**SELECTBOARD MEETING**
**TUESDAY, NOVEMBER 19, 2019**
**SELECTBOARD MEETING ROOM – 7:00 P.M.**
**AGENDA**

**Note: Not all the topics listed in this notice may actually be reached for discussion. In addition, the topics listed are those which the chair reasonably expects will be discussed as of the date of this notice. These meetings may be audio and/or visually recorded**

1. CALL TO ORDER

2. APPROVAL OF MINUTES: Draft minutes of Nov. 5, 2019

3. ANNOUNCEMENTS/OPEN FORUM

4. CONSENT AGENDA
   A. Request for a One-Day Beer & Wine License from Nichole McClellan on Nov. 22

5. 7:05 p.m. – Public Hearing on Ichiban Transfer of All Alcohol License

6. NEW BUSINESS
   A. Chamber request for Dec. 6 Holiday Stroll
   B. ADA Report (Center for Living & Working)
   C. Review Nov. 20 Special Town Meeting Warrant

7. OTHER BUSINESS
   A. Springfield Materials Recycling Facility (MRF) Contract

8. TOWN ADMINISTRATOR'S REPORT

9. CHAIRWOMAN'S REPORT

10. ADJOURN

**SELECTBOARD MEETING**
**TUESDAY, NOV. 5, 2019**
**MEETING MINUTES**
**SELECTBOARD MEETING ROOM – 7 P.M.**

*Present were Chair Andrea Miles, Vice Chair Jeff Cyr, Clerk Christopher Geraghty, member Sarah Etelman, member Bruce Forcier, and Town Administrator Michael J. Sullivan.*

## CALL TO ORDER
Miles called the meeting to order at 7 p.m.

## APPROVAL OF MINUTES
Forcier motioned to approve the minutes of Oct. 15, 2019. Cyr seconded. All in favor.

## ANNOUNCEMENTS
Forcier noted the Bike Walk Committee will lead a trek on Nov. 17 for the official opening of the Leaping Wells Nature Trail on Mosier Street. He also alerted the public to a telescope purchased by the Friends of the South Hadley Public Library which can be rented weekly that he suggested residents take advantage of.

Sullivan said Wednesday, Nov. 13 is when the Town Administrator' Review of the Special Town Meeting warrant articles will take place in conjunction with the Bylaw Review, Capital Planning and Appropriations committees. He reminded residents there is a Special Town Meeting on Nov. 20.

## CONSENT AGENDA
Forcier motioned to accept the consent agenda which consisted of a request for One-Day Beer & Wine Licenses by Nichole McClellan for Nov. 19 and 21. Etelman seconded. All in favor.

## LICENSE EASEMENT FOR 15 KIMBERLY DRIVE
Sullivan said it was determined by town counsel and the lawyer for the current homeowner of 15 Kimberly Drive that the proper course of action for this easement request is for the Selectboard to issue a license to allow the owners to transfer the easement to the new homeowner. Etelman motioned to approve the license for the sale of 15 Kimberly Drive. Cyr seconded. All in favor.

## RESIGNATION
Forcier motioned to accept the resignation of Larry Butler as an associate member of the Planning Board. Etelman seconded. All in favor.

Sullivan said residents are encouraged to apply for the open position which will be posted on the town website tomorrow. The Selectboard will interview applicants in February. The chairs of the Selectboard and Planning Board can decide if their boards should hold a joint meeting or separate ones. Associate planning board members are not elected by residents.

## FINAL VOTE ON STM WARRANT

Sullivan highlighted updates to the warrant in regard to articles 14, 15 and 16. Etelman motioned to accept the warrant. Cyr seconded. All in favor.

Sullivan said his Town Administrator's review of the STM warrant articles, in conjunction with the Appropriations, Bylaw Review, and Capital Planning committees, will take place Nov. 13 at 6 p.m. in the Selectboard Meeting Room of town hall.

**FY21 BUDGET**
Sullivan said staff have begun the FY21 budget process. He doesn't expect the guidelines to be any different than in previous years.

**TA REPORT**
For the full town administrator's report, see the Nov. 5, 2019 Selectboard Packet.

**EXECUTIVE SESSION**
Etelman moved to enter into executive session in accordance with MGL 39 Section 23 B for the purpose of bargaining – police.

**Members voted affirmatively by roll call vote as follows:**
**Forcier – Aye**
**Etelman – Aye**
**Miles – Aye**
**Cyr – Aye**
**Geraghty – Aye**

Miles said the board will not return to open session. The meeting adjourned at 7:13 p.m.

*After Miles announced the board officially entered into executive session, a pair of residents identifying themselves as Stephen and Diane Opalenik began shouting at Sullivan and the Selectboard, causing a disturbance to which the South Hadley Police Department was called.

**RESPECTFULY SUBMITTED**
**Kristin Maher**
**Executive Assistant to Administration**

**1 Day Alcohol License**

# OD-19-19

Submitted On: Nov 07, 2019

**Applicant**

Nichole McClellan
4135382217
@ nmcclell@mtholyoke.edu

## Applicant Email

**Check this box if the applicant does not have an email address.**

--

**Static Field**

--

## Permit Info

**Permit For**

1 Day Beer and Wine

**Check This Box to Request Multiple Dates**

--

**Check This Box If Event(s) Is/Are Being Held On Town Property**

--

**Check this box to acknowledge that individual applicants can be approved for up to 30 permits per year.**

true

## Event Details

**Date of Event**

11/22/2019

**Name or Organization Hosting Event**

Class of 2020

**Provide a Detailed Description of What The Event Is**

Reception - This is a request for a date change on OD-19-18

**Street Address of Where The Event is Held**

50 College Street, Art Museum Lobby

**Hours of Operation (Ex. 8:00 AM - 5:00 PM)**

6:00 PM - 11:00 PM

*The Commonwealth of Massachusetts*
*Alcoholic Beverages Control Commission*
*95 Fourth Street, Suite 3, Chelsea, MA 02150-2358*
*www.mass.gov/abcc*

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION**
**MONETARY TRANSMITTAL FORM**

**APPLICATION FOR A TRANSFER OF LICENSE**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

**ECRT CODE: RETA**

**Please make $200.00 payment here: ABCC PAYMENT WEBSITE**

**PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT**

**ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)** 00015-RS-1176

**ENTITY/ LICENSEE NAME** Saizhu Inc.

**ADDRESS** 2090 Memorial Drive

**CITY/TOWN** South Hadley **STATE** MA **ZIP CODE** 01075

For the following transactions (Check all that apply):

- ☐ New License
- ☒ Transfer of License
- ☐ Change of Manager
- ☐ Change of Officers/ Directors/LLC Managers
- ☐ Change of Location
- ☐ Alteration of Licensed Premises
- ☐ Change Corporate Name
- ☐ Change of Ownership Interest (LLC Members/ LLP Partners, Trustees)
- ☐ Change of Class (i.e. Annual / Seasonal)
- ☐ Change of License Type (i.e. club / restaurant)
- ☐ Change of Category (i.e. All Alcohol/Wine, Malt)
- ☐ Issuance/Transfer of Stock/New Stockholder
- ☐ Other
- ☐ Change Corporate Structure (i.e. Corp / LLC)
- ☐ Pledge of Collateral (i.e. License/Stock)
- ☐ Management/Operating Agreement
- ☐ Change of Hours
- ☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**Alcoholic Beverages Control Commission**
**95 Fourth Street, Suite 3**
**Chelsea, MA 02150-2358**

**RECEIVED**
TOWN OF SOUTH HADLEY
SELECTBOARD

NOV 01 2019

____ Meeting ____ Action
____ Agenda ____ Ex Session
____ New ____ Old
____ Ok to Pay
____ Send/Copy to:

11:30
KM

THE SOUTH HADLEY & GRANBY
CHAMBER *of* COMMERCE

September 12, 2019

Michael Sullivan
Town of South Hadley
116 Main St
South Hadley MA 01075

RE: Annual Holiday Stroll

Dear Mr Sullivan

The South Hadley & Granby Chamber of Commerce is planning the Annual Holiday Stroll on the Town Common for Friday December 6th. The Event will be held from 5:30 – 8pm and will include a small parade from SH Fire District #2 to the Common, live music, crafts and visits with Santa.

To help make the event safe and successful the Chamber is requesting the following support:

- Use of the Town Common on December 6, 2019
- The closure of College Street Bypass from 5-8pm
- The closure of Woodbridge St from South Hadley Fire #2 to College Street Bypass from approximately 6-6:10 for the parade
- The donation of police patrol for time of the event

We thank the town of South Hadley for their continued support. This is a wonderful event for the families of South Hadley and we hope to continue this tradition for many more years.

Thank you

Jessica Bodon

Jessica Bodon
Holiday Stroll Committee Co-Chair

# Town of South Hadley
## Self-Evaluation and Transition Plan
## October 2019

**Prepared by:**

**Center for Living and Working, Inc.**

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

# Town of South Hadley
# Self-Evaluation and Transition Plan
# October 2019

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**484 Main Street - Suite 345, Worcester, MA 01608**
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**James M. Mazik, AICP - Consulting Services**
**188 Lower Westfield Road, Holyoke, MA 01040**

*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 SOUTH HADLEY – SELF-EVALUATION AND TRANSITION PLAN

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## I. INTRODUCTION

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

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

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

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

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

## II.AMERICANS WITH DISABILITIES ACT

### Background

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

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

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

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

The Town of South Hadley 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 insure overall compliance with the ADA. These additional measures include 1) the designation of an individual to coordinate ADA compliance, 2) the development of a transition plan, and 3) the development of an ADA grievance procedure.

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

**Title I**

*Equal Employment Opportunity*

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

*Reasonable Accommodations*

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

**Title II**

*Program Accessibility*

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

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

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

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

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

*Effective Communication*

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

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

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

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

**Title III**

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

**Title IV**

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

**Title V**

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

**Definition of Commonly Used Terms**

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

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

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

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

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

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

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

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

**Program Accessibility**

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

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

## III.OTHER FEDERAL ACCESSIBILITY REGULATIONS

**Architectural Barriers Act (ABA) - 1968**

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

**Rehabilitation Act - 1973**

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

**Voting Accessibility for the Elderly and Handicapped Act - 1984**

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

**Telecommunications Act - 1996**

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

**Help America Vote Act – 2002**

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

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

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

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

Jurisdiction of 521 CMR

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

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

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

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

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

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

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

## V.ALTERATIONS TO HISTORIC PROPERTIES

**ADA 2010 Standards**

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

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

**Massachusetts 521 CMR**

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

## VI.ADA SELF-EVALUATION

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

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

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

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

1. Designate a responsible employee as ADA Coordinator.

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

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

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

5. Provide Reasonable Accommodations to qualified individuals with disabilities.

6. Maintain and upkeep accessible features.

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

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

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

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

**South Hadley Self-evaluation**. The Town of South Hadley has not created a formal Commission on Disability. There is no listing of it on the Town's website, nor is it an option for residents to apply for membership in the website's drop-down menu. The Massachusetts Office on Disability list of Commissions on Disability spreadsheet as of 12/11/18 lists the Town of South Hadley as having no commission or committee. Commissions on Disability are established by vote of Town Meeting to promote the inclusion and integration of persons with disabilities in the activities, services and employment opportunities or the community. MGL Chapter 40 Section 8J gives municipalities the authority to establish Commissions on Disability.

It is recommended that the Town, through town meeting action, accept the provisions of MGL C40 s8J to establish a Commission on Disability and allow the Selectboard to appoint a minimum of 5 members to serve on this board. Members are appointed to serve three-year terms.

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

The role of the ADA Coordinator is extensive and includes:

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

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

**South Hadley Self-evaluation**. The Town's Facilities Coordinator Matt Cowie serves as the town's Acting ADA Coordinator. This is an appointed position with a one year term. There is no mention of this position anywhere on the Town's website nor under Administration or the Selectboard web links. It is recommended that the Town add this position to its webpage as part of the Selectboard's page and that such designation be posted in Town Hall and be listed and described in the Town's Annual Reports.

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

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

**South Hadley Self-evaluation.** Title II of the ADA requires that public entities notify participants of its non-discrimination policies. There does not appear to be such notification of non-discrimination policies relative to persons with disabilities in brochures or posted in the town hall or on the Town's website.

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.

The limited Self-Evaluation surveys received responded to the question "Is the public informed that their programs are prepared to make reasonable modification" as follows:

- *"Most library patrons know to ask for assistance as needed. We are fortunate that our library building is accessible to most".*

- *"We have signage that informs the public of our hearing assistance system, the Williams Sound System. We have a sign to inform participants that service/support animals are welcomed in the building. We hold a monthly low-vision group and inform participants that we have a partnership with Mass Association for the Blind and visually impaired".*

Based on discussions with various department personnel, many staff provide reasonable modifications or accommodations to those who need or request it like at the public library noted above.

A sample Public Notice is provided as Attachment 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.

**South Hadley Self-evaluation.** It does not appear that the Town of South Hadley has an adopted ADA Grievance Procedure as required under the ADA. There is no mention of such a policy on the Town's website nor is it posted anywhere in town hall. There is a Grievance Procedure in Section XII, Page 28 under Procedure A. Complaint of the Personnel Policy in the Human Resources link on the Town's website. However, it only pertains to town employees according to the verbiage below:

"*Any employee who believes that s/he has a valid grievance, including any claim of mistreatment or discrimination under applicable laws, should file a grievance with Human Resources, South Hadley Town Hall, 116 Main Street, Room 103 South Hadley MA 01075: phone 413-538-5017 (ext. 129).*"

It is recommended that the Town of South Hadley create a Disabilities related section on its website and post relevant information such as the Grievance Procedure, public notices that allow for accommodation requests and the designated ADA Coordinator contact information.

A sample Grievance Procedure is provided as Attachment C.

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

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

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

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

The Town does not appear to have formal policies and procedures pertaining to the ADA and program accessibility, grievances, communications, equal opportunity and non-discrimination except when it comes to employment opportunities where it speaks to the town being an affirmative action/equal opportunity employer.

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**).

In the physical requirements/work location portion of the job description, 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.

**South Hadley Self-evaluation.** 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. The town does not appear to have job descriptions that meet the general intent of providing reasonable accommodations.

A review of the limited completed Self-Evaluations demonstrated a willingness of town employees to accommodate residents seeking services on an "as needed" basis, but there was no formal language or policies illustrated on the Town's website pertaining to the provision of providing reasonable accommodations including program accessibility in its programs and services available to the town residents and visitors.

A review of three job postings on the town's website notes disparities and a lack of consistency in the content of the job descriptions. The job postings were for the following:

- Council on Aging Program Coordinator
- Department of Public Works Senior Wastewater Treatment Plant Attendant
- Police Department Emergency Dispatcher

The Council on Aging Program Coordinator was the only job posting that provided a detailed 2-page description of qualifications and work requirements including essential functions and physical requirements.

The DPW Wastewater Treatment Plant Attendant and Police Department Dispatcher job postings provided only a summary of the duties to be performed and the qualifications necessary to perform these listed duties. There were no essential requirements listed on these job postings.

Although all three Job Postings contained the following statement "***The Town of South Hadley is an Affirmative Action/Equal Opportunity Employer***", there was no Reasonable Accommodation language provided when it comes to performing the essential functions of the job. However, under Section III.F. (Pre-Placement Medical Examination) of the Town of South Hadley's Personnel Policy Manual, the following is stated:

*"All persons selected for labor service employment with the town, after receipt of notice of appointment and prior to the starting date of employment, shall undergo a medical*

*examination relating to essential functions of the position. The examining physician shall advise as to whether or not, in the opinion of the physician, the applicant is able to perform the essential functions of the duties of the position for which the appointment has been made with or without a reasonable accommodation. If unable to perform the essential functions of the position for which the appointment has been made, the Town Administrator or other appointing authority shall engage in the interactive process regarding reasonable accommodations. If an individual is not qualified for the position and/or if no reasonable accommodation is possible, the individual offer of employment can be withdrawn. If the applicant fails to engage in the interactive process or refuses an offer of an accommodation, it may be treated by the Town as a rejection of the offer of employment".*

All job descriptions do not include language on the work environment and also on ADA Special Requirements including physical ability, sensory requirements, and environmental factors. All job descriptions must contain the essential functions required to do the job but typically do not list marginal duties, which should be included. It should also be noted that if a medical examination is required, it must be required of all entering employees of the same position. Medical examinations are prohibited until after a job offer has been made to the applicant. Employment can be conditioned on the results of the applicant's post-offer medical examination

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

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

Reasonable Accommodations. Other than that noted in the Town of South Hadley's Personnel Policy Manual regarding the Pre-Placement Medical Examination, the town does not appear to have a Reasonable Accommodations Policy in place for existing or potential employees. Under Title II of the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of his/her job. A sample Reasonable Accommodations Policy and Request Form for adoption by the Selectmen is provided as Appendix D and E.

**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.

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

- Bathroom stall doors that no longer operated as self-closing.
- Required clear width of 36" not maintained.
- Entry and exit doors with excessive operating forces and closing speeds.
- Routes of travel and walkways that were deteriorated resulting in abrupt changes in surface.
- Missing elements such as signage, bathroom stall door hardware, and sink plumbing protective equipment or wrap.
- Deteriorated cement, stone dust and asphalt walkways.
- Accumulation of debris (sand, dirt, leaves) in sidewalks and curb ramps.
- Storage of items in designated wheelchair areas.

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

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

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

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

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

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

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

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

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

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

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

- include a "skip navigation" link at the top of webpages that allows people who use screen readers to ignore navigation links and skip directly to webpage content;
- minimize blinking, flashing, or other distracting features;
- if they must be included, ensure that moving, blinking, or auto-updating objects or pages may be paused or stopped;

- design online forms to include descriptive HTML tags that provide persons with disabilities the information they need to complete and submit the forms;
- include visual notification and transcripts if sounds automatically play;
- provide a second, static copy of pages that are auto-refreshing or that require a timed-response;
- use titles, context, and other heading structures to help users navigate complex pages or elements (such as webpages that use frames).

**South Hadley Self-evaluation.**

Auxiliary Aids and Services. Based on the limited departmental Self-Evaluations that were submitted in response to the survey as well as viewing policies and available materials, it is not clear as to what degree the Town complies with this provision, if at all. It does not appear that information of this type is available as part of regular meeting notices and postings and who to contact to arrange for providing accommodations. The town must insure 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. These should be considered for purchase and use as deemed appropriate for town services and programs.

The South Hadley Public Library provides eBooks, eAudio and some large print material. eBooks are accessible to e-reader devices for those with visual impairments or are unable to read printed materials.

Town Website and Internet Accessibility. The Town has a specific section on Website Accessibility on its website located at the bottom of its homepage. When you click on the Accessibility link, the following comes up:

***Website Accessibility***

*If you use assistive technology (such as a Braille reader, a screen reader, or TTY) and the format of any material on this website interferes with your ability to access information, please contact us. To enable us to respond in a manner most helpful to you, please indicate the nature of your accessibility problem, the preferred format in which to receive the material, the web address of the requested material, and your contact information. Users who need accessibility assistance can also contact us by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

***Accessibility Design Guidelines***

*Our website has been designed with the following accessibility guidelines in mind:*

- *We work to comply with Section 508 as well as 2.0 A and AA referring to website accessibility standards.*
- *If you have difficulty accessing the site or have any comments or feedback, please do*

*not hesitate to contact us.*

***Browser Accessibility Information***

*Many popular browsers contain built-in accessibility tools.*

- *Internet Explorer Accessibility Information*
- *Firefox Accessibility Information*
- *Chrome Accessibility Information*

***Additional Plug-ins***

*Adobe Reader is required to view and print PDF documents that appear on this website.*

- *To download this program for free, visit the Adobe website.*
- *To read PDF documents with a screen reader, please visit the Adobe Reader Accessibility website which provides useful tools and resources.*

*Adobe Flash may be required to view certain videos that appear on this website.*

- *To download this program for free, visit the Adobe website.*
- *To access flash content using a screen reader, please visit the Adobe Flash Player Accessibility website which provides useful tools and resources.*

***Supported Assistive Technology***

- *Latest Version of JAWS for Windows*
- *Latest Version of NVDA for Windows*
- *Latest Version of VoiceOver for Mac OS X*
- *Keyboard-Only Navigation*

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

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

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

font settings of each visitor's browser and operating system.

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

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

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

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

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

South Hadley Self-evaluation

The Town of South Hadley has the following Alerts & Notifications available through its website:

**CivicReady Alerts**

Register with CivicReady to receive alerts about emergencies, flooding, road closures, power outages and other information relevant to the community.

In addition to providing an email address, you can include your address, cell phones and land line phones. Alerts may be sent by email, text or voice. Adding an address is recommended since some alerts can be targeted to a specific geographic area if necessary.

**Notify Me**

Subscribe for e-mail or text message notifications about things that interest you. You can customize your notification list. Options include:

- News postings
- Event Calendars
- Meeting agenda and minutes

*Due to differences in security protocols, users need to register for alerts and notifications separately. You will receive two subscription confirmations - one for CivicReady and one for Notify Me.

There is a Registration to Assist Persons at Risk form available through the Police Department link on the Town's website. The Police Department can be made aware head of time whether or not a South Hadley resident is a person at risk or will require additional assistance in case of an emergency by filling out this form.

The Fire District 1 has links available to the Massachusetts Emergency Management Agency (MEMA) and the Federal Emergency Management Agency (FEMA) that has resources available to the public including persons with disabilities.

Although there is not any specific disability related links on the Town's website, the above-mentioned links have multiple methods of communication that a person with a disability can customize to their individual needs.

**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.

**South Hadley Self-evaluation**.

The Town elections for all five precincts take place at South Hadley High School located at 153 Newton Street in the gymnasium. The school entrance closest to the gymnasium has accessible parking spaces located there. In addition to traditional voting booths, there are accessible booths that are wider with a lower table surface so a person can vote sitting down or from a wheelchair.

There is also an AutoMARK Voter Assist Terminal; an optical scan ballot marker designed for use by people who are unable to personally mark an optical scan ballot due to physical, visual impairments or language barriers is placed where the display screen is not visible to the voting public. This is so important because there are numerous cases where the AutoMARK is placed alongside the other voting booths and the screen is in full view of voters passing by. This violates voter privacy. Below are some visual examples of the AutoMark terminal.

South Hadley citizens can register to vote at the Town Clerk's office located in room 108 at the Town Hall, or online through the Secretary of Commonwealth's website. In addition a resident or a resident's family member can apply for an absentee ballot in person at the Town Clerk's office or mail in the form to the Town Clerk.

The Town Clerk's office is very well spread out for maneuverability with a few accessible tables to choose from to fill out paperwork in privacy.

## VII. ADA TRANSITION PLAN

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

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

**Limitations of the Transition Plan and Compliance**

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

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

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

2010 ADA Standards

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

521 CMR

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

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

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

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

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

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

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

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

**Use of the Transition Plan**

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

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

**Priority(P)**

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

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

**Feasibility(F)**

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

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

**Time-frame(TF)**

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

| Time-frame | Description |
|---|---|
| I | Immediate Term (2020-2021) |
| N | Near Term (2022-2025) |
| L | Long Term (2026-2029) |

**Costs**

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

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.

**List of Buildings and Facilities**

Municipal Buildings: Town Hall, Senior Center, Fire House Museum, Town Library, Police Department, Department of Public Works, Ledges Golf Club, Sewer Plant, Transfer Station.

Recreational and Other Public Facilities: Buttery Brook Park, Beachgrounds Park, Town Common, Hadley Falls Canal Park, Mosier Elementary School, Michael E. Smith Middle School, Plains Elementary School, South Hadley High School, Sidewalks/Curb Ramps (Common, Falls, Newton St.).

**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 | | |

## IX. MUNICIPAL BUILDINGS ASSESSMENTS

Town Hall

Police Station

South Hadley Library

Senior Center

Ledges Golf Club

Firehouse Museum

Department of Public Works

Sewer Plant

Transfer Station

## SOUTH HADLEY TOWN HALL

**Function and Description of Facility and Programs:** Built in the early 1900's as a high school, the building has served as the South Hadley Town Hall since the late 1950's. It is the town's primary administration building for general governmental services including the school department's administrative offices. The town hall consists of 3 levels including a basement, all of which contain office, meeting, and storage space.

**Responsible Party:** Selectboard

**General Description or Obstacle Which Limits Mobility or Access:** The on-street "accessible" parking space does not meet signage and slope requirements. The walkway from the designated parking to the building has sections of concrete pad which are broken and have excessive (> ¼") changes in level surface. The walkway running slopes are well in excess of the maximum 5% allowed (without railings) at the junction of the walkway with the street. Similarly the walkways from Main Street to Town Hall also have excessive running and cross slopes and heaved and broken concrete creating an unstable surface with > ¼" changes in level surface. The exterior stair railings do not provide extensions at the top and bottom of the stairs. There is no directional signage at the front of the building indicating the location of the accessible entrance. The pad in front of the accessible entrance is not level. Most of the exterior and interior doors (when applicable) exceed the maximum operating force (15 lbs. – exterior; 5 lbs. – interior) and do not meet the minimum closing speed of 6 seconds. Interior stair railings are too wide and extensions are not provided at the top and bottom of the stairs. Nearly all interior doors lack tactile signage and have non-compliant knob-style hardware. The auditorium stage is not on a n accessible route. The existing stairs to the stage have non-compliant railings. The hallway drinking fountains are not "high-low". Some of the offices (Collector/Treasurer, Inspectional Services, Town Clerk, Recreation) have service counters which exceed the maximum height of 36" a.f.f. There are a number of protruding objects in the hallways (TV monitors, AED's, fire extinguishers) which exceed that allowed. The 1st floor women's bathroom is designated as accessible (but not the men's bathroom) and the 2nd floor men's

bathroom is designated as accessible (but not the women's bathroom). There should be accessible men and women's bathroom on each level. The designated "accessible" bathrooms do not adhere to various setback and height requirement and have other areas of non-compliance. The rear section of the basement (between Recreation Office and stairs to Administration and Finance Office) has numerous areas of non-compliance including knob-style door hardware, lack of tactile signage, abrupt changes in level surface, stair railings, lack of ramp railings and a ramp with a running slope in excess of 22% (maximum allowed with railings is 8.3%). As this area is not open to the public and is used solely for storage of Recreation Department equipment, it is recommended that this area be closed to the public and formally restricted and posted as such. Due to the cost associated with full compliance, the achieved benefit would be unsubstantial. Access to the area should be restricted to employees only and addressed as a "reasonable accommodation" if so required in the future.

