION AREA

Description of Facility: A roughly 88 acre passive recreational facility with access and parking off Breakneck Hill Road. There are 2 unimproved parking areas – one primarily for trail use and one adjacent to the community gardens. The area is intended to remain in an undeveloped condition for the benefit of the environment and for public enjoyment.

Responsible Party: Conservation Commission.

General Description or Obstacle Which Limits Mobility or Access:

Trails. There are roughly 3 miles of trails on the site, but none are formally maintained to a standard that would be considered to be an accessible route of travel. The parking for the facility is an unimproved compacted stone dust surface. No signage or striping is provided.



Community Gardens. Parking for the community garden area is an unimproved gravel and dirt surface. No signage or striping is provided. There are no compliant accessible routes of travel to the community gardens or water sources (hoses).



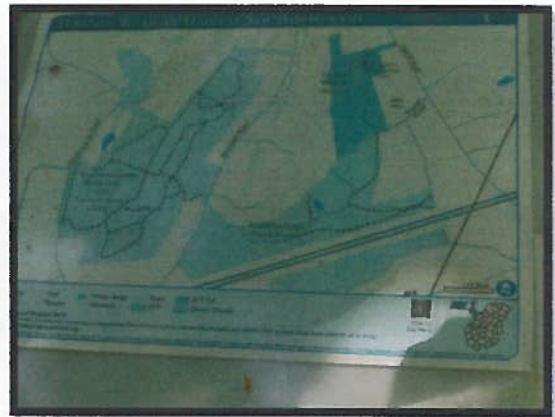
Recommended Action:

Trails. Should the town initiate formal improvements to this property to enhance overall site accessibility and usage, then compliant accessible parking, signage, and limited accessible routes of travel would need to be provided. No action is required at the present time.

Community Gardens. As this site provides a service to Southborough residents, modifications should be made to accommodate those with mobility limiting disabilities. This would include the construction of a van accessible parking space and access aisle with signage, the creation of an accessible route of travel (at least 48" wide; 2.0% max. cross slope; 5.0% max. running slope; firm, stable, slip resistant surface) to the community gardens and at to one water hose. It is also recommended that a raised bed at one of the garden plots be constructed within the 2010 ADA reach range standards for gardening ease of use for a wheelchair user. Raised garden beds are often constructed via volunteer effort and/or as a local youth scouting or 4-H project.

TOWN FOREST AND TURENNE TRAILS

Description of Facility: A large passive recreational facility consisting of trails, woodlands and wildlife habitat area. The area is intended to remain in an undeveloped condition for the benefit of the environment and for public enjoyment.



Responsible Party: Conservation Commission.

General Description or Obstacle Which Limits Mobility or Access: There is rudimentary parking for a few vehicles off Walnut Drive. There are various trails on the site, but none are formally maintained to a standard that would be considered to be an accessible route of travel.

Recommended Action: Should the town initiate formal improvements to this property to enhance overall site accessibility and usage, then compliant accessible parking, signage, and limited accessible routes of travel would need to be provided. No action is required at the present time.

CHESTNUT HILL FARMS

Description of Facility: A large passive recreational facility which includes a working farm, a farm stand, cropland, orchards, fields, and trails. There is a parking area for the farm/farm stand and a parking area solely to use the trails. The area is intended to remain as a working farm with shared public access and use in certain areas for the benefit of the environment and for public enjoyment.



Responsible Party: Conservation Commission.

General Description or Obstacle Which Limits Mobility or Access: The parking area consists of compacted stone dust. There is no formal designated accessible parking or signage. The public can use some of the existed unimproved roads for farm vehicles as well as various smaller trails. None are formally maintained to a standard that would be considered to be an accessible route of travel, however, the farm roads could be accessed by motorized vehicles including “power driven mobility devices” used by persons with a physical limiting disability.

Recommended Action: As segments of the farm roads and trails could accommodate motorized mobility devices, the current policy of the “use of motorized vehicles with special authorization only” should be modified specifically for persons with mobility limiting disabilities.

Under ADA Part 35 (Title II), a public entity shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids in any areas open to pedestrian use. A public entity shall make reasonable modifications in its policies, practices, or procedures to permit the use of other power-driven mobility devices by individuals with mobility disabilities, unless the public entity can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements that the public entity has adopted pursuant to § 35.130(h).

Considering the potential use of this site for persons with mobility limiting disabilities, compliant accessible parking and signage should be provided.

BEALS PRESERVE TRAIL

Description of Facility: A passive recreational facility consisting of woodlands and unimproved trails. The area is intended to remain in an undeveloped condition for the benefit of the environment and for public enjoyment.



Responsible Party: Conservation Commission.

General Description or Obstacle Which Limits Mobility or Access: There is rudimentary parking for up to 2 vehicles off red Gate Lane. There are various trails on the site, but none are formally maintained to a standard that would be considered to be an accessible route of travel.

Recommended Action: Should the town initiate formal improvements to this property to enhance overall site accessibility and usage, then compliant accessible parking, signage, and limited accessible routes of travel would need to be provided. No action is required at the present time.

LIBERTY ESTATES FIELD

Description of Facility: A roughly 2+ acre field within a 4.5 acre parcel. The site is undeveloped with no amenities or no sporting equipment on the field.



Responsible Party: Conservation Commission.

General Description or Obstacle Which Limits Mobility or Access: There is no on-site parking nor are there accessible routes of travel to and around the field.

Recommended Action: Should the town initiate formal improvements to this property to enhance overall site accessibility and usage or use the field for organized activities, then compliant accessible parking, signage, and limited accessible routes of travel would need to be provided. If the use continues solely as an open field for wildlife and passive recreation, then no action is required at the present time.

TOWN COMMON

Function and Description of Facility and Programs: The town common area serves as a passive recreational area, green space, and location for civic events. The common area contains benches, a WWI German cannon, an 1866 war memorial, and a Veteran's memorial.



Responsible Party: Board of Selectmen, Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route of travel to the cannon and adjacent bench. The accessible route of travel to the 1866 monument has a running slope that varies from 5.0% to 14.4%. The initial 5 to 6 feet of the brick walkway to the Veteran's Memorial from the concrete sidewalk has a running slope of up to 6.4%. The stairs from Main Street to the Town Common lack railings.

Town Common Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel</u> There is no accessible route of travel to the cannon and adjacent bench. The running slope of the walkway to the 1866 monument varies up to 14.4%, which exceeds the maximum 5.0% running slope for a walkway and 8.3% for a ramp with railings. The initial 5 to 6 feet of the walkway to the Veteran's Memorial has a running slope of up to 6.4%, which exceeds that allowed for a walkway.	402 403 221.2 802.1	20 22 14 19	Create an accessible walkway compliant with width (48" wide with minimum 36" clear width) and slope requirements (2% maximum cross, 5% maximum running) to the cannon and bench. Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Create a wheelchair area next to the bench. The wheelchair spaces should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Modify and/or reconstruct	2	3	N	\$35,000 to \$50,000

Stairs The stairs lack railings See Photos Town Common 1, 2, 3, and 4.	505	27.4	the walkways to the 1866 monument and the Veteran's Memorial so that the running slopes do not exceed 5.0%.				
			Provide railings on both sides of the stairs that are oval or round in cross-section and no greater than 2" in outside diameter, 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom of one tread (sloped) then 12" parallel to the ground.	2	3	N	Up to \$2,500

Total up to \$52,500

Town Common Accessibility Assessment Photos



Photo Town Common 1



Photo Town Common 2



Photo Town Common 3



Photo Town Common 4

TRIANGLE PARK

Function and Description of Facility and Programs: Triangle Park is a small neighborhood park that serves as a passive recreation area with benches in 2 separate sitting areas, a historical informational sign, and a bike rack. A paved walkway meanders in a northerly-southerly direction connecting the interior sitting areas and adjacent sidewalks.



Responsible Party: Board of Selectmen, Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: A section of the paved accessible route in the northern end of the park has significant sinking creating a 6+ inch change in level surface and a running slope of up to 27.8%. A roughly 6 foot segment of the walkway from Southville Road has a running slope that varies up to 6.6%.

Triangle Park Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel</u> A section of the walkway near Southville Road has a running slope of up to 6.6%. A segment of the walkway near the northern end of the park has sunken creating a 6+ inch abrupt change in level surface and a running slope of 27.8%. See Photos Triangle Park 1 and 2.	402 403	20 22	Modify and/or reconstruct the paved walkway to eliminate abrupt changes in level surface of more than ¼" and to ensure that running slopes do not exceed 5.0%.	2	3	N	Up to \$1,000

Total up to \$1,000

Triangle Park Accessibility Assessment Photos



Photo Triangle Park 1



Photo Triangle Park 2

KALLANDER FIELD

Function and Description of Facility and Programs: A roughly 2.6 acre recreational field primarily for soccer with a gravel/dirt parking area and a portable toilet.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking. The portable toilet is not on an accessible route of travel and is not fully "ADA compliant". There is no accessible route of travel to and around the field.

Kallander Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There are no designated accessible parking spaces. The parking lot does not have a firm, level, and slip resistant surface. As no spaces are formally striped, it appears that the parking area could accommodate up to 50 spaces. If this is the case, then a minimum of 2 accessible parking spaces, one being	502 703.7	23	Create a minimum of one van accessible space and one passenger vehicle accessible space as follows: Construct with asphalt and stripe and designate a van accessible parking space and 1 passenger vehicle accessible parking space with van and passenger accessible signage. The van space s/b at a width of 8' with a 8' access aisle and the passenger space s/b at width of 8' with a 5' access aisle; signage must be set such that the signage height should be a minimum of 60"	1	3	N	Up to \$5,000

van accessible, would be required. See Photo Kallander 1.			high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction. Access aisles can be shared.				
Portable Accessible Toilet The "accessible" toilet is not ADA compliant as the soap dispenser is 7" above reach range and is also located above the grab bars; the toilet paper dispenser is 3" too close to the front of the water closet; the water closet is 1½" too close to the near wall and 8" too close to the wall in front of the toilet; the waste holding tank extends beyond the far side of the water closet and therefore restricts maneuverability and clear width; the grab bars are ¾" to 1" too high (<i>Note: There are no tolerances for a range of dimensions</i>); and the door has a closing speed that is 4 to 5 seconds too fast. The portable toilet is not on an accessible route of travel. See Photos Kallander 2 and 3.	308.2 308.3 604.7 309.4 604.4 604.2 609.4	30.12 30.7.6 30.8.5 30.7.2 26.9 30.8.2	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; the door must have pull devices on both sides and a door closing speed that is at least 6 seconds; and grab bars must be between 33" to 36" a.f.f. to the top of the gripping surface. The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface.	3	2	I	TBD
Route of Travel to Field There is no accessible route of travel to and around the field.	402 303 403	19 20 22	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to and around the field that is compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	2	3	N	\$15K to \$25K+

Estimated Total Cost: Up to \$30,000+

Kallander Field Accessibility Assessment Photos



Photo Kallander 1



Photo Kallander 2



Photo Kallander 3

SOUTH UNION PLAYGROUND

Function and Description of Facility and Programs: South Union Playground is a neighborhood recreational facility with a playground with play equipment for ages 2 – 5 and ages 5 -12, a half basketball court, picnic tables, and a portable accessible toilet. The play equipment consists of multiple components including playscapes, ground components, and swings. The equipment is moderately “accessible compliant”.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: Although there is accessible parking adjacent to the South Union Street building and an apparent striped access aisle at the playground entrance, there is no designated accessible parking and signage for the playground area. There is a paved accessible route into the playground area and to the picnic tables, however, no accessible route of travel exists fully around the playground area or the play equipment. Non-compliant wood chips are the primary surface throughout the playground. Although one of the 3 picnic tables is accessible, it is positioned so that the accessible side has insufficient clear width to access on the pavement side and can only be reached by going through woodchips. The chain link gate to enter the playground is not flush at the base. The portable toilet is not on an accessible route of travel and is not fully “ADA compliant”.

South Union Street Playground Accessibility Assessment

General Description of Obstacle	2010 ADAAG	MAAB 521 CMR	Type of Action to be Taken	P	F	TF	Cost Estimate
Parking There is no designated accessible parking. See Photo South Union 1.	208 502	23	Provide signage (van) accessible for one of the spaces adjacent to the striping at the playground entrance gate. Signage s/b as follows: Accessible signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no more than 10' in front of the space.	1	2	I	\$50
Picnic Tables The accessible picnic table is positioned so that it is not on an accessible route and therefore not "accessible". See Photo South Union 2.	226.1 902	19	Reposition the picnic table so that the accessible side can be reached from the asphalt surface with a minimum clear width approach of 36".	2	2	I	\$0
Entrance Gates The existing gates (2) to the front ball field does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo South Union 3.	404.2	NA	Remove gate or install smooth plating at base of gate.	2	2	N	\$150
Accessible Route of Travel There is no accessible route of travel to and fully around the playground and to and between play equipment. Non-compliant woodchips is the surface treatment for the entirety of the play areas. Woodchips may be acceptable in the fall zone area, but not as part of an accessible route of travel. See Photo South Union 4.	403 1008	22 19	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel fully around the playground area and to and between playground equipment and components. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used. Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.	2 2	3 3	N N	\$10,000 to \$25,000
Portable Accessible Toilet The "accessible" toilet is not ADA compliant as the soap dispenser is 6" too high and is also located above the grab bars; the water closet is 1½" too close to the near wall and 5" too close to the wall in front of the toilet; and the door has a closing speed that is 4 seconds too fast.	308 604.2 404.2.8	30.12 30.7.2 26.9	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f. and not above the grab bars; the water closet s/b 18" from the nearest sidewall and at least 42" from the front of the water closet to the nearest wall or fixture; and the door must have closing speed that is at least 6 seconds.	3	2	I	TBD

Estimated Total Cost: Up to \$25,200+

South Union Street Playground Accessibility Assessment Photos



Photo South Union 1



Photo South Union 2



Photo South Union 3



Photo South Union 4

FAYVILLE PARK AND PLAYGROUND

Function and Description of Facility and Programs: Fayville Park and Playground consists of 2 parking areas, a basketball court, a baseball field with bleachers and player benches, a large playground area with multiple play components and play areas, a gazebo area, picnic tables, a drinking fountain, and a portable accessible toilet.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: One of the designated accessible parking spaces and the shared access aisle has excessive running slopes. In addition, the signage for that space is too low. The portable toilet is not fully “ADA compliant”. The drinking fountain is not “high-low”. The picnic tables near Central Street lack sufficient clear width. The stairs from Central Street to the park lack extensions at the top and bottom. There are no accessible routes of travel to and around the ball fields, basketball court, little free library, and other amenities. There is no accessible route of travel fully around the playground and to and between play components. Non-compliant wood chips are the primary surface throughout the playground. Although there is one accessible swing and the larger playscape has a ramped approach, the ramp is only 44” wide, lacks compliant railings, and has a running slope up to 9.2%.

There appears to be the remnant of a stone dust walking trail around the field area of the park. There are areas along the entirety of this walking trail that is getting overgrown with grass and weeds and becoming deteriorated and uneven. This accessible route of travel around the recreation area perimeter needs to be routinely maintained including weeding, providing additional stone dust, and compacting to ensure full compliance with the standard of “*firm, stable, and slip resistant*”.

Fayville Park and Playground Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The parking space closest to the entrance and its shared access aisle has running slopes that vary from 2.5% to 3.2% which exceeds the maximum allowed of 2.0%. The signage is 1" too low.	502 703.7	23	When required to repave this area, ensure that the slopes do not exceed 2.0% in any direction. Raise the accessible signage such that it is a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR).	1	2	I	\$0
<u>Portable Accessible Toilet</u> The "accessible" toilet is not ADA compliant as the door closes too fast; the soap dispenser is 7 1/4" too high; the toilet paper dispenser is 1" too low and too close to the front of the toilet; and the toilet is 2" too far from the near wall and 6" too close to the wall in front of the toilet.	404.2.8 308 604.7 604.2 604.3	26.9 30.12 30.7.6 30.7.2	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap dispenser is no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the water closet s/b 18" from the nearest sidewall and 42" from the front of the water closet to the nearest wall or fixture; and the door closing speed must be at least 6 seconds.	3	2	I	TBD
<u>Drinking Fountain</u> The drinking fountain is not "high-low". See Photo Fayville 1.	211 602	36	Option #1: Discontinue the use of the drinking fountain and place out of service. Option #2: Remove the existing drinking fountain and replace with a "high-low" drinking fountain or add a "high fountain". The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	2	3	L	Up to \$1,500
<u>Picnic Tables</u> None of the picnic tables (2) closest to Central Street have sufficient clear width. See Photo Fayville 2.	226.1 902	19	At least 5% or at least one table must be accessible at each separate location. Purchase 1 accessible picnic table and locate it on an accessible route of travel in the same location as the other 2 picnic tables. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	N	\$1,500
<u>Stairs from Central Street</u> The stair railings of the stairs to the field from Central Street lack extensions at the bottom of the stairs. See Photo Fayville 3.	505.10	27.4	Modify the railings such that there are extensions at the bottom (slope distance one tread then 12" parallel to the ground).	1	3	N	Up to \$350

Fayville Park and Playground Accessibility Assessment Photos



Photo Fayville 1



Photo Fayville 2



Photo Fayville 3



Photo Fayville 4



Photo Fayville 5



Photo Fayville 6



Photo Fayville 7



Photo Fayville 8

9-11 FIELD

Function and Description of Facility and Programs: The 9-11 Field is an artificial turf soccer field with bleacher seating, a small 9-11 memorial area, parking, and a portable accessible toilet.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: The surface of the designated accessible parking is a mixture of gravel, stone, and stone dust. The parking lacks striping. There is an abrupt change in level surface from the parking to the stone dust walkway to the bleacher and memorial area. The existing stone dust walkway is overgrown and does not fully extend beyond the bleachers or the memorial. There is no accessible route of travel from the parking to the field. The chain link gate to the field is locked and is not flush at the base. The portable toilet is not an accessible route of travel and is not fully "ADA compliant".

E-911 Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> The surface of the designated accessible parking is not fully firm, stable, and slip resistant due to the presence of stone and gravel along with stone dust. There is no striping. See Photo E-911 1.	302 502	23	Reclaim and regrade the parking spaces and access aisles to create a firm, stable, slip resistant and level surface with either stone dust or asphalt. Provide striping (van – 8' wide space w/8' wide access aisle; passenger vehicle – 8' wide space w/5' wide access aisle).	1	3	1	Up to \$2,500

<p><u>Field and Bleacher Accessible Route of Travel</u></p> <p>There is no accessible route of travel to the locked gate from the parking to the soccer field. There is an abrupt change in level surface of up to 1" at the accessible parking to the stone dust walkway. The stone dust walkway does not extend to the front and far end of the bleacher seating and lacks a level area for a wheelchair. There is no accessible route of travel to the 2 E-911 monuments near the bleacher seating. The existing stone dust walkway to the bleacher seating is overgrown and not fully firm and level.</p> <p>See Photos E-911 2, 3, 4, 5, and 6.</p>	<p>402 303 405 802.1 221.2</p>	<p>19 20 22 14</p>	<p>An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel from the parking to the field. Remove the lock from the gate to allow for wheelchair access at all times.</p> <p>Construct an accessible route of travel to the opposite side of the bleacher seating along with a level area for a wheelchair. The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.</p> <p>Construct an accessible route of travel to the 2 E-911 monuments.</p> <p>Eliminate the abrupt change in level surface at the transition from the accessible parking to the walkway to the bleachers.</p> <p>Reclaim, replenish and regrade the existing stone dust accessible route of travel to the bleachers.</p> <p>The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used. It is assumed that stone dust will be used for both the new and existing accessible routes of travel.</p>	<p>2</p>	<p>3</p>	<p>N</p>	<p>Up to \$5,000</p>
<p><u>Entrance Gates</u></p> <p>The gate to the soccer field does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate.</p> <p>See Photo E-911 6.</p>	<p>404.2</p>	<p>NA</p>	<p>Remove gate or install smooth plating at base of gate.</p>	<p>1</p>	<p>2</p>	<p>N</p>	<p>\$75</p>
<p><u>Portable Accessible Toilet</u></p> <p>The "accessible" toilet is not ADA compliant as the toilet paper dispenser is too close to the front of the water closet and is located over the grab bars; the water closet is 8" too close to the wall in front of the toilet; and the door has a closing speed that is 3 seconds too fast. The portable toilet is not on an accessible route of travel.</p>	<p>604.7 604.3 404.2.8 206</p>	<p>30.7.6 30.8.5 30.7.2 26.9 20</p>	<p>Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f. and not above the grab bars; the water closet s/b 18" from the nearest sidewall and at least 42" from the front of the water closet to the nearest wall or fixture; and the door must have closing speed that is at least 6 seconds.</p> <p>The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface.</p>	<p>3</p>	<p>2</p>	<p>I</p>	<p>TBD</p>

Estimated Total Cost: Up to \$7,575+

E-911 Field Accessibility Assessment Photos



Photo E-911 1



Photo E-911 2



Photo E-911 3



Photo E-911 4



Photo E-911 5



Photo E-911 6

TOWN HOUSE PLAYGROUND

Function and Description of Facility and Programs: The Town House Playground is a small playground located behind the Town House parking area and near the Historical Museum building. The playground contains a playscape, swings, 2 ground components, a picnic table, and a bench.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: Although there is accessible parking adjacent to the Historical Museum building, there is no designated accessible parking and signage for the playground area. There is a paved rubberized accessible route into the playground area and to the larger playscape, however, no accessible route of travel exists fully around the playground area or to the remainder of the play equipment or bench. Non-compliant wood chips are the primary surface throughout the playground. There is no level area for a wheelchair next to the bench. The picnic table is not accessible. The running slope of the rubberized accessible route from the asphalt to the playground interior has a running slope of up to 8.8%. Depending on the location of the accessible route around the perimeter of the playground, the telephone “guy wires” could prove to be a protruding object as headroom is reduced due to the placement of the wires. The playground equipment is minimally compliant and at a minimum an accessible swing should be provided.

Town House Playground Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking.	208 502	23	Provide striping and signage (including van accessible) as follows: The van space s/b at a width of 8' with a 8' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG	1	2	I	\$100

			Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.				
Picnic Table The picnic table has only 11" of clear width and is not on an accessible route of travel. See Photo Town House 1.	226.1 902 403	19 22	At least 5% or at least one table must be accessible at each separate location. Purchase 1 accessible picnic table and locate on an accessible route of travel. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	I	\$750
Accessible Route of Travel There is no accessible route of travel to and fully around the playground and to and between play equipment. The rubberized surface has an initial running slope of up to 8.8% from the transition of the parking lot to the play area and only goes to one side of the large playscape. There is also no level area for a wheelchair adjacent to the bench. Non-compliant woodchips is the surface treatment for the entirety of the play areas. Woodchips may be acceptable in the fall zone area, but not as part of an accessible route of travel. See Photo Town House 2.	402 303 403 1008	19 20 22 19	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel fully around the playground area and to and between playground equipment and components. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Create an approach and wheelchair level area at the bench. The space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt, rubberized matting, or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used. Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.	2	3	N	Up to \$20,000
Telephone Guy Wires The 2 guy wires supporting the telephone pole located in the playground area are angled creating protruding objects with reduced headroom. See Photo Town House 3.	307	20.6.1 20.7	Reposition the guy wires so the tops of the wires are horizontal to the ground and the wires secured to the ground are parallel to the telephone pole.	2	3	N	\$0

Estimated Total Cost: Up to \$20,850+

Town House Playground Accessibility Assessment Photos



Photo Town House 1



Photo Town House 2



Photo Town House 3

LUNBLAD FIELD

Function and Description of Facility and Programs: Lunblad Field is a large open field which appears to be used for soccer. There is a paved “walkway” to the field which stops at the top of the small hill. There are no formal amenities on the site.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: The facility has 2 designated accessible parking spaces in a “pull-off” area on Parkersville Road. The spaces are parallel to the road and lack access aisles. The signage for the spaces are too high. A drinking fountain near the parking is “low” only. Roughly 50’ of the walkway has running slopes of 5% to 7.6%, which exceeds that allowed without railings and also exceeds the maximum 30’ length of a ramp without a level landing. The clear width of the walkway is reduced to 24” in areas, which is less than the minimum required 36”, due to excessive vegetative growth. There is no accessible route to and around the field.