## Town Hall Building Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>There is one designated "accessible" parking space at street level.<br><br>The on-street parking lacks a compliant access aisle and has running and cross slopes in excess of 2.0%, both which exceed the maximum allowed. The accessible signage designation is 22" too low.<br><br>See Photo Town Hall 1. | 208<br>502 | 23.4<br>23.6 | The town is considering creating 2 accessible parking spaces on town owned property and eliminate on-street parking, which is the recommended option. This would include the creation of a minimum of one van accessible space and one passenger vehicle space as follows:<br><br>Stripe and designate one van accessible parking space at a width of 8' with an 8' access aisle shared with an 8' wide accessible passenger vehicle space on town property adjacent to the accessible entrance. Signage (including van accessible) 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 at a distance of no greater than 10' from the parking space. The slopes should not exceed 2% in any direction and there should be no abrupt changes in level surface of greater than ¼". | 1 | 3 | N | Up to $25,000 |
| **Accessible Route to Elevator and from Main Street to Town Hall**<br>The accessible route from the parking space to the walkway has a running slope of up to 11.1% which far exceeds the maximum of 5% for a walkway. At the elevator entrance, the landing is only38 ½" and has a slope of 8.0% which far exceeds the maximum allowed of 2.0%. In addition, there are numerous abrupt changes in level surface of > ¼" due to deteriorated and/or broken, chipped, or raised concrete.<br><br>The accessible route from Main Street to the Town Hall has running slopes of up to 11.7% at the entry point from the Main Street sidewalk. The walkway cross slopes in front of Town Hall are nearly 5.0% which far exceeds the maximum of 2.0%. In addition, there are numerous abrupt changes in level | 403 | 22.3 | Reconstruct the affected concrete pads on the walkways such that the running slopes are no greater than 5.0%, the cross slopes do not exceed 2.0%, and there are no abrupt changes in level surface of > ¼". | 1 | 3 | I | Up to $50k+ |

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|---|---|---|---|---|---|---|---|
| surface of > ¼" due to deteriorated and/or broken, chipped, or raised concrete.<br><br>See Photos Town Hall 2 and 3. | | | | | | | |
| **Directional Signage**<br>There is no directional signage at the non-accessible Main Street entrances and side entrance at the Selectboard Meeting Room noting the accessible elevator and entrance off Pleasant Street. | 703<br>216 | 41.1 | Directional signage noting the separate accessible entrance should be provided. | 1 | 2 | L | $300 |
| **Exterior Entrance and Egress Stairs**<br>The railings on the stairs not have extensions at the top and bottom of the stairs (where feasible). The railings on the stairs to the Selectboard Meeting Room extend 12" at the top but are sloped and not level with the ground (505.10; 27.4.3) The top of the railings are 40" a.f.f. which are 2" too high (505.4; 27.4.2). The exterior stairs of the employee entrance/egress at the rear of the auditorium do not have compliant railings on both sides of the stairs as one railing is not oval or circular in shape (505.7; 27.4.5). See Photos Town Hall 4, 5, and 6. | 505.10<br>505.4<br>505.7 | 27.4.3<br>27.4.2<br>27.4.5 | Lower railings to a height of 34" to 38" a.f.f. Provide 12" extensions parallel to the floor at the top and a slope distance of one tread then 12" at the bottom of the stairs. Install a complaint railing on the stairs to the rear employee entrance that is round or oval in x-section and 1 ¼" – 2" in outside diameter. | 1 | 3 | N | Up to $25,000 |
| **Exterior Stair Treads**<br>The granite stair tread risers are 8", which are 1" too high under 2010 ADAAG and the treads are 12" wide, which are 1" too wide under 2010 ADAAG. The nosings are abrupt and not angled or curved. | 504.2<br>504.5 | 27.2<br>27.3 | The cost associated with full compliance versus the achieved benefit would be unsubstantial. Due to the age and significance of the building, seek a historic variance from the Massachusetts Historical Commission and the Massachusetts Architectural Access Board to retain the existing stairs. | 1 | 3 | L | TBD |
| **Accessible Entrance Landing**<br>The landing in front of the door to the elevator is not level (8.0% running slope) and is only 38 ½" long. | 305<br>302 | 25.2 | Reconstruct the landing to provide for a minimum 48" level landing (no greater than 2.0% slope) at the door entrance. | 1 | 3 | I | Up to $1,500 |
| **Picnic Table**<br>The accessible picnic table near the Police Station Parking Lot is not on an accessible route. | 206 | 19.5 | Relocate picnic table so that it is on an accessible route of travel. | 4 | 2 | N | $0 |
| **Exterior Doors**<br>Entrance and egress doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 seconds closing speed to 20 lbs. operating force. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 4 | 2 | I | Up to $400+ |
| **Interior Doors**<br>Many of the interior doors (double doors by BOS office, level 1 auditorium, assessors, collector/treasurer, admin/finance, mezzanine) do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 5 lbs for an interior door, and door closing speed is at least 6 seconds. | 4 | 2 | I | Up to $250+ |

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|---|---|---|---|---|---|---|---|
| **Interior Stairs**<br>The top stair tread of the stairs have nosings in excess of 1½" and are not fully beveled. | 504.5 | 27.3 | Modify the stair treads by removing a portion of the underlying wooden nosing beneath the vinyl covering to achieve a beveled nosing and re-secure the overlayment. | 2 | 3 | N | Up to $750 |
| **Interior Stair Railings**<br>Throughout the building (basement, first level, second level) stair railings are non-compliant as they are not provided on both sides of the stairs, are not continuous, do not have extensions at the top and bottom, and exceed the maximum allowed width. See Photo Town Hall 7. | 505 | 27.4 | Seek historic variance under ADA and 521 CMR to maintain existing historic railings. Install complaint continuous railings on the wall side of all stairways at a height of 34" – 38" to the top of the handrails, round or oval in x-section and between 1¼" – 2" in outside diameter, and with extensions at the top 12" parallel to the floor and the slope distance on one tread then 12" parallel to the floor at the bottom. | 2 | 3 | L | Up to $10,000 |
| **Drinking Fountain (1st and 2nd Level.**<br>The drinking fountains are non-compliant as they are not "hi-low" fountains. | 211 | 36.1.1 | Option #1 – Discontinue use of the existing drinking fountains.<br><br>Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows:<br><br>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 |
| **Door Signage**<br>There is no tactile designation signage to identify rooms, offices and storage areas/closets on any of the floor levels. Signage is required at a minimum of 39 locations on the 1st level, a minimum of 29 locations on the second level, and a minimum of 27 locations on the basement level. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | I | Up to $3,500 |
| **Door Hardware**<br>Non-compliant knob style hardware exists on most doors throughout town hall. Compliant hardware is required on a minimum of 33 doors on the first level, a minimum of 29 doors on the second level, and a minimum of 26 doors on the basement level. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate. | 2 | 2 | N | Up to $6,500 |
| **Protruding Objects and Headroom**<br>The following are protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80":<br><br>• Level 1 alarm box near BOH Office<br><br>• Level 1 electrical box near BOH Office | 307.2 | 20.6.1 | • Place a fixed object under the box<br><br>• Place a fixed object under the box | 2 | 2 | I | $0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| • Level 1 paper holders near BOH Office<br>• Level 1 defibrillator<br>• Level 1 permit box and forms holder by Building Inspector's Office<br>• Level 1 wall mounted TV monitor at base of stairs near Selectboard Meeting Room<br>• Level 1 wall mounted TV monitor in Selectboard Meeting Room<br>• Level 2 defibrillator and fire extinguisher<br>• Level 3 fire extinguishers (2)<br>See Photos Town Hall 8 and 9. | | | • Place a fixed object under paper holders or relocate<br>• Place a fixed object under defibrillator<br>• Place a narrow, elongated table under the box and forms holder<br>• Raise the height of the monitor so the base is at least 80" a.f.f.<br>• Adjust or raise the height of the monitor so the base is at least 80" a.f.f.<br>• Place a fixed object under defibrillator. Place a fixed object under the fire extinguisher or relocate.<br>• Place a fixed object under the fire extinguishers or relocate. | | | | |
| **Doors with Glass Panels**<br>Interior doors of Finance (2), Administration (1), Supt/Human Resources (1), Inspectional Services (2), Employee Relations and Benefits (1) and Student Services (1) have glass panes that exceed the maximum viewing height of 43" by 5" to 15". | 404.2.11 | NA | Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify doors/panels to comply with maximum height restriction. | 4 | 3 | L | Up to $2,100 |
| **Controls, Switches, and Outlets**<br>Twelve (12) controls, switches or outlets exceed the maximum reach range under the 2010 ADA Standards as follows:<br>• Controls (Auditorium)<br>• Outlets (Auditorium, IT office, Basement hallway, )<br>• Switches (Finance office, 2nd floor hallway, Student Services office, Veterans Services office, Auditorium, IT office (2), Basement hallway). | 308.2<br>308.3 | 6.5<br>6.6 | Lower controls, light switches, and outlets to no more than 48" a.f.f. | 4 | 3 | L | Up to $3,000+ |
| **Counter Heights**<br>The office service counters in Public Health, Town Clerk, Building Inspector, Recreation, and Collector/Treasurer all exceed the maximum height allowed by 4" to 7¾". | 904.4 | 7.2 | Service counters should not exceed 36" in height with a minimum of 36" clear width (521 CMR). | 2 | 3 | N | Up to $2,500 |
| **Level 1 Public Health**<br>Access to the interior of the Public Health Office has a clear width of only 22" due to the placement of a chair and plant. See Photo Town Hall 10. | 403.5 | 20.3 | Relocate chair and plant to achieve minimum required 36" clear width. | 2 | 1 | I | $0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Level 1 Mail and Copy Room**<br>The mailroom has limited maneuverability to access mail and the copier. Minimum clear widths (36" – 403.5; 20.3), turning radius (60" – 304.3; 6.3) and reach ranges (48" a.f.f. – 308.2, 308.3; 6.5, 6.6) are not met. | 403.5<br>304.3<br>308.2<br>308.3 | 20.3<br>6.3<br>6.5<br>6.6 | The Mail and Copy Room has limited space which does not allow for compliance with required clear widths, turning radius, and reach range requirements. Relocation or expansion of this area would be required to achieve compliance. As this area has restricted access and is not open to the public, full compliance or a change in policies and procedures may be required in the future as a reasonable accommodation to staff. | 4 | 3 | L | TBD |
| **Tables and Seating**<br>The meeting tables in the Level 2 Conference Room and the Basement Recreation Department provide only 25½" and 24" of knee clearance respectively. | 226.1<br>306.3<br>902.3 | 35.1<br>35.5<br>35.6 | At least 5% or not less than 1 table shall be accessible. Tables must provide at least 27" a.f.f. of knee clearance 30" wide and 19" deep (521 CMR). The tops of tables should be 28" to 34" a.f.f. The tables can be blocked to meet the required knee clearance height or an accompanying smaller table can be provided. | 2 | 1 | I | Up to $200 |
| **Auditorium**<br>There is no accessible route from the place of assembly to the stage. | 206 | 20.00<br>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 | N | Up to $15,000 |
| Handrails exist on only one side of the stairs and do not extend 12" at the top parallel to the floor and a slope distance of one tread then 12" parallel to the floor at the bottom. | 505.2<br>505.3<br>505.4<br>505.10 | 27.4.1<br>27.4.2<br>27.4.3 | Modify existing railings to provide extensions at top and bottom of the stairs. Provide additional railing so railings are on both sides of the stairs. | 2 | 3 | N | Up to $500 |
| The second level assembly area (meetings, performances) does not appear to have an assistive listening system as required as no signage was present.<br><br>See Photo Town Hall 11. | 219<br>706<br>216.10 | 14.5 | Provide an assistive listening system which has 30 receivers with 8 being hearing-aid compatible. Provide signage denoting availability of the ASL system with the International Symbol of Accessibility for Hearing Loss. | 4 | 3 | N | $3,000 +/- |
| **Level 2 School Dept. Student Services**<br>A sink in the office area is not wrapped/insulated and has non-compliant hardware. | 606.4<br>606.5<br>309 | 30.9.5<br>30.9.6 | As this sink is not needed or used, the sink should be removed. | 4 | 2 | I | $0 |
| **Level 2 School Supt./Human Resources**<br>A sink and counter in a closet area lacks adequate maneuverability, knee clearance, and has non-compliant faucets. See Photo Town Hall 12. | 606.2<br>306.2<br>306.3<br>309 | 30.9.1<br>30.9.3<br>30.9.6 | As this facility is not open to the public, improvements or a discontinuance of use may be required in the future as a reasonable accommodation. | 4 | - | L | TBD |
| **Basement Level Employee Lounge**<br>The counter and sink in the employee lounge is 2¼" too high, lacks compliant hardware and does not provide knee clearance. See Photo Town Hall 13. | 804.3.2<br>309<br>306.2<br>306.3<br>606.3 | 32.2<br>32.5<br>32.6<br>32.7 | Modify the counter and sink so that the height does not exceed 34" a.f.f.; provides a minimum of 27" knee clearance with guarded, wrapped, or insulated piping; and hardware (cabinets, faucets) that can be operated with a closed fist. | 4 | 3 | L | Up to $500 |
| **Level 1 Women's Bathroom**<br>The door lacks tactile designation signage. | 703 | 41.1 | Install accessible compliant designation on the latch side of the door with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 3 | 2 | I | $25 |
| The bathroom door push/pull force is 12 lbs. | 404.2.9 | 26.8 | Adjust or replace door closer such that push/pull force does not exceed 5 lbs. | 3 | 2 | I | $50 |

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|---|---|---|---|---|---|---|---|
| The wall mounted mirror (47" a.f.f.) is 7" too high. | 603.3 | 30.11 | Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f. | 3 | 2 | I | $25 |
| The towel dispenser (47" a.f.f.) is outside the zone of reach under 521 CMR. | 308.2<br>308.3 | 30.12<br>6.5<br>6.6 | Lower dispenser to a max. of 42" a.f.f. (521 CMR). | 3 | 2 | I | $0 |
| The coat hook on the stall door is 64" a.f.f. which exceeds the maximum reach range under ADAAG by 16". | 308<br>603.4 | 30.6.1 | Lower coat hook to no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The water closet stall door lacks an interior pull device, has a non-compliant closing mechanism, and is not self-closing. | 604.8.2<br>404.2.7 | 30.6.1<br>39.5 | Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f. Replace the closing mechanism with one that can be operable with a closed fist and does not require pinching or twisting. | 3 | 2 | I | $100 |
| The rear grab bar is only 36" long and is 6" too short under 521 CMR (604.5; 30.8). The grab bars are mounted 1" to 2 ½" too low (609.4; 30.8.2). | 604.5<br>609.4 | 30.8<br>30.8.2 | Replace rear grab bar with a 42" long bar. Raise the grab bars such that the top of the griping surface is 33" to 36" a.f.f. | 3 | 2 | I | $300 |
| The toilet paper dispenser is 3" o.c. from the front of the water closet and is located over the grab bars. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR. | 3 | 2 | I | $50 |
| The water closet flush control is not on the open or wide side. | 604.6 | 30.7.5 | Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. | 3 | 3 | N | Up to $750 |
| The water closet is 1½" too far from the near wall.<br><br>See Photos Town Hall 14 and 15. | 604.2 | 30.7.2 | Modify water closet so that the centerline is 18" from the nearest sidewall and at least 42" from the farthest sidewall. | 3 | 3 | N | Up to $350 |
| **Level 1 Men's Bathroom**<br>The bathroom is wholly non-complaint with inadequate clearances for wheelchair maneuverability and no accessible components (signage, door clear width, door closing speed, grab bars, sink, water closet, dispensers, compliant heights, etc.). See Photos Town Hall 16 and 17. | 404.2.3<br>603<br>604<br>606 | 26.5<br>30 | Widen entry to comply with minimum 32" clear width requirement and implement modifications to create a single user accessible bathroom in compliance with 603, 604, and 606 under the 2010 ADA Standards and S. 30 under 521 CMR.<br><br>a | 3 | 4 | L | Up to $25,000 |
| **Level 2 Women's Bathroom**<br>The bathroom is wholly non-complaint with inadequate clearances for wheelchair maneuverability and no accessible components (signage, door closing speed, sink, water closet, grab bars, dispensers, compliant heights, etc.). See Photos Town Hall 18. | 603<br>604<br>606 | 30 | Implement modifications to create an accessible stall and sink in compliance with 603, 604, and 606 under the 2010 ADA Standards and S. 30 under 521 CMR.<br><br>a | 3 | 4 | L | Up to $25,000 |
| **Level 2 Men's Bathroom**<br>The entry door and an interior storage lacks tactile designation signage. The interior door has knob-style hardware (404.2; 26.11). | 703 | 41.1 | Install accessible compliant designation on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the interior door. | 3 | 2 | I | $125 |

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|---|---|---|---|---|---|---|---|
| The bathroom door push/pull force is 15 lbs. and has a 5 seconds closing speed | 404.2.9<br>404.2.8 | 26.8<br>26.9 | Adjust or replace door closer such that push/pull force does not exceed 5 lbs. and door closing speed is at least 6 seconds (521 CMR). | 3 | 2 | I | $50 |
| The wall mounted mirror (41 ½" a.f.f.) is 1½"" too high. | 603.3 | 30.11 | Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f. | 3 | 2 | I | $25 |
| The paper towel dispenser (43 ½" a.f.f.) is outside the zone of reach under 521 CMR and is not on an accessible route. | 308.2<br>308.3 | 30.12<br>6.5<br>6.6 | Lower dispenser to a max. of 42" a.f.f. (521 CMR) and relocate on an accessible route. | 3 | 2 | I | $0 |
| The urinal is 5" too high and is not elongated. | 605.2 | 30.10.1 | Install a urinal with an elongated rim at a height of no more than 17" a.f.f. | 3 | 3 | N | $500 |
| The sink piping is not wrapped, insulated, or guarded. | 606.5 | 30.9.5 | Wrap and/or insulate piping. | 3 | 2 | I | $25 |
| The stall door lacks a coat hook. | 308<br>603.4 | 30.6.1 | Install a coat hook at a height of no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The water closet stall door lacks an interior pull device, has a non-compliant closing mechanism, and is not self-closing. | 604.8.1<br>404.2.7 | 30.6.1<br>39.5 | Modify or replace hinge so that it is self-closing. Install a pull device on the interior stall door at a height of no greater than 48" a.f.f. Replace the closing mechanism with one that can be operable with a closed fist and does not require pinching or twisting. | 3 | 2 | I | $100 |
| The grab bars are mounted 1½"" to 2 too low. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surface is 33" to 36" a.f.f. | 3 | 2 | I | $150 |
| The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars.<br><br>See Photos Town Hall 19 and 20. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR. | 3 | 2 | I | $50 |
| **Rear Basement Area**<br>The rear basement area between the Recreation Department and stairs to the first floor near the Selectboard's Office has numerous areas of non-compliance including 8 doors with knob hardware, lack of tactile signage, abrupt changes in level surface, and a ramp with a running slope of more than 22% and no railings.<br><br>See Photos Town Hall 21 and 22. | 703<br>404.2<br>303<br>405.2<br>405.8<br>505 | 41.1<br>26.11<br>22.4<br>24.2<br>24.5 | Formally close this area (gate, chain) to the public and restrict access to employees only. No other action required unless required as a reasonable accommodation. | 4 | 1 | I | $25 |
| **Assistive Listening System**<br>Neither the first level assembly area nor the Selectboard Meeting Room appear to have an assistive listening system as required as no signage was present. | 219<br>706<br>216.10 | 14.5 | Provide an assistive listening system for shared use in both locations which has up to 30 receivers with 8 being hearing-aid compatible. Provide signage denoting availability of the ASL system with the International Symbol of Accessibility for Hearing Loss. | 4 | 3 | N | $3,000+/- |

**Total up to $210,700**

## Town Hall Accessibility Assessment Photos

Photo Town Hall 1

Photo Town Hall 2

Photo Town Hall 3

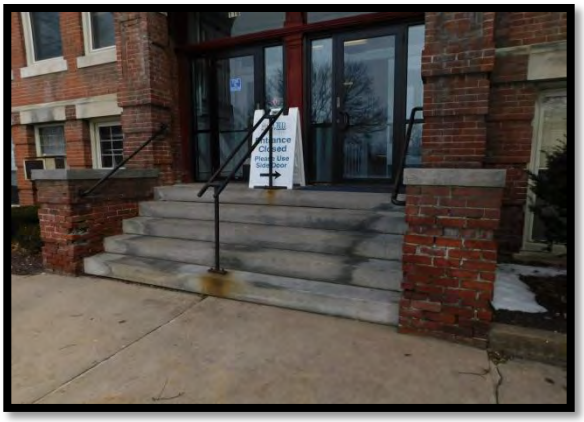

Photo Town Hall 4

Photo Town Hall 5

Photo Town Hall 6

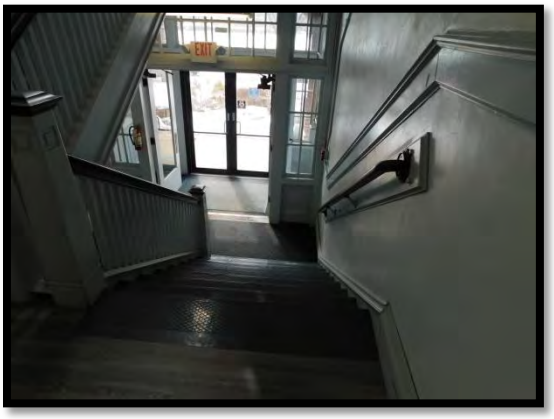


Photo Town Hall 7

Photo Town Hall 8

Photo Town Hall 9

Photo Town Hall 10

Photo Town Hall 11

Photo Town Hall 12

Photo Town Hall 13

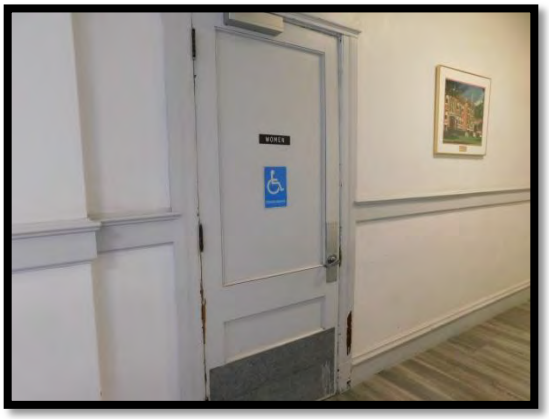


Photo Town Hall 14

Photo Town Hall 15

Photo Town Hall 16

Photo Town Hall 17

Photo Town Hall 18

Photo Town Hall 19

Photo Town Hall 20

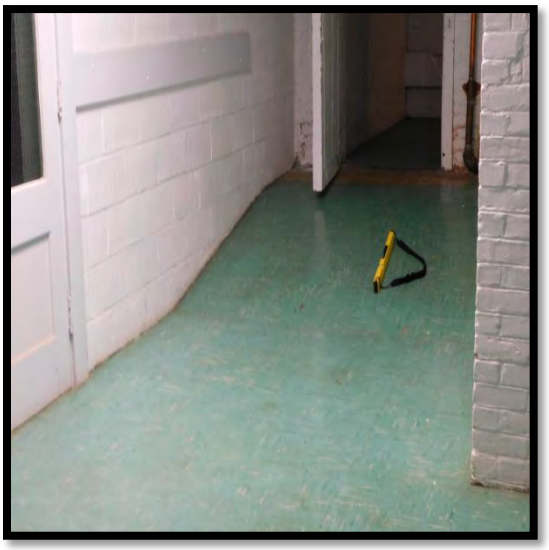

Photo Town Hall 21

Photo Town Hall 22

## POLICE STATION

**Function and Description of Facility and Programs:** The South Hadley Police Station is a 3 level (1st story, 2nd story, basement) masonry structure which was built in 1994. The Police Department is a full-service department with the responsibility to provide public safety services to the approximately 18,000 residents of the Town of South Hadley. The Department has 33 personnel including the Chief of Police, 2 Lieutenants, 3 Detectives, 6 Sergeants, 16 Police Officers, 4 Dispatchers, and 1 Administrative Assistant. The Department has various divisions and units, to include Patrol, Investigations, Family Services, School Resource Officers and Licensing.

**Responsible Party:** Selectboard.

**General Description or Obstacle Which Limits Mobility or Access:** The Police Station is generally compliant but does have various areas of non-compliance. The designated accessible parking lacks an access aisle, has excessive running slopes, and is not van accessible. The accessible route from the sidewalk to the ramp exceeds the maximum allowed running slope for a walkway. Doors exceed maximum operating force and minimum closing speeds. Most interior doors lack tactile signage. The lobby service counter at the dispatch center is too high. The drinking fountains are not high-low. All of the bathrooms have a number of items of non-compliance including heights, setbacks, and other elements. Various controls, dispensers, and switches exceed the maximum reach range. The basement level, which is not open to the public, contains the fitness room and men's and women's locker rooms for sworn police personnel. All police officers must meet strict physical requirements which a person with a mobility limiting disability would not be able to perform. Therefore, unless there are changes in policies, procedures, and operations, modifications to the basement locker rooms are not required at the present time. The basement fitness room, which appears to be open to all station personnel (dispatch, administrative, police) does not have the required clear width between exercise equipment. There is a 7½" abrupt change in level surface from the garage/sally port to the station booking and holding area and therefore is not an accessible route. The men, women, and juvenile jail cells do not meet setback, height, and maneuverability requirements under either 521 CMR or the 2010 ADA

Standards. However, these cells are not used for overnight stays as all who are arrested are kept in a temporary holding cell, which is accessible, and transported to the Hampshire County House of Corrections.

## Police Station Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>The accessible space does not have an access aisle and is not designated as van accessible. The parking space cross slope is 2.9% which exceeds the maximum of 2.0%. See Photo Police Station 1. | 208<br>502 | 23.2<br>23.4 | Re-configure and re-stripe a van accessible parking space at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards). The slopes should not exceed 2% in any direction. | 1 | 2 | N | Up to $1,500 |
| **Ramp from Sidewalk**<br>The ramp from the sidewalk to the ramp to the building entrance has a 8.6% to 9.0% running slope at the upper segment. | 405.2 | 24.2 | Reconstruct that portion of the non-compliant cement ramp so that it has a running slope of no more than 8.3%. | 1 | 3 | N | Up to $1,000 |
| **Entry and Lobby Door Closing Speed**<br>The door closing speeds for the main and side entrances and main entrance lobby doors exceed that allowed. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speeds are at least 6 seconds (521 CMR). | 1 | 2 | I | $100 |
| **Entry and Lobby Door Operating Force**<br>The main entrance lobby doors and side entrance lobby doors have operating forces of 15 lbs. | 404.2.9 | 26.8 | Adjust the door closers such that the push/pull forces do not exceed 5 lbs. for an interior door. | 1 | 2 | I | $100 |
| **Interior Door Closing Speed**<br>The door closing speeds for the interior stairwell, lobby men's bathroom, lobby women's bathroom, level 1 employee unisex bathroom, and level 1 community room all have closing speeds that exceed that allowed. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speeds are at least 6 seconds (521 CMR). | 1 | 2 | I | $150 |
| **Interior Door Operating Force**<br>The door operating forces for the interior stairwell, lobby men's bathroom, lobby women's bathroom, sally port, level 2 men's bathroom, level 2 women's bathroom, level 1 employee unisex bathroom, and level 1 community room all have operating forces which exceed that allowed. | 404.2.9 | 26.8 | Adjust the door closers such that the push/pull forces do not exceed 5 lbs. for an interior door. | 1 | 2 | I | $150 |
| **Signage**<br>There is no tactile signage at the following locations:<br><br>Lobby including bathrooms (7)<br>Boiler room (1)<br>Lobby bathrooms (2)<br>Level 1 police/dispatch (13)<br>Level 1 unisex bathroom (1)<br>Cell/booking area (15)<br>Level 2 (16)<br>Level 2 bathrooms (2)<br>Basement (11) | 703 | 41.1 | Install accessible compliant designation signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Bathroom signage must also have the universal symbol of accessibility. | 2<br>3 | 2 | N | Up to $2,500 |
| **Door Hardware**<br>Non-compliant knob style hardware exists on 1 door in the lobby area and 4 doors in the cell/booking area. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate. | 2 | 2 | N | Up to $375 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Reach Range**<br>The following items exceed the maximum reach range under the 2010 AADA Standards:<br>• Lobby phone is 60 " a.f.f. over a 19" obstruction<br>• L1 Training Room, Break Room, and Booking Room phones are 60" a.f.f.<br>• L1 Break room sanitizer is 51½" a.f.f.<br>• L1 Dispatch sanitizer is 50" a.f.f.<br>• L1 Booking Area first aid cabinet is 60"c.c. a.f.f.<br>• ID Room dispenser 49" a.f.f. over a 23" obstruction<br>• L2 Conference Room phone is 63" a.f.f.<br>See Photo Police Station 2. | 308.2<br>308.3 | 6.5<br>6.6 | All controls, receptacles, dispensers, phones, etc. should be no more than 48" a.f.f. The following heights are allowed over obstruction:<br>• 48" a.f.f. for a forward reach over an obstruction up to 20"<br>• 44" a.f.f. for a forward reach over an obstruction of 20" to 25"<br>• 48" a.f.f. for a side reach over an obstruction up to 10"<br>• 46" a.f.f. for a side reach over an obstruction of 10" to 24" | 4 | 2<br>3 | N | Up to $500 |
| **Lobby Service Counter**<br>The service counter to the dispatch room exceeds the maximum height allowed by 5½". See Photo Police Station 3. | 904.4 | 7.2 | Service counters should not exceed 36" in height with a minimum of 36" clear width (521 CMR). | 2 | 3 | N | Up to $1,500 |
| **Drinking Fountains (Lobby & 1st Level)**<br>The drinking fountains are non-complaint as they are not "hi-low" fountains.<br>See Photo Police Station 4. | 211 | 36.1.1 | Option #1 – Discontinue use of the existing drinking fountains.<br>Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows:<br>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 |
| **Elevator**<br>There is no "tactile star" on the jambs of the elevator at the Level 1 main entry. | 407.2.3 | NA | Provide a tactile star on both jambs at the main entry level. | 2 | 2 | I | $100 |
| **L1 Employee Break Room**<br>The counter and sink in the employee break room is 2" too high and does not provide knee clearance. See Photo Police Station 5. | 804.3.2<br>306.2 | 32.2<br>32.5<br>32.6<br>32.7 | Modify or replace the counter and sink so that it is no more than 34" a.f.f with a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. | 4 | 3 | L | Up to $1,000 |

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|---|---|---|---|---|---|---|---|
| **L1 Sally Port/Garage Access to Station**<br>There is a 7 ½" abrupt change in level surface into station holding/booking area. See Photo Police Station 6. | 206<br>403 | 20<br>22 | Purchase a portable aluminum ramp with railings that can easily be installed as needed for access into the station from the secured garage area. | 4 | 3 | L | Up to $1,500 |
| **Basement Fitness Room**<br>There is inadequate clear width for maneuverability between exercise equipment. | 403.5 | 20.3 | Rearrange equipment to provide a minimum 36" clear width between equipment. | 4 | 1 | I | $0 |
| **Lobby Men's and Women's Bathrooms**<br><br>Men's and Women's<br>The toilet paper dispensers are 0" to 4" o.c. from the front of the water closet and are located over the grab bars. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| Men's Only<br>The water closet flush control is not on the open or wide side. | 604.6 | 30.7.5 | Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. | 3 | 3 | I | Up to $750 |
| The sink water faucet operating force is 10 lbs. See Photo Police Station 7. | 309 | 30.9.6 | Adjust faucet so operating force is no more than 5 lbs. | 3 | 3 | I | $100 |
| **Level 1 Staff Unisex Bathroom**<br>The toilet paper dispenser is 0" o.c. from the front of the water closet and is located over the grab bars. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| The water closet flush control is not on the open or wide side. | 604.6 | 30.7.5 | Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. | 3 | 3 | I | Up to $750 |
| The piping below the sink is not wrapped, insulated, or guarded.<br><br>See Photo Police Station 8. | 606.5 | 30.9.5 | Wrap or insulate the piping. | 3 | 2 | I | $50 |
| **Level 2 Men's and Women's Bathrooms**<br><br>Men's and Women's<br>The toilet paper dispensers are 0" o.c. from the front of the water closet and are located over the grab bars. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispensers s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $100 |
| The piping below the sink is not wrapped, guarded, or insulated. | 606.5 | 30.9.5 | Wrap or insulate the sink piping. | 3 | 2 | I | $50 |
| The mirror is 3" too high. | 603.3 | 30.11 | Lower mirror such that the bottom of the mirror (reflecting surface) is no greater than 40" a.f.f. | 3 | 2 | I | $50 |
| The sink faucet hardware is non-compliant. | 309 | 30.9.6 | Replace and/or modify faucets such that they are operable with one hand and require less than 5 lbs. of operating force. | 3 | 3 | I | $200 |
| The water closet seat is 16" a.f.f. which is 1" too low to the top of the rim. | 604.4 | 30.7.3 | Install an elevated toilet seat to so that height to the top of the rim is between 17" and 19" a.f.f. | 3 | 2 | I | $50 |
| Men's Only<br>The water closet flush control is not on the open or wide side. | 604.6 | 30.7.5 | Relocate flush control so that it is on the wide or approach side or replace with an automatic flush control. | 3 | 3 | N | Up to $750 |

Total up to $16,925

## Police Station Accessibility Assessment Photos

Photo: Police Station 1

Photo: Police Station 2

Photo: Police Station 3

Photo: Police Station 4

Photo: Police Station 5

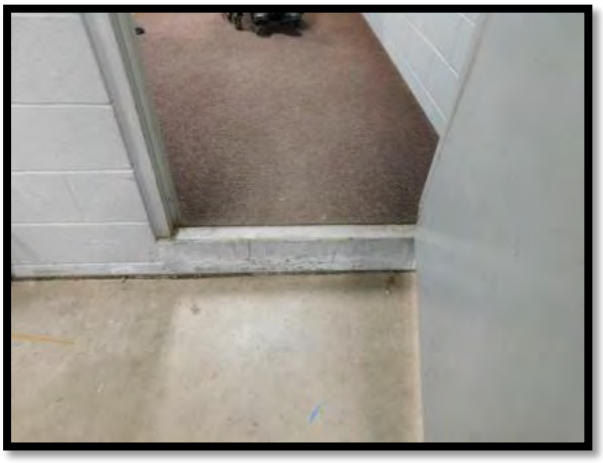

Photo: Police Station 6

Photo: Police Station 7

Photo: Police Station 8

## SOUTH HADLEY LIBRARY

**Function and Description of Facility and Programs:** The main library, located in South Hadley Falls and adjacent to the historic South Hadley Canal and the Connecticut River, formally opened in 2014. This 2-story building showcases modern library services, ample community space, a children's library, study rooms, and multiple services and programming for patrons.

**Responsible Party:** Library Trustees

**General Description or Obstacle Which Limits Mobility or Access:** The "accessible" parking spaces do not meet signage and slope requirements. A number of the interior doors (when applicable) exceed the maximum operating force (5 lbs. – interior) and do not meet the minimum closing speed of 6 seconds. In addition, some doors lack tactile signage on the latch side. The community room and employee lounge sinks/counters do not provide the required knee and toe clearance. The employee lounge bathroom water closet is too far from the near wall and too close to the far wall. In addition, the grab bars are too high and the toilet paper dispenser is too close to the water closet. The 2nd level teen room does not provide accessible computer table seating. The level 1 men's and women's bathrooms have a number of non-compliant items including grab bar heights, height of coat hooks, location of toilet paper dispensers, and location and height of water closets. The level 2 men's and women's bathrooms toilet paper dispensers are too close to the water closet and the grab bars are high. The level 1 family bathroom in the children's library appears to be designed for users from Grades 4 to 6 for most elements with the exception of the water closet grab bars and toilet paper dispensers – which need to be modified.

## Library Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>Although there are three "van accessible" designated spaces in the parking lot, only one space complies with the vehicle and access aisle widths required for vans (502.2; 23.4.7).<br><br>Depending on the parking space and access aisle, either the running slope or cross slope (or both) exceed the maximum allowance of 2.0% for a level surface (502.4; 23.4.3).<br><br>All three signs are roughly 16" too high under 521 CMR (502.6; 23.6).<br><br>See Photo Library 1. | 208<br>502 | 23 | Resurface the existing spaces and access aisles to create level surfaces of no greater than 2.0% in all directions.<br><br>Re-stripe and re-designate accessible parking spaces to include one van accessible space and 2 passenger vehicle accessible spaces. Passenger vehicle accessible spaces should be 8' wide with a 5' wide access aisle. Van accessible spaces should be 8' wide with an 8' access aisle or 11' wide with a 5' access aisle. Non-complaint signage must be reset such that signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. The 11' wide spaces must be noted as van accessible. | 1 | 3 | N | Up to $5,000 |
| **Outside Stone Dust Walkway**<br>The exterior stone dust walkway is uneven with varying changes in level surface. See Photo Library 2. | 403.4 | 22.4.1 | Exterior accessible routes must be maintained such that that surfaces are level and stable with no abrupt changes greater than ¼". Walkway should be raked and compacted annually to insure compliance. | 1 | 2 | I | $200 |
| **Foyer/Lobby Sink**<br>The operating force of the sink hot water faucet is 15 lbs. which exceeds the maximum allowed. | 309.4 | 39.5 | Adjust hot water faucet such that the operating force does not exceed 5 lbs.. | 4 | 3 | N | $50 |
| **Door Signage**<br>Some of rooms lack tactile designation signage to identify rooms, offices and storage areas/closets on both floor levels. Additional signage is required at a minimum of 9 locations as follows: foyer/lobby (2), librarian area (3), employee lounge (1), and children's area (3. In addition, the tactile signage on the adult services room is not on the latch side of the door. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | I | Up to $315 |
| **Interior Doors**<br>Doors do not fully comply with the maximum allowed operating force for an interior door (5 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 seconds closing speed to 17 lbs. operating force. Locations are as follows:<br><br>• L1 Trustees conf. room<br>• L1 Entrance to front desk<br>• L1 Children's library (2)<br>• L2 Adult services<br>• L2 Quiet study room<br>• L1 Community mtg. room | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 2 | 2 | I | $100 |

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| **Tables in Children's Library**<br>The 6 tables in the Children's Library provide only 21" of knee clearance. | 902.4 | NA | Raise one table to achieve minimum table height of 26" a.f.f. and 24" minimum knee clearance. | 2 | 2 | I | $25 |
| **Children's Library Family Bathroom**<br>The bathroom door push/pull force is 12 lbs. | 404.2.9 | 26.8 | Adjust or replace door closer such that push/pull force does not exceed 5 lbs. | 3 | 2 | I | $25 |
| The toilet paper dispenser is 4" o.c. from the front of the water closet and is 24" a.f.f. | 309.4<br>604.9.6 | 30.14.5 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b centered at 17" to 19" a.f.f. and not mounted above the grab bars under 521 CMR. | 3 | 2 | I | $50 |
| The grab bars are roughly 6" too high.<br>See Photo Library 3. | 604.9 | 30.15.1 | Lower grab bars to a height of 25" to 27" a.f.f. at the top of the griping surface. | 3 | 2 | I | $50 |
| **Community Room Kitchen**<br>The counter and sink in the community room does not provide knee clearance. See Photo Library 4. | 804.3.2<br>306.2 | 32.2<br>32.5<br>32.6<br>32.7 | Modify the counter and sink so that there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. | 4 | 3 | L | Up to $500 |
| **Level 1 Men's Bathroom**<br>The bathroom door push/pull force is 10 lbs. The door closing speed is 4 seconds, which is 2 seconds too fast under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closer such that the push/pull force does not exceed 5 lbs. and the closing speed is at least 6 seconds. | 3 | 2 | I | $50 |
| The water closet stall door is not self-closing. | 604.8.1 | 30.6.1 | Modify or replace stall door hinge so that it is self-closing. | 3 | 2 | I | Up to $100 |
| The grab bars are mounted ¾" too high. Note: No tolerance allowed for heights with a range. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. | 3 | 2 | I | $50 |
| The water closet is 1" too far from the near wall. | 604.2 | 30.7.2 | Modify water closet so that the centerline is 18" from the nearest sidewall and at least 42" from the farthest sidewall. | 3 | 3 | L | Up to $350 |
| The coat hook on the stall door is 54" a.f.f. which exceeds the maximum reach range under ADAAG by 6". | 308.2<br>308.3 | 30.6 | Lower coat hook to no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The toilet paper dispenser is 2" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| **Level 1 Women's Bathroom**<br>The bathroom door push/pull force is 11 lbs. The door closing speed is 4 seconds, which is 2 seconds too fast under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closer such that the push/pull force does not exceed 5 lbs. and the closing speed is at least 6 seconds. | 3 | 2 | I | $50 |
| The water closet stall door is not self-closing. | 604.8.1 | 30.6.1 | Modify or replace stall door hinge so that it is self-closing. | 3 | 2 | I | Up to $100 |
| The grab bars are mounted ¾" too high. Note: No tolerance allowed for heights with a range. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. | 3 | 2 | I | $50 |
| The water closet is 2" too far from the near wall 1¾" too close to the far wall. | 604.2 | 30.7.2 | Modify water closet so that the centerline is 18" from the nearest sidewall and at least 42" from the farthest sidewall. | 3 | 3 | L | Up to $350 |

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| The water closet is ½" too high at the top of the rim. Note: No tolerance allowed for heights with a range. | 604.4 | 30.7.3 | Replace existing seat with a narrower seat to comply with height range of 17" to 19" a.f.f. | 3 | 2 | I | $100 |
| The coat hook on the stall door is 54" a.f.f. which exceeds the maximum reach range under ADAAG by 6". | 308.2<br>308.3 | 30.6 | Lower coat hook to no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The toilet paper dispenser is 3" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| **L2 Teen Room Computer Tables**<br>Six computer tables are all at a height of 36½" a.f.f. See Photo Library 5. | 226.1<br>306.3<br>902.3 | 35.1<br>35.5<br>356 | Lower one table/work station to between 28" to 34" a.f.f. with at least 30" clear width and at least 27" knee clearance. | 2 | 3 | I | Up to $500 |
| **Level 2 Men's Bathroom**<br>The bathroom door push/pull force is 15 lbs. The door closing speed is 3 to 4 seconds, which is 2 to 3 seconds too fast under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closer such that the push/pull force does not exceed 5 lbs. and the closing speed is at least 6 seconds. | 3 | 2 | I | $50 |
| The grab bars are mounted ½" too high. Note: No tolerance allowed for heights with a range. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. | 3 | 2 | I | $50 |
| The toilet paper dispenser is 4" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| **Level 2 Women's Bathroom**<br>The bathroom door push/pull force is 15 lbs. The door closing speed is 3 to 4 seconds, which is 2 to 3 seconds too fast under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closer such that the push/pull force does not exceed 5 lbs. and the closing speed is at least 6 seconds. | 3 | 2 | I | $50 |
| The grab bars are mounted 1" and ¾" too high. Note: No tolerance allowed for heights with a range. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. | 3 | 2 | I | $50 |
| The toilet paper dispenser is 4" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $50 |
| **L2 Employee Lounge**<br>The coat rack is 14" too high under the 2010 ADA Standards. Access and reach to the telephone is obstructed due to the placement of a couch. | 308.2<br>308.3 | 6.5<br>6.6 | Provide a minimum of 5% of coat hooks or equivalent space on a coat rack at a height of no more than 48" a.f.f. Relocate the couch so it doesn't obstruct access to the phone. | 4 | 1 | I | $25 |
| The counter and sink in the employee lounge does not provide knee clearance.<br><br>See Photo Library 6. | 804.3.2<br>306.2 | 32.2<br>32.5<br>32.6<br>32.7 | Modify the counter and sink so that there is a minimum of 27" knee clearance at the sink with guarded, wrapped, or insulated piping. | 4 | 3 | L | Up to $500 |
| **Level 2 Employee Bathroom**<br>The bathroom door push/pull force is 15 lbs. The door closing speed is 4 seconds, which is 2 to 3 seconds too fast under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closer such that the push/pull force does not exceed 5 lbs. and the closing speed is at least 6 seconds. | 3 | 2 | I | $50 |

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|---|---|---|---|---|---|---|---|
| The grab bars are mounted ½" and ¾" too high. Note: No tolerance allowed for heights with a range. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surfaces are 33" to 36" a.f.f. | 3 | 2 | I | $50 |
| The toilet paper dispenser is 3" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $0 |
| The water closet is 1¼" too far from the near wall 1" too close to the far wall. | 604.2 | 30.7.2 | Modify water closet so that the centerline is 18" from the nearest sidewall and at least 42" from the farthest sidewall. | 3 | 3 | L | Up to $350 |

**Total up to $9,390**

## Library Accessibility Assessment Photos

Photo Library 1

Photo Library 2

Photo Library 3

Photo Library 4

Photo Library 5

Photo Library 6

## SENIOR CENTER

**Function and Description of Facility and Programs:** The Senior Center is located in the former Woodland Elementary School building constructed in 1924 and expanded in 1956 with an approximately 17,000 sf addition. The building is essentially on one level with an interior non-compliant ramp connecting the original building with the newer addition.

**Responsible Party:** Selectboard/Council on Aging

**General Description or Obstacle Which Limits Mobility or Access:** The designated accessible parking spaces and signage are not wholly compliant. There is no directional signage at the front of the building indicating the location of the accessible entrances. The exterior doors exceed the maximum allowable operating force of 15 lbs. and do not meet the minimum closing speed of 6 seconds under 521 CMR. Nearly all interior doors lack tactile signage and have non-compliant knob-style hardware. Coat racks exceed the maximum reach range under the 2010 ADA Standards. Both the interior ramp and railings are non-compliant. Both the men's and women's bathrooms have a number of non-compliant set-back and height items. The staff lounge sink/counter exceeds the maximum height and does not provide compliant knee clearance. The controls for the stove are not on the front. The clear width between equipment in the exercise room does not meet minimum clear width requirements. There is no vertical access to the stage and the stair railings are non-compliant. The newer wing addition which houses the nurse, activity rooms, billiards room, etc. have sinks in each room which do not provide minimum knee and toe clearance. As these were built for use when the building served as a school and not for use as the senior center, many of these are not in active use. If the use of these changes, modifications will be required. No other action is required at the present time. The kitchen does not meet height, reach range, setback and maneuverability requirements. As this area is not open to the public and requires persons to meet certain physical requirements to perform the essential functions of their positions, accessible modifications to this area will be triggered by either an employee reasonable

accommodations request or the allowance of public access into this area. Similarly, the kitchen office can only be accessed through a food storage area with the clear width reduced to 24" due to the placement of food and other items. As this office is directly connected to the kitchen and not open to the public, accessible modifications to this area will be triggered by either an employee reasonable accommodations request or the allowance of public access into this area. Any public meetings of kitchen staff should be held elsewhere in the building.

## Senior Center Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>There are two separate handicapped parking areas – one at the wing addition entrance and one next to Dayton Street near the main office.<br><br>The wing addition parking has 5 spaces – none of which are designated as van accessible. The spaces are roughly 10' wide with 3' shared access aisles which do not adhere to the standards for passenger cars or vans. Two of the signs are mounted 47" to 49" too low.<br><br>The Dayton Street parking has 3 spaces – none of which are designated as van accessible. Two spaces are roughly 11' wide with 3' access aisles and one space is 8' wide with a 3' wide access aisle. These designated accessible spaces do not adhere to the standards for passenger cars or vans. One space lacks accessible signage.<br><br>See Photos Senior Center 1 and 2. | 208<br>502<br>703.7.2 | 23 | Re-stripe and re-designate accessible parking spaces to include one van accessible space at each location with the remaining accessible spaces designated for passenger vehicles. Passenger vehicle accessible spaces should be 8' wide with a 5' wide access aisle. Van accessible spaces should be 8' wide with a 8' access aisle or 11' wide with a 5' access aisle. Non-compliant signage must be reset such that signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. The 11' wide spaces must be noted as van accessible. An additional sign which includes the international symbol of accessibility must be provided for the Dayton Street space lacking a sign. | 1 | 2 | N | Up to $350 |
| **Directional Signage**<br>There is no directional signage noting the two accessible entrances. | 703<br>216 | 41.1 | Install directional signage noting the two separate accessible entrances should be provided. | 1 | 2 | L | $200 |
| **Exterior Entrance and Egress Doors**<br>Entrance and egress doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 seconds closing speed to 17 lbs. operating force. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door and door closing speed is at least 6 seconds. | 2 | 2 | I | Up to $250 |
| **Door Signage**<br>There is no tactile designation signage to identify rooms, offices and storage areas/closets on any of the floor levels. Signage is required at a minimum of 67 locations. | 703 | 41.1 | Install accessible compliant designation signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | I | Up to $2,350 |

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| **Door Hardware**<br>Non-compliant knob style hardware exists on most doors throughout the senior center. Compliant hardware is required on a minimum of 22 doors. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. | 2 | 2 | N | Up to $1,650 |
| **Controls, Switches, and Outlets**<br>Sixteen (16) controls, switches or outlets exceed the maximum reach range under the 2010 ADA Standards as follows:<br>• Controls/Switches (Rooms 1, 2, 3, 4; Fitness Room; Staff Lounge; COA Admin Office; Cafeteria (2))<br>• Outlets (Rooms 1, 2, 3, 4; Staff Lounge)<br>• Dispensers (Room 4 – towel; Staff Lounge – soap)<br>See Photo Senior Center 3. | 205<br>308.2<br>308.3 | 30.13<br>6.5<br>6.6 | Lower controls, light switches, and outlets to no more than 48" a.f.f. If over an obstruction of at least 20" (ie – counter), lower to no more than 46" a.f.f. for a side approach or 44" a.f.f. for a forward approach. | 4 | 3 | L | Up to $4,000+ |
| **Coat Hooks and Coat Racks**<br>Coat hooks and or racks in the following locations exceed the maximum reach range.<br>• Rooms 2 and 4<br>• Hallway (Near Room 2 and Exercise Room)<br>• Cafeteria (2 coat racks and up to 10 coat hooks)<br>See Photo Senior Center 4. | 308.2<br>308.3 | 6.5<br>6.6 | Provide a minimum of 5% of coat hooks or equivalent space on a coat rack at a height of no more than 48" a.f.f. | 4 | 3 | L | Up to $350 |
| **Drinking Fountain**<br>The drinking fountain is non-compliant as it is not a "hi-low" fountain. See Photo Senior Center 5. | 211 | 36.1.1 | Option #1 – Discontinue use of the existing drinking fountain.<br><br>Option #2 – remove the existing drinking fountains and replace with "hi-low" drinking fountains. The drinking fountains must comply as follows:<br><br>Protruding objects compliance of no > 4" protrusion between 27" and 80" a.f.f. (307); 30"x48" clear space requirement (305), and knee/toe clearance (306). Knee clearance is 9" to 27" a.f.f; 25" deep max. at 9" a.f.f. or 11" deep min at 9" a.f.f. and 8" deep min at 27" a.f.f. Width of knee clearance s/b 30" wide min (306.3). Toe clearance as part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). The spout s/b 15" min from wall and 5" max from the front edge of the unit (602.5). Flow of water 4" high min and spout located max 5" from front (602.6). The spout height s/b 36" max. a.f.f. for "low" and 38" min a.f.f. to 43" max a.f.f. for "high". The controls s/b operable w/one fist; no > 5 lbs force (309.4). | 4 | 3 | N | $0 to $2,500 |
| **Interior Stair Railings Next to Ramp**<br>Stair railings are non-compliant as they are only provided on one side of the | 505 | 27.4 | Install compliant continuous railings on both sides of the stairway at a height of 34" – 38" to the top of the | 2 | 3 | L | Up to $500 |

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|---|---|---|---|---|---|---|---|
| stairs and do not have extensions at the top and bottom. See Photo Senior Center 6. | | | 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 the slope distance on one tread then 12" parallel to the floor at the bottom. | | | | |
| **Interior Ramp**<br>The ramp running slopes vary from 8.1% to 9.6% which exceeds the maximum requirement of 8.3% (405.2, 24.2). There is not a 60" x 60" level landing at the change in direction of the ramp (405.7, 24.4). Railings are non-compliant in size and height and only exist on one side (405.8, 24.5). See Photo Senior Center 7. | 405.2<br>405.7<br>405.8 | 24.2<br>24.4<br>24.5 | Replace the existing ramp with one that has a running slope of no more than 8.3%. The ramp landing at the point of direction change must be 60" by 60". Ramp railings must be paired at between 34" – 38" a.f.f. (top) and 18" – 20" a.f.f. (bottom). Railings should be oval or round with an outside diameter of 1½" – 2" and must extend 12" at the top and bottom of the ramp. | 2 | 3 | N | Up to $7,500 |
| **Fitness Room**<br>There is inadequate clear width for maneuverability between exercise equipment. | 403.5 | 20.3 | Rearrange equipment to provide a minimum 36" clear width between equipment. | 2 | 1 | I | $0 |
| **Access to Fitness Room**<br>The accessible route into the fitness room has a sloped approach in excess of 22% which is far greater than the maximum allowed of 5%. See Photo Senior Center 8. | 403.3 | 22.3 | Modify and reconstruct the approach into the fitness room (both entrances) so that it is 5.0% or less. | 2 | 3 | N | Up to $2,500 |
| **Employee Lounge**<br>The counter and sink in the employee lounge are 2" to 3" too high. The sink lacks knee clearance, cabinet drawers lack hardware, and the stove controls are not on the front and within reach range. See Photos Senior Center 9 & 10. | 804.3.2<br>309<br>306.2<br>306.3<br>606.3 | 32.2<br>32.5<br>32.6<br>32.7 | Modify or replace the counter and sink so that the height does not exceed 34" a.f.f.; provides a minimum of 27" knee clearance with guarded, wrapped, or insulated piping; and hardware (cabinets, faucets) that can be operated with a closed fist. Replace the existing stove with one that has controls on the front. | 4 | 3 | L | Up to $3,500 |
| **Assembly Room Stage**<br>There is no accessible route from the place of assembly to the stage. | 206 | 20.00<br>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 | N | Up to $15,000 |
| Handrails are not circular or oval in x-section under 521 CMR and do not extend 12" at the top parallel to the floor and a slope distance of one tread then 12" parallel to the floor at the bottom.<br><br>See Photo Senior Center 11. | 505.2<br>505.3<br>505.4<br>505.10<br>505.7 | 27.4.1<br>27.4.2<br>27.4.3<br>27.44<br>27.4.5 | Replace railings on both sides of both stairs with railings that are circular (round or oval) in x-section with an outside diameter of 1¼" to 2"with extensions at the top and bottom of the stairs. The top of the handrails should be 34" to 38" a.f.f. | 2 | 3 | N | Up to $500 |
| **Assembly Room Double Doors**<br>Four assembly room double doors and one double door in a hallway adjacent to the assembly room provide only 29" of clear width per door which is less than the required 32". | 404.2.3 | 26.5 | Keep both doors of each entryway open at all times to achieve the minimum required 32" clear width **or** modify each entryway with a different door system inclusive of one 36-inch door with compliant hardware per entryway. | 2 | 3 | L | $0 to $17k+ |
| The operating forces of the doors are in excess of 5 lbs. (maximum for an interior door) and have a 1 to 3 seconds closing speed. | 404.2.9<br>404.2.8 | 26.8<br>26.9 | Keep both doors of each entryway open at all times **or** adjust door closers such that push/pull force of each door does not exceed 5 lbs for an exterior door and the door closing speeds are at least 6 seconds (521 CMR).. | 2 | 2 | I | $0 to $250 |
| **Women's Bathroom**<br>The tactile designation signage does not include the universal symbol of accessibility. | 703 | 41 | Include signage with the universal symbol of accessibility | 3 | 2 | I | $25 |

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|---|---|---|---|---|---|---|---|
| The bathroom door push/pull force is 10 lbs with a closing speed of 4 to 5 seconds. | 404.2.9<br>404.2.8 | 26.8<br>26.9 | Adjust or replace door closer such that the operating force does not exceed 5 lbs. and the door closing speed is at least 6 seconds (521 CMR). | 3 | 2 | I | $50 |
| The grab bars are mounted ½" to ¾" too high. | 609.4 | 30.8.2 | Lower grab bars such that the top of the griping surface is 33" to 36" a.f.f. *(Note: No tolerances are allowed for dimensions within a range).* | 3 | 2 | I | $50 |
| The toilet paper dispenser is 12" o.c. from the front of the water closet and is 21½" a.f.f..<br><br>See Photo Senior Center 12. | 309.4 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR. | 3 | 2 | I | $50 |
| **Men's Bathroom**<br>The tactile designation signage. Does not include the universal symbol of accessibility. | 703 | 41 | Include signage with the universal symbol of accessibility | 3 | 2 | I | $25 |
| The bathroom door push/pull force is 9 lbs with a closing speed of 3 seconds. | 404.2.9<br>404.2.8 | 26.8<br>26.9 | Adjust or replace door closer such that the operating force does not exceed 5 lbs. and the door closing speed is at least 6 seconds (521 CMR). | 3 | 2 | I | $50 |
| The toilet paper dispenser is 13½" o.c. from the front of the water closet and is 22" a.f.f.. | 309.4 | 30.7.6 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars under 521 CMR. | 3 | 2 | I | $50 |

**Total up to $58,700+**

## Senior Center Accessibility Assessment Photos

Photo Senior Center 1

Photo Senior Center 2

Photo Senior Center 3

Photo Senior Center 4

Photo Senior Center 5

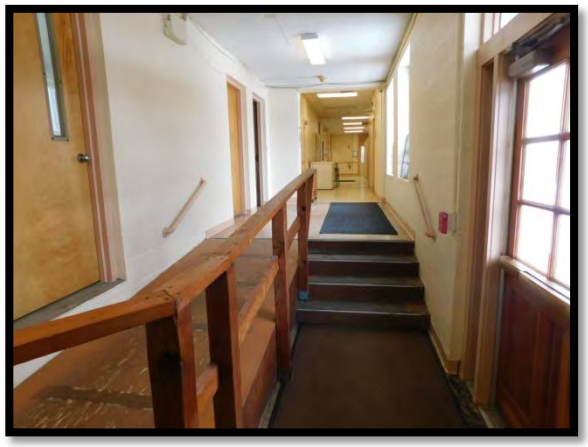


Photo Senior Center 6

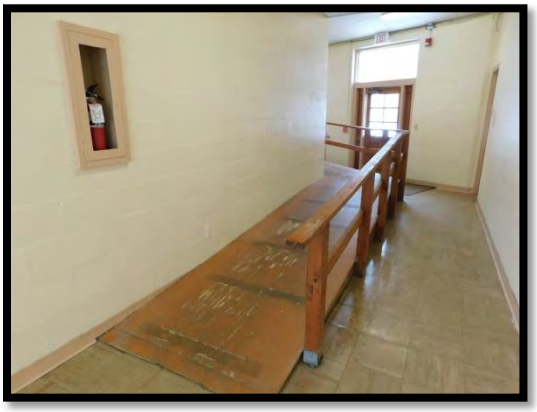


Photo Senior Center 7

Photo Senior Center 8

Photo Senior Center 9

Photo Senior Center 10

Photo Senior Center 11

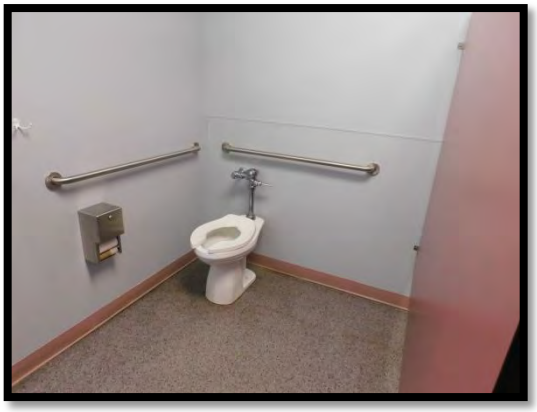


Photo Senior Center 12

## LEDGES GOLF CLUB

**Function and Description of Facility and Programs:** The Ledges Golf Club consists of a golf course, driving range and club house. . This one-story club house includes a restaurant, pro shop, bathrooms, and an outdoor sitting area for patrons.