Lunblad Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
Parking The 2 parallel parking spaces with no access aisles are not compliant under the 2010 ADA Standards or 521 CMR. In addition, neither space is van accessible. The existing signage for the designated “accessible” spaces are 2” to 6” too high. See Photo Lunblad 1.	502	23	Design considerations need to be explored to determine the most cost effective way to create a minimum of one 8’ wide van accessible space with an 8’ wide access aisle. The slopes should not exceed 2.0% in any direction. Signage must be set such that the signage height should be a minimum of 60” high at the bottom (2010 ADAAG Standards) and a maximum of 96” at the top (MAAB 521 CMR) and located no more than 10’ in front of the space.	1	4	N	TBD Up to \$15,000+

Drinking Fountain The drinking fountain near the sidewalk and parking area is not "high-low". See Photo Lunblad 2.	211 602	36	Option #1: Discontinue the use of the drinking fountain and place out of service. Option #2: Remove the existing drinking fountain and replace with a "high-low" drinking fountain or add a "high fountain". The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	2	3	L	Up to \$1,500
Accessible Route from Parking to Field Roughly 50' of the paved route of travel to the field has running slopes that vary up to 7.6%, which exceeds the maximum of 5.0% without railings. The clear width of the paved way is reduced to only 24" in areas due to excessive vegetative growth. See Photo Lunblad 3.	405 403	24 22	Provide paired railings on those areas which exceed a 5.0% running slope. The railings s/b 18"-20" a.f.f. to the top for the lower railing and 34"-38" a.f.f. to the top for the upper railing; have an outside diameter of 1½" to 2"; oval or round in shape; and with 12" extensions at the top and bottom of the "ramp". The ramp length cannot exceed 30' without a level landing so the paved way will require modification. Remove the vegetation to achieve the minimum required 36" clear width.	2 2	3 2	N I	Up to \$15,000+ \$0
Accessible Route Around Field There is no accessible route of travel around the field. See Photo Lunblad 4.	403 206	22 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel from the top of the paved way from the parking area to and around the field. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	2	3	N	\$12,500 to \$25,000+

Estimated Total Cost: Up to \$56,500+

Lunblad Field Accessibility Assessment Photos



Photo Lunblad 1



Photo Lunblad 2



Photo Lunblad 3



Photo Lunblad 4

TROTTIER TRACK AND FIELD

Function and Description of Facility and Programs: Trottier Track and Field is a large outdoor track with a rubberized surface. There is adjacent parking, a portable toilet, and a drinking fountain.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: The curb ramps on the accessible route of travel from the school to the field and from the parking to the school lack detectable warning strips, have excessive running slopes, and abrupt changes in level surface. The portable accessible toilet is not on an accessible route of travel and is not fully "ADA" compliant. The approach to the gated entrance to the field has excessive running slopes due to sunken asphalt. The gate is not flush at the base. The drinking fountain is not "high-low". Assuming use of the outer track area as an accessible route around part of the track, there still needs to be an accessible route to the track.

Trottier Track and Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel From School to Field</u>							
The 2 curb ramps on the accessible route from the school to the field area lack detectable warning strips. The curb ramp on the school side has flared sides that are up to 3.4% too steep, a the main ramp that is 2.4% too steep,	405 406 303 705 403 206	21 22 20	Modify/reconstruct the curb ramps so they have detectable warning strips; the main ramp of no more than 8.3% and flared sides with a maximum of 10% running slope; and no greater than a ¼" change in level surface at transitions. Modify/reconstruct the existing accessible route and walkway to the field area so it has a	1, 2	3	N	Up to \$10,000

<p>and an abrupt change in level surface of up to 1" at the transition from asphalt to concrete. The accessible route from the parking area has running slopes up to 8.4% and</p> <p>The initial 6' of the accessible way at the gate entrance has a running slope of up to 8.3% due to heaving and sinking of the asphalt.</p> <p>There is no accessible route of travel from the asphalt walkway to the field – a distance of approximately 8'.</p> <p>See Photos Track and Field 1, 2, and 3.</p>			running slope of no more than 5.0% and a cross slope of no more than 2.0%. Create an accessible route from the paved way to the track.				
<p>Drinking Fountain</p> <p>The drinking fountain at the field entrance is not "high-low".</p>	211 602	36	<p>Option #1: Discontinue the use of the drinking fountain and place out of service.</p> <p>Option #2: Remove the existing drinking fountain and replace with a "high-low" drinking fountain or add a "high fountain". The drinking fountain must comply as follows:</p> <p>Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).</p>	2	3	L	Up to \$1,500
<p>Entrance Gate</p> <p>The gate to the track and field area does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate.</p> <p>See Photo Track and Field 3.</p>	404.2	NA	Remove gate or install smooth plating at base of gate.	1	2	N	\$75
<p>Portable Accessible Toilet</p> <p>The "accessible" toilet is not ADA compliant as the soap dispenser is 7" too high; the toilet seat dispenser is 12½" too high; the side grab bar is ½" too low; the water closet is 6" too close to the wall in front of the toilet; and the door has a closing speed that is 4 seconds too fast. The portable toilet is not on an accessible route of travel.</p> <p>See Photo Track and Field 4.</p>	403 206 308 609.4 604.3 404.2.8	20 22 30.12 30.8.2 30.7.2 26.9	<p>Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that dispensers are no more than 42" a.f.f. and not above the grab bars; the water closet s/b at least 42" from the front of the water closet to the nearest wall or fixture; the grab bars s/b between 33" and 36" a.f.f.; and the door must have closing speed that is at least 6 seconds.</p> <p>The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface.</p>	3	2	I	TBD

Estimated Total Cost: Up to \$11,575+

Trottier Track and Field Accessibility Assessment Photos



Photo Track and Field 1



Photo Track and Field 2

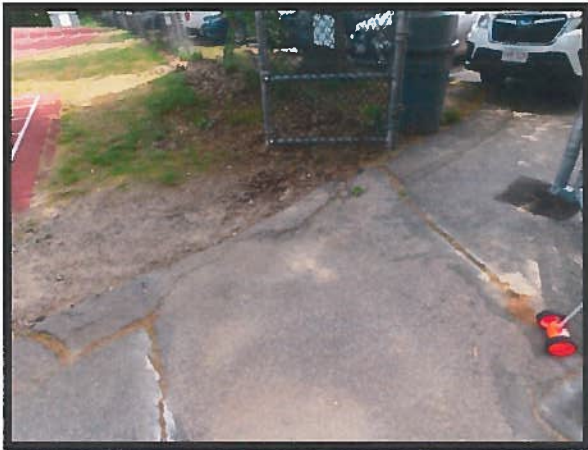


Photo Track and Field 3



Photo Track and Field 4

TROTTIER SOFTBALL FIELD

Function and Description of Facility and Programs: The Trottier Softball Field is a large minimally developed softball field located beyond Trottier Track and Field.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is a paved accessible route to the edge of the softball field area. The paved accessible route is heaving and has numerous abrupt changes in level surface. There is no accessible route to the playing area itself and the player benches. The gate is not flush at the base.

Trottier Softball Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Paved Accessible Route of Travel to the Edge of the Field</u> The paved accessible route of travel to the edge of the softball field has numerous abrupt changes in level surface of more than ¼" due to heaving. <u>See Photo Softball 1.</u>	206 403	20 22	Reconstruct the asphalt walkway so there are no abrupt changes in level surface of more than ¼" and cross slopes do not exceed 2.0%.	1, 2	3	N	Up to \$2,000

Accessible Route of Travel to the Field, Player Benches, and Bleachers There is no accessible route of travel from the paved asphalt walkway to the field area, player benches, and bleachers.	206	20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to the field, player's benches, and bleachers from the existing paved way at the edge of the field. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construct a level area for a wheelchair next to the bleacher seating. The wheelchair space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	1,	3	N	Up to \$5,000
	403	22		2			
	221	14					
Entrance Gate The gate to the track and field area does not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Softball 2.	404.2	NA	Remove gate or install smooth plating at base of gate.	1	2	N	\$75

Estimated Total Cost: Up to \$7,075+

Trottier Softball Field Accessibility Assessment Photos



Photo Softball 1



Photo Softball 2

RICHARDSON TENNIS COURTS

Function and Description of Facility and Programs: Richardson Tennis Courts has 3 tennis courts, parking, and a portable accessible toilet.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking. The gate is not flush at the base and the latch is too high. The portable accessible toilet is not "ADA" compliant and is positioned in a manner on the asphalt making it difficult to access without going onto the adjacent grassed area.

Richardson Tennis Courts Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking.	208 502	23	Provide striping and signage (including van accessible) as follows: The van space s/b at a width of 8' with a 8' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	2	I	\$100
<u>Entrance Gate</u> The gate to the tennis court area does not comply with the 2010 ADA	404.2	26.11	Remove gate or install smooth plating at base of gate. Lower the operating latch to no more than 48" a.f.f.	1	2	N	\$75

Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. The gate latch is 8" too high. See Photo Tennis 1.							
Portable Accessible Toilet The "accessible" toilet is not ADA compliant as the toilet paper dispenser is 4" too far from the front of the water closet; the soap dispenser is 9" too high; the water closet is 1½" too far from the near wall and 6" too close to the wall in front of the toilet; and the door has a closing speed that is 4 seconds too fast. The portable toilet is not properly located to be fully on an accessible route of travel. See Photo Tennis 2.	403 206 308 604.7 604.2 604.3 404.2.8	20 22 30.12 30.7.6 30.7.2 26.9	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that dispensers are no more than 42" a.f.f. and not above the grab bars; the water closet s/b at least 42" from the front of the water closet to the nearest wall or fixture and 18" o.c to the near wall; the toilet paper dispenser s/b 7" to 9" o.c. to the front of the water closet; and the door must have closing speed that is at least 6 seconds. The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface. Reposition the portable toilet so that the approach to the door is fully on and from the asphalt surface.	3	2	1	TBD

Estimated Total Cost: Up to \$175+

Richardson Accessibility Assessment Photos



Photo Tennis 1



Photo Tennis 2

NEARY SOCCER FIELD

Function and Description of Facility and Programs: Neary Soccer Field is a large open field used for soccer. There are no formal amenities on the site.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no designated accessible parking. There is no accessible route of travel to and around the field.

Neary Soccer Field Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There is no designated accessible parking.	208 502	23	Provide striping and signage (including van accessible) as follows: The van space s/b at a width of 8' with a 8' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction.	1	2	I	\$100
<u>Accessible Route Around Field</u> There is no accessible route of travel around the field.	403 206	22 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel from parking area to and around the field. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	2	3	N	Up to \$5,000+

Estimated Total Cost: Up to \$5,100+

NEARY BASEBALL FIELDS

Function and Description of Facility and Programs: The Neary Baseball Fields area consists of 2 baseball fields with bleachers, a portable accessible toilet, and an apparent soccer area with a bench.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route of travel to and around the fields, bleachers, and benches. There are no level areas for wheelchairs adjacent to the spectator bleacher and bench seating. The portable toilet is not accessible.

Neary Baseball Fields Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel to the Field, Player Benches, Bleachers, and Spectator Bench</u> There is no accessible route of travel to the field area, player benches, bleachers, and spectator bench. There are no level wheelchair areas next to the bleachers or spectator bench. See Photo Baseball 1.	206 403 221	20 22 14	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to the field, player's benches, bleachers, and spectator bench. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than 1/4" unbeveled or	1, 2	3	N	\$15,000 to \$20,000

			between ¼" and ½" beveled w/a slope of no > 1:2). Construct a level area for a wheelchair next to the bleacher seating and spectator bench. The wheelchair spaces should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.				
<u>Portable Toilet</u> The portable toilet is not accessible/ADA compliant and is not on an accessible route of travel. See Photo Baseball 2.	308.2 308.3 604.7 309.4 604.4 604.2 609.4	30.12 30.7.6 30.8.5 30.7.2 26.9 30.8.2	Replace the existing toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; the door must have pull devices on both sides and a door closing speed that is at least 6 seconds; and grab bars must be between 33" to 36" a.f.f. to the top of the gripping surface. The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface.	3	2	1	TBD

Estimated Total Cost: Up to \$20,000+

Neary Baseball Fields Accessibility Assessment Photos



Photo Baseball 1



Photo Baseball 2

NEARY PLAYGROUND

Function and Description of Facility and Programs: Neary Playground is a small playground located on school grounds adjacent to the Neary Baseball Fields. The playground contains 6 swings (one accessible), a playscape, ground play components, and a bench. A drinking fountain is located nearby next to the Recreation Department storage building.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is a paved rubberized accessible route into the playground area to the larger playscape and to the accessible swing, however, no accessible route of travel exists fully around the playground area or to the remainder of the play equipment. Non-compliant wood chips are the primary surface throughout the playground. There is no level area for a wheelchair next to the bench as the cross slopes exceed 2.0%. The accessible route to both the accessible swing and larger playscape also have cross slopes that exceed 2.0%. The nearby drinking fountain is not a "high-low" fountain. The playground equipment is moderately accessible.

Neary Playground Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel</u> There is no accessible route of travel to and fully around the playground and to and between play equipment. The cross slopes of the concrete walkway and rubberized matting to the bench,	402 303 403 221	19 20 22 14	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel fully around the playground area and to and between playground equipment and components. In addition to new construction, the existing concrete	2	3	N	Up to \$15,000

accessible swing, and playscape vary from 3.2% up to 6.2%. As a result of the excessive cross slopes, there is also no level area for a wheelchair adjacent to the bench.			and rubberized matting will need to be reset. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). As part of the concrete renovation work at the bench, create an approach and wheelchair level area at the bench. The space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Construction options include compacted stone dust, asphalt, concrete, rubberized matting, or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.				
Non-compliant woodchips is the surface treatment for the entirety of the play areas. Woodchips may be acceptable in the fall zone area, but not as part of an accessible route of travel. See Photos Playground 1 and 2, and 3.	1008	19	Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.				
Drinking Fountain The drinking fountain at the field entrance is not "high-low".	211 602	36	Option #1: Discontinue the use of the drinking fountain and place out of service. Option #2: Remove the existing drinking fountain and replace with a "high-low" drinking fountain or add a "high fountain". The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	2	3	L	Up to \$1,500

Estimated Total Cost: Up to \$16,50+

Neary Playground Accessibility Assessment Photos



Photo Playground 1



Photo Playground 2



Photo Playground 3

NEARY VOLLEYBALL AND PERFORMANCE STAGE

Function and Description of Facility and Programs: The Neary Volleyball and Performance Stage Area contains a sand volleyball area, a picnic table, and a performance stage.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route of travel to and around the volleyball area, picnic table and performance stage. There is a 6" abrupt change in level surface from the ground to the performance stage. The picnic table lacks sufficient clear width for a wheelchair.

Volleyball and Performance Stage Area Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route Around Field</u> There is no accessible route of travel to and around the volleyball area and to the picnic table and performance stage. See Photo Volleyball 1.	403 206	22 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to and around the volleyball area and to the picnic table (accessible) and the performance stage. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. A more formal wooden or earthen structure	2	3	N	Up to \$10,000+

			may be required to be constructed to access the performance stage. Costs will vary depending on material used.				
<u>Picnic Table</u> The picnic table has only 12" of clear width and is not on an accessible route of travel. See Photo Volleyball 2.	226.1 902 403	19 22	At least 5% or at least one table must be accessible at each separate location. Purchase 1 accessible picnic table and locate on an accessible route of travel. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	1	\$750

Estimated Total Cost: Up to \$10,750+

Volleyball and Performance Stage Accessibility Assessment Photos



Photo Volleyball 1



Photo Volleyball 2

WOODWARD/CHOATE FIELDS

Function and Description of Facility and Programs: The Woodward/Choate Fields consist of a soccer field, softball field, basketball court, portable toilet, a drinking fountain, and parking.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: Based on the # of spaces in the parking lot, an additional accessible parking space is required. Signage for the existing spaces is too high. Neither of the 2 spaces are designated as van accessible. The drinking fountain is not "high-low". The sloped accessible route of travel from the school to the fields has areas of heaving, abrupt changes in level surface, and a segment with running slopes in excess of 5.0%. The portable accessible toilet is not "ADA" compliant. There is no accessible route of travel to and around the field area and to player benches.

Woodward/Choate Fields Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> There are 69 parking spaces for the facility which dictates a minimum of 3 accessible spaces, of which one must be van accessible. The signage for the existing spaces is 5" to 10" too high.	208 502	23	Designate an additional accessible parking space (van accessible) as follows: The van space s/b at a width of 8' with a 8' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG	1	2	1	\$100

			Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction. Lower the signage for the existing parking spaces so that the heights of the signs are no more than 96" a.f.f. to the top of the signs.				
<u>Drinking Fountain</u> The drinking fountain near the field entrance is not "high-low".	211 602	36	Option #1: Discontinue the use of the drinking fountain and place out of service. Option #2: Remove the existing drinking fountain and replace with a "high-low" drinking fountain or add a "high fountain". The drinking fountain must comply as follows: Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f.; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4).	2	3	L	Up to \$1,500
<u>Accessible Route to the Fields From the School</u> The sloped "switchback" accessible route from the school to the fields has heaving and abrupt changes in level surface near the storage building. A segment of the walkway for roughly 20' beyond the area of heaving has a running slope of up to 7.6%, which exceeds the maximum allowed for an accessible route of travel without railings. See Photos Woodward 1 and 2.	403 206	22 20	Modify/reconstruct the walkway so that there are no abrupt changes in level surface of greater than ¼" and the running slopes do not exceed 5.0%.	2	3	N	Up to \$1,000
<u>Accessible Route Around Fields</u> There is no accessible route of travel to and around the field and to player benches. See Photos Woodward 3 and 4.	403 206	22 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible route of travel to and around the field area and to player benches. The accessible route of travel must be compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.	2	3	N	\$15,000 to \$30,000
<u>Portable Accessible Toilet</u> The "accessible" toilet is not ADA compliant as the toilet paper dispenser is too close to the front of the water closet and is located over the grab bars; the paper seat dispenser is 19" too	404.2.8 604.7 308 404.2.7 604.5	26.9 30.7.6 30.8.5 30.12 30.6.	Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that dispensers are no more than 42" a.f.f. and not above the grab bars; the water closet s/b at least 42" from the front of the water closet to the nearest wall or fixture; the toilet paper dispenser s/b 7"	3	2	I	TBD

high; the soap dispenser is 14" too high; the coat hook is 24" too high; the interior pull device is 2" too high; the rear grab bar is 2" too far from the interior corner; the water closet is 7" too close to the wall in front of the toilet; and the door has a closing speed that is 4 seconds too fast.	604.3	30.8 30.7.2	to 9" o.c. to the front of the water closet, at least 24" a.f.f., and not over the grab bars; the interior pull device and the coat hook should be no higher than 48" a.f.f.; the rear grab bar s/b no more than 6" from the interior corner; and the door must have a closing speed that is at least 6 seconds.				
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Estimated Total Cost: Up to \$32,600+

Woodward/Choate Fields Accessibility Assessment Photos



Photo Woodward 1



Photo Woodward 2



Photo Woodward 3



Photo Woodward 4

WOODWARD PLAYGROUND

Function and Description of Facility and Programs: The Woodward School Playground is a fairly large playground located behind the school. The playground area includes a covered picnic table, 8 swings (one accessible), a large playscape, and benches.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: There is no accessible route of travel to the picnic table and the table lacks sufficient clear width. The benches are located in different areas around the playground but only one is on an accessible route. The initial 10' of the asphalt walkway to the playground from the school has running slopes of up to 7.4%. In addition, vegetative overgrowth along the walkway restricts the clear width to 30" or less in areas. No accessible route of travel exists fully around the playground area or to the play equipment and components. An abrupt change in level surface of 1" results from the interior of the playground due to the wood edging. Non-compliant wood chips are the primary surface throughout the playground.

Woodward Playground Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Accessible Route of Travel</u>							
<u>Accessible Route to Amenities</u> There is no accessible route of travel to the picnic table. The paved accessible route of travel from the school has a	402 303	19 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible	2	3	N	Up to \$20,000

roughly 10' segment with a running slope of up to 7.4%. Vegetation along the accessible route restricts the clear width to 30", which is 6" less than required. There is an abrupt change in level surface of approximately 1" at the playground.	403 802.1 221.2	22 14	route of travel to the picnic table and benches and around the playground area. The accessible route s/b compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2). Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. As part of the accessible route, create an approach and wheelchair level area at the 2 benches currently located in grass. The space should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. Costs will vary depending on material used.				
<p><u>Playground Area</u></p> <p>There is no accessible route of travel fully around the playground area.</p> <p>No accessible routes exist within the playground area to play components. Non-compliant woodchips is the surface treatment for the entirety of play area. <i>Note: Woodchips may only be considered as a possible option for the fall zone ground surface.</i></p> <p>See Photos Playground 1, 2, and 3.</p>	402 303 403 802.1 221.2	19 20 22 14	Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements to and around the perimeter of the play area (4' wide minimum) and to the play structure elements. The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. "Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.	2	3	N	Up to \$10,000
<p><u>Picnic Table</u></p> <p>The picnic table has only 11" of clear width and is not on an accessible route of travel.</p> <p>See Photo Playground 3.</p>	226.1 902 403	19 22	At least 5% or at least one table must be accessible at each separate location. Replace the existing picnic table with one that is fully accessible. The table surface s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	I	\$750

Estimated Total Cost: Up to \$30,750+

Woodward Playground Accessibility Assessment Photos



Photo Playground 1



Photo Playground 2



Photo Playground 3

FINN-MOONEY RECREATION COMPLEX

Function and Description of Facility and Programs: The Finn-Mooney Recreation Complex consists of parking, 5 baseball fields, a soccer field, 2 tennis courts, multiple playscapes, swings, a gazebo with a bench and picnic table, a concession stand, a broadcast booth, and a portable accessible toilet.