**Responsible Party:** Municipal Golf Commission

**General Description or Obstacle Which Limits Mobility or Access:** The "accessible" parking spaces do not meet signage requirements as they are located too far from the accessible parking spaces. The asphalt walkway to the concrete walkway building entrance is uneven and not level due to trench cuts. The concrete walkway to the building entrance has a running slope that exceeds that allowed for a walkway. Some of the exterior doors do not meet the minimum closing speed of 6 seconds. Interior doors exceed the maximum operating force (5 lbs.) and do not meet the minimum closing speed of 6 seconds. There are 2 protruding objects in the club house restaurant. Tactile accessible signage on the latch side of doors is missing at 8 locations. The bathrooms have a number of non-compliant items including dispenser heights, height of coat hooks, location of toilet paper dispensers, and setback distances of water closets. The driving range lacks a designated accessible parking space and does not have an accessible route to the driving area. The golf ball dispenser in the shed is too far from the front edge and is outside of the accessible reach range.

Note: If the restaurant is closed, there is no accessible route to the pro shop and outside deck seating area. Unless the main entrance to the building and restaurant is kept open at all times, an additional accessible route (ramp) may be required to the deck area and pro shop. If the main entrance to the restaurant is kept open at all times, no other action is required at the present time unless required as a reasonable accommodations request.

## Ledges Golf Club Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>The accessible signage for all 7 spaces are 2' too far from the parking spaces under 521 CMR. See Photo Ledges 1. | NA | 23.6 | Remove and reset signage so that they are no more than 10" away from each sapce. | 1 | 2 | I | $100 |
| **Asphalt Accessible Route from Parking Area to the Concrete Entrance Walkway**<br>The asphalt accessible route from the parking area has numerous abrupt changes in level surface of > ¼" and gaps in the walkway due to trench cutting. See Photo Ledges 2. | 403 | 22.3 | Use asphalt patch or crack seal to eliminate gaps in the asphalt to create a level surface. | 1 | 2 | I | $250 |
| **Concrete Accessible Route to the Building**<br>The concrete walkway directly to the building entrance has running slopes of up to 6.7% which far exceeds the maximum of 5% for a walkway. There are also deteriorated areas of concrete creating an unlevel surface. See Photos Ledges 3 and 4. | 403.3<br>403.4<br>405<br>505 | 22.3<br>22.4<br>24 | Option 1: Install ramp railings on both sides of the walkway in accordance with S. 405 and S. 505 (ADAAG) and S. 24 (521 CMR). Ramp railings must be paired at between 34" – 38" a.f.f. (top) and 18" – 20" a.f.f. (bottom) with 48" between railings under 521 CMR. Railings should be oval or round with an outside diameter of 1½" – 2" and must extend 12" at the top and bottom of the ramp. Patch concrete as necessary to maintain a level surface.<br><br>Option 2: If feasible to maintain a 5.0% or less running slope, remove existing concrete pads and replace with pads that comply with the maximum running slope for a walkway. | 1 | 3 | L | Up to $5,400 |
| **Door Signage**<br>Some of interior doors lack tactile designation signage to identify rooms, offices and storage areas/closets. This includes the pro shop (both sides), kitchen, employees only door, and doors inside the bathrooms. In addition, the tactile signage on the bathrooms are not on the latch side of the door. See Photo Ledges 5. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2<br>3 | 2 | I | Up to $210 |
| **Exterior and Interior Doors**<br>The interior door between the pro shop and restaurant and the men's and women's bathroom doors do not fully comply with the maximum allowed operating force of 5 lbs. for an interior door. The interior pro shop door, men's and women's bathroom doors, and the exterior doors to the deck and side stairs do not meet the minimum closing speed requirement of 6 seconds under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 5 lbs for an interior door and all door closing speeds are at least 6 seconds. | 2 | 2 | I | $50 |
| **Protruding Objects and Headroom**<br>The following are protruding objects as they extend more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. or have vertical clearance reduced to less than 80": | 307.2 | 20.6.1 | | 2 | 1 | I | $0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| • TV monitor on side wall.<br>• Defibrillator near pro shop.<br>See Photo Ledges 6. | | | • Push dining table closer to wall and under the monitor.<br>• Place a fixed object under the defibrillator. | | | | |
| **Men's and Women's Bathrooms**<br>The towel and soap dispensers exceed the maximum height under 521 CMR | 308 | 30.12 | Lower dispensers to no more than 42" a.f.f. | 3 | 2 | I | $0 |
| There is no internal pull device on the water closet stall doors. | 604.8.1 | 30.6.1 | Install pull device. | 3 | 2 | I | $50 |
| The coat hooks on the stall doors are roughly 54" a.f.f. which exceed the maximum reach range under ADAAG by 6". | 308 | 30.6.1 | Lower coat hook to no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The toilet paper dispensers are 10" o.c. from the front of the water closets and located above the grab bars. | 604.7<br>309.4 | 30.7.6<br>30.8.5 | Toilet paper dispenser s/b 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispenser s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $0 |
| The water closets are 1½"-2" too close to the near wall.<br>See Photos Ledges 7, 8, and 9. | 604.2 | 30.7.2 | Modify water closet so that the centerline is 18" from the nearest sidewall and at least 42" from the farthest sidewall. | 3 | 3 | L | Up to $750 |
| **Driving Range/Practice Area** | | | | | | | |
| Parking. There is no accessible parking to the driving range/practice area. | 502<br>703.7 | 23 | Construct an accessible parking space as follows: stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards); signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space; slopes should not exceed 2% in any direction. | 1 | 3 | L | Up to $25,000 |
| Accessible Route. There is no accessible route from the parking area to the driving range/practice and ball shed. | 206<br>403 | 20<br>22 | Construct an accessible route in compliance with S. 206 and S. 403 (ADAAG) and S. 20 and S. 22 (521 CMR) with no more than a 5% running slope, no more than a 2% cross slope, at least 48" wide with 36" of clear width, and a stable, firm, and slip resistant surface. | 1 | 2 | L | Up to $3,000 |
| Shed. The golf ball machine is not within reach range as it is roughly 2' from the edge of the shed and has a 5" vertical rise into the shed.<br>See Photos Ledges 10, 11, and 12. | 308.2<br>308.3 | 6.5<br>6.6 | Move the golf ball machine roughly 12" to 18" closer to the front edge of the shed. | 2 | 2 | I | $0 |

**Total up to $34,810+**

## Ledges Golf Club Accessibility Assessment Photos

Photo Ledges 1

Photo Ledges 2

Photo Ledges 3

Photo Ledges 4

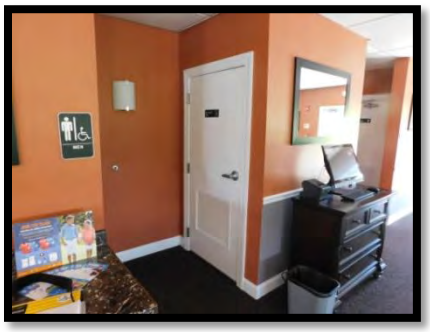


Photo Ledges 5

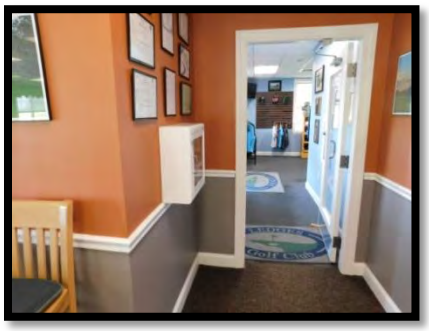


Photo Ledges 6

Photo Ledges 7

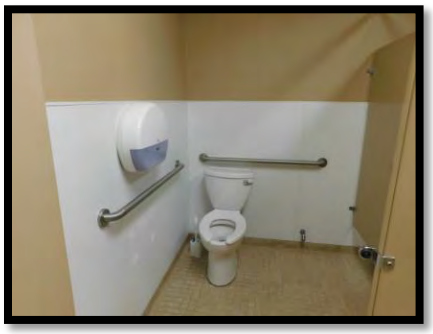


Photo Ledges 8

Photo Ledges 9

Photo Ledges 10

Photo Ledges 11

Photo Ledges 12

## FIRE HOUSE MUSEUM

**Function and Description of Facility and Programs:** Built in 1910, the building served as a fire station for District #1 until the 1980's. The building now houses the South Hadley Historical Society and serves as a museum of fire fighting memorabilia and apparatus, regional, and South Hadley history. The building consists of 3 levels and an attic/tower (former hose tower for fire station).

**Responsible Party:** Selectboard/South Hadley Historical Society

**General Description or Obstacle Which Limits Mobility or Access:** There is neither designated on-street or on-site "accessible" parking. There is no internal vertical accessible route of travel between the three floor levels as the only means of access is via stairs. The two lower level entrances (Canal Room, Apparatus Bays) have excessive non-compliant abrupt changes in level surface to gain access in to the two separate areas. A second level egress door similarly has a roughly 1" abrupt change in level surface at the threshold and a running slope of up to 16% from the doorway to the adjacent street. The interior stairs to the Canal Room and to the Second Floor have non-compliant railings. The Canal Room stairs have a non-compliant clear width of 30 ½". There is insufficient space to construct a compliant ramp between levels nor is there sufficient space to install a chairlift and maintain the stairs. Interior doors lack tactile accessible signage and have non-compliant knob hardware. A number of light switches/controls exceed the maximum reach range under the ADAAG. Both the drinking fountain and kitchen on the second floor are non-compliant but neither are in use for their original intended purpose. The drinking fountain has been placed out of service and the kitchen is used solely for storage. The men's and women's bathrooms on the second level are not on an accessible route of travel and are wholly non-compliant due to component heights, set-backs, insufficient maneuverability, lack of grab bars, and other related items.

***Commentary on Accessibility Compliance Options***

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

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

*Although a potential cost burden, it is not "technically infeasible" due to structural, physical, or site constraints to meet minimum accessibility standards.*

*Based on the above, and subject to additional required variances (MAAB, MSBC/Plumbing), the following options should be considered:*

*Option #1 (Access to Apparatus Area Only, No Bathrooms)*

- *Create an accessible parking space and modify apparatus area door threshold to provide building access.*
- *In order to achieve access to the services provided in the lower level Canal Room and to the second floor, the items on display must be made available for viewing by all. This can be accomplished by creating a printed descriptive catalogue with photographs of those items in the Canal Room and on the second floor level as well as a CD/Flash Drive which both depicts and describes the same. A viewing area can be made on level one in the former apparatus area to accommodate a viewing area of the catalogue as well as a place (with proper equipment) to watch the CD/Flash Drive. Upon request, an individual with a mobility limiting disability who wants to see an item directly, can have that item retrieved from the Canal Room or second floor (as feasible) and brought to the designated first floor viewing area. A formal posting of the policy and practice must be posted on the first floor of the building, on all museum literature and pamphlets, as well as on the museum's website.*
- *As the second level bathrooms are not on an accessible route, discontinue use of the bathrooms for all.*

*Estimated Cost: $20,000 to $25,000*

*Option #2 (Access to Apparatus Area Only, Create Unisex Accessible Bathroom)*

- *Create an accessible parking space and modify apparatus area door threshold to provide building access.*
- *In order to achieve access to the services provided in the lower level Canal Room and to the second floor, the items on display must be made available for viewing by all. This can be accomplished by creating a printed descriptive catalogue with photographs of those items in the Canal Room and on the second floor level as well as a CD/Flash Drive which both depicts and describes the same. A viewing area can be made on level one in the former apparatus area to accommodate a viewing area of the catalogue as well as a place (with proper equipment) to watch the CD/Flash Drive. Upon request, an individual with a mobility limiting disability who wants to see an item directly, can have that item retrieved from the Canal Room or second floor (as feasible) and brought to the designated first floor viewing area. A formal posting of the policy and practice must be posted on the first floor of the building, on all museum literature and pamphlets, as well as on the museum's website.*
- *Create a unisex accessible bathroom in the former apparatus area.*

*Estimated Cost: Up to $100,000+*

*Option #3 (Access to Apparatus Area and Second Floor)*

- *Create an accessible parking space and modify apparatus area door threshold to provide building access.*
- *In order to achieve access to the services provided in the lower level Canal Room, the items on display must be made available for viewing by all. This can be accomplished by creating a printed descriptive catalogue with photographs of those items in the Canal Room as well as a CD/Flash Drive which both depicts and describes the same. A viewing area can be made on level one in the former apparatus area to accommodate a viewing area of the catalogue as well as a place (with proper equipment) to watch the CD/Flash Drive. Upon request, an individual with a mobility limiting disability who wants to see an item directly, can have that item retrieved from the Canal Room (as feasible) and brought to the designated first floor viewing area. A formal posting of the policy and practice must be posted on the first floor of the building, on all museum literature and pamphlets, as well as on the museum's website.*
- *Install a LULA lift to the Second Level of the Museum.*
- *Convert the Second Level Bathrooms to one Unisex "non-accessible" bathroom and one Unisex "accessible" bathroom. Variances may be required.*

*Estimated Cost: Up to $135,000+*

The Accessibility Assessment that follows will be based on Option #3.

## Fire House Museum Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>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 Fire House 1. | 502 | 23.4<br>23.6 | Construct as required, and stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space. The slopes should not exceed 2% in any direction. | 1 | 2 | N | Up to $10,000 |
| **Entrance**<br>There is an abrupt change in level surface of roughly 3" at the entrance to the main door as well as a roughly 1" threshold into the former apparatus bay. See Photos Fire House 2 and 3. | 404.2 | 26.10 | Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance and at the threshold. The entrance may require a concrete or asphalt "ramped" approach with a level landing at the entrance whereas the threshold will require replacement or beveling. | 1 | 3 | N | Up to $3,500 |
| **Door Signage**<br>Three (3) Level 1 interior doors and seven (7) Level 2 interior doors lack compliant accessible signage. See Photo Fire House 4. | 703.4 | 41.1 | Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | N | $250 |
| **Door Hardware**<br>Non-compliant knob style hardware exists on three (3) Level 1 interior doors and seven (7) Level 2 interior doors. See Photo Fire House 4. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. | 2 | 2 | N | Up to $750 |
| **Controls, Switches, and Outlets**<br>Five (5) switches/controls on Level 1 and eight (8) switches/controls on Level 2 exceed the maximum reach range under the 2010 ADA Standards. | 205<br>308.2<br>308.3 | 30.13<br>6.5<br>6.6 | Lower controls, light switches, and outlets to no more than 48" a.f.f. If over an obstruction of at least 20" (ie – counter), lower to no more than 46" a.f.f. for a side approach or 44" a.f.f. for a forward approach. | 4 | 3 | L | Up to $3,250+ |
| **Canal Room**<br>Door Threshold. There is an abrupt change in level surface of more than 1¼" at the entrance to the Canal Room from apparatus room. | 404.2 | 26.10 | Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance and at the threshold. | 2 | 3 | N | Up to $350 |
| Door Opening. The opening at the base of the stairs is 30½". | 404.2.3 | 26.5 | Modify doorway to achieve a minimum clear width of 32" by removing the door or using off-set hinges. | 2 | 3 | N | Up to $350 |
| Railings. Stair railings are non-compliant as they are only provided on one side of the stairs and do not have extensions at the top and bottom.<br>See Photos Fire House 5. | 505 | 27.4 | Install compliant continuous railings on both sides of the stairway 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 the slope distance on one tread then 12" parallel to the floor at the bottom. | 2 | 3 | N | Up to $850 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Interior Stair Railings**<br>Stair railings at the in the apparatus bay are provided on one side only and don't have bottom extensions. The stairs to Level 2 are non-continuous on the outside, are too wide (over 2½") on the inside of the stairs, and don't extend at the top and the bottom.<br><br>See Photos Fire House 6. | 505 | 27.4 | Install compliant continuous railings on both sides of the stairway 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 the slope distance on one tread then 12" parallel to the floor at the bottom. | 2 | 3 | L | Up to $2,500 |
| **Level 2 Men's & Women's Bathrooms**<br>The bathrooms are wholly non-complaint with inadequate clearances for wheelchair maneuverability in the men's bathroom and no accessible components (grab bars, water closet, sink, hardware, heights, setbacks, clearances, signage, etc.) in both the women's and men's bathrooms. See Photos Fire House 7 and 8. | 603<br>604<br>606 | 30 | Designate the men's bathroom as a unisex single user toilet room. Designate the women's bathroom as a unisex accessible single user toilet room in full adherence to the 2010 ADA Standards and 521 CMR Standards for a single user accessible toilet room. A variance may be required from the Commonwealth to create two unisex bathrooms. However, due to the size, historic nature, and limited use, such a request has merit. | 3 | 4 | L | Up to $25,000 |
| **Vertical Access to Level**<br>There is no accessible route to the second story of the museum. | 401 | 20 | Provide a vertical access lift to the second floor. | 2 | 4 | L | Up to $50,000. |

**Total up to $96,800**

## Fire House Museum Accessibility Assessment Photos

Photo Fire House 1

Photo Fire House 2

Photo Fire House 3

Photo Fire House 4

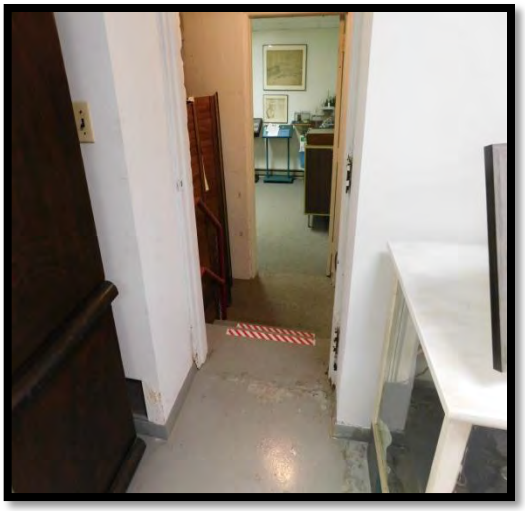


Photo Fire House 5

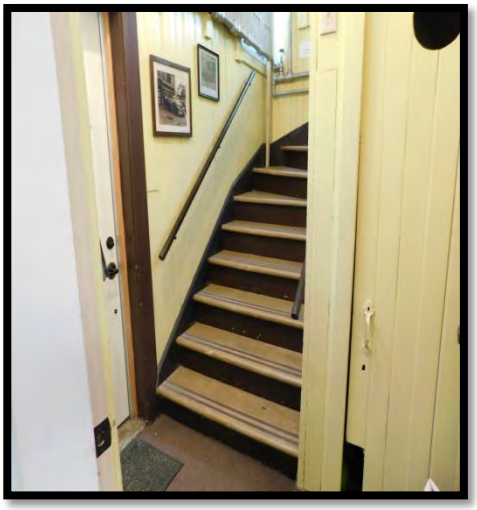


Photo Fire House 6

Photo Fire House 7

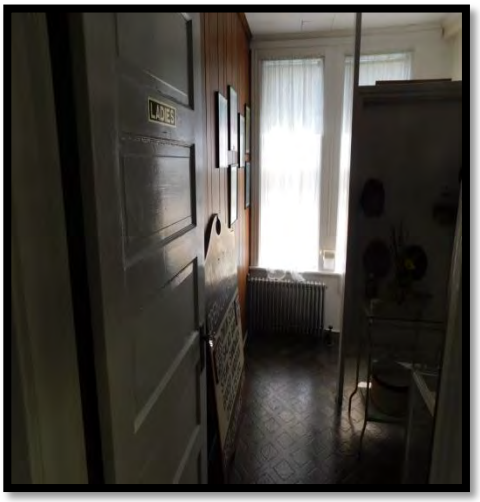



Photo Fire House 8

## DEPARTMENT OF PUBLIC WORKS

**Description of Facility and Programs:** The DPW Building consists of a roughly 2,000 sf administrative office area and an attached garage/work area of roughly 12,000 sf. The administrative area houses the DPW Director, Operations Manager, Solid Waste Coordinator, Park Superintendent, Highway Superintendent and other staff.

**Responsible Party:** Public Works Department and Selectboard

**General Description or Obstacle Which Limits Mobility or Access:** The Highway Department Building is moderately non-compliant under both the 2010 ADA Standards for Accessible Design and the 521 CMR Massachusetts Architectural Access Board Regulations. The designated accessible space is not compliant due to its limited size. The entrance ramp is deteriorated, has excessive abrupt changes in level surface, and a running slope that varies from 6.2% to 10.8% and no railings. Interior doors lack signage and have non-compliant knob-style hardware. Four of the interior offices have inadequate clear widths to access the rooms. The unisex single-user bathroom is wholly non-compliant including door width and bathroom element heights and setbacks.

The attached garage is limited to employees only as work areas and equipment/vehicle storage areas. As this area is not intended for public use and is limited to highway employees who presumably must be fully able-bodied to perform essential functions of their positions, accessible modifications to these areas will be triggered by either an employee reasonable accommodations request or the allowance of public access into these areas.

## Department of Public Works Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>Only one accessible space is required due to the total # of spaces. However, the space must also be van accessible. The existing space is 8' wide with a 5' wide access aisle and does not meet ADA or 521 CMR Standards. The current accessible sign is 43" a.f.f. to the bottom of the sign and is 61" a.f.f. at the top of the sign. See Photo DPW 1. | 208<br>502 | 23 | Re-stripe and re-designate the accessible parking space as a van accessible space with van accessible signage at a width of either 11' with a 5' access aisle or 8' widewith an 8' access aisle (2010 ADA Standards). Signage must be reset such that signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space. | 1 | 2 | I | $150 |
| **Building Entrance**<br>The "ramped" accessible route to the building has a running slope of up to 10.8% at the lower pad, which far exceeds the maximum of 5% for a walkway. The existing cement is deteriorated and has abrupt changse in level surface that exceed ¼" and not beveled. See Photo DPW 2. | 403.3<br>403.4 | 22.3<br>22.4 | Remove the existing lower cement pad and replace. Extend the cement walkway 5' to 10' to the front of the DPW building to achieve a running slope of 5.0% or less. If this cannot be achieved, then railings in compliance with 405.8 (2010 ADA Standards) and 24.5 (521 CMR) for running slopes up to 8.3% would be required. | 1 | 3 | I | Up to $1,500+ |
| **Entrance Door**<br>The entrance door does not comply with the minimum closing speed requirement of 6 seconds under 521 CMR. | 404.2.8 | 26.9 | Adjust door closer such that the closing speed is at least 6 seconds. | 1 | 2 | I | $0 |
| **Entry Service Counter**<br>The service counter is 42" a.f.f. which exceeds the maximum height by 6 inches. See Photo DPW 3. | 904.4.2 | 7.2 | Modify the existing counter to provide a 36" wide counter at a height of no more than 36" a.f.f. | 2 | 3 | L | Up to $500 |
| **Door Signage**<br>There is no tactile designation signage to identify rooms, offices and storage areas/closets in the Administration area. Signage is required at a minimum of 10 locations. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | N | Up to $250 |
| **Door Hardware**<br>Non-compliant knob style hardware exists on all doors in the Administration area. Compliant hardware is required on a minimum of 10 doors. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate. | 2 | 2 | N | Up to $750 |
| **Controls, Switches, and Outlets**<br>Three (3) hallway light switches exceed the maximum reach range under the 2010 ADA Standards. | 308.2<br>308.3 | 6.5<br>6.6 | Lower the light switches to no more than 48" a.f.f. | 4 | 3 | L | Up to $750+ |
| **Doorway Widths**<br>The doorways to the business office, superintendent, engineer (2), and staff lounge have a 29" clear width which is 3" too narrow. | 404.2.3 | 26.5 | Modify doorways and doors to achieve a minimum of 32" clear width. | 2 | 3 | L | Up to $7,500 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Bathroom**<br>The bathroom is wholly non-complaint with inadequate clearances for wheelchair access (doorway only 29" wide) maneuverability (60" x 56" minimum clear floor space) and no accessible components (grab bars, signage, door hardware, compliant heights, etc.). See Photo DPW 4. | 603<br>604<br>606 | 30 | Expand and modify the bathroom to meet 2010 ADA Standards and 521 CMR Standards for a single user accessible toilet room. | 3 | 4 | L | Up to $25,000 |
| **Basement Level Employee Lounge**<br>The counter in the employee lounge is 2" too high (804.3.2; 32.2). The sink lacks adequate knee clearance (306.2, 306.3; 30.9.3) and lacks compliant hardware (309; 30.9.6). The towel dispenser is 8" too high (308.2, 308.3; 30.12). See Photo DPW 5. | 804.3.2<br>309<br>306.2<br>306.3<br>308.2<br>308.3 | 32.2<br>30.9.3<br>30.9.6<br>30.12 | Modify the counter to provide a segment at a height of no more than 34: a.f.f. Replace sink cabinet with one that has a minimum of 27" knee clearance with guarded, wrapped, or insulated piping; and hardware (cabinets, faucets) that can be operated with a closed fist. | 4 | 3 | L | Up to $750 |

**Total up to $37,150**

## Department of Public Works Accessibility Assessment Photos

Photo DPW 1

Photo DPW 2

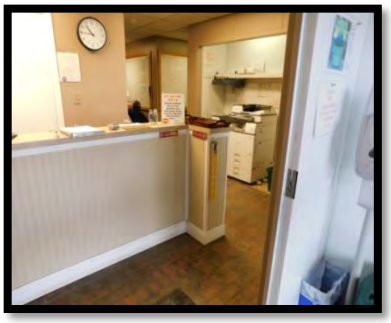


Photo DPW 3

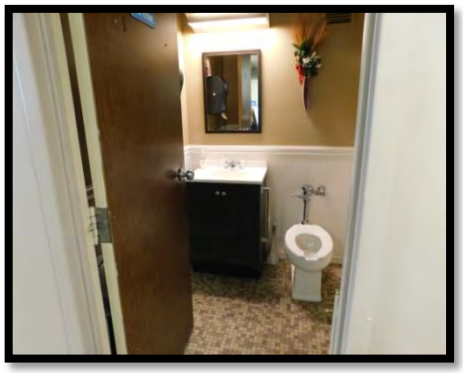


Photo DPW 4

Photo DPW 5

## SEWER PLANT

**Description of Facility and Programs:** The Sewer Department administrative offices and sewer plant operations are located in Chicopee, MA. This facility was built in 1980, prior to the implantation of the Americans with Disabilities Act. The administrative office is located on the second level of the main "administration" building and is open to the public for related business activities. However, payment of bills and the conducting of hearings or meetings occur at the South Hadley Town Hall. The "public" areas of the Sewer Plant are limited to the office area of the second floor of the administration building. The treatment and testing areas on the second level of the administration building, the first level (garage) of the administration building, and the remaining storage and treatment buildings and facilities (3) are not open to the public and are limited to employee access only.