Responsible Party: Parks and Recreation Department

General Description or Obstacle Which Limits Mobility or Access: The 2 designated accessible parking spaces lack signage. Neither space is designated as van accessible. The portable toilet is not fully "ADA compliant" and is not on an accessible route of travel. There are no accessible routes of travel to and around the ball fields, pitching/batting cages, soccer field, bleachers, concession stand, broadcast booth, and other amenities. The paved accessible route of travel to the tennis courts has running slopes that vary between 5.0% and 6.0% with no railings. There are abrupt changes in level surface to access baseball dugouts. Both the broadcast booth and concession stand have knob-style hardware and excessive abrupt changes in level surface into the buildings. The concession stand counter is too high. None of the picnic tables in the concession stand area or in the fields are accessible. Chain link gates throughout are not flush at the base and have latches that are too high. Bleacher seating throughout lack level spaces for wheelchairs.

Ramp to Field 1 Scoreboard

The ramp to the Field 1 scoreboard is not on an accessible route of travel. The running slope of the ramp varies from 7.1% to 11.9%. The reach range for the scoreboard to manually change scores per inning is 57" a.f.f. (lower) and 67" (upper) a.f.f., both which far exceed the maximum reach range height

under the 2010 ADA Standards. As lowering the scoreboard would not make it visible for spectators, the modification of the ramp to comply with 521 CMR and the 2010 ADA Standards would be counterproductive and not cost effective. In fact the cost to construct a ramp with railings to access the scoreboard would far outweigh any benefit gained. It is recommended that a variance be sought to maintain the scoreboard ramp and the actual scoreboard as it currently exists. **See Photo Below.**



Finn-Mooney Recreation Complex Accessibility Assessment

<u>General Description of Obstacle</u>	<u>2010 ADAAG</u>	<u>MAAB 521 CMR</u>	<u>Type of Action to be Taken</u>	<u>P</u>	<u>F</u>	<u>TF</u>	<u>Cost Estimate</u>
<u>Parking</u> Neither of the 2 designated accessible parking spaces have signage. Neither space is designated as van accessible, although both have the total required minimum width (accessible space and access aisle combined) of 16 feet. See Photo Finn-Mooney 1.	502.6 703.7	23.6	Install accessible signage no more than 10' in front of each space such that they are a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR. Van accessible signage should also be provided,	1	2	I	\$100
<u>Portable Accessible Toilet</u> The portable toilet is not on an accessible route of travel. The "accessible" toilet is not ADA compliant as the coat hook is 22" too high; the soap dispenser is 5" too high and located over the grab bars; the toilet paper dispenser is located on the far wall which is too far from the toilet, is 1" too low, and restricts the far wall clearance to 28"; the water closet is 7½" too close to the wall in front of the toilet and 14" too close to the far wall mounted toilet paper dispenser; and the door has a closing speed that is 3 seconds too fast.	206 308 604.7 604.2 604.3 404.2.8	20 30.6.1 30.12 30.7.6 30.7.2 26.9	The portable toilet must be located on an accessible route of travel and on a level (2.0% or less slope) surface. Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that the coat hook is no more than 48" a.f.f.; the soap dispenser is no more than 42" a.f.f. and not located over the grab bars; the toilet paper dispenser is located on the wall closest to the toilet and is at least 24" a.f.f. and 7" to 9" o.c. to the front of the toilet; and the water closet s/b at least 42" from the far wall and also 42" from the front of the water closet to the nearest wall or fixture; and the door must have closing speed that is at least 6 seconds.	3	2	I	TBD

<u>Picnic Tables</u> None of the near the concession stand and Eric Green Field (5), Babe Ruth Field (2), and Gazebo (1) are accessible due to insufficient clear width and/or knee depth. See Photo Finn-Mooney 2.	226.1 902	19	At least 5% or at least one table must be accessible at each separate location. Purchase 3 accessible picnic tables and locate them on an accessible route of travel near the concession stand, Babe Ruth Field, and at the Gazebo. The table surfaces s/b 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.	2	2	N	\$2,250
<u>Chain Link Gates</u> The gates to the pitching and batting cages (3), Eric Green Field (1), and tennis courts (3) do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. The gate latches at the pitching/batting cages (3), Eric Green Field (1), and the tennis courts (1) are 1" to 12" too high. See Photo Finn-Mooney 3.	404.2	26.11	Remove the gates or install smooth plating at the base of the gates. Lower the operating latches to a height of no more than 48" a.f.f.	1	2	N	Up to \$525+
<u>Snack Shack</u> The concession counter is 1½" too high for that of a food service counter. There is a 3" abrupt change in level surface to access the inside of the concession stand at one of the entrances. Both doors into the concession stand have knob-style hardware.	904.5 403 404 404.2	17.6.2 22 26 26.11	Modify and/or replace the existing counter so it is at least 36" wide and no higher than 34" a.f.f. Modify the approach to and into the concession stand so there is no more than a ¼" abrupt change in level surface. If greater than ¼" but no more than ½" at the door threshold, then it must be beveled with a no more than 1:2 slope. Replace the door hardware with lever-style hardware so that they are operable with a closed fist or loose grip.	2 2 2	2 2,3 2	N N N	Up to \$150 Up to \$500 Up to \$250
<u>Broadcast Booth</u> There is a 4" to 5" abrupt change in level surface to access the inside of the broadcast booth. The door has knob-style hardware. See Photo Finn-Mooney 4.	403 404 404.2	22 26 26.11	Modify the approach to and into the concession stand so there is no more than a ¼" abrupt change in level surface. If greater than ¼" but no more than ½" at the door threshold, then it must be beveled with a no more than 1:2 slope. Options include an earthen, stone dust, asphalt, concrete, or wooden walkway with a 5' level landing (2% slope or less) at the doorway. Replace the door hardware with lever-style hardware so that it is operable with a closed fist or loose grip.	2 2	2,3 2	N N	Up to \$2,500 Up to \$125
<u>Stairs at Playground and Eric Green Field</u> The railings of the stairs from the concrete pad at the playscape to the lower playground area and field are 1" too high and lack extensions at the top and bottom of the stairs. The stairs from Parkerville Road to Eric Green Field lack stair railings. See Photos Finn-Mooney 2 and 5.	505	27	Modify the railings at the playground such that there are extensions at the bottom the slope distance of one tread then 12" parallel to the ground and at the top 12" parallel to the ground. As feasible, modify the railings such that the top of the railings are between 34" to 38" a.f.f. Install stair railings at the stairs from Parkerville Road to Eric Green Field.	2	3	N	Up to \$4,000+
<u>Route of Travel to Fields and Amenities</u> <u>Fields and Related Amenities</u> There is no accessible route of travel around the perimeter of the recreational complex and to the baseball fields, interior	402 303	19 20	An accessible route of travel needs to be provided to all areas available to the public. Construct an accessible	2	3	L	\$30,000 to \$75,000+

<p>soccer field, batting/pitching cages, concession stand, bleacher seating, player benches, broadcast booth, picnic tables at concession stand and near fields, and trash receptacles at the concessions stand. The baseball dugouts at Eric Green Field (1), Minor Field (2), Field 1 (2), and Babe Ruth Field (2) have 2" to 4" abrupt change in level surface to access. There are no level wheelchair areas at the bleacher seating.</p>	403 802.1 221.2	22 14	<p>route of travel to and around the playing fields and to the bleacher seating, picnic tables, dugouts, batting/pitching cages, concession stand, benches, broadcast booth, trash receptacles, and related amenities that is compliant with width (48" per 521 CMR) and slope (2% max. cross, 5% max. running) requirements as well as changes in level surface (no > than ¼" unbeveled or between ¼" and ½" beveled w/a slope of no > 1:2).</p> <p>Create an approach and wheelchair level areas at the bleachers. The spaces should be 36" wide x 60" deep per wheelchair. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.</p> <p>Construction options include compacted stone dust, asphalt or similar surfaces that meet the requirement of stable, firm, and slip resistant. Costs will vary depending on material used.</p>				
<p>The paved accessible route to the tennis courts has a running slope that varies from 5.0% to 6.0% for roughly 50' of the upper segment. Running slopes of 5.0% to 8.3% require paired railings.</p> <p>See Photos Finn-Mooney 6, 7, 8, 9, and 10.</p>	403 405	22 24	<p>Option 1: Replace and reconstruct the affected asphalt walkway so that the running slopes do not exceed 5.0%.</p> <p>Option 2: Install paired ramp railings (lower railing 18" – 20" a.f.f.; upper railing 34" – 38" a.f.f.) where the running slope exceeds 5.0%.</p>	2 2	3 3	N N	<p>Up to \$2,000</p> <p>Up to \$15,000</p>
<p>Playgrounds Areas (2)</p> <p>There are 2 playground areas – one which is smaller and close to the school and gardens which is minimally accessible and consists of a smaller playscape, a sand box and 4 swings. The larger play area has a climbing area, swings (2 of which are accessible) and a playscape with a ramped access to the play equipment.</p> <p>Smaller Playground Area: There is no accessible route of travel to and around the perimeter of the playground area. There is no accessible route of travel to and between play components. There is a 2" abrupt change in level surface to access the playground. Non-compliant woodchips is the surface treatment for the entirety of play areas. <i>Note: Woodchips may only be considered as a possible option for the fall zone ground surface.</i></p> <p>Larger Playground Area: There is no accessible route of travel to and around the entirety of the perimeter of the playground area. There is no accessible route of travel to and between play components. Non-compliant woodchips is the surface treatment for the entirety of play areas. <i>Note: Woodchips may only be considered as a possible option for the fall zone ground surface.</i></p> <p>See Photos Finn-Mooney 11, 12, 13, and 14.</p>	402 303 403 802.1 221.2	19 20 22 14	<p>Provide an accessible route around the entirety of the 2 playground areas and to the sandbox compliant with width (4' wide minimum) and slope (2% cross, 5% running) requirements. Modify the timber surrounding the sandbox to create access by removing the abrupt change in level surface.</p> <p>Construct an accessible route compliant with width (4' wide minimum) and slope (2% cross, 5% running) requirements to the play structure elements. The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Play area ground surfaces immediately around play components and in the fall zone must comply with ASTM F 1951 and ASTM F 1292. Depending on the type, age, and quality of woodchips, they may be considered acceptable as a fall zone ground surface.</p>	2	3	L	<p>\$15,000 to \$30,000+</p>

Estimated Total Cost: Up to \$132,400+

Finn-Mooney Recreation Complex Accessibility Assessment Photos



Photo Finn-Mooney 1



Photo Finn-Mooney 2



Photo Finn-Mooney 3



Photo Finn-Mooney 4



Photo Finn-Mooney 5



Photo Finn-Mooney 6



Photo Finn-Mooney 7



Photo Finn-Mooney 8



Photo Finn-Mooney 9



Photo Finn-Mooney 10



Photo Finn-Mooney 11



Photo Finn-Mooney 12



Photo Finn-Mooney 13



Photo Finn-Mooney 14

SOUTHBOROUGH SIDEWALKS AND CURB RAMPS

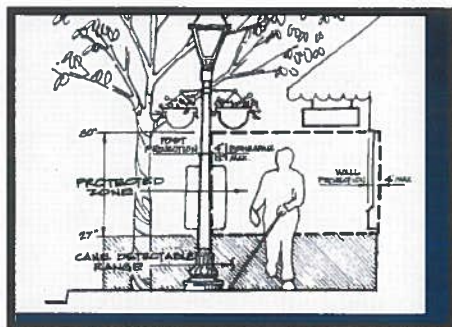
Description of Assessment Area: The assessment of public sidewalks, curb ramps, and crosswalks within the town focused on some of the main corridors including portions of Cordaville Road, Southville Road, Parkerville Road, Central Street and the Main Street/Town Center Area.

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

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

Sidewalks

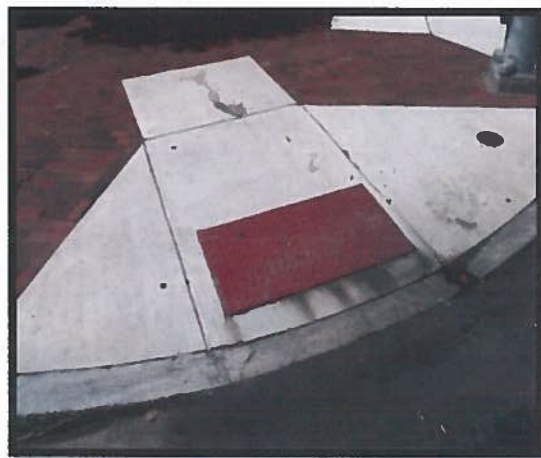
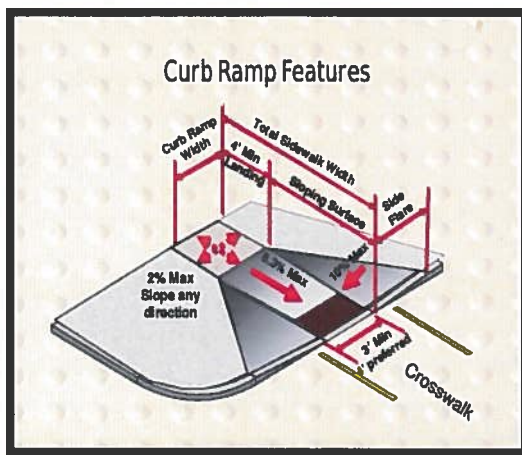
- A minimum of a 4 feet wide sidewalk (excluding the curb) with a 3 feet minimum unobstructed width. If the sidewalk is not 5 feet wide, then a 5 feet by 5 feet level passing space should be provided every 200'. Citation: ADAAG S. 403.5; 521 CMR S. 22.2; PROWAG.
- If the slope of the natural topography exceeds 1:20 (5%), a ramp is not required for a sidewalk. Citation: ADAAG S. 403.3; 521 CMR S. 22.3; PROWAG.
- The finished cross slope of any walkway or sidewalk should not exceed 1:50 (2.0%). Citation: ADAAG S. 403.3; 521 CMR S. 22; PROWAG.
- Walkway and sidewalk surfaces shall be firm, stable, and slip resistant. Openings in the route of travel (grates, etc.) can be no more than ½" wide. The "long" opening should be perpendicular to the route of travel. There shall be no abrupt changes in level surface of more than ¼", unless beveled up to ½". Citation: ADAAG S. 403, 303, 302; 521 CMR S. 22.4, 22.5, 22.7; PROWAG.
- Objects between 27" and 80" above the finish surface may not protrude more than 4" into the entire pedestrian circulation route. Citation: ADAAG S. 204; 521 CMR S. 20.6; PROWAG.
- All sidewalks/accessible routes of travel must be maintained and kept in a good quality condition including being kept free of snow and ice or other debris which would restrict access.



Curb Ramps

- Whenever sidewalks, walkways, or curbs on streets and ways are constructed, reconstructed, or repaired, curb cuts are required. Citation: ADAAG S. 406; 521 CMR S. 21.1; PROWAG.
- Curb cuts shall occur whenever an accessible route crosses a curb. Citation: ADAAG S. 405, 406; 521 CMR S. 21; PROWAG.
- Curb cuts are required at each corner of an intersection and typically are perpendicular to the street. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Curb cut wheelchair ramps should be placed within the general pedestrian flow to the greatest degree possible, to provide pedestrians the safety to see and be seen before crossing the street. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Paired reciprocal curb cut wheelchair ramps are preferred, however, apex ramps serving two directions may be used when intersection geometry precludes the use of paired ramps. The crosswalk should lead directly to the adjoining curb cut wheel chair ramp and sidewalk and not terminate in the roadway, a parking lot, or other area that is not part of the defined pedestrian flow. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum running slope of a curb ramp shall be 1:12 (8.3%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum cross slope of a curb ramp shall be 1:50 (2%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The maximum slope of a flared side shall be 1:10 (10%). Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- The minimum width of a curb ramp shall be 36 inches under ADAAG and 521 CMR but 48 inches under PROWAG, exclusive of flared sides. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Transitions from curb cuts to walks, gutters, or streets shall be flush or free of changes in level greater than ¼" or between ¼" and ½" if beveled. Citation: ADAAG S. 303, 403; 521 CMR S. 21; PROWAG.
- Grading and drainage shall be designed to minimize pooling of water, accumulation of debris, accumulation of ice or flow of water across the base of the curb cut. Citation: 521 CMR S. 21; PROWAG.
- A level landing (no more than 2.0% in all directions) at the top of the curb ramp is required. The level landing or turning area should be 4 feet deep by the width of the ramp at the curb line (minimum 3 feet, 5 feet preferred). The preferred level landing dimension, as feasible, is 5 feet x 5 feet. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.
- Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing. Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.

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



Responsible Party: Department of Public Works and Board of Selectmen

General Description or Obstacle Which Limits Mobility or Access: The following is a general summary of major findings of non-compliance. All sidewalks and curb ramps, unless technically infeasible, must adhere to the state and federal standards as detailed above.

Southville Road Sidewalks and Curb Ramps (Triangle Park Area to Parkerville Road)

Overall, the existing sidewalks are in fair to good condition, however a number locations where the sidewalks cross driveways the sidewalk surfaces are deteriorated, have abrupt changes in level surface of more than 1", and cross slopes that varied from 8.7% to 14.8%, well in excess of the maximum 2.0% allowed. Most cross walks and curb ramps lacked detectable warning strips as well as level landings at the top of the curb ramp. Additional areas of non-compliance included catch basins located within the sidewalk travel route, mailboxes placed in the sidewalk restricting clear width, and recycling and trash bins placed in the sidewalk eliminating sidewalk use. In one instance near Fiddleneck Lane at #194 Southville Road, a mailbox was placed in the middle of a curb ramp.

Lack of Detectable Warning Strips

- Southville Road and Cordaville Road
- River Street and Southville Road at Traingle Park (5)
- Parker Street and Southville Road (4)
- Harrington Street and Southville Road
- Bridge Street and Southville Road
- Near #174 Southville Road
- Near Fiddleneck Lane (2)



Lack of Level Landing at Top of Curb Ramp

- River Street and Southville Road at Traingle Park (6)
- Parker Street and Southville Road (2)
- Near #174 Southville Road
- Near Fiddleneck Lane



Excessive Slopes

- #105 Southville Road 1st driveway (8.7% cross slope)
- #105 Southville Road 2nd driveway (10.3% cross slope)
- #105 Southville Road 3rd driveway (14.8% cross slope)
- St. Matthew Church driveway (9.4% cross slope)

Sidewalk and Curb Ramp Obstructions

- #105 Southville Road sidewalk deterioration and abrupt changes in level surface of 2+ inches
- #105 Southville Road catch basin in sidewalk
- Mailbox in middle of sidewalk at #194 Southville Road
- Recycling and trash bins blocking sidewalk at #176 and #184 Southville Road



Parkerville Road Sidewalks and Curb Ramps (Southville Road to Finn School)

Overall, the existing sidewalks are in fair to good condition. Cross walks lack detectable warning strips. A number of curb ramps have excessive slopes and lack level landings at the top of the curb ramp.

Lack of Detectable Warning Strips

- Highland Street and Parkerville Road (2)
- Southville Road and Parkerville Road (2)
- Southwood Drive and Parkerville Road (2)
- Parkerville Road and Finn School Driveways (2)
- Wildwood Drive and Parkerville Road (2)
- Richards Road and Parkerville Road (2)



Lack of Level Landing at Top of Curb Ramp

- Southwood Drive and Parkerville Road
- Finn School driveway near school (2)
- Wildwood Drive and Parkerville Road (1)
- Richards Road and Parkerville Road (2)



Excessive Slopes

- Finn School driveway near field (ramp running slopes at 12.2% and 9.8%)
- Wildwood Drive and Parkerville Road (ramp running slope at 11.2%)

Sidewalk and Curb Ramp Obstructions

- Puddling of water at base of curb ramp at #26 Highland Street
- One inch abrupt change in level surface opposite Southwood Drive
- Southwood Drive concrete near Parkerville Road heaving creating ½" to 1" abrupt changes in level surface
- Abrupt change in level surface of 1" to 4" at Finn School driveway crosswalk near school side



Cordaville Road Sidewalks and Curb Ramps

The sidewalks on Cordaville Road are in varying condition. The southern portion of the road has segments of heaving and deterioration. Cross walks lack formal curb ramps with detectable warning strips and top landings. The sidewalks and curb ramps near Cordaville Hall are in very poor condition. Overgrowth at #7 Cordaville Road restricts clear width and sidewalk usage. The surface of this segment of sidewalk as well as that in front of Cordaville Hall and the cemetery have severe heaving. The clear width of the sidewalk in front of Cordaville Hall is also reduced to 30" or less. There are no formal curb ramps or detectable warning strips at the Cordaville Hall driveway entrance and exit. The slope to the sidewalk at the driveway exit (near cemetery) approaches 15.3%.

Lack of Detectable Warning Strips

- Richards Road and Cordaville Road
- Rockpoint Road and Cordaville Road (2)
- Cordaville Hall driveways (2)

Lack of Level Landing at Top of Curb Ramp

- Richards Road and Cordaville Road

Excessive Slopes

- Ramp running slope of Cordaville Hall driveway exit near cemetery at 15.3%

Sidewalk and Curb Ramp Obstructions

- Recycling and trash bins blocking sidewalk at #237 Cordaville Road
- Cordaville Road and Richards Road crosswalk terminates at a guardrail
- Cordaville and Rockpoint Road curb ramp have 1" to 2" abrupt changes in level surface at the base and are severely deteriorated
- Catch basins are located at the base of the curb ramps (2) at Rockpoint Road and Cordaville Road
- Areas of sidewalk deterioration and heaving along southerly segments of Cordaville Road and in the vicinity of Cordaville Hall including restricted clear width
- Reduced width of curb ramp level landing at Rockpoint Road and Cordaville Road



Main Street/Town Center Sidewalks and Curb Ramps

Overall the sidewalks in the Main Street/Town Center area are in very good condition with some exceptions. Segments of the sidewalk in the commercial district of Main Street (Mauro's Village Café, Knights of Columbus, Hiller's Cleaners) have areas of deterioration and abrupt changes in level surface. A telephone guy wire at Latisquamo Road and Main Street is a protruding object with reduced headroom. A number of mailboxes along Main Street also protrude into the accessible route of travel. Telephone poles near the Fay School Brackett House restrict the sidewalk clear width to less than 36".

Lack of Detectable Warning Strips

- Park Street and Main Street (2)
- Mauro's Café and Knights Of Columbus (Main Street)
- Town House driveways (2) across St. Mark's Street

Lack of Crosswalk Striping

- Opposite side of St. Mark's Street across school property driveway
- Town House driveways (2) across St. Mark's Street

Lack of Level Landing at Top of Curb Ramp

- Middle Street and Main Street

Sidewalk and Curb Ramp Obstructions

- Park Street and Main Street crosswalks/curb ramps have abrupt changes in level surface of up to 2"
- Concrete sidewalk at Mauro's Village Café has severe deterioration and abrupt changes in level surface
- Cross walk at Mauro's Café to Knights of Columbus lacks a curb ramp and has a 4" abrupt change in level surface
- Sidewalk transition from asphalt to concrete at Hiller's Cleaner's has an abrupt change in level surface of 1+"
- A telephone guy wire for telephone pole #5 creates reduced head room and is a protruding object
- Telephone poles in front of the Brackett House and between the Brackett House and a St. Mark's building reduce the sidewalk clear width to only 20" to 26"
- Mailboxes at #'s 18, 22, and 26 Main Street are protruding objects as they protrude more than 4" at a height of between 27" and 80" a.f.f. into the accessible route of travel





Central Street/Fayville Playground Area Sidewalks and Curb Ramps:

Crosswalks and curb ramps lack formal curb ramps and detectable warning strips. The crosswalk from the parking lot across from the Fayville Recreation Area has abrupt changes in level surfaces of 3" to 6" on both side.

Lack of Detectable Warning Strips

- Central Street and Curry Street (2)
- Central Street and Grout Street
- Central Street and Learned Street
- Central Street and Reservoir Drive

- Across Central Street from the parking lot to the Fayville Recreation Area

Sidewalk and Curb Ramp Obstructions

- Crosswalks/curb ramps across Central Street from the parking lot to the Fayville Recreation Area have abrupt changes in level surface of 3" on the field side and 6" on the parking lot side



XV. APPENDICES

Appendix A: Survey Form

Appendix B: Public Notice

Appendix C: Reasonable Accommodations Policy

Appendix D: Reasonable Accommodations Request Form

Appendix W: Funding Sources for Barrier Removal Planning, Design and Construction Projects

Appendix A: Survey Form

Southborough Self-evaluation Survey

Department/Board/Commission: _____

1. Location of department/program (name of building, floor level, street address):
2. Describe the function of the department and any programs it offers or services that it provides.
3. Are there any circumstances in which the participation of a person with a disability in any program or service offered by your department would be restricted or excluded?

- Town of Southborough Accessibility Plan**
- 71 -

- Town of Southborough Accessibility Plan**
- 72 -

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

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

12. Employment Practices.

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

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

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

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

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

Appendix B: Public Notice

Town of Southborough
Public Notice Under
The Americans With Disabilities Act

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

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

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

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

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

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

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

Mark J. Purple, ADA/504 Coordinator Town of Southborough
17 Common Street
Southborough, MA 01772
Email: mpurple@southboroughma.com
Phone: 508-485-0710
TTY: By state relay at 7-1-1

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

Appendix C: Reasonable Accommodation Policy

Town of Southborough

Reasonable Accommodation Policy

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

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

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

ADA Coordinator

Mark J. Purple, ADA/504 Coordinator Town of Southborough
17 Common Street
Southborough, MA 01772
Email: mpurple@southboroughma.com
Phone: 508-485-0710
TTY: By state relay at 7-1-1

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

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

Appendix D: Reasonable Accommodation Request Form

TOWN OF SOUTHBOROUGH
REQUEST FOR REASONABLE ACCOMMODATION FORM

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

TO BE COMPLETED BY REQUESTOR

Print Name _____ Date _____

Phone (work) _____ (personal) _____

☐ Town employee ☐ Application for Employment ☐ Other (please explain) _____

Dept/Div _____ Job Title _____

APPLICANT

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

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

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

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

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

EMPLOYEE

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

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

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

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

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

Requestor's Signature _____

Date _____

**RETURN THIS FORM TO THE
SOUTHBOROUGH ADA COORDINATOR**

**Appendix E: Funding Sources for Barrier Removal Planning,
Design and Construction Projects**

FUNDING SOURCES FOR BARRIER REMOVAL PLANNING, DESIGN, AND CONSTRUCTION PROJECTS

Note: This list of funding is not all inclusive and other local, private, state, and federal funding may be available to address accessibility related projects.

MA Office on Disability Municipal Americans with Disabilities Act Improvement Grant Program

There are two grant types available:

Planning Grant. These grants are for updating or creating a Self-Evaluation and/or Transition Plan as required under the Administrative Requirements of Title II of the ADA.

Project Grant. These grants are for removal of architectural or communication barriers that are present in a municipality. Design plans or applicant salaries are not eligible project grants. Project Grants are solely to remove barriers or to make physical/communication improvements at municipal properties or municipally owned facilities. Funds awarded cannot be used to make improvements to private businesses, private property, non-profit organizations, private homes, or other non-municipal properties.

Community Development Block Grant Funds (CDBG)

CDBG Funds can be accessed directly from the federal Office of Housing and Urban Development (HUD) if a municipality is an entitlement community or a designated central city. Non-entitlement communities (such as Southborough) can apply for CDBG funds on an annual state-wide competitive basis from the Massachusetts Department of Housing and Community Development. Eligible accessibility related projects include feasibility and planning projects; design and engineering for barrier removal; and physical construction improvements to remove architectural barriers, including but not limited to, sidewalks, curb ramps, building and facility access and building and facility modifications. Funding may also be awarded for accessible related communication and transportation improvements and purchases such as integrated and fixed ALS devices and COA/Municipal accessible vans.

MassWorks Infrastructure Program

The MassWorks Infrastructure Program is a competitive grant program that provides a flexible source of capital funds to municipalities and other eligible public entities primarily for public infrastructure projects that support and accelerate housing production, spur private development, and create jobs throughout the Commonwealth. Although not specifically designed to address accessibility planning or barrier removal - housing projects would be required to include a percentage of units as accessible units and surface infrastructure projects would be required to construct compliant sidewalks and curb ramps as part of the overall construction project.

MA Chapter 90 Funding

Municipalities may, upon MA DOT approval, use their allocated Chapter 90 funds for street and sidewalk improvements which would require compliance with the 2010 ADA Standards, 521 CMR, and PROWAG pertaining to sidewalk cross slopes, level changes, sidewalk widths, curb ramps, and pedestrian crossing signals.

MA Complete Streets Program

The MassDOT Complete Streets Funding Program provides technical assistance and construction funding to eligible municipalities. Eligible municipalities must pass a Complete Streets Policy and develop a Prioritization Plan. Similar to the MassWorks Program, although not specifically designed to address accessibility projects, surface infrastructure projects would be required to construct compliant sidewalks and curb ramps as part of the overall construction project.

Inherent in the development of a Complete Street is meeting the most current accessibility guidelines outlined by the Americans with Disabilities Act (ADA) and the Massachusetts Architectural Access Board (AAB), which are upheld by Code of Massachusetts Regulations 521 (521 CMR).

MA Community Preservation Act (CPA)

If a municipality has adopted through town meeting the CPA program, approved projects would have to adhere to applicable standards under ADA and 521 CMR. CPA funding is often used for historic building restoration and rehabilitation projects. Depending on the nature of the work and as part of the overall building project, funding may be attributed towards access into a building as well as interior improvements such as vertical access (lift, elevator), bathroom modifications, and related accessibility improvements.

TOWN OF SOUTHBOROUGH



CONSERVATION COMMISSION

TOWN HOUSE · 17 COMMON STREET · SOUTHBOROUGH, MASSACHUSETTS 01772-1662
(508) 281-8984 · FAX (508) 480-0161 · mdanza@southboroughma.com

January 24, 2022

To: Capital Planning Committee
From: Melissa Danza, Conservation Agent

Subject: Site Assessment Funds – Breakneck Hill Farm Dump

Since 2019, the Conservation Commission has reinvigorated assessing the current status of the ‘farm dump’ located at the Breakneck Hill Conservation Land. In 1980, the town purchased the property from Davco Farm/Ray Davis in which it had been historically used as an orchard and pastureland. The ‘farm dump’ has been found to be metal, old equipment, vehicles, tires, general trash, empty containers, etc.

The Commission has reports and information dating from 1987-1992 showing the town doing due diligence after being made aware of the presence of chemicals and typical trash, debris, and equipment that has been discarded on the property. This included discussions with Mr. Davis about his willingness to level off the area, in which the Commission agreed to hold off, conduct soil and water testing, and compile more information. Results of these tests showed that pesticide, herbicide, metals, oil & grease, and other potential contaminants were below maximum allowed levels and therefore were not causing a human or environmental health problem.

In 2005, the Commission hired a Licensed Site Profession (LSP) after Mr. Davis passed, to conduct a site visit to perform additional and updated testing. The findings from the LSP appear to give the site the all clear of hazardous waste and pollution and their recommendation was that it would remain with the local Board of Health jurisdiction as there was no hazardous waste found. A drinking water well on an abutting property was also tested to ensure that that this area was not impeding on human health of adjacent property owners. Following tests confirmed that the ‘farm dump’ remains a public *safety* concern but has not shown to be impacting public health. There appeared to be no further action at this time from the Commission or BOH, so this area of the property has been allowed to revegetate and become overgrown as it is not on an area maintained for the trails.

In 2019, the Commission hired the past LSP to conduct updated testing as the current Commission believes that the concern should be removed and the area restored. Additional

testing found that all contaminant levels were either not detected or well below the maximum allowed values. Previous Board of Health Director, Paul Pisinski, conducted a site visit and supplemental report in October 2020 that stated in his opinion it continues to not pose a public health threat and that the first step would be to have a survey completed in order to determine the limits of the dump.

The Commission has contracted with TRC Environmental and has so far created a certified survey/plot plan that outlines the property boundaries, dump location, wetland boundaries, etc. Based on recommendations from TRC after their findings and preliminary assessment of the site, we officially made DEP aware of the 'farm dump' and are in our final stages of having the Site Assessment Plan approved. The Site Assessment Plan will allow for test pits of the dump area for creation of a Clean-Up Plan (potential funding needed for FY24) as it is still unknown the actual limits and depths of the material. As also noted and found, a small portion of the dump resides on private property in which Town Counsel has been notified and is working on an access agreement that would be in place prior to work commencing. It appears that when Mr. Davis split up these lots, the 'dump' area was unintentionally placed within property boundaries that were no longer his as the dump appears to be older than the creation of those abutting properties.

Due to the age and possible contaminants once clean-up begins, the Town is required to enter an Administrative Consent Order (ACO) with DEP that now **requires** the clean-up of the 'farm dump' and associated tasks within given deadlines. This ACO is currently being drafted and hoped to be given to the Select Board for their February meetings to review. Funding of this Site Assessment portion of the project is crucial in ensuring that we remain on track to meet our deadlines given to us by the state and keeping a two-year/two-phase project on track. The Site Assessment portion of the clean-up is the only expense expected for FY23. DEP has been understanding of fiscal and monetary constraints due to COVID and Town Meeting schedules but the Site Assessment will need to commence in the FY23 period.

While final approval of the Site Assessment Plan is still pending, TRC has provided us with a total cost of this phase to be **~\$59,515.00**. This includes preparation and filing of a Notice of Intent for work in and near wetland resources, test pitting and sampling activities, completing asbestos survey and inspection, and preparing the final summary report. This cost is expected to be the high end cost as the amount of sampling and lab analysis is unknown until site assessment begins. Roughly \$10,000 is for the Notice of Intent submittal through the Commission as we want to ensure that we are following the same guidelines as we would a private site and another ~\$10,000 is for lab samples which may be used entirely or not at all depending on the findings and/or direction from the Certified Asbestos Inspector required by DEP. My understanding is that the final comments from DEP will not change the required activities so pending final internal review at TRC, this number should not change greatly. Remaining funds are for limited tree and vegetation clearing for access and test pits, qualified professionals to conduct test pits, soil screening, and for the final assessment report. Note that increased sampling, screening, and asbestos surveying is a requirement of DEP and has added a significant cost to this part of the project.

I have included for your review, the current draft of the Site Assessment Plan and other materials created by TRC that outline the 'dump' area. I respectfully request that the Capital Planning Committee look favorably towards funding this crucial ~\$60,000 site assessment at Breakneck Hill. Please do not hesitate to reach out if you have any questions.



Proposed Final Assessment Plan Breakneck Hill Farm Dumping Site

**Breakneck Hill Road
Southborough, Massachusetts**

January 2022

Prepared For:

Town of Southborough
Conservation Commission
17 Common Street
Southborough, Massachusetts 01772

Prepared By:

TRC Environmental Corporation
650 Suffolk Street
Lowell, Massachusetts 01854
(978) 970-5600



DISCLAIMER: This document has not undergone formal review and approval by the Massachusetts Department of Environmental Protection (MassDEP)

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FIGURES

Figure 1	Phase I Site Assessment Map
Figure 2	Existing Conditions Plan
Figure 3	Site Plan

APPENDICES

Appendix A	– Photograph Log
Appendix B	– Wetland Delineation & Aerial Photo Review – Lucas Environmental, LLC
Appendix C	– Draft Site Assessment Report Email – Board of Health
Appendix D	– Existing Conditions Plan – Land Planning, Inc.

1.0 Introduction

On behalf of the Town of Southborough (the “Town”), TRC Environmental Corporation (TRC) has prepared this *Proposed Final Assessment Plan* (the “Assessment Plan”) to outline proposed assessment activities for the Breakneck Hill Farm Dumping Site (the “Site”) located in Southborough, Massachusetts. The Assessment Plan will be provided to MassDEP’s Central Regional Office – Division of Solid Waste Management for review, comment, and approval. Following review by MassDEP, the Town will implement approved assessment activities to further evaluate the nature and extent of solid waste at the Site.

On November 1, 2021, the Town submitted the October 2021 *Draft Solid Waste Assessment Work Plan, Breakneck Hill Farm Dumping Site* (the “Work Plan”) prepared by TRC on behalf of the Town to MassDEP for review and comment. The Work Plan outlined proposed initial assessment activities for the Site. MassDEP provided feedback on the Work Plan via email on December 28, 2021. This Assessment Plan has been revised to incorporate the comments and edits provided by MassDEP.

2.0 Site Description & Background

The following sections describe conditions of the Site and general surrounding area. In addition, Site history and background information is summarized below.

2.1 Site Location & Description

The Site is located to the east/southeast of 48 Breakneck Hill Road in Southborough, Massachusetts. The Site is heavily vegetated and comprises approximately 1.0 acre. The Site is located on two separate tax parcels, Map 29, Lot 28A and Lot 36. The general location of the Site is depicted on **Figure 1**.

The Town acquired Map 29, Lot 28A from Raymond Davis on June 20, 1980, which reportedly comprises approximately 87.66 acres and currently consists of conservation land. The area of dumping is located on the western-central portion of Map 29, Lot 28A, and the balance of the Site extends onto 60 Breakneck Hill Road (Map 29, Lot 36), a western adjoining property that currently is utilized for residential purposes. Refuse within the dump area has been documented to include (but not limited to) old tires, machine parts, rusted 55-gallon drums, asphalt shingles, appliances, heavy equipment, broken ceramics, plastic objects, and general trash. Photographs documenting current conditions of the Site are included as **Appendix A**, and existing conditions of the Site are displayed on **Figure 2**.

2.2 Site History & Background

Prior to the Town’s acquisition, Davco Farm occupied Map 29, Lot 28A. Mr. Davis, President of Davis Tractor Company, operated the Davco Farm. The farm was home to an apple and peach orchard, apiary and bee supply business, and a Belted Galloway

cattle herd. Between approximately 1966 and 1980, the Site appears to have been used as dumping ground for the Davco Farm.

The Site is not identified in the Environmental Protection Agency (EPA) Inventory of Open Dumps or the MassDEP list of Inactive/Closed Landfills and Dumping Grounds. In addition, the Site is not listed in MassDEP's Waste Site and Reportable Releases database.

2.3 Adjoining Properties & General Surrounding Area

The Site is situated in a mixed-use area predominantly consisting of residential and commercial properties. The Site is bordered to the north by conservation land followed by a commercial complex and Route 9 (Turnpike Road); to the east by conservation land followed by residential properties and Woodland Road; to the south by conservation land followed by residential properties, Breakneck Hill Road, Woodland Road, and the Massachusetts Turnpike (Interstate 90); and to the west by residential properties (48 Breakneck Hill Road and 60 Breakneck Hill Road) and an unnamed pond followed by Breakneck Hill Road.

3.0 Previous Assessment Activities

The following sections summarize previous assessment activities performed at the Site.

3.1 Wetland Delineation & Aerial Photograph Review

In 2020, the Town of Southborough retained Lucas Environmental, LLC (LE) to perform a detailed wetland investigation in the vicinity of the Site. The detailed wetland investigation included reviewing aerial photographs to assess potential impacts to wetland areas from dumping. LE concluded that the dumping area is partially located on Town-owned conservation land and extends onto the abutting 60 Breakneck Hill Road property. The solid waste was documented to be located immediately adjacent to wetland resource areas. Due to the proximity of wetland resource areas to the solid waste, LE indicated that state, local, and/or federal wetland permits would be required to facilitate remedial actions. The memorandum prepared by LE that summarizes the wetland delineation and aerial photograph review is provided as **Appendix B**.

3.2 Draft Site Assessment Report

The October 20, 2020 *Draft Site Assessment Report* (email) was prepared by Mr. Paul Pisinski, part-time Public Health Director and Board of Health Agent for the Town. According to the email, Mr. Pisinski visited the Site on September 29, 2020. Following the Site visit, Mr. Pisinski estimated that the solid waste was distributed throughout an approximately 400 feet by 800 feet oval-shaped area located on Town-owned property and the western abutting 60 Breakneck Hill Road property; however, Mr. Pisinski indicated that a survey would need to be conducted to provide an accurate estimate and identify pertinent property lines. Mr. Pisinski stated that the Site was overgrown with

brambles, vines, trees, shrubs and weeds, and several void spaces were observed throughout the Site.

The email also references a Site visit performed by Mr. Pisinski and Mr. Philip Mauch, a former Board of Health Chairman, in 2005 or 2006. In the approximately 15-year period between Site visits, the Site reportedly became significantly more overgrown with vegetation. Solid waste at the Site was documented to consist of “old tires, abandoned cars, trucks, farm vehicles and farm equipment, broken metal and plastic pails, broken metal parts, metal and wooden cases, broken glass windows and broken glass bottles, ceramics, demolition debris, discarded furniture, bookcases, desks, and all manner of household trash”.

According to the email, the Conservation Commission hired consultants to document conditions at the Site. Mr. Pisinski indicated that an LSP previously collected surface “leachate” samples at the Site. According to Mr. Pisinski, the work performed by the hired consultants “did not detect any hazardous or toxic public health harm”. Although limited sampling activities performed by hired consultants did not reveal the presence of harm to the public, Mr. Pisinski acknowledged that the partially buried and exposed solid waste at the Site is a public safety concern.

To address the dumping ground, Mr. Pisinski recommended the following actions to the Town: hire a Massachusetts Registered Land Surveyor to perform a survey; hire a tree and brush removal company to clear vegetation from the Site; hire a company to remove the solid waste and restore the Site to the satisfaction of the Conservation Commission and MassDEP. The October 20, 2020 *Draft Site Assessment Report* (email) prepared by Mr. Paul Pisinski is provided as **Appendix B**.

3.3 Land Survey

In June 2021, land surveying activities were conducted to outline the extent of visually apparent surface waste/debris; document local topography and existing conditions; and overlay the extent of surficial waste/debris on an aerial photograph. Prior to the existing conditions survey, TRC performed a site reconnaissance to stake out the extent of the visually apparent surficial waste/debris, identify the general area of focus for the surveyors, and conduct a photographic survey. The photograph log documenting conditions encountered during the site reconnaissance is provided as **Appendix A**.

TRC retained Land Planning, Inc. (Land Planning) of Hanson, Massachusetts to survey the wetland flags (previously placed by others); the perimeter of surficial waste/debris; and the northern and northeastern bank of the pond. In addition, Land Planning collected ground surface elevations to prepare localized topography in 1-foot contours. Based on the Site reconnaissance and survey, the area of visually apparent waste/debris covers approximately 1.0 acre. The survey prepared by Land Planning is provided as **Appendix D**.

4.0 Proposed Assessment Activities

The following sections outline proposed solid waste assessment activities to be conducted on behalf of the Town to further evaluate the nature and extent of dumping at the Site. Proposed assessment activities include installing test pits, managing soil and debris management, screening and sampling activities, and protocols in the event that oil and/or hazardous materials (OHM) are encountered at the Site.

4.1 Test Pit Installation

To further evaluate the nature and extent of solid waste at the Site, TRC proposes installing up to 15 test pits throughout, and in the vicinity of, the dumping area. The test pits are anticipated to be installed up to five feet below ground surface (bgs); however, the final termination depths and dimensions of each test pit will be based on field observations. During the test pitting program, TRC will document the following: location, dimensions, and contents of each test pit; types of solid waste encountered; and soil and groundwater conditions (if encountered). The test pits are anticipated to be installed using a track-mounted excavator capable of accessing the Site. Limited land clearing activities will likely be required to provide access to the excavator. The proposed test pit locations are displayed on **Figure 3**.

It should be noted that certain applications and/or permits may be required including (but not limited to) a *Notice of Intent* to install test pits and/or clear vegetation at the Site. In addition, coordination with the adjoining property owner(s) will be required to facilitate access and implementation of the proposed assessment program.

4.2 Soil Screening & Sampling

TRC will collect soil samples from the sidewalls and base of each test pit for logging and screening purposes. Soil samples collected from the test pitting program will be screened with a photoionization detector (PID) on a parts per million by volume (ppmv) basis to evaluate for the presence of volatile organics. If elevated sustained PID headspace readings are encountered during soil screening activities (i.e., concentration greater than 10 ppmv), TRC will submit the suspect soil to a Massachusetts-certified laboratory within three days for analyses of volatile organic compounds (VOCs), extractable petroleum hydrocarbons (EPH), volatile petroleum hydrocarbons (VPH), priority pollutant metals, polychlorinated biphenyls (PCBs), pesticides and herbicides. Following receipt, the laboratory analytical results will be compared to the applicable Reportable Concentrations in accordance with 310 Code of Massachusetts Regulations (CMR) 40.0000, commonly referred to as the Massachusetts Contingency Plan (MCP). If reportable conditions are encountered during the assessment program, the Town will notify MassDEP in the appropriate time frame (i.e., 2-hours, 72-hours, and/or 120-days). The Town will also provide the laboratory analytical results (if any) to MassDEP within seven days of receipt.

4.3 Backfill

Soil and debris removed during the installation of test pits will be temporarily placed adjacent to the respective test pit. Material excavated during the test pitting program will be utilized as backfill and returned to a similar location and depth from where it originated, as feasible.

4.4 Drums and Containers

Assessment activities performed at the Site have the potential to encounter drums or other containers housing hazardous waste or materials. If drums or other containers are encountered during assessment activities that potentially house hazardous waste or materials, solid waste assessment activities will cease immediately, and the Town will notify Kevin Daoust (Section Chief, Emergency Response and Risk Reduction, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) to determine whether notification is required pursuant to the MCP. In addition, the Town will notify James A. McQuade (Section Chief, Solid Waste Management, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) within seven days of identifying drums or other containers potentially housing hazardous waste or materials.

4.5 Leachate, Sheens & OHM Seeps

Assessment activities performed at the Site have the potential to encounter leachate, sheens, and/or OHM seeps. If encountered, TRC will submit representative samples of the suspect media to a Massachusetts-certified laboratory within three days for analyses of VOCs, EPH, VPH, priority pollutant metals, PCBs, pesticides and herbicides. Following receipt, the laboratory analytical results will be compared to the applicable Reportable Concentrations in accordance with the MCP. If reportable conditions are encountered during the assessment program, the Town will notify MassDEP in the appropriate time frame (i.e., 2-hours, 72-hours, and/or 120-days). The Town will also provide the laboratory analytical results (if any) to MassDEP within seven days of receipt.

4.6 Asbestos Assessment

Prior to initiating cleanup activities at the Site, the Town will retain the services of a Massachusetts Department of Labor Standards (DLS) certified asbestos inspector to thoroughly inspect all debris located at the Site for the potential presence of asbestos containing materials (ACM). The certified asbestos inspector will collect representative samples of suspect ACM to determine asbestos content. Following completion of the asbestos assessment, the Town will provide MassDEP with a written copy of the certified asbestos inspector's report within seven days of receipt and no later than 30 days after the certified asbestos inspector has completed the Site inspection. The certified asbestos inspector will be present on Site during the test pitting program.