**Responsible Party:** Department of Public Works, Selectboard.

**General Description or Obstacle Which Limits Mobility or Access:** The Sewer Department Administrative Building ("Sewer Building" hereafter) is wholly non-compliant under both the 2010 ADA Standards for Accessible Design and the 521 CMR Massachusetts Architectural Access Board Regulations. There is no designated accessible parking and no accessible route of travel to the building or to the second level administrative offices. The main entrance doors do not provide the minimum required clear width. The stair railings to the second level do not have extensions and the top and bottom and the interior railings are not continuous. The Sewer Building doors have non-compliant knob style hardware, lack accessible signage, have excessive operating force, and too fast of a closing speed. Many of the doorways provide inadequate clear width. The glass panes in the doors exceed maximum height as do most controls, switches, and outlets. The employee break room includes counters which are too high and a sink which lacks knee clearance under the sink. The employee only locker room, men's single user bathroom stall, and women's single user stall are all wholly non-compliant due to inadequate maneuverability and the failure to adhere to height, reach range, and set back requirements.

Level 1 of the Sewer Building is a garage and work area and part of the level 2 area is for testing and treatment. Therefore both of these areas are considered to be closed to the public. As these areas, as well as the other buildings and treatment facilities on-site are not intended for public use and are limited to highway employees who presumably must be fully able-bodied to perform essential functions of their positions, accessible modifications to these areas will be triggered by either an employee reasonable accommodations request or the allowance of public access into these areas. This also applies to the level 2 Sewer Building locker room. At this point no further action is required at this time as it pertains to these areas. The kitchenette in the "break room" is non-compliant due to counter/sink height and lack of knee clearance. The break room is predominately used by Sewer Department personnel and is not open to the public. This area will only require future modifications as a reasonable accommodation if required.

***Commentary on Sewer Building Vertical Access Compliance Options***

*Currently the Sewer Department's administrative functions are 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; 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. Although a potential cost burden, it is not "technically infeasible" due to structural, physical, or site constraints to meet minimum accessibility standards at the Sewer Building. It also may be necessary to address accessibility compliance to the second level of the Sewer Building and related interior compliance as an employee reasonable accommodation.*

*Based on the above, the following options should be considered:*

*Interim Option*

- *Place a table, chair, and other items as necessary to the left on the stairs on the first level. Install a communication system which would allow visitors to notify the office staff on the second level that the visitor wanted to meet with staff on the first level. Staff would then accommodate the visitor by going down to the first level to conduct business.*

  *Estimated Cost: Up to $2,500*

*Long-term Option #1*

- *Install a LULA lift (as allowed) or elevator to the second level of the Sewer Building.*

  *Estimated Cost: Up to $100,000+*

*Long-term Option #2*

- *Close the entire facility to the public and relocate all administrative functions to the DPW Building or Town Hall. Accessibility compliance to the Sewer Building would need to be addressed through any future employee Requests for a Reasonable Accommodation.*

  *Estimated Cost: $0*

The Accessibility Assessment that follows will be based on Long-term Option #1.

## Sewer Plant Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>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 Sewer 1. | 502 | 23.4<br>23.6 | Construct as required, and stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space. The slopes should not exceed 2% in any direction. | 1 | 3 | N | Up to $2,500 |
| **Accessible Route**<br>There is no accessible route of travel from the parking lot to the building sidewalk and entryway landing due to a 5" high granite curb and a 6" high concrete slab. See Photos Sewer 2 and 3. | 403 | 22 | Remove a segment of granite curbing and construct a compliant curb ramp in accordance with S. 405 and S. 406 (ADAAG) and S. 21(521 CMR) to access the sidewalk. Modify the cement walkway and entry landing to eliminate the abrupt change in level surface at the entrance and to achieve a running slope of 5.0% or less. If this cannot be achieved, then railings in compliance with 405.8 (2010 ADA Standards) and 24.5 (521 CMR) for running slopes up to 8.3% would be required. | 1 | 3 | N | Up to $5,000 |
| **Entrance Door**<br>The double doors provide a less than 30" clear width which is 2" too narrow. | 404.2 | 26 | Remove existing doors and replace with a glass commercial entrance with one 36" wide door with an automatic door opening system. | 1 | 3 | N | Up to $10,000+ |
| The main entrance doors do not comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. Ensure that new door system complies with operating force and closing speed requirements. | 1 | 2 | I | $0 |
| **Interior Stair Railings**<br>Stair railings to the second level do not extend at the top and bottom and are non-continuous on the inside. See Photo Sewer 4. | 505 | 27.4 | Install compliant continuous railings on both sides of the stairway 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 the slope distance on one tread then 12" parallel to the floor at the bottom. | 2 | 3 | N | Up to $2,500 |
| **Mat at Stairs**<br>There is an unsecured mat at the base of the stairs to level 2. | 302.2 | 29.3 | Remove or secure mat. | 2 | 1 | I | $0 |
| **Door Signage**<br>Four (4) main hallway and thirteen (13) interior office level 2 doors lack accessible signage. | 703.4 | 41.1 | Install accessible compliant signage on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | N | $425 |
| **Door Hardware**<br>Non-compliant knob style hardware exists on four (4) main hallway and twelve (12) interior office level 2 doors. | 404.2 | 26.11 | Replace knob-style hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching, or twisting of the wrist to operate. | 2 | 2 | N | Up to $1,200 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Doors with Glass Panels**<br>Four (4) main hallway and thirteen (13) interior office level 2 doors have glass panes that exceed the maximum viewing height of 43" by 5½". | 404.2.11 | NA | Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify doors/panels to comply with maximum height restriction. | 4 | 3 | L | Up to $4,675+ |
| **Controls, Switches, and Outlets**<br>Twenty-four (24) switches/controls/ outlets in the Level 2 office area(s) exceed the maximum reach range under the 2010 ADA Standards. | 205<br>308.2<br>308.3 | 30.13<br>6.5<br>6.6 | Lower controls, light switches, and outlets to no more than 48" a.f.f. If over an obstruction of at least 20" (ie – counter), lower to no more than 46" a.f.f. for a side approach or 44" a.f.f. for a forward approach. | 4 | 3 | L | Up to $6,000+ |
| **Interior Door Closing Speed**<br>The door closing speeds for those interior doors with closers all have closing speeds that exceed that allowed. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speeds are at least 6 seconds (521 CMR). | 1 | 2 | I | $100 |
| **Interior Door Operating Force**<br>The door operating forces for those interior doors with closers all have operating forces which exceed that allowed. | 404.2.9 | 26.8 | Adjust the door closers such that the push/pull forces do not exceed 5 lbs. for an interior door. | 1 | 2 | I | $100 |
| **Protruding Objects and Headroom**<br>The First Aid Kit in the rear hallway is a protruding object as it extends more than 4" into the accessible route of travel between a height of 27" and 80" a.f.f. | 307.2 | 20.6.1 | Place a fixed object under the kit. | 2 | 2 | I | $0 |
| **Doorway Widths and Side Clearance**<br>Eight (8) of the doorways on Level 2 provide 30½" to 31" of clear width which does not meet the minimum 32" clear width requirement for a doorway. | 404.2 | 26.5 | Modify door openings to comply with minimum 32" wide clear opening. | 1 | 3 | N | Up to $14,800 |
| In addition, many of these do not have the required minimum 18" clearance at the latch on the pull side of the door. | 404.2 | 26.6 | When doorway is being modified for a new door, also modify to achieve the minimum required side clearance. | 1 | 3 | N | Up to $15,000 |
| **Men's & Women's Bathrooms**<br>The bathrooms are wholly non-compliant with inadequate clearances for wheelchair maneuverability (shower and locker in women's restricts maneuverability) in the bathrooms and no accessible components (grab bars, water closet, sink, hardware, heights, setbacks, clearances, signage, etc. See Photos Sewer 5 and 6. | 603<br>604<br>606 | 30 | Remove shower and locker in women's bathroom and reconfigure/modify both bathrooms to meet 2010 ADA Standards and 521 CMR Standards for a single user accessible toilet room. | 3 | 4 | L | Up to $50,000+ |
| **Vertical Access to Level 2**<br>There is no accessible route to the second story of the Sewer Building. | 401 | 20 | Provide a vertical access lift or elevator to the second floor. | 2 | 4 | L | Up to $100,000 |

**Total up to $212,300+**

## Sewer Plant Accessibility Assessment Photos

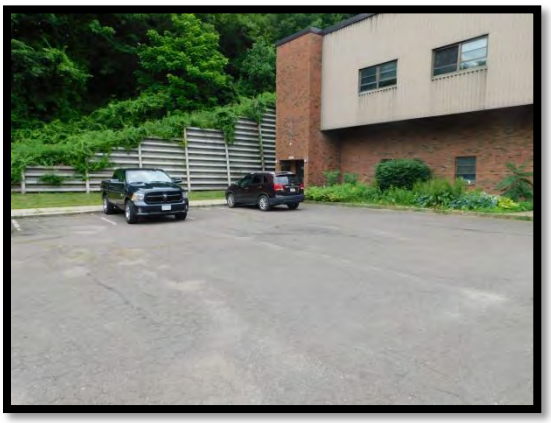


Photo Sewer 1

Photo Sewer 2

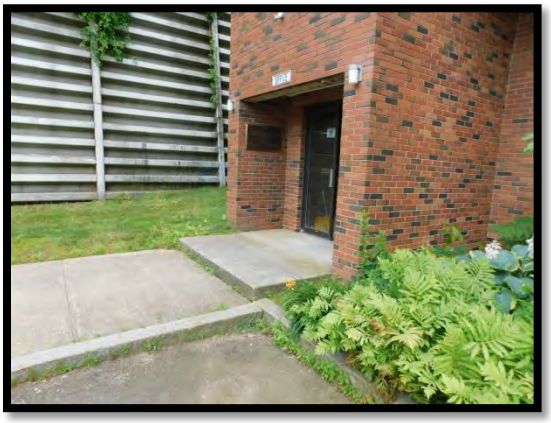


Photo Sewer 3

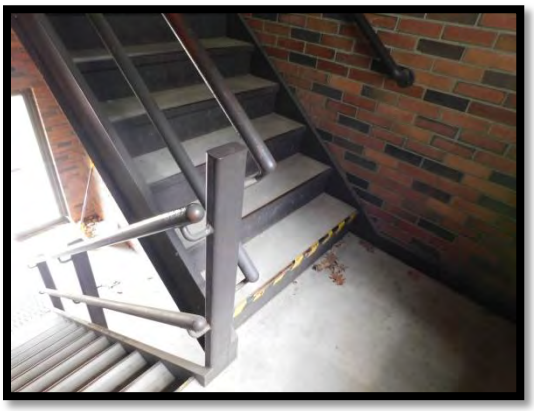


Photo Sewer 4

Photo Sewer 5

Photo Sewer 6

## TRANSFER STATION

**Function and Description of Facility and Programs:** The transfer station is open to the public two days per week. The facility consists of a number of small inaccessible buildings (attendant building, swap and book sheds, storage and drop-off sheds, clothing drop bins (Salvation Army), and recycling bins (roll-off containers).

**Responsible Party:** Department of Public Works

**General Description or Obstacle Which Limits Mobility or Access:** There is no designated accessible parking. There is no accessible route of travel to the various bins and buildings. Most of the buildings have either excessive changes in level surface from the ground to the floor level of the building or access is achieved through the use of non-compliant stairs and railings or non-compliant ramps. The clothing drop bins exceed maximum reach range under the 2010 ADA Standards.

Because of the type of use and operation, coupled with the excessive cost involved to construct a fully handicapped accessible transfer station, modest modifications are required provided that certain policies and procedures are put into effect. Personnel must be available during the

times of operation to assist anyone with the proper disposal of their materials in bins or in storage buildings. Signage should also be provided on site to instruct those in need how to obtain assistance for access to the recycling bins, clothing drop bins, and other areas as may be required. The modifications described below are the required construction solutions for full physical access.

## Transfer Station Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>There is no designated accessible parking space inclusive of access aisle and signage. The sole accessible parking space must also be van accessible. | 502 | 23.4<br>23.6 | Stripe and designate a van accessible parking space with van accessible signage at a width of either 11' with a 5' access aisle or 8' with and 8' access aisle (2010 ADA Standards). Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of the space. The slopes should not exceed 2% in any direction. | 1 | 2 | N | $150 |
| **Door Hardware**<br>Non-compliant hardware exists on three of the out buildings. | 404.2 | 26.11 | Replace knob-style and latch hardware with compliant door hardware that is easy to operate with one hand and that does not require tight grasping, tight pinching of the wrist to operate. | 1 | 2 | N | $225 |
| **Building Access**<br>Three buildings (attendant station, swap shop, books & things) have no vertical access into the respective buildings due to excessive changes in level surface. See Photo Transfer Station 1. | 206.2.1<br>405 | 20.1<br>20.2<br>24 | As feasible, provide ramped access into the respective buildings with compliant slopes (max. 5% w/out railings; 8.3% with railings). | 1 | 3 | L | Up to $7,500+ |
| **Non-compliant Ramps**<br>The brown building in the swap area and the building for batteries and light bulbs have ramps with non-compliant running slopes in excess of 15.0%. See Photo Transfer Station 2. | 405 | 24 | As feasible, modify and/or replace ramps such that the running slopes do not exceed 8.3% with railings (max. 5% without railings. If railings required, they should be paired, and at a height of 34" – 38" (top) and 18" – 20" (bottom) with extensions. The minimum width between railings under 521 CMR is 48". | 1 | 3 | L | Up to $7,500+ |
| **Roll-off Reycling Bins**<br>The stairs to the bins have open risers and have non-compliant railings (size/shape, height, no extensions at the top and bottom). See Photo Transfer Station 3. | 504<br>505 | 27.2<br>27.4 | As feasible, modify stairs. Provide continuous railings on both sides of the stairs at a height of 34" – 38" a.f.f. to the top of the railings. Handrails should extend 12" parallel to the floor at the top of the stairs and the slope distance of one tread then 12" parallel at the bottom. Risers should be closed. | 2 | 3 | N | Up to $500 |
| **Clothing Drop Bins**<br>The clothing drop bins (Salvation Army) are 24" above the maximum reach range under the 2010 ADA Standards. See Photo Transfer Station 4. | 308 | 6.6 | As feasible, request the host agency to provide bins that meet reach range requirements. | 2 | 1 | I | $0 |

**Total up to $15,875**

## Transfer Station Assessment Photos

Photo Transfer Station 1

Photo Transfer Station 2

Photo Transfer Station 3

Photo Transfer Station 4

## IX. RECREATIONAL FACILITIES ASSESSMENTS

Hadley Falls Canal Park

Beachgrounds Park

Buttery Brook Park

Town Common

Plains Elementary School

Mosier Elementary School

Michael E. Smith Middle School

South Hadley High School

Sidewalks and Curb Ramps

## Park and Recreation Facilities

**Overall Facilities:** Hadley Falls Canal Park, Beachgrounds Park, Buttery Brook Park, Town Common, Plains Elementary School, Mosier Elementary School, Michael E. Smith Middle School, South Hadley High School, and Sidewalks and Curb Ramps (Falls area, Newton Street).

**Location:** Town-wide.

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

**Function:** Children and adult recreation programs.

**Responsible Party:** Selectboard, School Committee, Recreation Commission.

**Accessibility Requirements:**

General

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

Walkways

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

Playgrounds

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

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

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

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

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

**Representative Examples of ADA Compliant and Accessible Playgrounds and Play Components**

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

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

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

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

**Proposed Changes in 521 CMR**

59.4 Accessible Routes

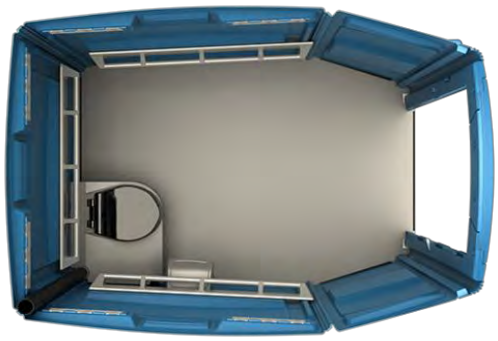
An *accessible route* shall be provided to reach playground equipment and around the perimeter of the playground for the following *play components*:

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

Americans W/ Disabilities Act (ADA Compliant) Portable Toilet

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

**Representative Examples of an ADA Compliant Portable Toilet**



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

## HADLEY FALLS CANAL PARK

**Function and Description of Facility and Programs:** Local park adjacent to the historic canal and overlooking the Connecticut River. There are interpretive signage and markers, a viewing platform, and benches. The park includes mostly compliant accessible parking (with the exception of signage) and an accessible walkway connecting internal park elements.

**Responsible Party:** Selectboard/Recreation Commission.

**General Description or Obstacle Which Limits Mobility or Access:** The parking signage is too high and is not designated as van accessible. There is no designated accessible route to the viewing platform area from the parking. The curb ramp at street level does not have an adequate level landing and the running slope of the first 2 segments of concrete walkway exceed that allowed without railings. There is no companion wheelchair space at the benches. The concrete accessible route from the parking to the viewing platform is also too steep without railings. The stair railings are non-compliant. Two interpretive signs/markers adjacent to the overlook area are not on an accessible route of travel.

## Hadley Falls Canal Park Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| The accessible signage for the parking space is not designated as van accessible (widths allow). The signage is nearly 2 feet too high. See Photo Canal Park 1. | 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 no more than 10' away from and in front of the space. An additional "van accessible" sign should be provided. | 1 | 2 | I | $25 |
| There is no accessible route of travel from the designated parking to the overlook platform. See Photo Canal Park 2. | 402.4<br>404<br>303 | 20.1<br>20.2 | Provide a striped accessible route from the parking to the walkway leading to the overlook platform. | 1 | 2 | I | $150 |
| The level landing at the curb ramp of the walkway to the park is too narrow and not level. | 406 | 21 | 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. Reconstruct concrete pad as feasible. | 1 | 3 | N | $350 |
| The first 2 segments of the concrete walkway at the curb ramp and the first 2 segments of the concrete walkway to the overlook have running slopes of up to 7.9% (walkway at curb ramp) and up to 6.4% (walkway at overlook). The maximum slope allowed without railings is 5.0%. See Photo Canal Park 3. | 403.3 | 22.3 | Option 1: Install ramp railings on both sides of the lower segments at the overlook walkway in accordance with 504, 505 (ADAAG) and 27.4 (521 CMR). Remove and replace concrete segments as needed at curb ramp walkway to achieve a 5.0% or less running slope.<br><br>Option 2: Remove and replace concrete segments at both locations as feasible to achieve a 5.0% or less running slope. | 1 | 3 | N | $4,000+<br><br>$1,500 |
| The benches at the overlook lack level surface areas for wheelchairs. | 221.2<br>802.1 | 14<br>19 | Create an approach and wheelchair companion area at one of the benches. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. | 2 | 3 | N | $350 |
| The stair railings are not round or oval, are too wide, and do not provide the required extensions at the top and bottom of the stairs. See Photo Canal Park 4. | 505 | 27 | The existing stairs must be modified with compliant handrails on both sides of the stairs that are oval or round in cross-section and no greater than 2" in outside diameter, 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom of one tread (sloped) then 12" parallel to the floor. | 1 | 3 | N | $750 |
| An accessible route needs to be provided to the interpretive sign, monument, stone marker, and bench adjacent to the overlook. See Photos Canal Park 5 and 6. | 402<br>802.1 | 20.0<br>19.0 | Construct an accessible route compliant with width and slope (2% cross, 5% running) requirements to the interpretive sign, monument, bench, and stone marker. Construction options can include compacted stone dust or similar surfaces that meet the requirement of stable, firm, and slip resistant. Provide a level surface area for a wheelchair next to the bench. | 1 | 3 | N | $750 |

**Estimated Total Cost:** Up to $7,875 +

## Hadley Falls Canal Park Assessment Photos

Photo Canal Park 1

Photo Canal Park 2

Photo Canal Park 3

Photo Canal Park 4

Photo Canal Park 5

Photo Canal Park 6

## BEACHGROUNDS PARK

**Function and Description of Facility and Programs:** Multi-facility park across from the South Hadley Town Hall on Main Street. The park includes parking, 3 baseball fields, a basketball court, picnic areas, playgrounds, a spray park, and bathroom facilities.

**Responsible Party:** Selectboard/Department of Public Works.

**General Description or Obstacle Which Limits Mobility or Access:** Based on the estimated number of vehicles that could park in the un-striped parking area, an additional accessible space is required. One of the designated accessible spaces lacks signage. Although generally level, one of the spaces and access aisle has severe deterioration from tree roots. An "accessible" portable toilet at the parking area is not ADA compliant. The portable toilet lacks sufficient interior space for a 360 degree turn, does not meet water closet setback and clearance requirements, and does not meet dispenser height requirements. Scattered picnic tables are not on an accessible route. The entry gates from the sidewalk on Main Street do not have a smooth surface at the base. There is no accessible route of travel to the ball fields, player seating, and bleachers. The middle field dugout and player seating has an abrupt change in level surface of up to 2½" to access the bench. There is reasonable access around the 3 playgrounds but there is no internal accessible route of travel to the play components. Both bathrooms have a number of non-compliant elements including door operating force, door closing speed, dispenser heights, water closet setbacks, toilet paper dispenser location, and others.

## Beachgrounds Park Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>Based on the estimated # of parking spaces in the lot, an additional accessible space is required. One existing accessible space lacks signage and one space and access aisle has severe deterioration of its surface.. See Photo Beachgrounds 1. | 502 | 23 | Construct as required, and stripe and designate an additional parking space at a width of 8' with a 5' access aisle. Reconstruct the deteriorated space and access aisle to create a level and stable surface. The slopes should not exceed 2% in any direction. Install signage at the new space and at the existing space without signage. 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. | 1 | 3 | N | $2,500 |
| **Portable Toilet**<br>The "accessible" toilet is not ADA compliant as the soap dispenser is more than 42" high (521 CMR), the toilet paper is above the reach range and is located over the grab bars, the grabs are only 2' long, the side and rear grab bars are located too far from the interior corner, the rim of the toilet seat is 1" too high, there is insufficient near and far wall clearance, insufficient clearance at the front of the toilet, and a door closing speed that js only 2 seconds. See Photo Beachgrounds 2. | 308<br>309<br>604<br>404 | 30<br>26.9 | Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; grab bars s s/b 42" long at a height of between 33" and 36" a.f.f.; the side grab bar s/b no more than 12" from the interior corner and the rear grab bar no more than 6" from the interior corner; and a door closing speed that is at least 6 seconds. | 3 | 2 | I | TBD |
| **Accessible Route**<br>No accessible route exists to the ball fields and player benches, bleachers, basketball court, and picnic tables (2 picnic tables are ADA compliant). An abrupt change in level surface of approximately 2½" occurs at the entrance to the player's seating area at the ball field closest to town hall. See Photos Beachgrounds 3 and 4. | 402<br>303<br>403.3<br>403.4 | 19<br>20<br>22.4 | Construct an accessible route to the ball fields and player benches, bleachers, basketball court, and playground compliant with width and slope (2% cross, 5% running) requirements. As part of the accessible route to the player's seating, modify to eliminate the level surface change. One of the accessible picnic tables should be connected to an accessible route and the other placed on the concrete next to the splash park and playground. | 1 | 3 | L | Up to $25,000 |
| **Bleachers**<br>The bleachers lack level surface areas for wheelchairs. | 221.2<br>802.1 | 14<br>19 | Create an approach and wheelchair viewing area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. | 2 | 3 | N | Up to $500 |
| **Gates**<br>The gates to the Beachgrounds from the Main Street sidewalk do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Beachgrounds 5. | 404.2 | NA | Install smooth plating at base of the gates. | 1 | 2 | N | Up to $150 |
| **Playground Accessible Route**<br>No accessible route exists within the play area to ground level components, the primary play structures, and benches. No accessible route exists around the perimeter of the play area. See Photo Beachgrounds 4. | 402<br>1008.2<br>226.1<br>802.1 | 19<br>20<br>14 | Construct an accessible route to the play structure elements and to the ground components (5' wide minimum). The accessible route must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. Costs will vary depending on product used. Accessible playscape and ground components should be added. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292. | 1 | 3 | L | Up to $50,000 |

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|---|---|---|---|---|---|---|---|
| **Men's and Women's Bathrooms**<br>Both bathroom doors have closing speeds under 6 seconds. | 404.2.8 | 26.9 | Adjust or replace door closers such that the door closing speeds are at least 6 seconds (521 CMR). | 3 | 2 | I | $50 |
| The self-metered faucets exceed the maximum operating force and do not remain open for at least 10 seconds. | 309<br>606.4 | 30.9.6 | Adjust faucets to comply with maximum 5 lb. operating force and minimum time to remain open. | 3 | 3 | N | $150 |
| The water closet stall doors are not fully self-closing. | 604.8 | 30.6 | Adjust stall door hinge so that door is fully self-closing. | 3 | 3 | I | $100 |
| The coat hooks are 8" to 9" too high. | 604.8<br>308 | 30.6 | Lower coat hooks to no more than 48" a.f.f. | 3 | 2 | I | $0 |
| The toilet paper dispensers are 52" a.f.f. and 0" to 5" o.c. from the front of the water closet. | 604.7 | 30.7.6 | Relocate toilet paper dispensers such that they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $0 |
| **Women's Bathroom Only**<br>The sink piping is not wrapped, guarded, or insulated | 606.5 | 30.9.5 | Wrap or insulate piping. | 3 | 2 | I | $50 |
| The towel dispenser is 42" a.f.f. and protrudes 9½" into the accessible route of travel which exceeds that allowed as a protrusion by 5½". | 307.2 | 20.6.1 | Place a fixed object under the towel dispenser. | 3 | 1 | I | $0 |
| **Men's Bathroom Only**<br>The grab bars are 6" too short. | 604.5 | 30.8 | Replace existing grab bars with grab bars that are 42" long. | 3 | 2 | I | $250 |
| The rear and grab bars are both mounted 1" too far from the inside corner.<br><br>See Photos Beachgrounds 6. | 604.5<br>609.4 | 30.8.1 | The rear grab s/b mounted no more than 6" from the interior corner and the side grab bar s/b mounted no more than 12" from the interior corner. | 3 | 2 | I | $0 |

**Estimated Total Cost: Up to $78,750 +**

## Beachgrounds Park Assessment Photos

Photo Beachgrounds 1

Photo Beachgrounds 2

Photo Beachgrounds 3

Photo Beachgrounds 4

Photo Beachgrounds 5

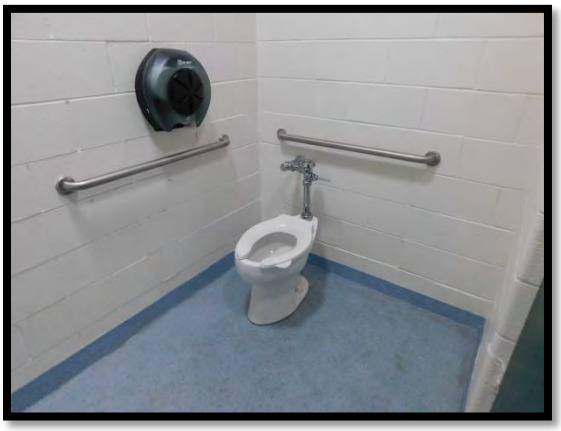

Photo Beachgrounds 6

## BUTTERY BROOK PARK

**Function and Description of Facility and Programs:** Multi-facility park located in the Buttery Brook watershed. The park includes parking, a basketball court, a skate park, picnic areas with grilling stations, playgrounds, a spray park, 2 pavilions, and bathroom facilities.