If ACM are identified at the Site, the Town will contact Gregory Levins (Section Chief, Asbestos Program, MassDEP Central Regional Office) to determine whether a Non-

Traditional Asbestos Abatement Work Plan is required or if traditional abatement procedures are feasible. Upon receipt of the Department's determination, the Town will retain the services of a DLS licensed asbestos contractor to conduct necessary asbestos abatement activities. The Town will notify James A. McQuade (Section Chief, Solid Waste Management, Bureau of Waste Site Cleanup, MassDEP Central Regional Office) within seven days of receiving the asbestos inspections results and any subsequent asbestos abatement actions. As necessary, the Town will provide Mr. Levins with copies of ACM shipment and disposal documentation within seven days of receipt.

5.0 Reporting

Findings associated with the solid waste assessment will be provided in a Final Assessment Summary Report. The report will summarize initial solid waste assessment activities completed at the Site and include tables and figures, as necessary. In addition, the report will provide findings, conclusions, and recommendations for further assessment and/or solid waste management, as warranted.

6.0 Schedule

Following MassDEP approval of the proposed work, a schedule will be developed for field assessment and reporting activities. The final schedule will be coordinated with the Town and MassDEP.

7.0 References

Solid Waste Management Facility Regulations (310 CMR 19.000) prepared by MassDEP dated February 14, 2014.

Wetland Delineation & Aerial Photo Review, Breakneck Hill Conservation Land, Southborough, Massachusetts prepared by Lucas Environmental, LLC dated June 29, 2020.

Draft Site Assessment Report prepared by Board of Health Agent dated October 20, 2020.

Existing Conditions Plan, Off Breakneck Hill Road, Southborough, Massachusetts prepared by Land Planning, Inc. dated June 23, 2021.

Phase I Site Assessment Map, Breakneck Hill Farm Dumping Site, Breakneck Hill Road, Southborough, Massachusetts provided by the MassDEP – Bureau of Waste Site Cleanup on October 25, 2021.

Figures

MassDEP - Bureau of Waste Site Cleanup

Phase 1 Site Assessment Map: 500 feet & 0.5 Mile Radii

Site Information:

BREAKNECK HILL FARM DUMPING SITE
BREAKNECK HILL ROAD SOUTHBOROUGH, MA

NAD83 UTM Meters:

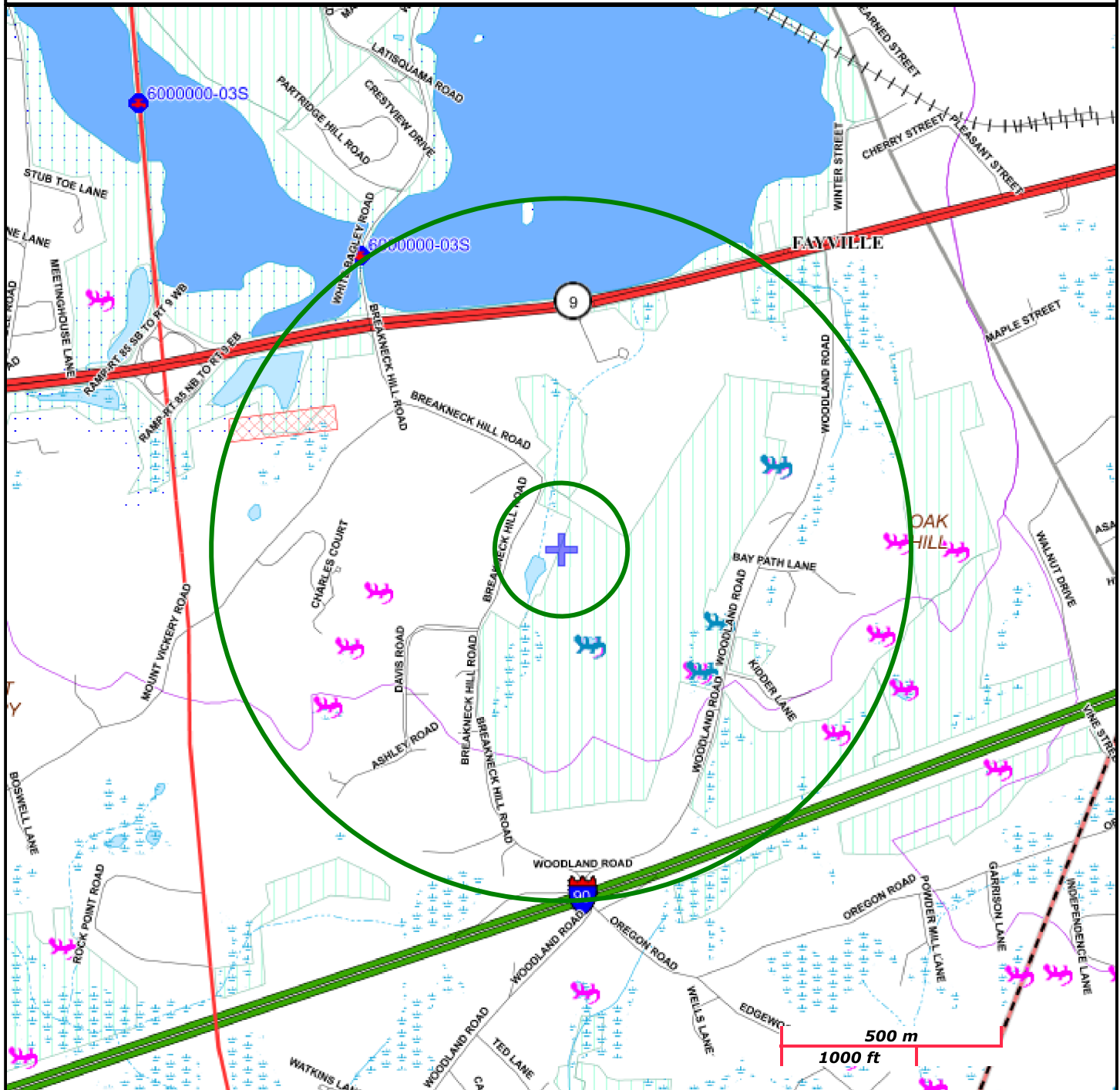
4684796mN , 292602mE (Zone: 19)
October 25, 2021

The information shown is the best available at the date of printing. However, it may be incomplete. The responsible party and LSP are ultimately responsible for ascertaining the true conditions surrounding the site. Metadata for data layers shown on this map can be found at:
<https://www.mass.gov/orgs/massgis-bureau-of-geographic-information>



MassDEP

Commonwealth of Massachusetts
Department of Environmental Protection



Roads: Limited Access, Divided, Other Hwy, Major Road, Minor Road, Track, Trail

Boundaries: Town, County, DEP Region; Train; Powerline; Pipeline; Aqueduct

Basins: Major, PWS; Streams: Perennial, Intermittent, Man Made Shore, Dam

Aquifers: Medium Yield, High Yield, EPA Sole Source.....

Non Potential Drinking Water Source Area: Medium, High (Yield)...

PWS Protection Areas: Zone II, IWPA, Zone A

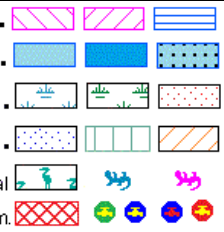
Hydrography: Open Water, PWS Reservoir, Tidal Flat

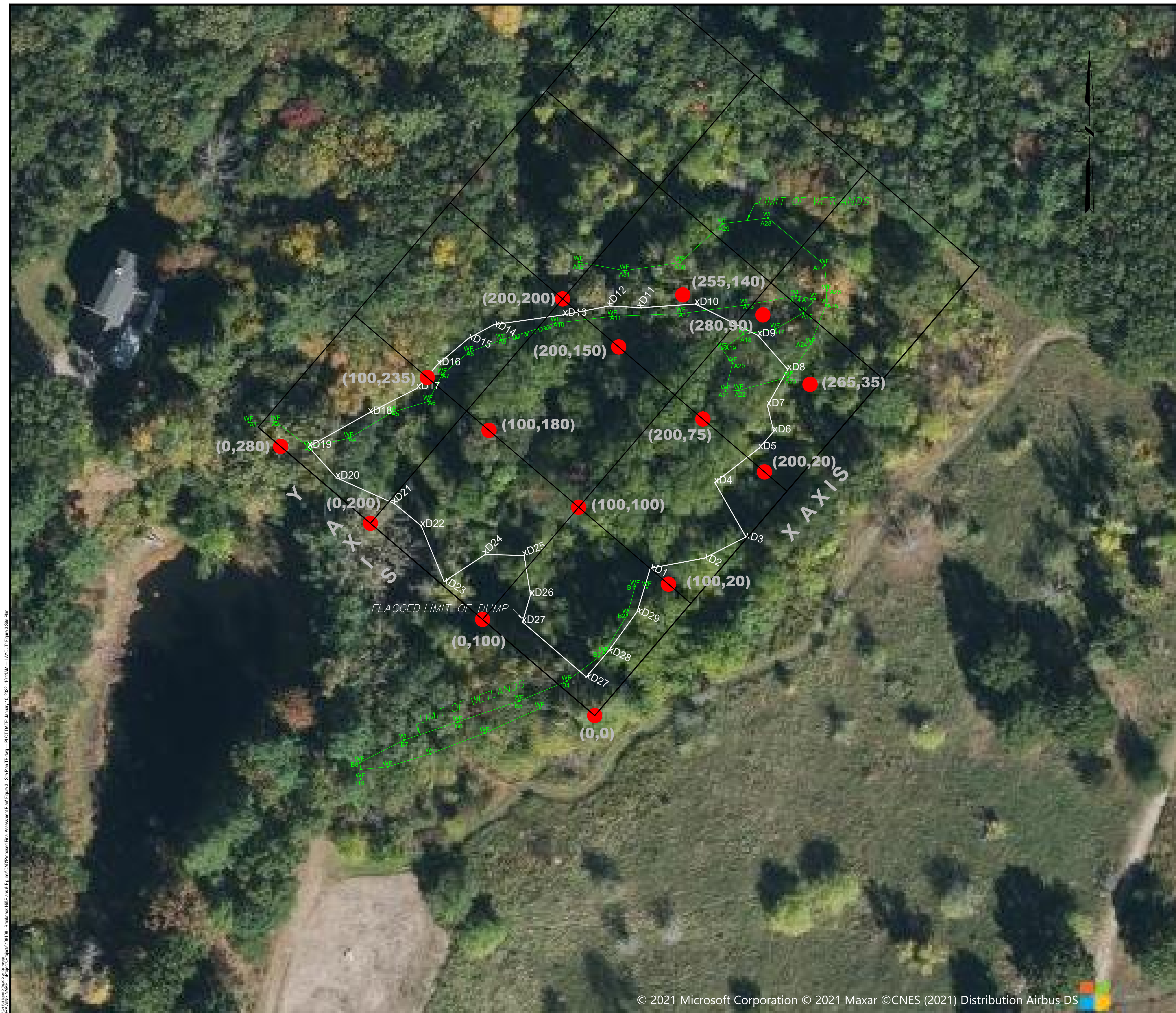
Wetlands: Freshwater, Saltwater, Cranberry Bog

FEMA 100yr Floodplain; Protected Open Space; ACEC

Est. Rare Wetland Wildlife Hab; Vernal Pool: Cert., Potential

Solid Waste Landfill; PWS: Com. GW, SW, Emerg., Non-Com.






LEGEND

WF LIMIT OF WETLANDS AND
ASSOCIATED WETLAND FLAGS
PLACED BY OTHERS

—xD1— LATERAL EXTENT OF VISUALLY
APPARENT DEBRIS AND
ASSOCIATED DELINEATION FLAGS


 PROPOSED TEST PIT LOCATIONS &
 COORDINATES (FEET FROM
 ORIGIN)

NOTES:

FEATURES INCLUDING WETLAND AND DEBRIS DELINEATION FLAGS WERE OBTAINED FROM EXISTING CONDITIONS PLAN OFF BREAKNECK HILL ROAD, SOUTHBOROUGH, MA PREPARED BY LAND PLANNING, INC. DATED 6/23/2021

SOIL AND DEBRIS REMOVED DURING THE INSTALLATION OF TEST PITS WILL BE TEMPORARILY PLACED ADJACENT TO THE RESPECTIVE TEST PIT. MATERIAL EXCAVATED DURING THE TEST PITTING PROGRAM WILL BE UTILIZED AS BACKFILL AND RETURNED TO A SIMILAR LOCATION AND DEPTH FROM WHERE IT ORIGINATED, AS FEASIBLE.

[illegible]

SITE PLAN

PROJECT: **BREAKNECK HILL FARM DUMPING SITE
SOUTHBOROUGH, MA 01772**

DRAWN BY:	CH	PROJ. NO.:	408108.0000.0000
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CHECKED BY:	TB
-------------	----

APPROVED BY: TB

DATE: JANUARY 2022

FIGURE 2



FILE NO.: Figure 3 - Site Plan TB.dwg

Appendix A
Photograph Log

Appendix A Photograph Log



Photo 1: Sparsely vegetated area and debris including brick, concrete, tires, plastic waste, and scrap metal observed at the eastern-central portion of the site; view to the west



Photo 2: Several wetland delineation flags observed at the northeastern portion of the site; view to the north



Photo 3: Rubber tire and refuse observed at the northern portion of the site; view to the south



Photo 4: Debris including scrap metal and a 55-gallon drum observed along the wetland area at the northwestern portion of the site; view to the southwest

Appendix A

Photograph Log



Photo 5: Rusted 55-gallon drum, metal tank, brick, wood debris, and bottles observed along the wetland area at the northwestern portion of the site; view to the north



Photo 6: Treated wood observed at the western portion of the site; view to the northeast



Photo 7: Densely vegetated area housing debris and holes located at the northeastern portion of the site; view to the north



Photo 8: Abandoned car/tractor components and miscellaneous scrap metal observed at the northwestern portion of the site; view to the southwest

Appendix A Photograph Log



Photo 9: Very densely vegetated area housing miscellaneous trash and debris observed at the southern-central portion of the site; view to the southwest



Photo 10: Partially buried metal and debris observed in the densely vegetated area at the southern-central portion of the site; view to the west






Photo 11: Partially buried cinder block and brick observed along the steep slope at the southwestern portion of the site; view to the west



Photo 12: Outfall observed at the southwestern portion of the site; view to the south

Appendix A Photograph Log

<div> <div>Photo 13: Debris including plastic pots and bottles observed along the wetland area at the western portion of the site; view to the east</div>  </div>	<div> <div>Photo 14: Metal siding and rubber tires observed at the western portion of the site; view to the east</div>  </div>
<div> <div>Photo 15: Rubber tires and miscellaneous debris observed throughout the western portion of the site; view to the northeast</div>  </div>	<div> <div>Photo 16: Debris including a plastic cone, a rubber tire, and metal waste located at the northern portion of the site; view to the northeast</div>  </div>

TRC Job No. 408108	Photographs Taken By: T. Bevenour (June 2021)	Page No. 4 of 6	Client: Town of Southborough	Site Name & Address: Breakneck Hill Dumping Site	TRC
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Appendix A Photograph Log





<div> <div>  </div> <div> <p>Photo 17: Debris including plastic waste, a pipe, and scrap metal located at the northern portion of the site; view to the east</p> </div> </div>	<div> <div>  </div> <div> <p>Photo 18: Sparsely vegetated area and debris including brick, concrete, tires, plastic waste, and scrap metal observed at the eastern-central portion of the site; view to the southwest</p> </div> </div>
<div> <div>  </div> <div> <p>Photo 19: Asphalt debris observed at the southeastern portion of the site; view to the west</p> </div> </div>	<div> <div>  </div> <div> <p>Photo 20: A hole observed in the densely vegetated area located at the northeastern portion of the site; view to the west</p> </div> </div>

TRC Job No.	Photographs Taken By:	Page No.	Client:	Site Name & Address:	408108
	T. Bevenour (June 2021)	5 of 6	Town of Southborough	Breakneck Hill Dumping Site	



TRC

Appendix A Photograph Log

<div> <div>Photo 21: Walking path located to the east/southeast of the dumping area; view to the southwest</div>  </div>	<div> <div>Photo 22: Pond located to the southwest of the dumping area; view to the west</div>  </div>
<div> <div>Photo 23: Wetland delineation flags observed at the southwestern portion of the site; view to the northeast</div>  </div>	<div> <div>Photo 24: Pond located to the southwest of the dumping area; view to the south</div>  </div>

TRC Job No.	Photographs Taken By:	Page No.	Client:	Site Name & Address:	408108
	T. Bevenour (June 2021)	6 of 6	Town of Southborough	Breakneck Hill Dumping Site	
					TRC

Appendix B

**Wetland Delineation & Aerial Photo Review
Lucas Environmental, LLC**



MEMORANDUM

TO:	Town of Southborough Conservation Commission 17 Common Street Southborough, MA 01772	DATE:	June 29, 2020
FROM:	Matthew Varrell Project Manager, PWS	PROJECT NUMBER:	10030.40
		RE:	Wetland Delineation & Aerial Photo Review Breakneck Hill Conservation Land Southborough, MA

Lucas Environmental, LLC (LE) was retained by the Town of Southborough to conduct a detailed wetland investigation of the northwestern portion of the Breakneck Hill Conservation Land (the Study Area). The Study Area is generally defined as the area to the west of the existing man-made pond which has received dumping of various man-made debris historically. The wetland investigation consisted of an inspection and delineation of the wetland resource areas within the Study Area. In addition to the delineation, LE was tasked with reviewing available historic aerial photos to assess the estimated limits of wetland resources prior to the dumping activities. No survey services, hazardous materials or subsurface soil explorations were conducted as part of this investigation.

1.0 WETLAND DELINEATION

A Professional Wetland Scientist (PWS) from Lucas Environmental, LLC (LE) conducted site investigations of the Study Area in Southborough, Massachusetts on May 6, 2020 for the purposes of delineating regulated wetland resource areas. The current delineation supplements a previous delineation conducted by LE in 2016.

The wetland investigation was performed in accordance with the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, § 40) and regulations (310 CMR 10.00 *et seq.*); Section 404 of the Clean Water Act (33 U.S.C. 1344); Massachusetts Department of Environmental Protection (MassDEP) publication “Delineating Bordering Vegetated Wetlands” under the Massachusetts Wetlands Protection Act (1995); and the U.S. Army Corp of Engineers (USACE) Wetland Delineation Manual (1987); the Northcentral and Northeast Regional Supplement (2012); and the Town of Southborough Wetland By-law (Chapter 170) and its implementing regulations.

The following data sources were examined prior to the site investigation:

- Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps
- United States Geological Survey Topographic Quadrangle;
- MassGIS MassDEP Wetland and Hydrography Datalayers;
- MassGIS Natural Heritage Atlas Datalayers; and
- United States Department of Agriculture, Natural Resources Conservation Service (USDA-NRCS) Soil Survey.

1.1 Existing Conditions

The Study Area consists of the portion of the Breakneck Hill Conservation Land located to the west and northwest of an existing off-site man-made pond. The pond itself is located on the abutting 60 Breakneck Hill Road property, which is privately owned. The Study Area is historically altered by its use as a working farm. The pond is believed to have been constructed in 1957 and was likely formed by impounding an existing stream channel through the construction of an earthen dam. The majority of the Study Area consists of forested uplands and wetlands, interspersed with trails and scattered man-made debris within an area best described as a dump. The uplands vary from maintained grassland to forested areas. The dump area is significantly overgrown with invasive species, including Oriental bittersweet (*Celastrus orbiculata*), tatarian honeysuckle (*Lonicera tatarica*), and garlic mustard (*Alliaria petiolate*).

According to the July 16, 2014 FEMA Flood Insurance Rate Maps (FIRM) for Worcester County, Map Number 25027C0667F, the Study Area is located within a Zone X (Other Areas), which is classified as an area determined to be outside the 0.2% annual chance floodplain (500-year flood). Therefore, Bordering Land Subject to Flooding (BLSF) does not occur within the Study Area.

A review of the current MassGIS data layer for the Massachusetts Natural Heritage Atlas (effective August 1, 2017) under the Natural Heritage and Endangered Species Program (NHESP) indicates that the Study Area is not located within Priority Habitat of Rare Species or within Estimated Habitat of Rare Wildlife. No Certified Vernal Pools under the jurisdiction of the Wetlands Protection Act Regulations (310 CMR 10.00 et seq.) or the Massachusetts Endangered Species Act (321 CMR 10.00 et seq.) occur within the Study Area.

The Study Area is located within an area designated as an Outstanding Resource Water (ORW) as it is tributary to the Sudbury Reservoir. The Study Area is not designated as an Area of Critical Environmental Concern (ACEC), Watershed Protection Area, or designated Cold Water Fisheries Resource. The Study Area does not lie within any MassDEP Wellhead Protection Areas.

1.2 Environmental Resource Areas

Wetland resource areas identified within the Study Area include Bordering Vegetated Wetlands (BVW), Inland Bank, and Land Under Water Bodies and Waterways (LUWW). Under the Massachusetts Wetlands Protection Act (WPA), the wetlands observed are regulated as follows:

Inland Bank – 310 CMR 10.54

Section 310 CMR 10.54 of the WPA defines a Bank *as the portion of the land surface which normally abuts and confines a water body. It occurs between a water body and a vegetated bordering wetland and adjacent flood plain, or, in the absence of these, it occurs between a water body and an upland. The upper boundary of a Bank is the first observable break in the slope or the mean annual flood level, whichever is lower. The lower boundary of a Bank is the mean annual low flow level.* The delineated Banks are described below.

Bordering Vegetated Wetlands – 310 CMR 10.55

Section 310 CMR 10.55 of the Wetlands Protection Act (WPA) defines Bordering Vegetated Wetlands as *freshwater wetlands which border on creeks, rivers, streams, ponds and lakes. The types of freshwater wetlands are wet meadows, marshes, swamps and bogs. Bordering Vegetated Wetlands are areas where the soils are saturated and/or inundated such that they support a predominance of wetland indicator plants. The boundary of Bordering Vegetated Wetlands is the line within which 50% or more of the vegetational community consists of wetland indicator plants and saturated or inundated conditions exist. Wetland indicator plants are also those classified in the indicator categories of Facultative, Facultative+, Facultative Wetland-, Facultative Wetland, Facultative Wetland+, or Obligate Wetland in the National List of Plant Species That Occur in Wetlands: Massachusetts (Fish & Wildlife Service, U.S. Department of the Interior, 1988) or plants exhibiting physiological or morphological adaptations to life in saturated or inundated conditions.* The delineated BVW is described below.

Land Under Water Bodies and Waterways – 310 CMR 10.56

Land Under Water Bodies and Waterways is located within perennial streams, as well as ponds, and is defined as *the mean annual low water level* under section 310 CMR 10.56 (2)(c) of the WPA. As this resource area is located below the edge of Bank or the Mean Annual High Water (MAHW) mark of perennial streams and ponds, it is not field delineated, although would be located within the existing off-site pond which is part of the wetland system.

1.3 Resource Area Description

Wetland A & B

The entirety of the wetland resource areas within the Study Area are part of a single contiguous system, identified as Wetland A & B. Wetland A consists of an intermittent stream that drains from the eastern side of the man-made pond and the vegetated wetlands that border the channel. The system is described as a Palustrine Forested wetland and occurs on both the Town-owned Conservation Land and the abutting 60 Breakneck Hill Road property. The site delineation was generally restricted to the Town-owned land as could be determined in the field. The wetland is delineated with pink survey tape numbered sequentially with flag series WFA-1 to WFA-32 and WFB-1 to WFB-8.

The A-Series flagging identifies the limits of both BVW and Bank. Flags WFA-3 through WFA-15 identifies the limit of Bank which is formed by the extent of dumped material. Based upon the nature of the channel, it is likely man-made and may have been constructed to convey surface waters emerging from a hillside seep.

The B-Series flagging identifies the northern Bank of an intermittent stream originating from the man-made pond. This channel also appears to be man-made and flows contained within it appear to discharge to the ground at flag location WFB-1. LE could not identify a contiguous channel or BVW connection between the downgradient end of the B-Series channel and the upper portion of the A-Series wetland. LE theorizes this is due to historic alteration of the area.

Plant species observed include red maple (*Acer rubrum*), yellow birch (*Betula alleghaniensis*), multiflora rose (*Rosa multiflora*), northern spicebush (*Lindera benzoin*), tartarian honeysuckle, steeplebush (*Spiraea tomentosa*), Oriental bittersweet, grape (*Vitis* sp.), skunk cabbage (*Symplocarpus foetidus*), sensitive fern (*Onoclea sensibilis*), tussock sedge (*Carex stricta*), lady fern (*Athyrium filix-femina*), and horsetail (*Equisetum arvense*).

The wetland/upland boundary is generally located along a well-defined topographic break. In numerous areas, the topographic break consists of the limits of dumped debris. Soils exhibit hydric characteristics and indicators of wetland hydrology include shallow soil saturation, evidence of seasonal inundation, and drainage patterns. Local, state, and federal boundaries are coincident. Photographs of the Study Area are provided as Appendix A.

2.0 AERIAL PHOTO REVIEW

As part of the contract, LE was tasked with reviewing available historic aerial photos to assess the estimated limits of wetland resources prior to the dumping activities and report any other pertinent information gleaned from the review of the photos. LE inspected aerial images of the Study Area dated June 30, 1959 (high resolution), March 9, 1966 (stereoscopic pair), 1977 (low resolution), and a series of images taken since 1995 that are publicly available through Google Earth.

The 1959 image shows the Study Area within two years of the construction of the pond and provides good detail (see Figure 1). This image appears to show that the dam was still somewhat under construction at this time and the area contained significant open soil areas. The 1959 photo also appears to show in progress clearing of trees within the Study Area and possibly the placement (or exposure) of the boulders that are currently observable where soil has eroded. The eastern intermittent channel is not obvious in the 1959 photo, although it appears the culvert beneath the cart path may have existed at that time. LE theorizes that the channel would have been constructed between 1959 and 1966, as the channel appears to be visible in the 1966 photos.

The stereoscopic images obtained from 1966 provide a three-dimensional stereoscopic view of the Study Area at that time. These images depict a clearly defined limit of the top of the constructed dam. Having been built in only nine years previous, it is reasonable to expect that the top of the dam was being well maintained at this time and no significant mature vegetation had become established. Unfortunately, the remaining photos were not of sufficient resolution to determine when exactly the man-made debris (forming the dump) began to be deposited. A review of additional photographs may provide greater detail on the timeline, although the end result of the current condition would not be changed.

Figure 1. 1959 Image of Study Area



3.0 ESTIMATED TIMELINE

Based upon the delineation and associated observations made of the Study Area, information from the aerial photos, and best professional judgement, LE has the following hypothesis of the events that have occurred over the years leading to the current conditions:

- Based upon the date on the concrete outlet structure, it appears the earthen dam was constructed in 1957, forming the pond and a secondary, man-made channel. The pond was likely constructed within an existing stream channel that may have had a border of vegetated wetlands with a naturally occurring topographic valley at the base of the hill. This naturally occurring wetland was likely supported hydrologically by one or more natural hillside seeps or springs that seasonally discharged groundwater to the surface. Such a seep currently exists in the vicinity of LE flag number WFA-23.
- The pond is primarily drained through the main drop inlet at its northern end which discharges to the channel at the base of the dam on its northern face. The secondary channel exists on the eastern side of the pond (flagged with the B-series delineation). Any discharge from the pond to this channel must flow through a culvert beneath a cart path that runs along the eastern site of the pond. LE presumes this channel may have been constructed as an emergency spillway in the event that the main outlet became clogged.
- After construction of the pond and dam, the secondary channel provided hydrology to support wetland conditions to the northeast of the pond (the “Northeastern Area”). The hillside seeps would have likely also continued to support wetlands in this area. Based upon the aerial photos, it appears the Northeastern Area was lower in elevation than the dam itself, although perhaps not significantly. However, LE theorizes that the top of the dam would have been an artificially elevated landform behind which may have been an attractive location to deposit unwanted materials over time.
- At some point in time (~1959), it appears large stones and boulders were deposited within the Northeastern Area, presumably to eliminate the wetland areas that may have not been desirable for the agricultural use of the property at the time. The boulders were likely then covered with a layer of soil to create usable land for the farming operations. However, the secondary channel from the pond was not eliminated, resulting in occasional continued flow of surface water to the area. Currently, the Northeastern Area that was not delineated as wetland (but exists within the 100-Foot Buffer Zone) exhibits numerous voids in the substrate, revealing the underlying stones and boulders. LE theorizes that the continued surface flows from the channel eroded the placed topsoil over time, resulting in the current condition. Evidence from the 1959 photo supports this theory.
- LE could not definitively determine exactly when the dumping of man-made debris commenced. However, based on some of the materials observable on the surface, it appears the area continued to receive material until fairly recently. LE is unable to definitively ascertain if the dumping of man-made debris occurred within wetland resources or if it occurred on top of the stone and boulder material that appears to have been placed. However, it is not unreasonable to assume that materials were dumped in both areas.

- LE believes the historic alterations of the wetland resources within the Study Area are limited to the area defined by the two delineated stream channels. LE recommends the recent flagging be field surveyed and added to the existing site plan of the area entitled “*Wetland Resource Area Limits Breakneck Hill Conservation Land at Breakneck Hill Road in Southborough, Massachusetts*,” dated May 10, 2018.

4.0 CONCLUSION

LE has completed a delineation of the currently regulated wetland resource areas within the Study Area. The dumping within the Study Area is partially on the Town-owned Breakneck Hill Conservation Land and partially on the abutting privately-owned 60 Breakneck Hill Road property. In general, observed dumped materials are immediately adjacent to, but not necessarily within the limits of the wetland resource areas. The entirety of the Study Area is significantly altered by historic uses, although some of the dumped materials do not appear to be terribly old.

In the event that the Town wishes to remediate the area, it may be possible to either remove materials or install a cap to permanently cover the materials with fairly minor direct alterations to regulated wetland resource areas, based on guidance from a Licensed Site Professional (LSP). However, any such remediation would be entirely within the 100-Foot Buffer Zone and would require permitting under the WPA and the local By-law. Depending on the need for any direct wetland alteration, federal wetland permitting may also be necessary. If so desired by the Town, there may be an opportunity to provide a more significant wetland restoration within the Study Area by removing all deposited materials (including boulders, etc.) and restoring the natural topography of the area. Any such work would appear to require close cooperation with the abutting property owner.

PHOTOGRAPHIC DOCUMENTATION

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 1: Bank of A-Series wetland delineation.



Photograph 2: Bank of A-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 3: Bank of A-Series wetland delineation.



Photograph 4: BVW of A-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 5: Bank of B-Series wetland delineation.



Photograph 6: Bank of B-Series wetland delineation.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 7: Debris within wetland resource area Buffer Zone.



Photograph 8: Debris within wetland resource area Buffer Zone.

PHOTOGRAPHIC DOCUMENTATION

DATE: May 6, 2020



Photograph 9: Debris within wetland resource area (Bank).



Photograph 10: Debris within wetland resource area Buffer Zone.

Appendix C

Draft Site Assessment Report Email Board of Health

Paul Pisinski

From: Paul Pisinski
Sent: Tuesday, October 20, 2020 1:14 PM
To: Barbara Spiri; mary lou Woodford; Nancy Sacco; Dan O'Rourke
Subject: DRAFT Site Assessment Report —Davis Farm Dump off Breakneck Hill Road, 10/19/20

What follows is a draft report of my finding at the Solid Waste Breakneck Hill Road Farm "Dump" site in the Northwest corner of property once belonging to a Mr. Davis and sold to the Town of Southborough. Melissa Danza and I walked the site on September 29, 2020. Solid waste covers an irregularly, oval shaped area approximately 400 feet by 800 feet. It appears that at the time of our walk- thru the site and based on the previous investigations by other professionals, THERE IS NO TOXIC OR HAZARDOUS CHEMICALS OR SUBSTANCES ON THE SURFACE OF THIS SITE, which in my opinion would pose a current Public Health Risk. Please refer to maps and drawings of this area attached to this report as well as documents submitted to the Southborough Conservation Commission. It would appear that the area with solid waste constitutes about 5 to 6 acres, although the exact size would need to be surveyed to better ascertain this estimate. Also, Mr. Davis must not have been aware of exact bounds and property lines of his property. Town assessor maps show solid waste which has "spilled" onto adjoining properties, particularly the property belonging to Number 60 Breakneck Hill Road and will need to be removed. A comprehensive site survey by a Massachusetts Registered Land Surveyor will need to be completed with appropriate boundary markers before any rectification of solid waste can be started. The site is overgrown with brambles, vines, trees, shrubs and weeds. The ground was "squishy" in numerous places on the site, with unseen below ground voids, indicating decomposing wooden or metal waste and could constitute a dangerous condition if a person were to fall through. There were numerous surface voids and openings where waste had rusted or decayed to such an extent that the site was pock-marked with these small craters.

The property was assigned to the care, protection and management of the Southborough Conservation Commission. The trash, solid waste and discarded debris at the site was on the property when the Town took possession of and Title to the property and to my knowledge no further material has been deposited or disposed at this site or in the last several years after the Town took possession.

I visited the site with the Board of Health Chairman (Mr. Phillip Mauch) in or around 2005 or 2006. The site has had considerably more vegetation and growth of trees, vines, shrubs and weeds in that 15 year period of time. The visible surface trash consists of old tires, abandoned cars, trucks, farm vehicles and farm equipment, broken metal and plastic pails, broken metal parts, metal and wooden cases, broken glass windows and broken glass bottles, ceramics, demolition debris, discarded furniture, bookcases, desks, and all manner of household trash (broken containers, cans and plastic parts).

The Conservation Commission hired several consultants to document conditions at this site in the past. I am making their reports and findings as attachments to this brief site assessment. The essence of their reports, especially those of the Licensed Site Professional (LSP) fully document the Surface leachate and laboratory analysis of samples taken at the time of their visit. The leachate analysis did not detect any hazardous or toxic PUBLIC HEALTH harm at the time the samples were taken and analyzed.

At this time, I have no reason to believe, nor do I have access to undertake or hire expertise to repeat any further testing to determine if the site poses a PUBLIC HEALTH THREAT to the neighborhood or the public who might visit this site. However, the trash dump site with partially buried and exposed SOLID WASTE IS A DEFINITE PUBLIC SAFETY DANGER TO THE GENERAL PUBLIC and the town must take action to remedy this situation.

The dump site most likely predates the Massachusetts DEP regulation requiring the formal process of establishing a Site Assignment —310 CMR 16.00 which was enacted long after Mr. Davis started disposing of solid waste on his own land. This regulation is very specific and requires the Board of Health to hold a public hearing prior to allow anyone to dispose of solid waste on ANY site. Now that the trash is there and poses a PUBLIC SAFETY HAZARD THE TOWN and several town boards, commissions and departments will need to work cooperatively to rectify the situation at this site. I do not believe a Public hearing as required by 310 CMR 16.00 is necessary since the "dump" is there and the Conservation Commission, as owners/caretakers of the property are NOT seeking a new landfill.

RECOMMENDATIONS

I would like the Board to consider embarking on the following steps. Everything concerning these recommendations is entirely contingent upon many other Town Boards, Committees, Commissions and Departments working in concert similar to the manner that was established for going thru the process of closing the Parkerville Road landfill but without having to go through a capping, methane gas collection/elimination system , and quarterly monitor well analysis and reporting.

1. As was already mentioned, the property needs to be surveyed with clearly staked bounds, and plot plan duly stamped and certified by a Massachusetts Registered Land Surveyor
2. A tree and brush removal company will need to be hired with a wood chipper. Tree logs will need to be either chipped or removed off site.
3. The Town will need to prepare bid specifications to retain the services of a company that is qualified to remove the old partially decomposed trash, debris, stumps, glass, and other material that might pose a safety hazard to the general public and restore the site to the visual and environmental satisfaction of the Conservation Commission and the Massachusetts DEP, Central District Office, Section Chief, Solid Waste Management Program.

I have discussed the current situation and condition of this site with the Worcester District Office of DEP and the individual in charge. He was very helpful with suggestions. I think we should keep in contact with the DEP Section Chief as this project moves forward to whatever timeline and funding mechanisms the Town elected and appointed officials establish is doable and the Legislative Body decides it can afford.

Respectfully Submitted:

Paul Pisinski,
Part-Time Public Health Director/Board of Health Agent

The site:

The site was walked by me and Melissa Danza

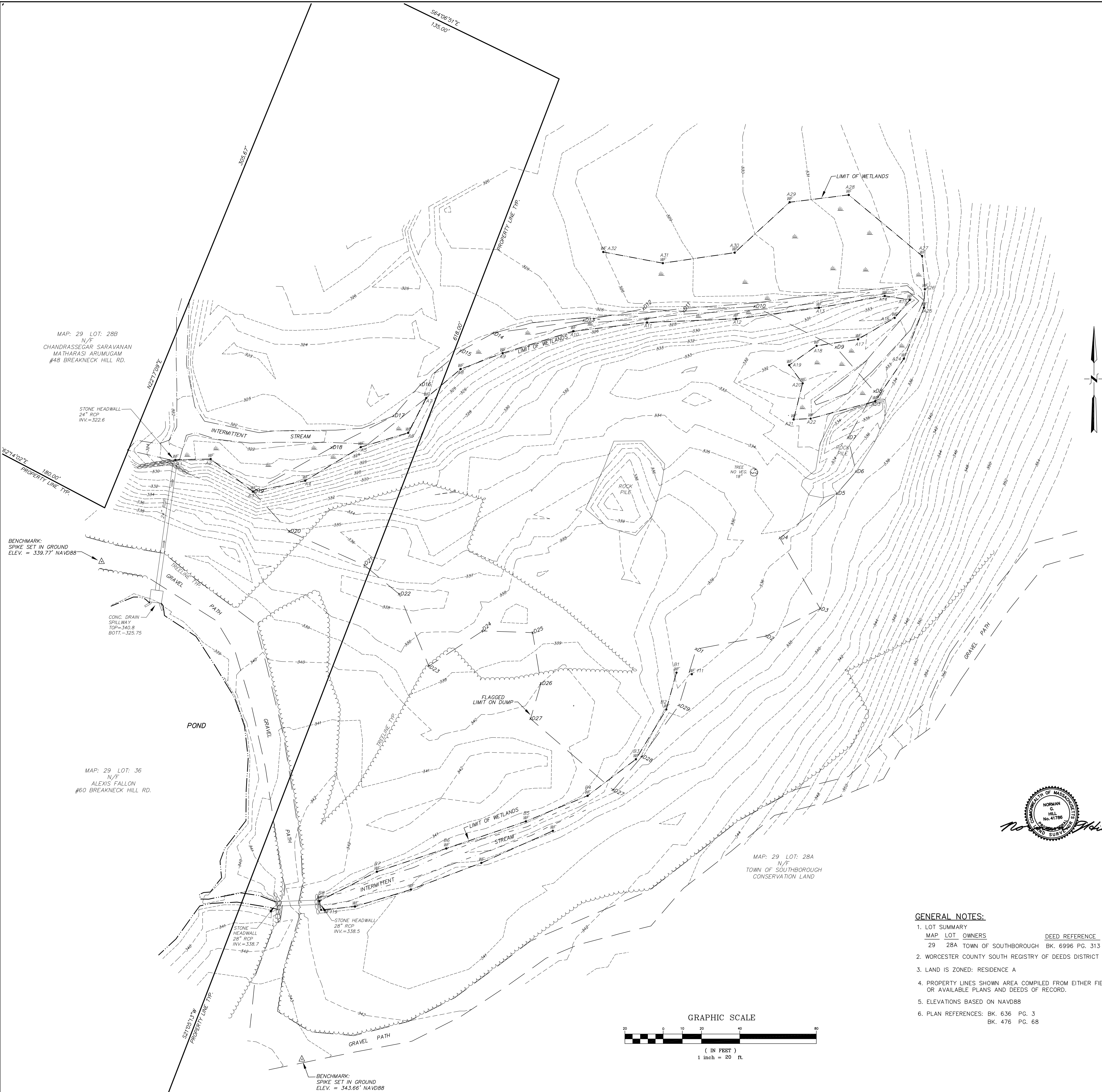
Get [Outlook for iOS](#)

Appendix D

**Existing Conditions Plan
Land Planning, Inc.**

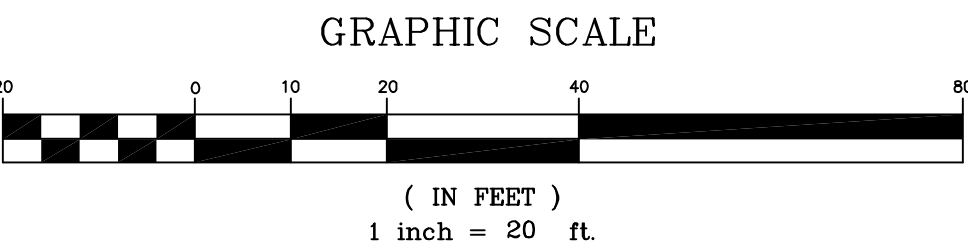
UTILITY NOTE:
THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND COMPILED FROM PROPOSED PLAN INFORMATION. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

BEFORE DESIGN AND CONSTRUCTION PLEASE CALL "DIG SAFE"
AT 1-888-344-7233.



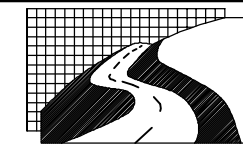
GENERAL NOTES:

1. LOT SUMMARY
MAP LOT OWNERS DEED REFERENCE
29 28A TOWN OF SOUTHBOROUGH BK. 6996 PG. 313
2. WORCESTER COUNTY SOUTH REGISTRY OF DEEDS DISTRICT
3. LAND IS ZONED: RESIDENCE A
4. PROPERTY LINES SHOWN AREA COMPILED FROM EITHER FIELD SURVEY INFORMATION OR AVAILABLE PLANS AND DEEDS OF RECORD.
5. ELEVATIONS BASED ON NAVD88
6. PLAN REFERENCES: BK. 636 PG. 3
BK. 476 PG. 68



**EXISTING CONDITIONS PLAN
OFF BREAKNECK HILL ROAD
SOUTHBROUGH, MA**

PREPARED FOR:
TRC
650 SUFFOLK STREET
LOWELL, MA 01854



LAND PLANNING, INC.

HANSON: 1115 MAIN STREET 02341 (781) 294-4144

BELLINGHAM: 167 HARTFORD AVE. 02019 (508) 966-4130

N. GRAFTON: 214 WORCESTER ST. 01536 (508) 839-9526

CALCS. JOB NO. G.R.R. P-3635	DWG NAME. P3635-EXIST	DATE 6/23/2021	SHEET NO. 1 OF 1
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Town of Southborough, Massachusetts

Capital Planning Committee

Monday January 24th, 7:30 PM

Virtual Zoom Meeting

May be watched or may participate in the meeting remotely with the meeting link at: <https://www.southboroughtown.com/remotemeetings>.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in person attendance by members of the public will be permitted.