**Responsible Party:** Selectboard/Department of Public Works.

**General Description or Obstacle Which Limits Mobility or Access:** There is very limited parking (2 spaces at 2 different locations) in the park. None of the spaces have accessibility signage. Due to the size of the park and distance between facilities, additional parking is required. The curb ramps from the designated accessible parking to the adjoining sidewalks have non-compliant running slopes and level landings.

An "accessible" portable toilet at the parking area is not on an accessible route of travel and has a few areas of non-compliance. The pavilions, benches, scattered picnic tables and grilling stations at the pavilion/picnic areas are not on an accessible route. Similarly there is no accessible route to the skateboard park, basketball court, fully around the play grounds, to the performance stage, and to the older play equipment behind the performance stage. There is no internal accessible route of travel to the play components at the 2 playground areas near the spray park. None of the picnic tables located outside the pavilion are accessible. The "bridge" and route of travel connecting pavilion #2 to the spray park/playground area is not accessible. The performance stage has numerous areas of non-compliance relating to the stairs, stair railings ramp, ramp railings, entry doors to stage, and electrical outlets.

Both bathrooms have a number of non-compliant elements including door operating force, door closing speed, tactile signage height, dispenser heights, water closet setbacks, toilet paper dispenser location, and others. The log cabin lacks compliant hardware, signage, and picnic tables. There is an abrupt change in level surface of more than ¼" at the door threshold and outlets and switches are outside the acceptable reach range.

## Buttery Brook Park Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>Based on the estimated # of parking spaces available at the park, the distance and lack of an accessible route from the existing accessible parking to other park components, additional accessible space is required. The accessible parking at the North Entrance and playground and at the Log Cabin both lack signage and are not noted as van accessible. See Photo Buttery Brook 1. | 502 | 23 | Construct as required, and stripe and designate a van accessible parking space at a width of 11' and a passenger accessible space at a width of 8' with a shared 5' access aisle for use with the performance stage area and also at pavilion #2 and one van accessible space at the skate park and basketball court (4 total spaces). Install signage at the new spaces and at the existing spaces without signage (at least one space should be designated as van accessible at each location). 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. | 1 | 3 | N | Up to $7,500 |
| **Curb Ramps**<br>The curb ramp closest to the North Entrance has side flare slopes that exceed the maximum allowed by up to 2.5%. The sloped approach exceeds that allowed by 2.9%.<br><br>The curb ramp closest to the Log Cabin has a sloped approach that exceeds the maximum allowed by 0.7%.<br><br>Both level landings do not meet the preferred minimum of 4' deep at the top of the landing. See Photo Buttery Brook 2. | 406 | 21 | Reconstruct curb ramps so that the side flare slopes do not exceed 10.0%, the sloped approach does not exceed 8.3%, and the top level landings are 4' deep. | 1 | 3 | N | Up to $3,000 |
| **Portable Toilet**<br>The "accessible" toilet is not ADA compliant as there is insufficient clearance at the front of the toilet, has a door closing speed that js only 1 to 2 seconds, and is not on an accessible route. | 308<br>309<br>604<br>404 | 30<br>26.9 | Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; grab bars s s/b 42" long at a height of between 33" and 36" a.f.f.; the side grab bar s/b no more than 12" from the interior corner and the rear grab bar no more than 6" from the interior corner; and a door closing speed that is at least 6 seconds. Relocate the portable toilet so that it is on an accessible route of travel. | 3 | 2 | I | TBD |

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|---|---|---|---|---|---|---|---|
| **Accessible Route**<br>No accessible route exists fully around the playgrounds at the splash park/bathrooms *(1008.2; 20, 19.7)* and to the skate park, basketball court, pavilion #1 and picnic grounds/grilling stations, pavilion #2 and picnic grounds/grilling stations, performing stage area, playground behind the performing stage area, and from pavilion #2 to the splash park/ bathrooms/playgrounds via the "bridge" over the intermittent stream *(206, 303, 403; 19, 20, 22)*. The accessible route also needs to connect at least 5% of the playground benches and benches at pavilion #1 inclusive of a level surface for wheel chairs and to at least 5% of the picnic tables at the picnic grounds at pavilion #1 and #2 *(221.2, 802.1; 19.5, 14)*. At least 5% of the benches should have level surface areas for wheelchairs *(221.2, 802.1; 19.5, 14)* and at least 5% of the picnic tables must be accessible *(221.2, 802.1; 19.5, 14).*<br><br>See Photos Buttery Brook 3, 4, 5, and 6. | 206<br>303<br>403<br>1008.2<br><br>221.2<br>802.1 | 19<br>20<br>22<br><br>14<br>19 | Construct an accessible route around the remainder of the playground areas and to the the skate park, basketball court, pavilion #1 and picnic grounds/grilling stations, pavilion #2 and picnic grounds/grilling stations, performing stage area, playground behind the performing stage area, and from pavilion #2 to the splash park/bathrooms/playgrounds via the "bridge" over the intermittent stream. All accessible routes of travel must be firm, stable, and slip resistant and be compliant with width (4' wide w/ 3' clear width) and slope (2% cross, 5% running) requirements. Create an approach and wheelchair companion area at one of the benches at the picnic grounds/pavilion #1 area and for those at the playgrond. 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. Materials may vary and can include compacted stone dust, asphalt, concrete and other similar surfaces.<br><br>*Note 1: The "bridge" at pavilion #2 has a height differential with the ground service of nearly 2' for a distance of 5' to 6'. A ramped or similar means compliant with the 2010 ADA Standards and 521 CMR to access this bridge will need to be constructed.*<br><br>*Note 2: Due to the age and location of the play equipment behind the performing stage, this equipment could be taken out of service to save on costs to construct an accessible route.* | 1 | 3 | L | Up to $100k+ |
| **Playground Accessible Route**<br>No accessible route exists within the play areas to ground level components, and the primary play structures. See Photo Buttery Brook 7. | 402<br>1008.2<br>226.1<br>802.1 | 19<br>20<br>14 | Construct an accessible route compliant with width and slope requirements (2% cross slope, 5% running slope, minimum 5' wide) to the raised play structure elements and to the ground components. 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 must comply with ASTM F 1951 and ASTM F 1292<br><br>*Note: The play area with the rope climbing component would appear to have limited use value for children with mobility limiting disabilities. Therefore construction improvements relating to accessibility should be limited to the larger playground closer to the log cabin.* | 1 | 3 | L | Up to $50k+ |
| **Log Cabin**<br>There is an unbeveled abrupt change in level surface at the doorway threshold. | 404.2 | 26.10 | Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance. | 1 | 3 | N | $250 |
| The door hardware (2) is non-compliant knob-style hardware. | 404.2 | 26.11 | Install lever-style hardware. | 1 | 3 | I | $150 |
| There is no accessible signage on the latch side of the door. | 703 | 41.1 | Install accessible compliant designation signage on the latch side of the doors with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on the sign s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). Install lever hardware on the interior door. | 1 | 2 | I | $35 |

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|---|---|---|---|---|---|---|---|
| Light switches (52" a.f.f.) and electrical outlets (7½" a.f.f.) are not within the compliant reach range. | 308.2<br>308.3 | 6.5<br>6.6 | Relocate light switches and outlets to within 15" and 48" a.f.f. | 4 | 3 | N | Up to $2,000 |
| None of the 4 picnic tables provide adequate knee clearance.<br><br>See Photos Buttery Brook 8 and 9. | 226<br>306 | 35 | Provide at least one accessible picnic table with at least 27" of knee clearance at a depth of 19" with a 30" clear width. The top of the table s/b 28" to 34" a.f.f. | 4 | 1 | I | Up to $750 |
| **Picnic Tables**<br>None of the picnic tables outside the pavilions and in the shaded areas are accessible. | 226.1<br>902 | 19.5.2<br>19.6.2 | At least 5% or at least one table must be accessible in each separate area where provided. Provide an additional picnic table at each of the pavilion outside picnic areas which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth and on an accessible route. Picnic tables must be located on an accessible route of travel and the wheelchair area must be firm, stable, level, and slip resistant. | 2 | 1 | N | $1,500 |
| **Men's and Women's Bathrooms**<br>Both doors have closing speeds under 6 seconds and operating forces of 15lbs. to 16 lbs. | 404.2.8<br>404.2.9 | 26.9<br>26.8 | Adjust or replace door closers such that the door closing speeds are at least 6 seconds (521 CMR). | 3 | 2 | I | $50 |
| The accessible tactile designation signage on the latch side of both doors are 12" to 13" too high. The storage door in the men's bathroom lacks tactile signage. | 703 | 41.1 | Lower accessible signage such that the tactile characters on the sign are 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Install tactile signage at the lever side on the men's bathroom storage door. | 3 | 2 | I | $35 |
| The soap dispenser (50½" a.f.f.) in the men's bathroom is 8½" too high. | 308.2<br>308.3 | 30.12<br>6.5<br>6.6 | Lower dispenser to a max. of 42" a.f.f. (521 CMR) and within the zone of reach. | 3 | 2 | I | $0 |
| The water closet stall door in the women's bathroom is not fully self-closing. | 604.8 | 30.6 | Adjust stall door hinge so that door is fully self-closing. | 3 | 3 | I | $50 |
| Both toilet paper dispensers are 25" to 52" a.f.f.. and 0" to 7" o.c. from the front of the water closet. | 604.7 | 30.7.6<br>30.8.5 | Relocate toilet paper dispensers such that they are 7" minimum and 9" maximum in front of the water closet measured to the centerline of the dispenser. The dispensers s/b a minimum of 24" a.f.f. and not mounted above the grab bars. | 3 | 2 | I | $0 |
| Both of the accessible water closet stall doors lack an interior pull device. | 604.8.1 | 30.6.1 | Install a pull device on the interior stall door at a height of no greater than 48" a.f.f. | 3 | 2 | I | $25 |
| Both water closets are 4" to 4½" too far from the near wall and 4½" to 5½"too close to the far wall. See Photos Buttery Brook 10 and 11. | 604.2 | 30.7.2 | Modify water closets and stall far sidewall so that the centerlines are 18" from the nearest sidewall and at least 42" from the farthest sidewall | 3 | 3 | N | Up to $2,000+ |
| **Performing Stage Area**<br>The wooden bridge to cross the intermittent stream to access the performance stage has abrupt changes in level surface of more than ¼" on both sides of the bridge and within the bridge itself due warped boards. See Photo Buttery Brook 12. | 303<br>403.4 | 22.4 | Modify both access/egress segments of the bridge to eliminate abrupt change through a beveled or similar approach. Replace warped boards as necessary. | 1 | 3 | N | Up to $300+ |
| The stair railings are not round or oval, are too wide, and do not provide the required extensions at the top and bottom of the stairs. See Photo Buttery Brook 14. | 505 | 27.4 | The existing stairs must be modified with compliant handrails on both sides of the stairs that are oval or round in cross-section and no greater than 2" in outside diameter, 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom of one tread (sloped) then 12" parallel to the floor. | 1 | 3 | N | $800+ |

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|---|---|---|---|---|---|---|---|
| The bottom tread is not uniform as it is on concrete with a 2" to 4" gap or reveal of concrete creating a potential tripping hazard. See Photo Buttery Brook 15. | 504.2 | 27.2 | Modify the bottom tread on both sides of the stairs so that the tread covers the entire concrete pad. | 1 | 3 | N | $150 |
| There is a 6" abrupt change in level surface to access the ramp and a 3" abrupt change in level surface to access the stage from the ramp.<br><br>Railings are not paired, are not compliant as to shape and size, and do not extend at the bottom.<br><br>There is no level landing at the ramp top at the stage doorway entry.<br><br>The ramp is warped at the top.<br><br>The ramp is only 42" wide which is at least 6" too narrow (depending on railing placement) under 521 CMR.<br><br>See Photos Buttery Brook 16 and 17. | 405<br>505 | 24 | Remove the existing ramp and construct a new ramp that complies with the following:<br><br>Running slopes no greater 8.3% r.s.; cross slopes no greater than 2.0%; paired railings (34" to 38" a.f.f. top, 18" to 20" a.f.f. bottom); top and bottom 12" railing extensions; minimum 48" clear width between the railings (521 CMR); railings must be oval or round in shape with an outside diameter of 1½" to 2"; a 60" level landing must be provided at the top; and edge protection on the ramp sides. | 1 | 3 | N | Up to $25,000 |
| The double doors are 24" and 25" wide providing a less than the minimum 32" clear width per door. See Photo Buttery Brook 17. | 404.2 | 26 | Option #1: Remove existing doors in entirety and do not replace.<br><br>Option #2: Remove existing doors in entirety and replace with one 36" wide door with compliant hardware (lever) and which meets the operating force (5 lbs.) and closing speed (at least 6 seconds) requirements. | 1 | 3 | N | Up to $750 |
| Three (3) electrical outlets exceed the maximum reach range under the 2010 ADA Standards by 3" to 12". See Photo Buttery Brook 18. | 308.2<br>308.3 | 6.5<br>6.6 | Lower outlets to no more than 48" a.f.f. | 4 | 3 | N | $750 |

**Estimated Total Cost: Up to $195,595+**

## Buttery Brook Park Assessment Photos

Photo Buttery Brook 1

Photo Buttery Brook 2

Photo Beachgrounds 3

Photo Beachgrounds 4

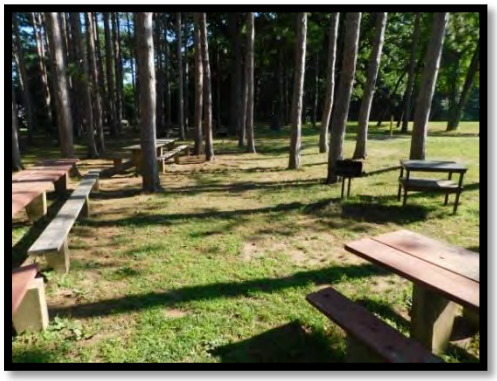


Photo Beachgrounds 5

Photo Beachgrounds 6

Photo Buttery Brook 7

Photo Buttery Brook 8

Photo Buttery Brook 9

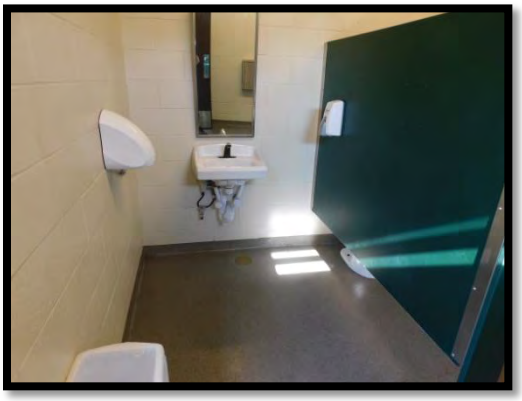


Photo Buttery Brook 10

Photo Buttery Brook 11

Photo Buttery Brook 12

Photo Buttery Brook 13

Photo Buttery Brook 14

Photo Buttery Brook 15

Photo Buttery Brook 16

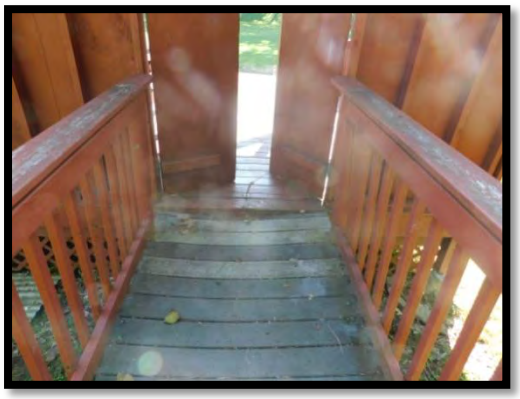


Photo Buttery Brook 17

Photo Buttery Brook 18

## TOWN COMMON

**Function and Description of Facility and Programs:** The town common is not only a town landmark but also serves as a passive recreational area, green space, and location for civic events and activities including concerts and other local events. The common contains a gazebo, 14 benches within the common and 5 benches on an adjacent sidewalk, a war monument, stairs, lawn area, a drinking fountain, and a concrete walkway through its center and to the surrounding streets.

**Responsible Party:** Selectboard.

**General Description or Obstacle Which Limits Mobility or Access:** The drinking fountain is non-compliant. The gazebo stair railings are non-compliant as they are not the proper shape and do not extend at the top and bottom. The gazebo stair tread nosings are abrupt and not beveled. The gazebo ramp railings are not within the required allowed height range. There are numerous abrupt changes in level surface along the walkway, particularly where there are changes in walkway material (concrete, asphalt, brick). Benches along the sidewalk and walkway lack level surface areas for wheelchairs. Manhole covers in the accessible route near the gazebo create a noncompliant abrupt change in level surface.

## Town Common Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| The drinking fountain is non-compliant as it is not "hi-low", lacks knee clearance and exceeds maximum height requirements for accessibility. See Photo Town Common 1. | 211<br>306<br>602 | 36.0 | Discontinue use of the fountain or provide a compliant "low" drinking fountain on an accessible route with at least 27" knee clearance; 30" clear width; a spout height of no greater than 36" a.f.f.; and operable controls (operable w/one fist and no > 5 lbs. operating force). | 4 | 3 | L | $0 to $3,500 |
| The gazebo stair railings are not round or oval, are too wide, and do not provide the required extensions at the top and bottom of the stairs. See Photo Town Common 2. | 505 | 27 | The existing stairs must be modified with compliant handrails on both sides of the stairs that are oval or round in cross-section and no greater than 2" in outside diameter, 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom of one tread (sloped) then 12" parallel to the floor. | 1 | 3 | N | $750+ |
| The gazebo stair tread nosings are not curved or beveled and have a greater than ½" projection. See Photo Town Common 2. | 504.5 | 27.3 | Stair treads must be modified by either reducing the projection to less than ½" or beveling the nosing. | 1 | 3 | N | $750+ |
| The gazebo ramp railings vary from 20" a.f.f. at the bottom railing to 33" a.f.f. at the top railing. Note: No tolerances allowed for dimensions within a stated range. | 405.8<br>505 | 24.5 | Modify/adjust/replace railings to comply with 18"-20" a.f.f. (bottom) and 34"-38" a.f.f. (top) height ranges to the top of the handrail. | 1 | 3 | N | Up to $5,000 |
| There is an abrupt change in level surface of roughly ½" at the top of the concrete ramp to the gazebo decking. See Photo Town Common 3. | 403.4<br>405 | 22.4<br>24 | Modify and bevel the decking or use a flexible or bonding material to create a beveled approach within the gap between the concrete and decking or a combination of the two. | 1 | 3 | N | Up to $250 |
| There are numerous abrupt changes in level surface of greater than ¼" near the gazebo between concrete segments, between the concrete and brick transition, and at the walkway to the curb ramp due to manholes in the walkway. There abrupt changes in level surface of greater than ¼" at the war monument between the concrete and brick transition. See Photos Town Common 4 and 5. | 403.4<br>405 | 22.4<br>24 | Reset the brick, grind the cement, or use appropriate fillers to reduce abrupt changes in level surface to less than ¼" or to create a bevel to a height of no more than ½". | 1 | 3 | N | Up to $1,250 |
| The 2 benches on the accessible route between the gazebo and war monument and the 5 benches on the adjacent sidewalk lack level surface areas for wheelchairs. See Photo Town Common 6. | 221.2<br>802.1 | 14<br>19 | Remove one bench on the common and one bench on the adjacent sidewalk and relocate and re-attach to the end of the concrete slab. This will create a 44" wide clear space between benches at each location and will suffice for a forward approach. | 2 | 2 | I | $0 |

**Estimated Total Cost:** Up to $11,500 +

## Town Common Assessment Photos

Photo Town Common 1

Photo Town Common 2

Photo Town Common 3

Photo Town Common 4

Photo Town Common 5

Photo Town Common 6

## PLAINS ELEMENTARY SCHOOL RECREATIONAL FACILITIES

**Description of Facility:** Plains Elementary School has a playground area to the side and behind the school building. Near the front and off to the side of the building is a baseball field, designated accessible parking for field users, and an "accessible" portable toilet. The playground area consists of 3 sets of swings, 2 slides, a sand box, 3 benches, a large round swing, and 2 rope climbing play components. Behind the school there is also an apparent pre-k or kindergarten play area with moveable play components on a rubberized surface.

**General Description or Obstacle Which Limits Mobility or Access:** The 2 designated accessible parking signs at the ball field are located too far from the parking spaces and are mounted too low. The cross slopes for the 2 parking spaces and the access aisle exceed the maximum allowed. The "accessible" portable toilet is not ADA Compliant, is not on an accessible route, and is located directly in front of the curb ramp from the parking area thereby creating a non-compliant and unsafe approach to the toilet. The portable toilet lacks sufficient interior space for a 360 degree turn, does not meet water closet setback and clearance requirements, and does not meet door operating force and closing speed requirements. The entry gates into the playground area and ball field do not have a smooth surface at the base. There is no accessible route to the ball field and player's benches. There is no accessible route around or within the playground area including to the play components and benches. None of the benches have a level area for a wheelchair. The playground surface is consists of sparse woodchips and bare soil. The play ground area lacks sufficient "accessible" play components.

## Plains Elementary School Recreational Facilities Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Accessible Parking**<br>There is no designated accessible parking to serve the playground, ball fields, and basketball court. | 302<br>502.4 | 23.4 | Reconstruct and restripe the parking and shared access aisle to create a level surface. The slopes should not exceed 2% in any direction. Install signage at the spaces. Signage must be set such that the signage height should be at least 60" a.f.f. to the sign bottom and no more than 96" to the sign top. Signs can be no more than 10' from the front of the parking space. | 1 | 3 | L | Up to $5,000 |
| The signs are 32½" and 28½" too low and are located 4½' too far from the parking space. See Photo Plains 1. | 502.6<br>703.7.2 | 23.6 | | | | | |
| **Portable Toilet**<br>The "accessible" toilet is not ADA compliant as the door opening operating force exceeds 5 lbs. and the door closing speed is less than 6 seconds. The side grab bar is 10" too short at 32". There is insufficient toilet near and far wall clearance and insufficient clearance at the front of the toilet. | 404.2.8<br>404.2.9<br>604.5<br>604.2 | 26.8<br>26.9<br>30.8<br>30.7.2 | 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; a door closing speed that is at least 6 seconds; and a door operating force of 5 lbs. or less. The door closing mechanism should be operable with a closed fist and does not require pinching or twisting of the wrist. | 3 | 2 | I | TBD |
| The portable toilet is not on an accessible route as it is located on grass roughly 20" from the sidewalk. It is located in front of the curb ramp so the approach is not level and there is a ¾" abrupt change in level surface at the sidewalk. See Photos Plains 2 and 3. | 303<br>403.4 | 22.4 | Relocate the portable toilet so it is on an accessible route, has a level approach and no abrupt change in level surface. | 3 | 2 | I | $0 |
| **Playground and Ball Field Gates**<br>The gates to the playground and ball field do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo Plains 4 | 404.2 | NA | Remove gates or install smooth plating at base of gate. | 1 | 2 | N | Up to $225 |
| **Accessible Route to Ball Field/ Playground**<br>No accessible route exists to the ball field, ball field benches, ball field bleachers, playground benches and fully around the playground perimeter. See Photos Plains 5 and 6. | 402<br>303<br>403.3<br>403.4 | 19.0<br>20.0<br>22.4 | Construct an accessible route to the ball field, ball field benches, ball field bleachers, playground benches and fully around the playground compliant with width (4' minimum), slope (2% cross, 5% running), and level surface change requirements (no greater than ¼"). | 1 | 3 | L | Up to $60,000+ |
| **Accessible Route To Play Components**<br>No accessible route exists within the play area to ground level components and the primary play structures. A 6-inch high concrete border restricts access into an apparent sandbox play area. See Photos Plains 7, 8, and 9. | 402<br>403<br>1008.2<br>226.1<br>802.1 | 19.7<br>22.4<br>20.0<br>14<br>19 | Construct an accessible route compliant with width (5' minimum) and slope (2% cross, 5% running) requirements to the play structure elements and to the ground components. The accessible route and the use zone under and around play components must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place | 1 | 3 | L | Up to $35,000+ |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | products, etc. for the accessible route. The use zone material is typically a rubber resilient surfacing, urethane rubber composites or something similar. Costs will vary depending on product used. Accessible playscape and ground components should also be added. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292. Remove a minimum 32" section of concrete to access the sandbox area. | | | | |
| **Ball Field Bleachers and Playground Benches**<br>The bleachers lack level surface areas for wheelchairs. The playground benches level surface area for a wheelchair is obstructed. See Photo Plains 10. | 221.2<br>802.1 | 14<br>19 | Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach.<br><br>Remove planter on one side of playground benches to create level area for a wheelchair *(Note: Assumption is that an accessible route will be made to the benches as noted above).* | 2 | 3 | N | $250 |

**Estimated Total Cost:** Up to $100,475+

## Plains Elementary School Recreational Facilities Accessibility Assessment Photos

Photo Plains 1

Photo Plains 2

Photo Plains 3

Photo Plains 4

Photo Plains 5

Photo Plains 6

Photo Plains 7

Photo Plains 8

Photo Plains 9

Photo Plains 10

## MOSIER ELEMENTARY SCHOOL RECREATIONAL FACILITIES

**Description of Facility:** Mosier Elementary School has a playground and 2 picnic tables behind the school building. Near the front and to the side of the building are 2 baseball fields, a basketball court, and an "accessible" portable toilet. The playground area consists of swings, an enclosed wooden structure, 2 benches, a tire swing, a rope climbing play component, and a play structure.

**General Description or Obstacle Which Limits Mobility or Access:** There is no designated accessible parking at or near the recreational and playground facilities. The "accessible" portable toilet is not ADA Compliant as dispensers are too high, does not meet closing speed requirements, the rear grab bar does not meet setback requirements, and there is insufficient clearance at the front of the toilet. There is no accessible route to the ball field and player's benches. There is no accessible route around or within the playground area including to the play components and picnic tables. The playground surface is predominately woodchips throughout.