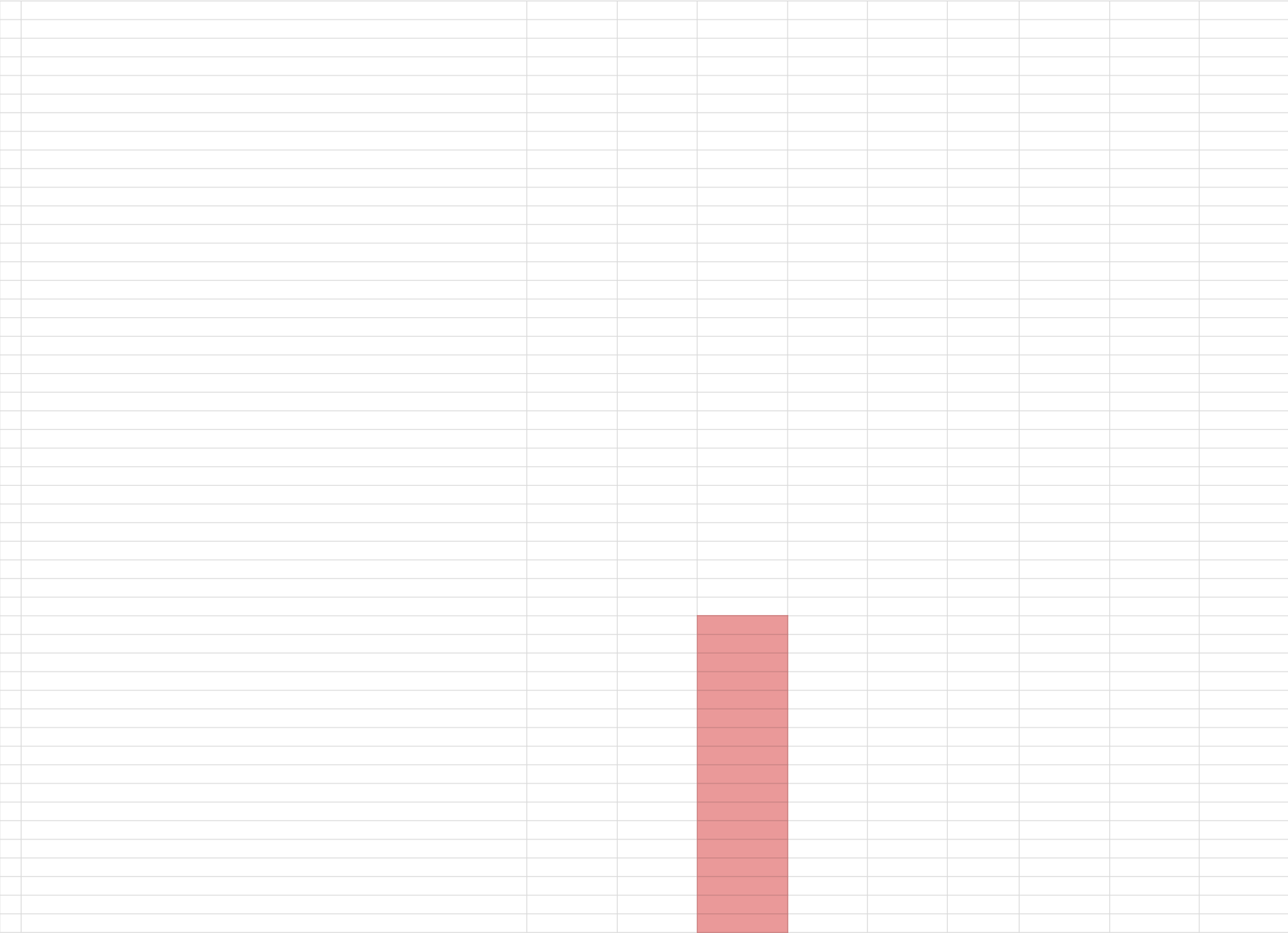
Agenda (all items may have one or more votes taken to the extent action is required):

- I. Call Meeting to Order
- II. Approval of Meeting Minutes from January 20, 2022 (if ready)
- III. Meeting with School Administration re:
 - a. Regional Capital Stabilization warrant article
 - b. Regional water heater proposal for 2022 ATM
 - c. Overall review of School and Regional Capital Plans
 - d. Finn/Trottier Parking Lot – use of school revolving fund for capital expenditure
- IV. Chair/Member's Updates
 - a. School Research Subcommittee Update
 - b. SHOPC – South Union Subcommittee Update
 - c. ARPA Committee Update
 - d. FY22 Vehicle Requests – Follow up requests to department heads
- V. Update and vote on remaining 2022 ATM capital requests and action on new requests
 - a. Newton Street Water Main (existing request)
 - b. Road maintenance (existing request)
 - c. Taser/Body Camera Program (existing request)
 - d. Action on ADA Study recommendations (new request)
 - e. Breakneck Hill remediation (new request)
- VI. MTC Town Wide Survey – Committee collaboration and member assignment
- VII. Discussion of Space Needs Presentation from January 20, 2022 and any required next steps
- VIII. Ongoing Capital Project Updates
 - a. Town House
 - b. Fire Department Tender
 - c. Library Interior Renovations

- IX. Capital Planning standing committee bylaw –update on status and whether further edits are necessary
- X. Public Comment
- XI. Meeting Schedule
- XII. Other business that may properly come before the Committee
- XIII. Adjournment

Jason W. Malinowski, Chair

APPROVED - Fiscal year 2023-2027 Approved Capital Improvements		Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1	Redundant Domestic Hot Water Boiler	\$180,000.00	\$180,000.00					\$180,000.00
2	Outside Accent Border / Walkway Repair	\$65,000.00	\$65,000.00		\$43,000.00			\$108,000.00
3	Lighting Control Software / Hardware TBD	\$35,000.00	\$35,000.00					\$35,000.00
4	Energy Management & Hardware Upgrade TBD	\$45,000.00	\$45,000.00					\$45,000.00
5	Grounds Tractor / Equipment Replacement	\$65,000.00	\$75,000.00					\$75,000.00
6	Eye Wash Infrastructure Improvement	\$6,600.00	\$160,000.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,000.00	\$185,800.00
7	Caulking Project & Trim Repair; Weatherproofing Preventative Maintenance	\$75,000.00	\$100,000.00		\$15,000.00	\$15,000.00	\$15,000.00	\$145,000.00
8	CCTV Surveillance System Upgrade Analog Cameras to Digital Cameras	\$25,000.00				\$25,000.00		\$50,000.00
9	H & D Wing Window Treatment/ Energy Saving initiative TBD							
10	Parking Lot Seal Coat / Crack Resurface [1]			\$30,000.00		\$50,000.00		\$80,000.00
11	Project Adventure Course Repairs/ Design Change	\$35,000.00		\$60,000.00				\$60,000.00
12	Intrusion Alarm Upgrade / Motion Replacement			\$30,000.00				\$30,000.00
13	Small Performance LED Light & Control Upgrade [2]	\$50,000.00		\$50,000.00				\$50,000.00
14	Kennedy Auditorium LED Light & Control Upgrade	\$85,000.00		\$85,000.00				\$85,000.00
15	Carpet & Floor Tile Replacement [3]			\$25,000.00	\$20,000.00	\$20,000.00		\$65,000.00
16	Touch Free Water Fountain/ Bottle Fill Replacement Program TBD (12 units X \$6,500)	\$25,000.00		\$15,000.00	\$25,000.00	\$25,000.00		\$65,000.00
17	HVAC Replacement Program 4-6 Years	\$25,000.00		\$25,000.00	\$25,000.00		\$25,000.00	\$75,000.00
18	A&B Gym Floor Refurbish	\$43,000.00		\$43,000.00				\$43,000.00
19	Small Performance Projector Upgrade/ Screen	\$12,000.00		\$27,000.00	\$12,000.00		\$15,000.00	\$54,000.00
20	Kennedy Auditorium Projector Upgrade/ Screen			\$12,000.00		\$12,000.00		\$24,000.00
21	Enhance Three Referenced Vestibules Quote #701584				\$60,000.00			\$60,000.00
Total Capital Improvements		\$771,600.00	\$660,000.00	\$408,600.00	\$206,600.00	\$153,600.00	\$61,000.00	\$1,514,800.00
Athletics		Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1	6-Lane Track and Synthetic Turf Field w/ lighting Construction	\$3,941,586.00		\$3,941,586.00				\$3,941,586.00
2	Tennis 9-Court: Complete Rebuild	\$672,060.00		\$672,060.00				\$672,060.00
3	Synthetic Turf Junior Varsity Field Construction	\$1,202,621.00		\$1,202,621.00				\$2,405,242.00
4	Concession Stand Renovation	\$126,900.00		\$126,900.00				\$253,800.00
Athletic Complex Total		\$5,943,167.00		\$5,943,707.00	\$0.00	\$0.00	\$0.00	\$7,272,688.00
* The values of this section are dependent upon Schematic Design								
Fiscal year 2023-2027 Capital Improvements & Maintenance		Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1	Track Resurface - Annual Maintenance Program	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00
2	(9) Tennis court; Annual Maintenance Program	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$72,800.00
3	Door Replacement / Hardware Upgrade	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00		\$25,000.00
4	Furniture life-cycle replacement	\$12,500.00	\$12,500.00	\$10,000.00	\$12,500.00	\$12,500.00		\$35,000.00
5	A/B Gym Wall Modern-fold Refinish / Repair	\$16,500.00	\$16,500.00	\$16,500.00				\$16,500.00
Total Proposed Maintenance		\$64,700.00	\$64,700.00	\$62,200.00	\$48,200.00	\$48,200.00	\$23,200.00	\$159,300.00
Color Key								
Deferred:								
FY23 Update/ Change:								
Priority List:								
Approved: 11/17/2021								
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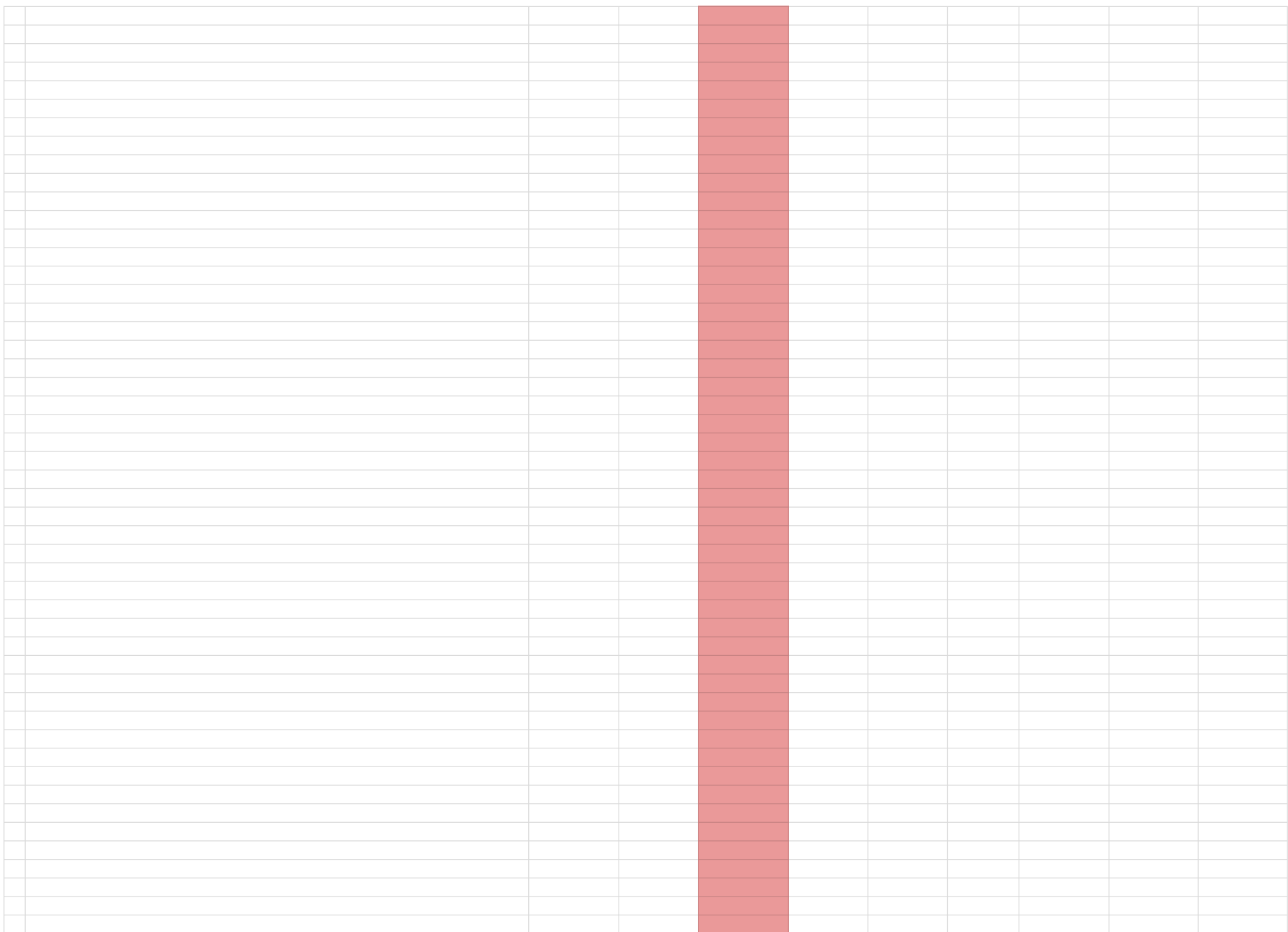
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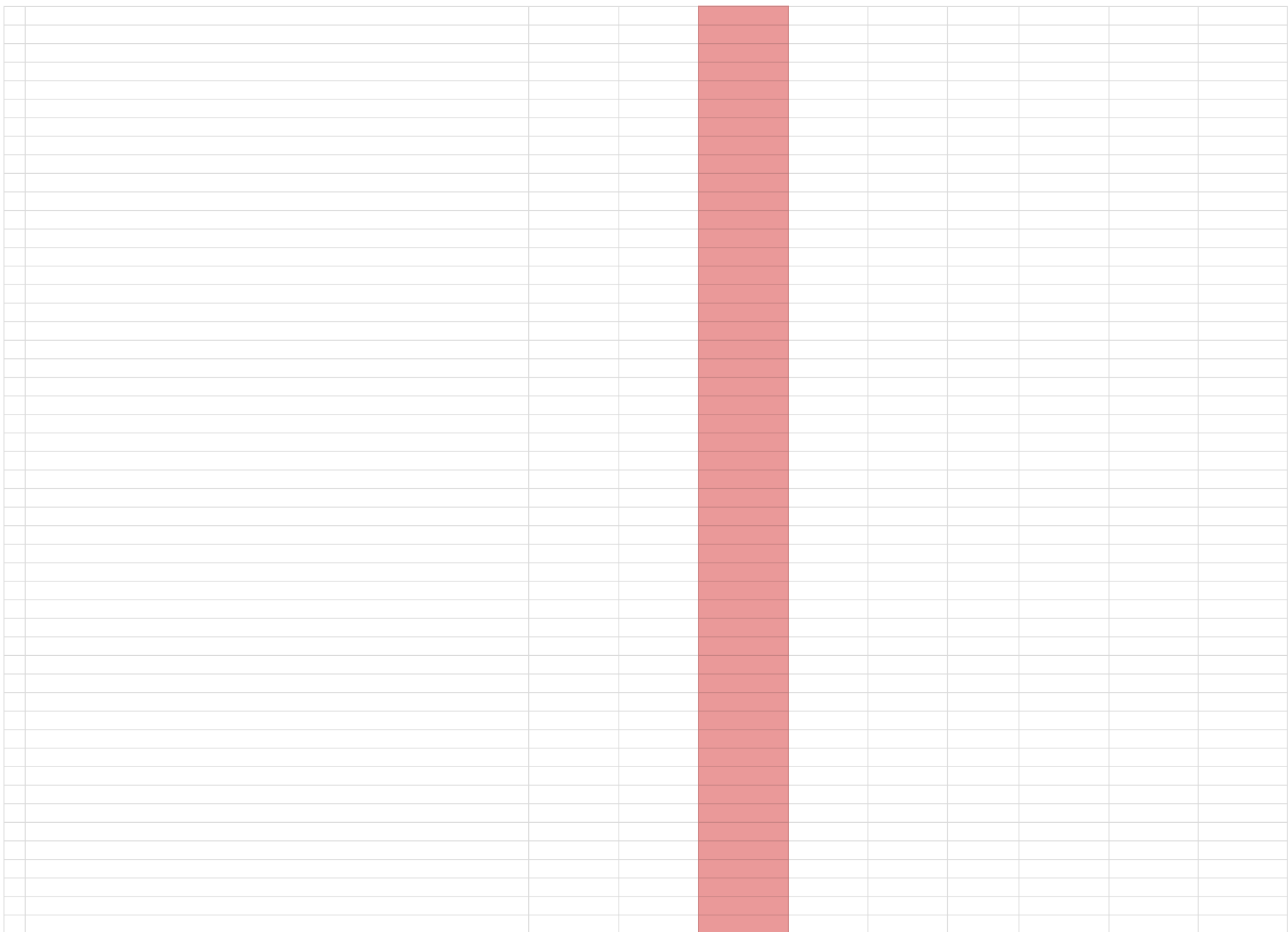
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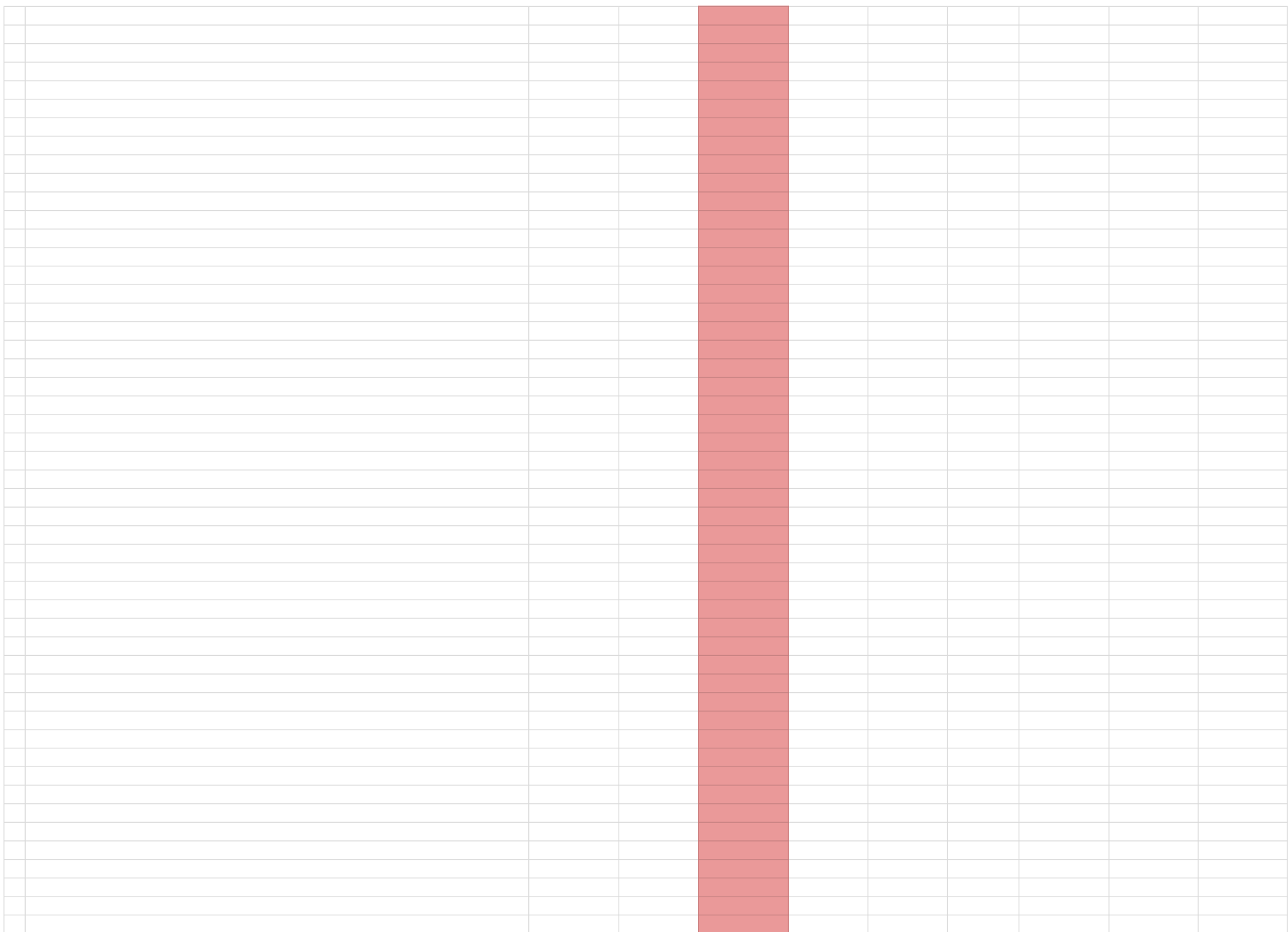
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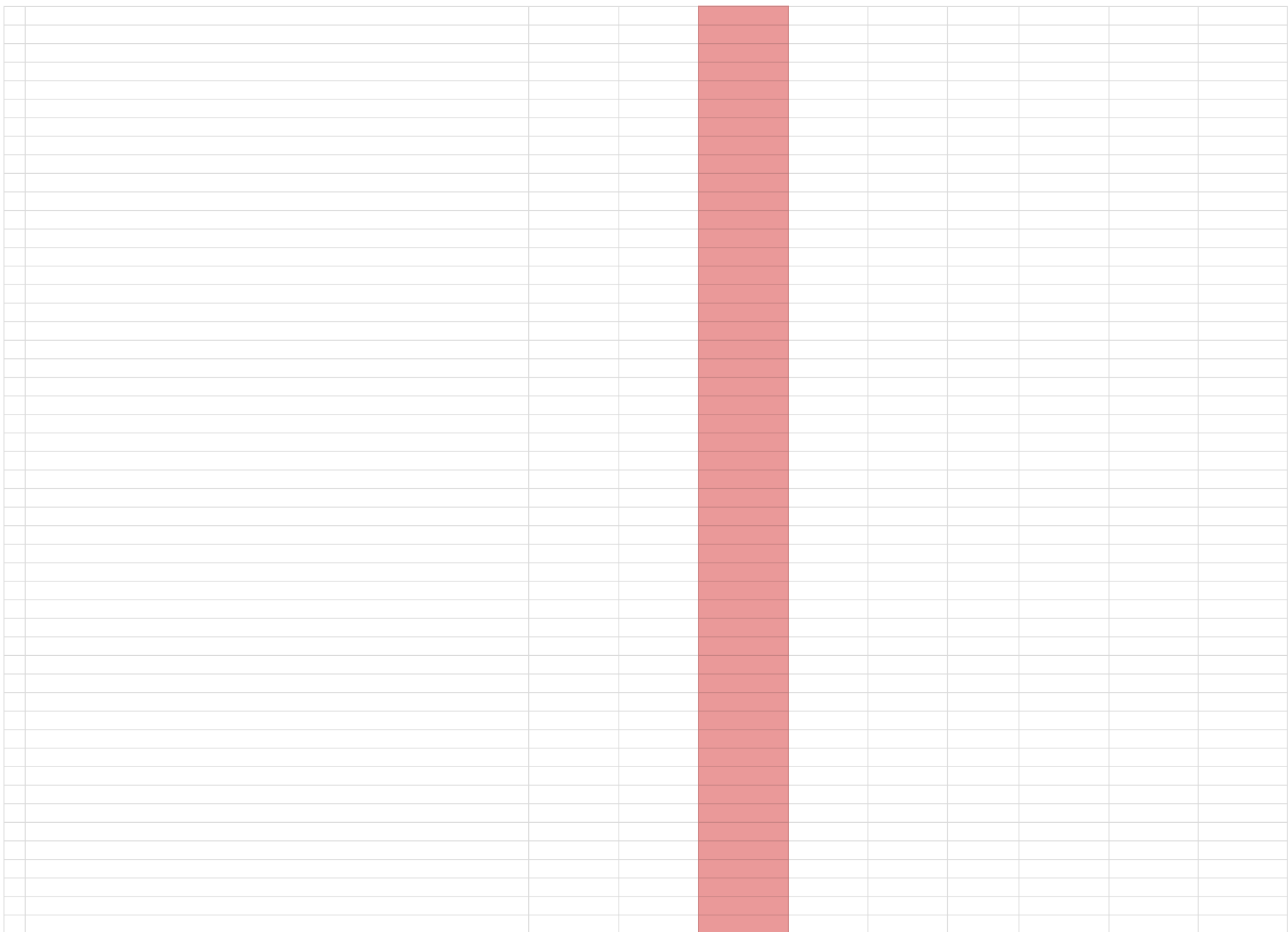




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[1] On going maintenance to preserve the parking lot integrity to last 25 years.

[2] Energy Upgrades have the potential of self funding with a 0% loan from National Grid.

[3] Main Entrance F4 Floor Repairs

The Public Schools of Southborough FY'23 - FY'29 Capital Plan

The Northborough-Southborough Regional School District FY'23 - FY'27 Capital Plan



"Ten Schools, Three Districts, One Community of Learners"

Monday, January 24, 2022

Overview

Regional Capital Stabilization warrant article,
Rebecca Pellegrino

Regional water heater proposal for 2022 Annual Town Meeting,
Keith Lavoie

**Review of The Public Schools of Southborough and
Northborough-Southborough Regional School District Capital Plans,**
Keith Lavoie and Greg Martineau

**Finn/Trottier Parking Lot - Use of revolving fund for capital
expenditure,**
Keith Lavoie and Rebecca Pellegrino

Capital Stabilization Fund



Rebecca Pellegrino, Director of Finance

Massachusetts General Law c.71, §.16 G ½

Section 16G1/2. A regional school district may, upon a majority vote of all the members of the regional district school committee and, with the approval of a majority of the local appropriating authorities of the member municipalities, establish a stabilization fund and may, in any year, include in its annual budget for deposit in the stabilization fund an amount not exceeding five per cent of the aggregate amount apportioned to the member municipalities for the preceding fiscal year or such larger amount as may be approved by the commissioner of elementary and secondary education. The aggregate amount in the fund at any time shall not exceed five per cent of the combined equalized valuations of the member municipalities. Any interest shall be added to and become a part of the fund. The annual report submitted to the member municipalities pursuant to clause (k) of section sixteen shall include a statement of the balance in the stabilization fund and all additions to and withdrawals from the fund during the period covered by such report.

The treasurer of the regional school district shall be the custodian of such fund and may deposit or invest the fund in such deposits or investments as are legal for the deposit or investment of revenue funds of the district or in such securities as are legal for the investment of funds of savings banks under the laws of the commonwealth.

The stabilization fund may be appropriated by vote of two-thirds of all of the members of the regional district school committee for any purpose for which regional school districts may borrow money or for such other district purpose as the commissioner of elementary and secondary education may approve.

This section shall also apply to any regional school district established under the provisions of a special law.

Steps to Establish a Capital Stabilization Fund



1. **Majority** vote of **all** members of the Northborough-Southborough Regional School Committee
2. Approval of majority of member municipalities:
 - a. Annual Town Meeting vote in both communities to authorize the establishment of the fund
 - b. One time vote to establish, no other action required by member communities once approved
3. The Regional School District Treasurer is the custodian of the stabilization fund.

Funding a Capital Stabilization Fund

1. Once established, the school committee may include a line item in each year's annual operating budget to appropriate funds into the stabilization fund.
2. This line item is part of the annual school committee budget and does not require a separate vote by the member municipalities.
3. The amount to be appropriated to the stabilization fund is included in each member municipality assessment and is apportioned based on the Regional Agreement methodology for apportioning capital costs
4. After approval of the annual operating budget, the school committee does not have the authority to increase or decrease the amount in the stabilization account. It can only be increased through:
 - a. the use of E&D funds
 - b. an additional assessment to member towns only by amending its approved budget.
5. Any interest earned must be added to and become a part of the stabilization fund.

Capital Stabilization - *Use of Funds*



1. Expenditures from the fund may be authorized by a vote of **two-thirds** of **all** members of the Regional School Committee.
2. If the funds are to be used:
 - a. For a purpose for which the Regional School Committee is permitted to borrow, no additional approval is required.
 - b. For any other purpose (e.g. to cover the unexpected increases in operating costs), then the approval of the Director of Accounts is also required.
3. Expenditures are made directly from the stabilization fund; a transfer into the general fund is not required.

Capital Stabilization - *Fund Balances*

1. Unexpended balances in amounts authorized for expenditures close to the stabilization fund when the project or purpose is completed.
2. The unexpended balance of the fund at the end of the fiscal year carries over to the succeeding fiscal year.
3. The balance in the stabilization fund is not part of the district's general fund and does not impact the district's E&D calculation.

Capital Stabilization Fund - *Restriction in Amount*

1. The amount budgeted in any fiscal year may not exceed 5% of the aggregate amount assessed to the member towns for the preceding fiscal year. (A larger amount may be budgeted only if approved by the Director of Accounts in the Department of Revenue's Division of Local Services.)
2. At no time may the aggregate fund balance exceed 5% of the combined equalized valuations of the member municipalities.
3. An annual report must be presented to the member municipalities.

Capital Stabilization Fund - *Algonquin Priorities*

A Capital Stabilization Fund would allow the Regional School District to think long term about projects and budget over multiple years. The District would have the ability to budget smaller amounts over time and pay outright for moderate-range capital expenditures.

Some examples of deferred capital improvements at Algonquin are:

1. Outside walkway repair - \$65,000
2. Lighting Control Software/Hardware - \$35,000
3. Energy Management System & Hardware Upgrade - \$45,000
4. Grounds Tractor and Equipment Replacement - \$75,000
5. Eye Wash Infrastructure Improvement - \$160,000
6. Weatherproofing Preventative Maintenance, Caulking & Trim Repair - \$100,000

The Northborough-Southborough Regional School District FY'23 - FY'27 Capital Plan

APPROVED - Fiscal year 2023-2027 Approved Capital Improvements	Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1 Redundant Domestic Hot Water Boiler	\$180,000.00	\$180,000.00					\$180,000.00
2 Outside Accent Border / Walkway Repair	\$65,000.00	\$65,000.00		\$43,000.00			\$108,000.00
3 Lighting Control Software / Hardware TBD	\$35,000.00	\$35,000.00					\$35,000.00
4 Energy Management & Hardware Upgrade TBD	\$45,000.00	\$45,000.00					\$45,000.00
5 Grounds Tractor / Equipment Replacement	\$65,000.00	\$75,000.00					\$75,000.00
6 Eye Wash Infrastructure Improvement	\$6,600.00	\$160,000.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,000.00	\$185,800.00
7 Caulking Project & Trim Repair, Weatherproofing Preventative Maintenance	\$75,000.00	\$100,000.00		\$15,000.00	\$15,000.00	\$15,000.00	\$145,000.00
8 CCTV Surveillance System Upgrade Analog Cameras to Digital Cameras	\$25,000.00				\$25,000.00		\$50,000.00
9 H & D Wing Window Treatment/ Energy Saving Initiative TBD							
10 Parking Lot Seal Coat / Crack Resurface [1]			\$30,000.00		\$50,000.00		\$80,000.00
11 Project Adventure Course Repairs/ Design Change	\$35,000.00	\$60,000.00					\$60,000.00
12 Intrusion Alarm Upgrade / Motion Replacement			\$30,000.00				\$30,000.00
13 Small Performance LED Light & Control Upgrade [2]	\$50,000.00	\$50,000.00					\$50,000.00
14 Kennedy Auditorium LED Light & Control Upgrade	\$85,000.00	\$85,000.00					\$85,000.00
15 Carpet & Floor Tile Replacement [3]		\$25,000.00	\$20,000.00	\$20,000.00	\$20,000.00		\$65,000.00
16 Touch Free Water Fountain/ Bottle Fill Replacement Program TBD (12 units X \$6,500)	\$25,000.00	\$15,000.00	\$25,000.00	\$25,000.00			\$65,000.00
17 HVAC Replacement Program 4-6 Years	\$25,000.00	\$25,000.00	\$25,000.00		\$25,000.00		\$75,000.00
18 A&B Gym Floor Refurbish	\$43,000.00	\$43,000.00					\$43,000.00
19 Small Performance Projector Upgrade/ Screen	\$12,000.00	\$27,000.00	\$12,000.00			\$15,000.00	\$54,000.00
20 Kennedy Auditorium Projector Upgrade/ Screen		\$12,000.00			\$12,000.00		\$24,000.00
21 Enhance Three Referenced Vestibules Quote #701584				\$60,000.00			\$60,000.00
Total Capital Improvements	\$771,600.00	\$660,000.00	\$408,600.00	\$206,600.00	\$153,600.00	\$61,000.00	\$1,514,800.00

Athletics	Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1 6-Lane Track and Synthetic Turf Field w/ lighting Construction	\$3,941,586.00		\$3,941,586.00				\$3,941,586.00
2 Tennis 9-Court: Complete Rebuild	\$672,060.00		\$672,060.00				\$672,060.00
3 Synthetic Turf Junior Varsity Field Construction	\$1,202,621.00		\$1,202,621.00				\$2,405,242.00
4 Concession Stand Renovation	\$126,900.00		\$126,900.00				\$253,800.00
Athletic Complex Total	\$5,943,167.00		\$5,943,707.00	\$0.00	\$0.00	\$0.00	\$7,272,688.00

*The values of this section are dependent upon Schematic Design

Fiscal year 2023-2027 Capital Improvements & Maintenance	Deferred List	FY23	FY24	FY25	FY26	FY27	Total
1 Track Resurface - Annual Maintenance Program	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$10,000.00
2 (9) Tennis court: Annual Maintenance Program	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$18,200.00	\$72,800.00
3 Door Replacement / Hardware Upgrade	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00		\$25,000.00
4 Furniture life-cycle replacement	\$12,500.00	\$12,500.00	\$10,000.00	\$12,500.00	\$12,500.00		\$35,000.00
5 A/B Gym Wall Modern-fold Refinish / Repair	\$16,500.00	\$16,500.00	\$16,500.00				\$16,500.00
Total Proposed Maintenance	\$64,700.00	\$64,700.00	\$62,200.00	\$48,200.00	\$48,200.00	\$23,200.00	\$159,300.00

Color Key	Deferred:	
	FY23 Update/ Change:	
	Priority List:	
Approved: 11/17/2021		

Algonquin Regional High School

**Capital Project - FY23
Redundant Hot Water System
Replacement-Expansion Project**



Keith Lavoie, Assistant Superintendent of Operations

History of Request

- Hot water heater is the only system at ARHS without redundancy.
- Redundancy exists with our major systems including: Boiler System, Heat Pump System, Cooling System.

Status of Current System

- In 2004, the current hot water system was part of the renovation project, but did not include redundancy.
- Current system is expected to operate for 15-20 years. We are reaching life expectancy for the hot water boiler and the storage tank(s).
- Plumbing contractors are working on developing a scope of work for the project.

Scope of Work

- Replacing current hot water boiler/storage tank **and** adding an addition boiler for redundancy.
- Consulting with plumbing contractors to obtain a detailed scope of work for the project.
- Estimates suggest the project will cost: \$180,000.

Current System - boiler with storage tank



Assessment

Based on the most recent projections, the project will cost \$180,000

Enrollment as of 10/1/2021

Northborough - 772

Southborough - 492

Assessment Percent

Northborough - 61.08%

Southborough - 38.92%

Estimated Allocation

Northborough - \$109,944

Southborough - \$70,056



The Public Schools of Southborough FY'23 - FY'29 Capital Plan

SOUTHBOROUGH PUBLIC SCHOOLS FY 2023 - FY 2029 FACILITIES CAPITAL PLAN - APPROVED									
FINN ELEMENTARY SCHOOL	FY 22 - deferred	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount
Mechanical Systems Rooftops						\$100,000			\$100,000
Mill and pave parking lot	\$175,000	\$175,000							\$175,000
Roof replacement *					\$1,350,000				\$1,350,000
Upgrade Fire Panel							\$150,000		\$150,000
Finn capital total	\$175,000	\$175,000	\$0	\$0	\$1,350,000	\$100,000	\$150,000	\$0	\$1,775,000
WOODWARD ELEMENTARY SCHOOL	FY 22 - deferred	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount
Energy management system upgrades							\$165,000		\$165,000
Woodward capital total	\$0	\$0	\$0	\$0	\$0	\$0	\$165,000		\$165,000
NEARY ELEMENTARY SCHOOL	FY 22 - deferred	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount
Feasibility Study ** - Values estimated			\$800,000						\$800,000
Renovation Project					TBD				\$0
								TOTAL	\$800,000
<i>If no renovation project then:</i>									
1 - Roof replacement *			\$1,150,000						\$1,150,000
2 - Repave parking lot with drainage				\$165,000					\$165,000
3 - Electrical System Upgrades and Replacement					\$150,000				\$150,000
4 - New ceiling UV's in hallways (7)				\$45,000					\$45,000
5 - Replace windows throughout school *							\$600,000		\$600,000
6 - Replace floors						\$175,000			\$175,000
Neary capital total	\$0	\$0	\$1,150,000	\$210,000	\$150,000	\$175,000	\$600,000	\$0	\$2,285,000
TROTTER MIDDLE SCHOOL	FY 22 - deferred	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount
Roofing replacement *				\$1,600,000		\$600,000			\$2,200,000
Mill and pave parking lot	\$150,000	\$150,000							\$300,000
Boiler replacement *								\$850,000	\$850,000
Roof Top Air Conditioning Unit - Auditorium			\$200,000						\$200,000
Update Energy Maintenance System - wiring, control cards, programming							\$225,000		\$225,000
Trotter capital total	\$150,000	\$150,000	\$200,000	\$1,600,000	\$0	\$600,000	\$225,000	\$850,000	\$3,775,000
* Apply for MSBA reimbursement - current rate 36% ** SOI submitted, working with MSBA on scope of project Actively working to get updated reports and quotes APPROVED - 11/08/2021									



Mary E. Finn School Paving Project



Keith Lavoie, Assistant Superintendent of Operations

Rebecca Pellegrino, Director of Finance

History and Current Conditions

- The parking lot, play areas, and walking path were part of the renovation project in 1998.
- The asphalt areas have been maintained and patched several times.
 - DPW has supported repair work - including potholes and crack sealing.
- The current asphalt is failing around the building:
 - Front Section- failure caused by high car, van, and bus traffic that has compromised the surface.
 - Rear Section- typical cracking has impacted many areas.
- We are researching options to stabilize the front travel lane to support high level of traffic and heavy vehicles (vans/buses).

Front Section - Approximately 15,000 square feet



Side Section - Approximately 48,500 square feet



Rear Section with Pathway - Approximately 35,000 square feet



Project Plan (If Approved)

- **February 2022** - Launch Invitation for Bid (IFB) process under M.G.L. Chapter 30, 39M for Public Works projects
- **March 2022** - Review Bids and award contract to the low responsive and responsible bidder.
- **Summer 2022 - Project Completion**
 - Collaborate with ESY program to minimize interference with programming.
 - The project will be under supervision of Bryan Fantony and support from DPW Superintendent, Karen Galligan.

Use of School Property Revolving Account

- Use of School Property revolving accounts are permitted under Massachusetts General Law Chapter 71 Section 71E.
- The school committee has the authority to rent out space in school buildings for civic, social, educational or recreational purposes during non-school hours and to expend those funds for the upkeep of the facilities.
- The District has utilized funds from this account for the Woodward driveway paving project and the Trottier emergency electric panel repairs.

SOUTHBOROUGH PUBLIC SCHOOLS FY 2023 – FY 2029 FACILITIES CAPITAL PLAN – APPROVED

	FY 22 – deferre	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount	
FINN ELEMENTARY SCHOOL										
Mechanical Systems Rooftops						\$100,000			\$100,000	
Mill and pave parking lot	\$175,000	\$175,000							\$175,000	
Roof replacement *					\$1,350,000				\$1,350,000	
Upgrade Fire Panel							\$150,000		\$150,000	
Finn capital total	\$175,000	\$175,000	\$0	\$0	\$1,350,000	\$100,000	\$150,000	\$0	\$1,775,000	
	FY 22 – deferre	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount	
WOODWARD ELEMENTARY SCHOOL										
Energy management system upgrades							\$165,000		\$165,000	
Woodward capital total	\$0	\$0	\$0	\$0	\$0	\$0	\$165,000		\$165,000	
	FY 22 – deferre	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount	
NEARY ELEMENTARY SCHOOL										
Feasibility Study ** – Values estimated			\$800,000						\$800,000	
Renovation Project					TBD				\$0	
								TOTAL	\$800,000	
<i>If no renovation project then:</i>										
1 – Roof replacement *			\$1,150,000						\$1,150,000	
2 – Repave parking lot with drainage				\$165,000					\$165,000	
3 – Electrical System Upgrades and Replacement					\$150,000				\$150,000	
4 – New ceiling UV's in hallways (7)				\$45,000					\$45,000	
5 – Replace windows throughout school *							\$600,000		\$600,000	
6 – Replace floors						\$175,000			\$175,000	
Neary capital total	\$0	\$0	\$1,150,000	\$210,000	\$150,000	\$175,000	\$600,000	\$0	\$2,285,000	
	FY 22 – deferre	FY 23	FY 24	FY25	FY26	FY27	FY28	FY29	Amount	
TROTTIER MIDDLE SCHOOL										
Roofing replacement *				\$1,600,000		\$600,000			\$2,200,000	
Mill and pave parking lot	\$150,000	\$150,000							\$300,000	
Boiler replacement *								\$850,000	\$850,000	
Roof Top Air Conditioning Unit – Auditorium			\$200,000						\$200,000	
Update Energy Maintenance System – wiring, control cards, programming							\$225,000		\$225,000	
Trottier capital total	\$150,000	\$150,000	\$200,000	\$1,600,000	\$0	\$600,000	\$225,000	\$850,000	\$3,775,000	

* Apply for MSBA reimbursement - current rate 36%

** SOI submitted, working with MSBA on scope of project

Actively working to get updated reports and quotes

APPROVED – 11/08/2021

ROAD	Total Street Cost	Work
Constitution Drive	\$ 331,375.00	Reclaim, Pave, Structures, Berm
Liberty Drive	\$ 229,710.11	Reclaim, Pave, Structures, Berm
Wentworth Drive	\$ 58,710.22	Reclaim, Pave, Structures
Adams Circle	\$ 20,434.89	Reclaim, Pave, Structures
Independence Drive	\$ 30,708.22	Reclaim, Pave, Structures
Carolyn Drive	\$ 86,384.44	Reclaim, Pave, Structures
Ted Lane	\$ 127,119.78	Reclaim, Pave, Structures
Brookside Terrace	\$ 26,794.56	Reclaim, Pave, Structures
Maplecrest Lane	\$ 150,333.00	Reclaim, Pave, Structures, Berm
Waterview Terrace	\$ 50,603.67	Reclaim, Pave, Structures, Berm
Pinecone Lane	\$ 195,443.67	Reclaim, Pave, Structures, Berm
Davis Road	\$ 201,106.33	Reclaim, Pave, Structures, Berm
Ashley Drive	\$ 68,484.67	Reclaim, Pave, Structures, Berm
Chestnut Hill Farm Road (2 way)	\$ 55,457.89	Reclaim, Pave
Chestnut Hill Farm Road (1 way)	\$ 140,285.11	Reclaim, Pave
Cordaville WW to PS	\$ 168,728.00	Mill, Pave, Level, Curb, Structures
Cordaville PS to Causeway	\$ 242,856.00	Mill, Pave, Level, Curb, Structures
Cordaville Causeway to Interchange	\$ 105,469.00	Mill, Pave, Level, Structures
Parkerville Road north side	\$ 61,111.11	Mill, Pave, Level, Structures
Harris	\$ 53,514.00	Mill, Level, Pave, Structures
Parker	\$ 17,640.00	Mill, Level, Pave, Structures
Hammond	\$ 14,124.44	Mill, Level, Pave, Structures
Cottage	\$ 14,124.44	Mill, Level, Pave, Structures
Cordaville South of 9	\$ 2,900,000.00	Large Project
Acre Bridge	\$ -	Part of pausable TIP Project with Marlboro and Framingham
Strawberry Hill	\$ -	
Flagg	\$ -	Sidewalk Requests - Larger Project
Mt. Vickery east	\$ -	
Woodland	\$ -	Sidewalks
East Main	\$ -	
Lovers Lane	\$ -	Drainage needed - sidewalks? - additional width needed Larger Project
Bigelow Road	\$ -	
Pine Hill Road	\$ -	Drainage needed - sidewalks? - additional width needed Larger Project

Total

\$ 5,350,518.56

Costs are estimates, based on estimated quantities and most recent contract costs - all paving contracts require an asphalt escalation cost, and incidental work which are not included in these estimates

Funds Available			
Current Road Maintenance	\$ 636,605.94	Available Now	
CH 90 2023	\$ 434,000.00	estimated - available July	
New Road Maintenance 2022ATM	\$ 400,000.00	Available July 1	
Total	\$ 1,470,605.94		

Main Street Project Downtown and Various Streets 2022

Total Base Bid		Allocated		Need To Allocate (inc. Contingency)		
\$	2,496,029.00	\$	1,843,875.11	\$	839,356.07	
PREVIOUSLY ALLOCATED FUNDS						
Source	Project Location	Document ID (If Applicable)	Amount Requested for Project	Actual Spent	Remaining for Project	Request/Source Detail
Ch 90 2017	Main Street	00002008S0050980	\$ 218,548.81	\$ 218,548.81	\$ -	Main St. Amendment 3
Ch 90 2018	Main Street	00X02018S005980	\$ 430,381.00	\$ 50,098.72	\$ 380,282.28	Main St. Amendment 3
Ch 90 2019	Main Street	00X02018S005980	\$ 433,921.00	\$ -	\$ 433,921.00	Main St. Amendment 3
Ch 90 2016	Deerfoot/Flagg Int.	00002008S0050980	\$ 106,597.47	\$ -	\$ 106,597.47	Deerfoot Request
Ch 90 2017	Deerfoot/Flagg Int.	00002008S0050980	\$ 74,879.34	\$ -	\$ 74,879.34	Deerfoot Request
Ch 90 2020	St. Mark's St. Design	00X02018S005980	\$ 29,252.00	\$ -	\$ 29,252.00	St. Mark's St. Request
Shared Streets Grant	St. Mark's Intersection		\$ 290,000.00	\$ 290,000.00	\$ -	MHD Grant
FIER Payment (Legacy)	Cordaville		\$ 35,000.00	\$ -	\$ 35,000.00	Legacy Farms Mitigation
Stonebrook Sidewalk \$	Cordaville		\$ 12,970.00	\$ -	\$ 12,970.00	Sidewalk Exchange
Water Article 10-2016 orig 780k used 591.2k	Main Street		\$ 45,319.49	\$ -	\$ 45,319.49	Article 10 ATM2016
Complete Streets	Newton Street		\$ 167,006.00	\$ -	\$ 167,006.00	Various Streets
			Total Allocated	Total Spent	Unexpended	
\$ 2,496,029.00			\$ 1,843,875.11	\$ 558,647.53	\$ 1,285,227.58	
OTHER FUNDING SOURCES (TO BE ALLOCATED)						
Name	Project Location	Document ID (If Applicable)	Amount available for project	Actual Spent	Allocate to project	Request/Source Detail
Ch 90 2020	Various Streets	00X02018S005980	\$ 55,090.00		\$ 55,090.00	Various Streets
Ch 90 2021	Various Streets	00X02018S005980	\$ 434,459.00		\$ 434,459.00	Various Streets
Ch 90 2022	Various Streets	00X02018S005980	\$ 434,688.00		\$ 162,604.89	Various Streets
Road Maintenance	Various Streets		\$ 858,179.00		\$ 187,202.18	ATM Articles
PROJECT COST			\$ 2,496,029.00		To Be Allocated	
7.5 % Contingency for Built in Asphalt Escalation and Overages			\$ 187,202.18		\$ 839,356.07	
Adjusted Project Cost			\$ 2,683,231.18			
TOTAL PROJECT ALLOCATION			\$ 2,683,231.18			

CSX INTERSECTION						
Total Project \$580,000 (Not included in Various Streets Bid)						
Name	Project Location	Document ID (If Applicable)	Amount available for project	Allocate(d) to project	Actual Spent	Remaining for Project
Ch 90 2017	Main Street	00002008S0050980	\$ 61,236.00	\$ 61,236.00	\$ 61,236.00	\$ -
Complete Streets	RR X-ing		\$ 212,310.00	\$ 212,310.00	\$ -	\$ -
Ch 90 2022	RR X-ing	00X02018S005980	\$ 272,083.12	\$ 272,083.12	\$ -	\$ -
Road Maintenance	Various Streets		\$ 670,976.82	\$ 34,370.88	\$ -	\$ 636,605.94
TO BE ALLOCATED				\$ 306,454.00		
TOTAL PROJECT ALLOCATION				\$ 580,000.00		

Remaining money
 Road Maintenance \$ 636,605.94
 Ch. 90 2023 \$ 434,000.00 estimate
 ATM Road Maintenance \$ 400,000.00 ATM2022

 \$ 1,470,605.94 Available