## Mosier Elementary School Recreational Facilities Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Accessible Parking**<br>There are no designated accessible parking spaces. | 208<br>502<br>703 | 23 | Create a minimum of one van accessible space and one passenger vehicle space as follows: stripe and designate a van accessible parking space and a passenger accessible parking space with van and passenger accessible signage. The van space s/b at a width of 8' with a 8' access aisle and the passenger space s/b at width of 8' with a 5' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no farther than 10" in front of the space; slopes should not exceed 2% in any direction. | 1 | 2 | I | Up to $250 |
| **Portable Toilet**<br>The "accessible" toilet is not ADA compliant as the door closing speed is less than 6 seconds; the soap dispenser is 17" too high; the toilet paper dispenser is located over the grab bars; the rear grab is 1" too far from the inside corner; and there is insufficient clearance at the front of the toilet.<br>See Photo Mosier 1. | 404.2.8<br>404.2.9<br>604.5<br>604.2<br>309.4<br>604.7 | 26.8<br>26.9<br>30.8<br>30.7<br>30.8 | Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The door closing mechanism should be operable with a closed fist and does not require pinching or twisting of the wrist. | 3 | 2 | I | TBD |
| **Accessible Route to Ball Fields/ Playground**<br>No accessible route exists to the ball fields, ball field benches, playground picnic tables and fully around the playground perimeter. See Photos Mosier 2 and 3. | 402<br>303<br>403.3<br>403.4 | 19.0<br>20.0<br>22.4 | Construct an accessible route to the to the ball fields, ball field benches, playground picnic tables and fully around the playground perimeter with width (4' minimum), slope (2% cross, 5% running), and level surface change requirements (no greater than ¼"). | 1 | 3 | L | Up to $25,000+ |
| **Picnic Tables**<br>The picnic tables at the playground do not provide the required accessible knee and toe clearance. See Photo Mosier 4. | 226.1<br>902 | 19.5.2<br>19.6.2 | At least 5% or at least one table must be accessible. Replace one table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth. The picnic table must be located on an accessible route of travel. | 2 | 1 | N | $750 |
| **Accessible Route To Play Components**<br>No accessible route exists within the play area to ground level components and the primary play structures. A wooden ground structure restricts access into an apparent play or program area.<br><br>See Photos Mosier 5 and 6. | 402<br>403<br>1008.2<br>226.1<br>802.1 | 19.7<br>22.4<br>20.0<br>14<br>19 | Construct an accessible route compliant with width (5' minimum) and slope (2% cross, 5% running) requirements to the play structure elements and to the ground components. The accessible route and the use zone under and around play components must be stable, firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. for the accessible route. The use zone material is typically a rubber resilient surfacing, urethane rubber composites or something similar. Costs will vary depending on product used. Accessible playscape and ground components should also be added. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292. Remove a minimum 32" section of wooden board to access interior of wooden ground structure. | 1 | 3 | L | Up to $85,000+ |

**Estimated Total Cost:** Up to $111,000+

## Mosier Elementary School Recreational Facilities Accessibility Assessment Photos

Photo Mosier 1

Photo Mosier 2

Photo Mosier 3

Photo Mosier 4

Photo Mosier 5

Photo Mosier 6

## MICHAEL E. SMITH MIDDLE SCHOOL RECREATIONAL FACILITIES

**Description of Facility:** Michael E. Smith Middle School has a playground, 15 picnic tables, a basketball court, 3 soccer fields and an "accessible" portable toilet. The playground, known as "Principal's Playground" consists of ground components and play structures, swings, a rope climbing play component, a mini "zip" line, and other features.

**General Description or Obstacle Which Limits Mobility or Access:** There is no designated accessible parking at or near the recreational and playground facilities. The "accessible" portable toilet is not ADA Compliant as dispensers are too high, does not meet closing speed requirements, lacks an interior pull device, and there is insufficient clearance at the approach side and at the front of the toilet. There is no accessible route to the soccer fields or around or within the playground area including to the play components. The playground surface is predominately woodchips throughout. Fourteen picnic tables were located on the grass and one near the basketball court. None of the picnic tables are accessible and none are on an accessible route of travel. Access to the "Miracle Swing" is restricted by an 8" abrupt change in level surface and a ramp running slope of up to 9.8%. Only 36" of clear width exists between railings. Due to the terrain and elevation differential to access all 3 soccer fields, feasibility and design work may be required to best determine means of access and related costs to the fields. Options could include vehicle access, switchback ramps with railings or a combination of both.

## Michael E. Smith Middle School Recreational Facilities Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Accessible Parking**<br>There are no designated accessible parking spaces. | 208<br>502<br>703 | 23 | Create a minimum of one van accessible space and one passenger vehicle space as follows: stripe and designate a van accessible parking space and a passenger accessible parking space with van and passenger accessible signage. The van space s/b at a width of 8' with a 8' access aisle and the passenger space s/b at width of 8' with a 5' access aisle; signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located no farther than 10" in front of the space; slopes should not exceed 2% in any direction. | 1 | 2 | I | Up to $250 |
| **Portable Toilet**<br>The "accessible" toilet is not ADA compliant as the door closing speed is less than 6 seconds; the soap dispenser is 12½" too high; the toilet paper dispenser is located over the grab bars; there is no interior pull device on the door; the rear grab is 1½" too far from the inside corner; and there is insufficient clearance at the approach side and at the front of the toilet. See Photo MES 1. | 404.2.8<br>404.2.9<br>604.5<br>604.2<br>309.4<br>604.7 | 26.8<br>26.9<br>30.8<br>30.7<br>30.8 | Replace the existing "accessible" toilet with an "ADA Compliant" toilet such that soap/towel dispensers are no more than 42" a.f.f.; the toilet paper dispenser s/b a minimum of 24" a.f.f. and s/b 7" min. to 9" max. in front of the water closet measured to the centerline of the dispenser; the height of the water closet s/b 17" to 19" a.f.f. to the top of the seat; the water closet s/b 18" from the nearest sidewall, at least 42" from the farthest sidewall, and 42" from the front of the water closet to the nearest wall or fixture; and a door closing speed that is at least 6 seconds. The door closing mechanism should be operable with a closed fist and does not require pinching or twisting of the wrist. | 3 | 2 | I | TBD |
| **Picnic Tables**<br>The picnic tables at the playground and basketball court do not provide the required accessible knee and toe clearance. See Photo MES 2. | 226.1<br>902 | 19.5.2<br>19.6.2 | At least 5% or at least one table must be accessible. Replace one table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth. The picnic table must be located on an accessible route of travel. | 2 | 1 | N | $750 |
| **Accessible Route to Ball Fields/ Playground**<br>No accessible route exists to the soccer fields and around the playground perimeter. See Photos MES 3, 4, and 5. | 402<br>303<br>403.3<br>403.4 | 19.0<br>20.0<br>22.4 | Construct an accessible route to the to the soccer fields and fully around the playground perimeter with width (4' minimum), slope (2% cross, 5% running), and level surface change requirements (no greater than ¼").<br><br>*Note: Due to the terrain and elevation differential to access all 3 soccer fields, feasibility and design work may be required to best determine means, methods, and costs to these fields. Options could include vehicle access, switchback ramps with railings or a combination of both coupled with accessible routes around each field. Costs will vary substantially but could approach $250,000.* | 1 | 3 | L | TBD<br>Up to $260,000+ |
| **Accessible Route To Play Components**<br>No accessible route exists within the play area to ground level components and the primary play structures. An 8" abrupt change in level surface occurs at ramp base to the "Miracle Swing". The | 402<br>403<br>405<br>1008.2<br>226.1 | 19.7<br>22.4<br>24<br>20<br>14 | Construct an accessible route compliant with width (5' minimum) and slope (2% cross, 5% running) requirements to the play structure elements and to the ground components. The accessible route and the use zone under and around play components must be stable, | 1 | 3 | L | Up to $125,000 + |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| ramp is only 36" wide between railings (48" minimum under 521 CMR) and has a running slope of up to 9.8% (maximum allowed is 8.3%).<br><br>See Photos MES 6, 7, and 8. | 802.1 | 19 | firm, and slip resistant. Construction options include compacted stone dust, asphalt, concrete, poured in place products, etc. for the accessible route. The use zone material is typically a rubber resilient surfacing, urethane rubber composites or something similar. Costs will vary depending on product used. Accessible playscape and ground components should also be added. Play area ground surfaces must comply with ASTM F 1951 and ASTM F 1292. Adjust ramp and modify base to bring running slope to 8.3% or less and eliminate abrupt change in level surface. An exception may be required for the non-compliant width between the ramp railings. | | | | |

**Estimated Total Cost:** Up to $386,000+

## Michael E. Smith Middle School Recreational Facilities Accessibility Assessment

Photo MES 1

Photo MES 2

Photo MES 3

Photo MES 4

Photo MES 5

Photo MES 6

Photo MES 7

Photo MES 8

## SOUTH HADLEY HIGH SCHOOL RECREATIONAL FACILITIES

**Description of Facility:** The South Hadley High School Recreational Complex consists of a multi-purpose football/soccer/field hockey/lacrosse field with bleachers, a baseball field, a softball field, parking for the baseball and softball fields, parking for the multi-purpose field, a concession stand, a portable "accessible" toilet, and a broadcast booth for the multi-purpose field.

**General Description or Obstacle Which Limits Mobility or Access:** The designated parking (2 spaces) for the baseball and soccer fields are wholly non-compliant due to extremely excessive running and cross slopes, the lack of access aisles, and uneven surfaces, in addition to other items. The running slope at the ball field entrance from the parking area varies from 11.2% to 16.2%. The designated parking (5 spaces) at the multi-purpose field is compliant but for the lack of accessible designation signage and one access aisle lacking striping. The ticket booths (3) have a 4" to 8" height differential from the ground surface to access, counters that are 14" to 16½" too high, and doorways that are 4" too narrow. The concession stand counters are 7½" too high, the running slope to the concession stand varies from 5.0% to 6.4%, there is no accessible route to the building entrance, and there is a 2" abrupt change in level surface at the doorway. The "accessible" portable toilet is not ADA Compliant, is not on an accessible

route of travel due to a loose stone surface. The portable toilet does not meet water closet setback and clearance requirements, the seat is too high, there is no interior pull device on the door, the toilet paper dispenser is located over the grab bars and it does not meet door operating force and closing speed requirements. The chain-link entry gates at the baseball and softball parking and into the multi-purpose field do not have a smooth surface at the base. The wheelchair viewing spaces at the multi-purpose field bleachers are used for the placement of trash and recycling bins. The stair railings for the stairs closest to the school building do not extend at the bottom. The stairs and railings at the multi-purpose field broadcast booth are non-compliant and the booth lacks vertical accessible access. There is no accessible route of travel to the baseball field, softball field, player's benches, baseball field bleachers, and between the 2 sets of stairs.

***Commentary on Accesible Route Compliance Options***

*The town will need to engage a design professional to determine the most practical and cost effective manner to address full access to all playing fields at the complex. There are at least 2 options to consider:*

- *Option #1: Reconstructing the baseball/softball parking, approach and entry into the field area and constructing an accessible route to reach all facilities (all fields, concession stand, portable toilet, etc.) within the complex. This would most likely require constructing a switch-back ramp with railings to connect the baseball/softball area with the multi-purpose field area.*

- *Option #2: Discontinue the accessible parking for the baseball/softball field and direct (with signage) all accessible parking to the existing accessible parking for the multi-purpose field. An accessible route will still need to be created from the parking area to reach all facilities (all fields, concession stand, portable toilet, etc.) within the complex and would still require constructing a switch-back ramp with railings to connect the baseball/softball area with the multi-purpose field area.*

*The Accessibility Assessment that follows will be based on Option #2.*

## South Hadley High School Recreational Facilities Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Accessible Parking**<br>The designated accessible parking for the baseball/softball field lacks access aisles, has excessive running and cross slopes, heaved surfaces, and signage for one space is too low. The accessible route to the recreational complex has a running slope of up to 16.2% which exceeds that allowed for a walkway by 11.2% and a ramp w/railings by 7.9%. | 302<br>502<br>403 | 23<br>22 | Discontinue the accessible parking for the baseball/softball field and erect a sign noting that accessible parking is located at the multi-purpose field. | 1 | 2 | I | $50 |
| The designated accessible parking at the multi-purpose field lacks signage and one space lacks a striped access aisle. | 502 | 23 | Install signage at the spaces. Signage must be set such that the signage height should be at least 60" a.f.f. to the sign bottom and no more than 96" to the sign top. Signs can be no more than 10' from the front of the parking space. At least one of the 8' wide spaces w/8' wide access aisle s/b designated as van accessible. | 1 | 2 | I | $200 |
| There is no striped designated accessible route from the multi-purpose field parking to the paved walkway.<br><br>See Photos High School 1 and 2. | 206 | 20 | Stripe an accessible route on the pavement from the parking to the walkway. | 1 | 2 | I | $100 |
| **Portable Toilet**<br>The "accessible portable toilet is not on an accessible route of travel. The "accessible" toilet is not ADA compliant as the door opening operating force exceeds 5 lbs. and the door closing speed is less than 6 seconds. The toilet paper dispenser is located over the grab bars, the interior pull device is not operable with a closed fist, the toilet is 1" too high, the near wall setback is 2" too short, and the clearance at the front of the toilet is nearly 10" too short. See Photo High School 3. | 403<br>206<br>404.2.8<br>404.2.9<br>604<br>609<br>308<br>309 | 22<br>20<br>26.8<br>26.9<br>30<br>39.5 | Relocate the portable toilet so it is on an accessible route, has a level approach and no abrupt change in level surface. 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; a door closing speed that is at least 6 seconds; and a door operating force of 5 lbs. or less. The door closing mechanism should be operable with a closed fist and does not require pinching or twisting of the wrist. | 3 | 2 | I | TBD |
| **Playground and Ball Field Gates**<br>The gates at the ticket booth for the baseball/softball field parking (2) and to the multi-purpose field (6) do not comply with the 2010 ADA Standards for a smooth surface within 10 inches of the ground on the push side for the full width of the gate. See Photo High School 4. | 404.2 | NA | Remove gates or install smooth plating at base of gate. | 1 | 2 | N | Up to $800 |
| **Ticket Booths**<br>The three (3) ticket booths have between a 4" to 8'' vertical rise to enter the booth, have counter heights | 403.4<br>303<br>404.2 | 22.4<br>26.10<br>26.5 | Either modify the existing booths or replace with booths that have doorway openings at least 32" wide, no greater than a ¼" unbeveled surface change at the entry, and | 4 | 3 | N | $500 to $10,000+ |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| that are 14" to 16½" too high, and doorway openings that are 2" too narrow. See Photo High School 5. | 904.4 | 7.2 | counters that are no more than 36" a.f.f. with at least 36" of clear width. *Note: Options for compliance including modifying the existing booth, replacing with new compliant booths, or replacing with portable shelters w/compliant tables for use when needed.* | | | | |
| **Concession Stand**<br>The concession booth counters (2) are 7½" too high for that of a food service counter | 904.5 | 17.6.2 | Create a 36" wide counter no higher than 34" a.f.f. below the existing counter. | 2 | 2 | N | $250 |
| There is an abrupt change in level surface of roughly 2" at the entrance to the concession stand work area. | 404.2 | 26.10 | Modify entrance such that there is no greater than a ¼" unbeveled abrupt change in level surface at the entrance. | 4 | 3 | N | $500 |
| There is no accessible route to the concession entrance. | 402<br>403 | 20<br>22 | Construct an accessible route to the concession entrance compliant with width (4' minimum), slope (2% cross, 5% running), and level surface change requirements (no greater than ¼"). | 2 | 3 | N | $500 |
| The accessible route to the concession counters has a running slope that varies up to 6.4%.<br>See Photos High School 6 and 7. | 403.3<br>405 | 22.3<br>24 | Remove existing asphalt and reconstruct/repave to adhere to no more than a 5.0% running slope or install compliant paired railings for that segment of walkway in excess of 5.0%. | 2 | 3 | N | $500 to $2,500 |
| **Multi-purpose Bleacher Seating**<br>The designated wheelchair viewing areas are displaced with trash and recycling bins.<br><br>See Photo High School 8. | 221<br>802 | 14<br>19 | Remove trash and recycling bins are relocate elsewhere. | 4 | 3 | I | $0 |
| **Stairs Closest to High School**<br>The stair railings at the stairs closest to the school and softball field do not fully extend at the bottom of the stairs.<br><br>See Photo High School 9. | 505 | 27 | Modify railings such that the bottom railing is the slope distance of one tread and then 12" parallel to the ground. | 2 | 3 | N | Up to $850 |
| **Accessible Route to Ballfields and Components**<br>No accessible route exists to the ball field, ball field benches, ball field bleachers, softball field, softball benches, distance between the 2 sets of stairs near the school, and between and the upper multi-field complex and the lower baseball and softball fields. | 402<br>303<br>403.3<br>403.4<br>405<br>505 | 19.0<br>20.0<br>22.4<br>24 | Construct an accessible route to the ball field, ball field benches, and ball field bleachers. Construct an accessible route to connect the upper and lower fields. The accessible route between the upper and lower fields may require the construction of a switch-back ramp system with railings in full compliance with S. 405 of the 2010 ADA Standards and S. 24 of 521 CMR. | 2 | 3, 4 | L | Up to $200,000 |
| The baseball field bleachers lack level surface areas for wheelchairs.<br><br>See Photo High School 10. | 221.2<br>802.1 | 14<br>19 | Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. | 2 | 3 | N | $250 |
| **Ball Field Bleachers**<br>The bleachers lack level surface areas for wheelchairs. | 221.2<br>802.1 | 14<br>19 | Create an approach and wheelchair companion area at the bleachers. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. *(Note: Assumption is that an accessible route will be made to the bleachers as noted above).* | 2 | 3 | N | $250 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Multi-purpose Field Broadcast Booth**<br>The stairs to the broadcast booth have non-complaint railings as railings are not on both sides throughout, do not extend fully at the top and bottom, and do not adhere to the proper size and shape. A segment of the lower wooden railings are 24" to 34" a.f.f. | 505 | 27 | Modify and/or replace railings so that all comply as follows: handrails to be continuous on both sides of the stairs; the top of the railings s/b between 34" and 38" af.f.f.; where feasible 12" extensions parallel to the floor should occur on the top of the stairs and extensions the slope distance of one tread then 12" parallel to the ground on the bottom; handrails s/b circular or oval in x-section and between 1¼" to 2" in outside diameter. | 4 | 3 | N | $0<br>to<br>$125k + |
| The metal stairs have open risers and the wooden stairs have broken and open risers. The treads are not beveled. The 2 different sets of connecting stairs are not uniform. | 504 | 27 | Modify and/or replace stairs so that there is compliance as follows: stair treads must have uniform riser heights and tread widths; eliminate open risers; nosings must curved or beveled if there is a > ½" projection. | 4 | 3 | L | |
| There is no vertical access/accessible route to the roughly 168 sq. ft. broadcast booth.<br><br>See Photos High School 11 and 12. | 206 | 14 | Install a lift or limited use limited access elevator (variance may be required) to the broad cast booth.<br><br><u>Additional Comment</u><br>Although the 2010 ADA Standards do allow for an "exception" requiring an accessible route to press boxes/broadcast booths that are free-standing, above grade no more than 12 feet, and less than 500 sq. ft. in size; 521 CMR does not. The town may consider the following options:<br><br>*Option 1: Discontinue use of the broadcast booth.*<br><br>*Option 2: Seek a variance from the MAAB to not require the provision of an access route to the broadcast booth.*<br><br>*Option 3: Seek a variance from the MAAB to allow for a vertical wheelchair lift or LULA to access the broadcast booth (technically a full elevator is required).* | 4 | 4 | L | |

**Estimated Total Cost:** Up to $341,250+

## South Hadley High School Recreational Facilities Accessibility Assessment Photos

Photo High School 1

Photo High School 2

Photo High School 3

Photo High School 4

Photo High School 5

Photo High School 6

Photo High School 7

Photo High School 8

Photo High School 9

Photo High School 10

Photo High School 11

Photo High School 12

## SIDEWALKS AND CURB RAMPS

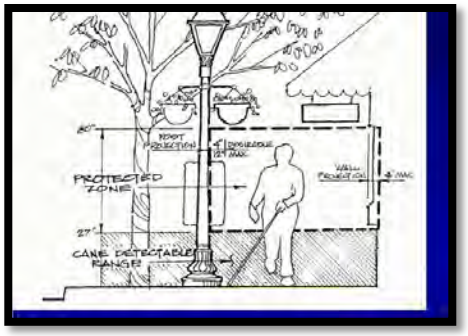
**Description of Assessment Area:** The assessment of public sidewalks, curb ramps, and crosswalks within the town focused on the Main Street, Newton Street, and Granby Road. However, the standards as described below and related requirements applies to all sidewalks and curb ramps in the Town of South Hadley. During the time of assessment, a number of curb ramps in the Falls area were in the process of being modified. Most of the older curb ramps, crosswalks, and sidewalks in the Falls on those streets near Town Hall are non-compliant.

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

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

Sidewalks

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

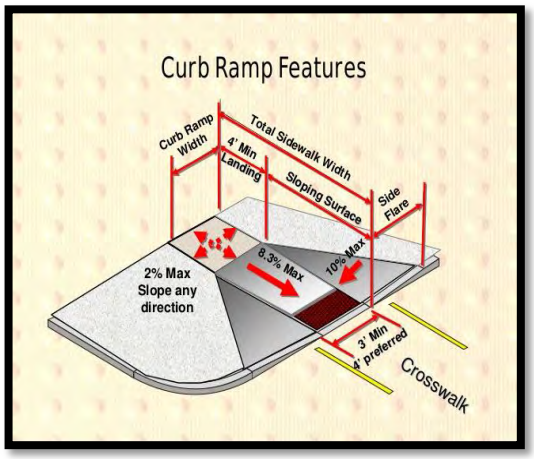


Curb Ramps

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

(minimum 3 feet, 5 feet preferred). The preferred level landing dimension, as feasible, is 5 feet x 5 feet. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.*

- Diagonal or corner type curb ramps with returned curbs or other well-defined edges shall have the edges parallel to the direction of pedestrian flow. The bottom of diagonal curb ramps shall have a clear space 48 inches minimum outside active traffic lanes of the roadway. Diagonal curb ramps provided at marked crossings shall provide the 48 inches minimum clear space within the markings. Diagonal curb ramps with flared sides shall have a segment of curb 24 inches long minimum located on each side of the curb ramp and within the marked crossing. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG.*
- Detectable warnings with truncated domes are required at all street crossings under the 2010 ADA Standards. *Citation: ADAAG S. 705; PROWAG.*
- Fixed objects shall not be placed in any part of a wheelchair ramp. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG*.
- Catch basins should be located immediately upgrade at the wheelchair ramp entrance. *Citation: ADAAG S. 406; 521 CMR S. 21; PROWAG*
- Accessible pedestrian signals should provide both visual and audible information. The push button face should be parallel to the sidewalk and mounted within reach range (15 inches to 48 inches above finish ground). The side reach should be within 10 inches and there should be no forward reach obstruction. The button must be operable with a closed fist with no more than 5 lbs. of pressure to operate. The push button location should be between 1½ feet and 6 feet from the edge of the curb, shoulder, or pavement and no more than 5 feet from the crosswalk. *Citation: PROWAG; 521 CMR S. 21*.



**Responsible Party:** Highway Department and Selectboard

**General Description or Obstacle Which Limits Mobility or Access:**

Sidewalks

Comment:

Overall, the sidewalks within and around the Town Common, are good to very good condition and those in the Falls area, along Newton Street, and Granby Road being fair to good with some exceptions. Sidewalk clear width requirements are generally met, however some areas (Newton Street, Granby Road) have some overgrowth which is beginning to infringe upon the sidewalk clear widths. In addition,

a number of street intersections involve non-compliant curb ramps and/or crosswalks (described below). The sidewalks in front of Saint Patrick's Church (roughly 135 lf) have cross slopes that vary up to 5.0% (maximum allowed is 2.0%) as do a portion of sidewalk in front of the Beachgrounds near the entrance to Stoney's Pub (cross slopes vary from 2.3% to 3.5%). In addition, much of the concrete and asphalt sidewalk on Main Street have severe deterioration as well as abrupt changes in level surface of greater than ¼"due to concrete pads heaving and the placement utility/manhole covers in the sidewalk. A SHELD utility cover at #105 Main Street creates a nearly 1" abrupt change in level surface. Similar utility/manhole covers are found in front of St. Patrick's Church and two raised and curved (2) Bell Systems manhole covers at 128 – 132 Newton Street create an impediment to access. There are a number of locations where the cross slopes at driveways are well in excess of the maximum allowed 2.0%. This includes the sidewalk at the Beachgrounds access across from Town Hall (6.8% cross slope), Stoney's Pub (6.7% cross slope), 282-284 Newton Street (12.2% cross slope), and Carey's Flowers (9.4% cross slope). See Photos Sidewalks 1, 2, 3, 4, 5,and 6.

Recommendation:
Asphalt and concrete sidewalks which have deteriorated surfaces; non-compliant cross-slopes; and abrupt changes in level surface due to concrete settling, asphalt heaving, or elevated manhole/utility covers within the accessible route should be reclaimed and resurfaced/reconstructed to meet stable and level surface standards. The transition area to driveways need to maintain a no more than 2.0% cross slope and as a result, may require temporary construction easements on private property to modify driveway slopes so vehicles can still utilize the driveways. Reconstruction should also be done in a manner to prevent further pooling of water and accumulation of debris within the accessible route of travel.

Estimated Cost:
Depending on construction means (asphalt vs. concrete) and methods, costs could vary up to $100,000+.

Photo Sidewalks 1

Photo Sidewalks 2

Photo Sidewalks 3

Photo Sidewalks 4

Photo Sidewalks 5

Photo Sidewalks 6

Curb Ramps and Crosswalks

Comment:

*Main Street Area*. The curb ramps on Main Street lack detectable warning strips and the cross walks require re-striping. In a number of instances the crosswalk fully or partially ends at a granite curb. In addition, none of the curb ramps have detectable warning strips. The curb ramp at the Pleasant Street cross walk has non-compliant slopes and lacks a compliant level landing. Similar issues exist at the Saint Patrick's Church crosswalk, Main-Bardwell Street crosswalk changes direction in the street. North Main Street crosswalk, and Main –Carew Street crosswalk. The Bardwell Street crosswalk The Please Street curb ramp serves as an apex ramp, however the intersection geometry does not preclude the use of paired ramps, which are preferred. The curb ramps and crosswalks at the Main Street – Bridge Street intersection has numerous items of non-compliance including excessive running slopes, lack of compliant level landings, lack of detectable warning strips, abrupt changes in level surface, accumulation of debris at the curb ramp base, required re-striping, and a cross walk that changes direction in the street. None of the Accessible Pedestrian Signals at the Main Street - Bridge Street Intersection had audible signalization.

See Photos Main Curb Ramps 1, 2, 3, 4, 5, and 6.

Photo Main Curb Ramps 1

Photo Main Curb Ramps 2

Photo Main Curb Ramps 3

Photo Main Curb Ramps 4

Photo Main Curb Ramps 5

Photo Main Curb Ramps 6

*Newton Street*. The curb ramps and cross-walks on Newton Street and Granby Road are in relatively good condition with some exceptions. The Ranger Street curb ramp has an excessive running slope, lacks a compliant level landing, and a manhole in the crosswalk creating an abrupt change in level surface. The Landers Street curb ramp cross slopes at the top of the ramp are excessive as are the running slopes. Curb ramps at the high school (school side near parking lot, at 302-304 Newton Street) lack a compliant level landing as the landings are 18" to 20" too narrow. The curb ramps and crosswalks at the Lyman Street – Newton Street intersection has numerous items of non-compliance including excessive running slopes, lack of compliant level landings, lack of detectable warning strips, and required re-striping. None of the Accessible Pedestrian Signals at the Lyman Street - Newton Street Intersection had audible signalization. In addition, all of the crosswalks require restriping.

See Photos Newton Curb Ramps 1, 2, 3, 4, 5, and 6.

Photo Newton Curb Ramps 1

Photo Newton Curb Ramps 2

Photo Newton Curb Ramps 3

Photo Newton Curb Ramps 4

Photo Newton Curb Ramps 5

Photo Newton Curb Ramps 6

Recommendation: Compliant curb ramps that meet the standards described above should be installed at all locations. The curb ramps at the high school that have level landings that are too narrow may require a "taking" of up to 2 feet to achieve compliant maneuverability.

Estimated Cost: Depending on construction means and methods, costs could vary up to $45,000+.

**Table A: Main Street Area Curb Ramps**

| Compliance Item | Smith St. @ Main | Cemetery Ave. @ Main | Spring St. @ Main | Lamb St. @ Main | Bolton St. @ Lamb | Pleasant St. – Main St. to Beachgrounds |
|---|---|---|---|---|---|---|
| Curb cut present | No | NA | Yes | Yes | Yes | No |
| Compliant apex ramp | NA | NA | NA | NA | NA | Yes - minimally |
| Crosswalks ends in street or parking lot | No | No | No | No | No | No |
| R.S. < 8.3% | NA | NA | Yes | Yes | Yes | No |
| C.S. < 2.0% | NA | NA | Yes | Yes | Yes | Yes |
| Flared side < 10.0% | NA | NA | Yes | Yes | Yes | Yes |
| Ramp width 48” | NA | NA | Yes | Yes | Yes | Yes |
| Ramp deteriorated | Yes | NA | No | No | Yes | No |
| Flush (< ¼”) transition | NA | NA | No | Yes | Yes | No |
| Proper drainage | Yes | Yes | Yes | Yes | Yes | Yes |
| Top level landing | NA | NA | Yes | No | Yes | Yes |
| Top level landing @ 4 ft | NA | NA | Yes | No | Yes | Yes |
| Compliant diagonal curb ramp | NA | NA | NA | NA | NA | Yes - minimally |
| Detectable warning strip | No | No | No | No | No | No |
| Fixed object in ramp or crosswalk | NA | NA | No | No | No | No |
| Catch basin upgrade from curb ramp | NA | NA | NA | NA | NA | NA |
| Compliant APS | NA | NA | NA | NA | NA | NA |

**Table A Continued: Main Street Area Curb Ramps**

| Compliance Item | Pleasant St. across Pleasant | Bridge St. – Main St. Intersection | At St. Patrick's Church | Bardwell St. – Main Street | No. Main St. – Main Street | Carew St. – Main Street |
|---|---|---|---|---|---|---|
| Curb cut present | No | Yes | No | No | Yes | Yes |
| Compliant apex ramp | No | No | NA | No | NA | NA |
| Crosswalks ends in street or parking lot | No | Yes | No | Yes | No | No |
| R.S. < 8.3% | No | No | NA | No | No | Yes |
| C.S. < 2.0% | Yes | Yes | NA | Yes | Yes | Yes |
| Flared side < 10.0% | No | No | NA | No | No | No |
| Ramp width 48" | Yes | Yes | NA | Yes | Yes | Yes |
| Ramp deteriorated | No | Yes | NA | Yes | No | No |
| Flush (< ¼") transition | Yes | No | NA | NA | Yes | Yes |
| Proper drainage | Yes | No | Yes | Yes | Yes | Yes |
| Top level landing | Yes | No | No | No | No | No |
| Top level landing @ 4 ft | Yes | No | No | No | No | No |
| Compliant diagonal curb ramp | NA | No | NA | NA | NA | NA |
| Detectable warning strip | No | No | No | No | No | No |
| Fixed object in ramp or crosswalk | No | No | No | No | No | No |
| Catch basin upgrade from curb ramp | NA | NA | NA | NA | NA | NA |
| Compliant APS | NA | No audible signalization | NA | NA | NA | NA |

**Table B: Newton Street Curb Ramps**

| Compliance Item | Ranger Street | Landers Street | Opp. High School | At 302-304 Newton St. | Newton St. – Lyman Street Intersection |
|---|---|---|---|---|---|
| Curb cut present | Yes | Yes | Yes | Yes | Yes |
| Compliant apex ramp | NA | NA | NA | NA | NA |
| Crosswalks ends in street or parking lot | No | No | No | No | No |
| R.S. < 8.3% | No | No | Yes | Yes | Yes |
| C.S. < 2.0% | Yes | Yes | Yes | Yes | Yes |
| Flared side < 10.0% | Yes | No | NA | NA | No |
| Ramp width 48” | Yes | Yes | Yes | Yes | Yes |
| Ramp deteriorated | No | No | No | No | No |
| Flush (< ¼”) transition | Yes | Yes | Yes | Yes | Yes |
| Proper drainage | Yes | Yes | Yes | No | Yes |
| Top level landing | Yes | Yes | Yes | Yes | No |
| Top level landing @ 4 ft | Yes | Yes | No – 30” | No – 28” | No |
| Compliant diagonal curb ramp | NA | NA | NA | NA | NA |
| Detectable warning strip | Yes | Yes | Yes | Yes | No |
| Fixed object in ramp | No | No | No | No | Yes |
| Catch basin upgrade from curb ramp | No – 1” abrupt change | NA | NA | NA | NA |
| Compliant APS | NA | NA | NA | NA | No audible signalization |

## X. SCHOOL BUILDING ASSESSMENTS

Plains Elementary School

Mosier Elementary School

Michael E. Smith Middle School

South Hadley High School

## School Facilities

**Overall Facilities:** Plains Elementary School, Mosier Elementary School, Michael E. Smith Middle School, South Hadley High School

**Location:** Town-wide.

**General Description of Facilities:** Pre- school/early elementary school (1), elementary school (1), middle school (1), and high school (1).

**Function:** Education. **Responsible Party:** School Department and School Committee.

**Summary of Facilities**

| Name | Address | Year Built | Renovated | Size (Sq. ft.) | Levels | Grades | Pop. |
|---|---|---|---|---|---|---|---|
| Plains Elementary | 00 Lyman Street | 2014 | NA | 64,638 | 2 | Pre K - 1 | 352 |
| Mosier Elementary | 101 Mosier Street | 1969 | 1986 | 57,788 | 1.5 | 2 - 4 | 434 |
| Michael E. Middle School | 100 Mosier Street | 1960 | 1974 | 123,515 | 1.5 | 5 - 8 | 571 |
| South Hadley High School | 153 Newton Street | 1955 | 1983 | 144,384 | 1.5 | 9 - 12 | 557 |

*Source: Town of South Hadley, South Hadley School Department, South Hadley School Dept. Webpage.*

**2010 ADA Standards and 521 CMR Standards for Children:** Both the 2010 ADA Standards and 521 CMR have advisories and/or varied standards for some items and elements for children according to age (2010 ADA Standards) or grade level (521 CMR). In some cases, there is limited room for interpretation but the guidance is in place as to what is applicable per different range of grade levels or age groups. ADA differentiates according to age level, with those being Ages 3 and 4, Ages 5 through 8, and Ages 9 through 12. 521 CMR differentiates according to grade level, with those being Pre-kindergarten, Kindergarten through 3rd Grade, and 4th Grade through 6th Grade. Grades 7 through 12 would follow the regular ADA or 521 CMR Standards. For the purposes of this assessment, the following standards were applied per each school building:

| School | 2010 ADA Standards | 521 CMR Standards |
|---|---|---|
| Plains Elementary | Ages 3 and 4 | Pre-kindergarten |
| Mosier Elementary | Ages 5 – 8 | K – Grade 3 |
| Michael E. Smith Middle School | Ages 9 – 12 | Grades 4 - 6 |
| South Hadley High School | Adult | Adult |

**School Facilities Cost Estimates:** The cost estimates provided for each school 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.

**PLAINS ELEMENTARY SCHOOL**

**Description of Facility:** Plains Elementary is a one and one-half story building totaling nearly 65,000 square feet and housing over 350 students from grades Pre-K to 1. The school was recently built in 2014.

**General Description or Obstacle Which Limits Mobility or Access:** Although substantially compliant as a newer facility, there are still areas of non-compliance at the Plains Elementary School. The signage for the accessible parking is too high. The accessible route between the Lyman Street curb ramp and the main entrance has a concrete segment with a 6.0% to 7.0% running slope. The button to use the airphone buzzers and "Y" doorbell are too high. Most interior and exterior door operating forces and closing speeds exceed that allowed. Protruding objects exist in hallways, the gymnasium and in the cafetorium. The running slope of the ramp to the cafetorium stage exceeds the maximum of 8.3%. The book bins and rolls of paper in the hallway on the second floor restricts the clear width on either side to far less than that required. Staff sinks in the main office, staff dining area, and teacher planning rooms lack knee clearance. The kitchen area itself has elements of non-compliance (reach ranges, knee clearances, clear widths) but most of the activities undertaken require personnel who must meet certain physical requirements which a person with a mobility limiting disability would not be able to perform. Therefore no further action is required at the present time unless dictated by a request for a reasonable accommodation. Classroom sinks have water bubblers which are too high and set too far back from the front edge. Some of the classrooms have items placed in the classroom reducing accessible route clear widths and some classrooms have unsecured rugs over the original flooring creating a tripping hazard. Typically the desks and tables throughout the school did meet knee clearance and table/desk top height requirements, but in those instances where they did not, the tables/desks could be adjusted and raised as needed. The adult and student bathrooms were generally compliant with exception to some required height adjustments (grab bars, toilet paper dispensers, mirrors, etc.) as well as some other minor items.

All wall mounted phones were too high. Most, if not all, classroom storage closets lacked designation accessible tactile signage.

## Plains Elementary School Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>The tops of all of the accessible signs exceed the maximum height of 96" a.f.f. under 521 CMR.<br><br>See Photo Plains 1. | 502 | 23.6 | Lower all accessible signage such that the top of the signs does not exceed 96" a.f.f. | 1 | 2 | I | $0 |
| **Exterior Accessible Route**<br>The existing "walkway" from the Lyman Street curb ramp to the main entrance has a segment with a running slope that varies between 6.0% and 7.0% (5.0% max allowed for walkway; 8.3% max allowed for a ramp w/railings). | 403 | 22.3 | Remove and replace concrete pad(s) to achieve no more than a 5.0% running slope and install paired ramp railings as required. | 1 | 3 | L | Up to $1,250 |
| **Entrance Buzzers**<br>The 2 air phone buzzers (outside, in vestibule) and the "Y" doorbell at the main entrance are 51½" to 53" a.f.f., which exceeds side and forward reach range thresholds by 3½" " to 5". | 308 | 6.5<br>6.6 | Lower air phone buzzer to no more than 48" a.f.f. | 1 | 3 | I | $450 |
| **Auto Door Opener Button**<br>The push button to activate the automatic door opener is blocked by chairs and therefore cannot meet reach range minimum requirements.<br><br>See Photo Plains 2. | 308 | 6.5<br>6.6 | Remove and relocate chairs. | 1 | 1 | I | $0 |
| **Nurse's Office Sink**<br>The soap dispenser (42" a.f.f.) and towel dispenser (53" a.f.f.) exceed that allowed for children (grades K-3 or ages 5-8) by 6" to 17".<br><br>See Photo Plains 3. | 308.1 | 30.20 | Lower dispensers to no more than 36" a.f.f. under 521 CMR. | 2 | 2 | I | $0 |
| **Cafetorium Stage Ramp**<br>The running slopes of the ramp to the stage have a running slope of up to 8.9% for the lower segment and up to 8.6% for the upper segment which exceeds the maximum of 8.3%. | 405.2 | 24.2 | Due to the cost associated with full compliance, the jurisdiction should consider the possibility of "disproportionality" under the ADA and a variance under 521 CMR as the costs necessary to provide the compliant accessible route of travel may exceed 20% of the costs to other accessibility related costs associated with the building and the achieved benefit would be unsubstantial. Such costs would impose an "undue hardship" on the jurisdiction and the means and methods to correct would be considered not to be "readily achievable". | - | - | - | NA |
| **Exterior Doors (10)**<br>Entrance and egress doors without automatic door openers do not fully comply with the maximum allowed | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 1 | 2 | I | Up to $500 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 to 4 seconds closing speed to 16 to 20 lbs. operating force. | | | | | | | |
| **Interior Doors Operating Force (67)**<br>The following interior doors do not fully comply with the 5 lbs. maximum allowed operating force for an interior door:<br><br>Vestibule/hallway doors (14), main office (2), nurse's office (2), nurse's bathroom, cafetorium (6), gym (2), administration bathroom, level 1 girl's bathroom, level 1 boy's bathroom, level 1 staff bathroom, #125/#126 bathroom (2), #127 bathroom, #130 bathroom, #140 bathroom, #141 bathroom, #138/#139 bathroom (2), #201 (staff dining), level 2 staff restroom/shower, level 2 women's bathroom, level 2 men's bathroom, #218, #226 bathroom, #223 bathroom, #222 bathroom, #220/#221 bathroom (2), #208 bathroom, #209/#210 bathroom (2), #211 bathroom, #214 bathroom. | 404.2.9 | 26.8 | Adjust door closers such that the push/pull force does not exceed 5 lbs. | 2 | 2 | I | Up to $3,350 |
| **Interior Doors Closing Speed (61)**<br>The following interior doors do not fully comply with the minimum closing speed requirement of 6 seconds under 521 CMR for an interior door:<br><br>Vestibule/hallway doors (14), main office (2), nurse's office (2), nurse's bathroom, gym (2), administration bathroom, kitchen bathrooms (2), level 1 girl's bathroom, level 1 boy's bathroom, level 1 staff bathroom, #125/#126 bathroom (2), #127 bathroom, #130 bathroom, #133 bathroom, #140 bathroom, #141 bathroom, #144 bathroom, #138/#139 bathroom (2), #201 (staff dining), level 2 staff restroom/shower, level 2 women's bathroom, level 2 men's bathroom, #218, #226 bathroom, #223 bathroom, #222 bathroom, #220/#221 bathroom (2), #208 bathroom, #209/#210 bathroom (2), #211 bathroom, #214 bathroom. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speed is at least 6 seconds. | 2 | 2 | I | Included Above |
| **Protruding Objects and Headroom (13)**<br>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":<br><br>Main office fire extinguisher, television monitor by main office, defibrillator | 307.2 | 20.6.1 | Relocate dispenser and fire extinguisher so that they are not within the accessible route of travel; place a fixed object under the fire alarm/pulls, television monitor, defibrillators, and gym winches. | 2 | 1 | I | $0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| near cafetorium, towel dispenser in cafetorium, cafetorium fire pulls (3), gym winches (2), level 1 defibrillator near common area, level 2 defibrillator near common area, level 2 fire alarm/pull near stair #3, level 2 fire alarm/pull near stair #2.<br><br>See Photos Plains 4 and 5. | | | | | | | |
| **Telephones and Dispensers Reach Range (40)**<br>The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards:<br><br>Cafetorium towel dispenser.<br><br>Telephones: #104, #106, #107, cafetorium, kitchen, #116, #121, level 1 common area, #125, #126, #127, #128, #133, #134, #136, #144, #143, #142, #141, #140, #138, #139, #201, #215, #216, #218, #226, #225, #224, #223, #222, #221, #220, #208, #209, #210, #211, #212, #213. | 308.2<br>308.3 | 6.5<br>6.6 | Lower the telephones and dispenser to no more than 48" a.f.f. | 4 | 3 | L | $3,000 |
| **Door Signage (19)**<br>Tactile designation signage is not provided at the following locations:<br><br>Bathrooms - #144.<br><br>Storage closets - # 125, #126, #127, #130, #133, #144, #141, #140, #138, #139, #226, #223, #222, #221, #220, #209, #210, #211, #214. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | I | Up to $570 |
| **Level 2 Hallway**<br>A portion of the level 2 hallway is used to store construction paper rolls and class room booklets. As a result the accessible route and clear width is reduced to 26" to 28" on one side.<br><br>See Photo Plains 6. | 403.5 | 20.3 | Option 1: Remove items from hallway.<br><br>Option 2: Eliminate access on one side by placing booklet storage bins and construction paper holder against wall.<br><br>Option 3 (Recommended): Leave as is and address as needed as a request for a reasonable accommodation. | 4 | 1 | L | $0 |
| **Administration, Staff Dining, and Teacher Planning Sinks and Counters**<br>The counters/sink in the administration office, teacher planning rooms and staff dining room (#131, #136, #210, #208, #218) lack knee clearance under the sink. Reach ranges for the soap and towel dispensers are too high for a forward reach but within range for a side reach. Two of the rooms (#131, #210) have stoves with non-compliant knobs which are not on the front of the stove. See Photo Plains 7. | 306<br>804.6 | 32.7<br>32.8 | 521 CMR does not govern employee work spaces whereas the 2010 ADA standards does. As these spaces are not open to the public, it is recommended that the stoves be replaced in compliance w/804.6 and 32.8 where cost feasible or as may be required as a reasonable accommodation. Similarly, the sinks and base cabinets should be modified to provide adequate knee and toe clearance per 306 and 32.7 as cost feasible or as may be required as a reasonable accommodation. | - | - | - | NA |

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|---|---|---|---|---|---|---|---|
| **Classroom Sinks (23)**<br>Classrooms #116, 125, 126, 127, 130, 133, 134, 144, 141, 140, 138, 139, 215, 216, 226, 223, 222, 221, 220, 209, 210, 211, and 214.<br><br>The classroom "bubblers" as part of the sink fixture are 32" a.f.f. which exceeds the spout height for children. The spouts are also 5 ½" from the front edge which is 2" too far.<br><br>Towel dispensers in most rooms are too high.<br><br>See Photo Plains 8. | 602<br>309<br>308.1 | 36<br>30 | Remove bubblers or replace/modify sink and bubbler unit so that the spout is no greater than 3½" from the front edge and the spout height is no greater than 30" a.f.f.<br><br>Lower dispensers so they are no more than 40' a.f.f. | 4 | 3 | L | Up to $23,000 |
| **Adult Bathrooms**<br>Administration Bathroom: The self-metered faucets stay open for only 4 to 5 seconds. The mirror is 1½" too high.<br><br>Kitchen Bathrooms: There is an abrupt change in level surface of ½" at the entrance thresholds. The self-metered faucets stay open for only 6 to 7 seconds. The mirror is 1½" too high.<br><br>Level 1 Staff Bathroom: There is an abrupt change in level surface of ½" at the entrance threshold.<br><br>Level 2 Bathroom/Shower: The self-metered faucets do not stay open for 10 seconds. The mirror is 1½" too high.<br><br>Level 2 Women's Bathroom: The piping of one sink is not fully wrapped. The stall door is not self-closing. The mirror is 1" too high. The self-metered faucets do not remain open for at least 10 seconds. A table in the accessible stall restricts maneuverability and causes the required minimum clearances to not be met.<br><br>Level 2 Men's Bathroom: The stall door is not self-closing. The mirror is 1" too high. The self-metered faucets do not remain open for at least 10 seconds.<br><br>See Photo Plains 9. | 606.4<br>603.3<br>404.2<br>604.8<br>606.5<br>604.2 | 30.9<br>30.11<br>26.10<br>30.6<br>30.7 | Adjust the water faucets so they remain open for a minimum of 10 seconds.<br><br>Lower the mirrors so that the bottom of the reflecting surfaces are no more than 40" a.f.f.<br><br>Modify the bathroom entrance thresholds so that there is no greater than a ½" change in level surface and is beveled at a height of ¼" to ½".<br><br>Adjust stall door closers so they are self-closing.<br><br>Fully wrap or insulate all piping below the sinks.<br><br>Move all obstructions in the stalls. | 3 | 3 | N | Up to $450 |
| **Children Non Classroom Bathrooms**<br>Nurses' Office: The toilet paper dispenser is 11" o.c. to front of the water closet and 12" a.f.f. The grab bars are 26" a.f.f. which are 1" too high for k – 3rd grade. The self metered faucets stay open for only 2 to 3 seconds.<br><br>Girl's Level 1: There is an abrupt change in level surface of ½" at the entrance threshold. The toilet paper dispenser is 12" o.c. to front of the | 309.4<br>604.9<br>606.4<br>604.8<br>404.2 | 30.14<br>30.15<br>30.9<br>30.6<br>26.10<br>30.18<br>30.17 | Relocate the toilet paper dispensers so that they are 7" to 9" in front of the water closet measured to the center line of the dispenser. Dispenser outlet s/b 14" a.f.f.<br><br>Lower the grab bars so they are between 20" to 25" a.f.f. to the top of the bar.<br><br>Adjust the water faucets so they stay open for a minimum of 10 seconds.<br><br>Modify the bathroom entrance thresholds so that there is no greater than a ½" change in level surface and is | 3 | 3 | N | Up to $450 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| water closet and 12½" a.f.f. The grab bars are 26" a.f.f. which are 1" too high for k – 3rd grade. The self metered faucets do not stay open for 10 seconds. The stall door is not self-closing.<br><br>Boy's Level 1: There is an abrupt change in level surface of ½" at the entrance threshold. The toilet paper dispenser is 11½" o.c. to front of the water closet and 12" a.f.f. The grab bars are 26" a.f.f. which are 1" too high for k – 3rd grade. The self metered faucets do not stay open for 10 seconds. The stall door is not self-closing. The mirror is 34" a.f.f., which is 3" too high. The urinal is 16" a.f.f., which is 1" too high.<br><br>See Photo Plains 10. | | | beveled at a height of ¼" to ½".<br><br>Lower the mirror so that the bottom of the reflecting surface is no more than 31" a.f.f.<br><br>Adjust stall door closers so they are self-closing. | | | | |
| **Classroom Pre-K Bathrooms**<br>Rooms 125/126: The toilet paper dispenser is 12" o.c. to front of the water closet and 14" a.f.f. The self metered faucets do not stay open for 10 seconds. The stall door is not self-closing. The mirror is 34" a.f.f., which is 3" too high. The towel dispenser is a protruding object as it extends more than 4" into the accessible route of travel at a height of between 27" and 80".<br><br>Room 127: The toilet paper dispenser is 12" o.c. to front of the water closet and 14" a.f.f. The self metered faucets do not stay open for 10 seconds. The mirror is too high.<br><br>Room 130: The toilet paper dispenser is 12" o.c. to front of the water closet and 14" a.f.f. The self metered faucets do not stay open for 10 seconds. The mirror is too high.<br><br>Rooms 138/139: The toilet paper dispenser is 12" o.c. to front of the water closet and 14" a.f.f. The self metered faucets do not stay open for 10 seconds. The stall door is not self-closing. The mirror is 34" a.f.f., which is 3" too high. The towel dispenser is a protruding object as it extends more than 4" into the accessible route of travel at a height of between 27" and 80". The middle sink piping is not fully wrapped. The grab bars are 1" too high.<br><br>See Photo Plains 11. | 604.9<br>606.4<br>604.8<br>307.2<br>606.5 | 30.14<br>30.9<br>30.6<br>30.18<br>20.6<br>30.15 | Relocate the toilet paper dispensers so that they are 7" to 9" in front of the water closet measured to the center line of the dispenser.<br><br>Adjust the water faucets so they stay open for a minimum of 10 seconds.<br><br>Lower the mirrors so that the bottom of the reflecting surface is no more than 31" a.f.f.<br><br>Adjust stall door closers so they are self-closing.<br><br>Relocate towel dispensers that are protruding objects or place a fixed item below dispensers.<br><br>Wrap or insulate sink piping<br><br>Lower the grab bars so they are between 20" to 25" a.f.f. | 3 | 3 | N | Up to $250 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Classroom K Bathrooms**<br>Rooms #133, 144, 141, 140, 222, 220/221, 209/210: The mirrors are too high. The grab bars are 1" too high. The toilet paper dispensers are 11" to 12" o.c. to front of the water closet and up to 14" a.f.f. The self metered faucets do not stay open for 10 seconds.<br><br>Room #222: Piping below the sink is not fully wrapped.<br><br>Rooms #220/221, 209/210: The towel dispensers are a protruding object as they extend more than 4" into the accessible route of travel at a height of between 27" and 80".<br><br>Rooms #209/210: The stall door is not self-closing.<br><br>Rooms #133, 144, 141, 140: The grab bars are 1" too high. | 604.9<br>606.4<br>604.8<br>307.2<br>606.5 | 30.14<br>30.9<br>30.6<br>30.18<br>20.6<br>30.15 | Relocate the toilet paper dispensers so that they are 7" to 9" in front of the water closet measured to the center line of the dispenser. Dispenser outlet s/b 14" a.f.f.<br><br>Adjust the water faucets so they stay open for a minimum of 10 seconds.<br><br>Lower the mirrors so that the bottom of the reflecting surface is no more than 31" a.f.f.<br><br>Adjust stall door closers so they are self-closing.<br><br>Relocate towel dispensers that are protruding objects or place a fixed item below dispensers.<br><br>Wrap or insulate sink piping<br><br>Lower the grab bars so they are between 20" to 25" a.f.f. | 3 | 3 | N | Up to $250 |
| **Classroom Grade 1 Bathrooms**<br>Rooms #226, 223, 211, 214: The mirrors are too high. The toilet paper dispensers are 11" to 12" o.c. to front of the water closet and up to 12" a.f.f. The self metered faucets do not stay open for 10 seconds.<br><br>Room #223: The coat hook is 27½" too high.<br><br>Room #211: The sink piping is not fully wrapped.<br><br>Room #214: The towel dispenser is mounted over the grab bar and restricts usage of 18" of the grab bar. | 604.9<br>606.4<br>308<br>606.5<br>609.3 | 30.18<br>30.15<br>30.9<br>30.8 | Relocate the toilet paper dispensers so that they are 7" to 9" in front of the water closet measured to the center line of the dispenser. Dispenser outlet s/b 14" a.f.f.<br><br>Adjust the water faucets so they stay open for a minimum of 10 seconds.<br><br>Lower the mirrors so that the bottom of the reflecting surface is no more than 31" a.f.f.<br><br>Lower the coat hook to no more than 40" a.f.f.<br><br>Wrap or insulate sink piping.<br><br>Move soap and towel dispenser closer to the sink to allow for an additional 6" to 8" of grab bar usage. | 3 | 3 | N | Up to $250 |
| **Art Room (#215)**<br>The floor rug is unsecured and serves as a tripping hazard. | 302.2 | 29.3 | Secure or remove rug. | 4 | 1 | I | $25 |
| The art room tables (non- adjustable) provide only 18" of knee clearance. | 902.4 | 35.5<br>35.6 | Block an existing table or provide a new one with at least 24" knee clearance. | 2 | 2 | N | Up to $150 |
| The adult sink lacks knee clearance.<br><br>See Photo Plains 12. | 306.3 | 32.7 | Modify sink base to provide adequate knee clearance (27") as part of a reasonable accommodation as may be required. | 2 | 3 | - | TBD |

**Estimated Total Cost:** Up to $33,945 +/-

## Plains Elementary School Assessment Photos

Photo 1 Plains

Photo 2 Plains

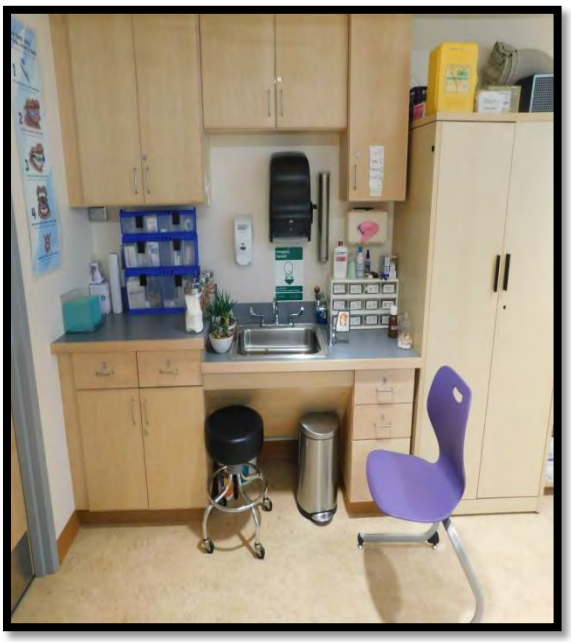

Photo 3 Plains

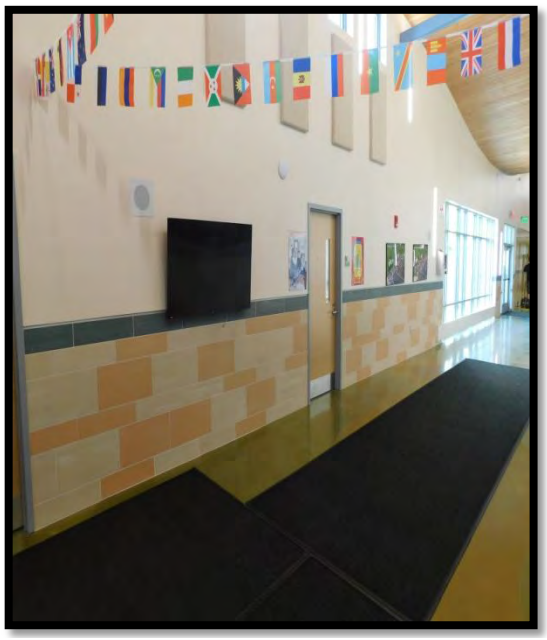

Photo 4 Plains

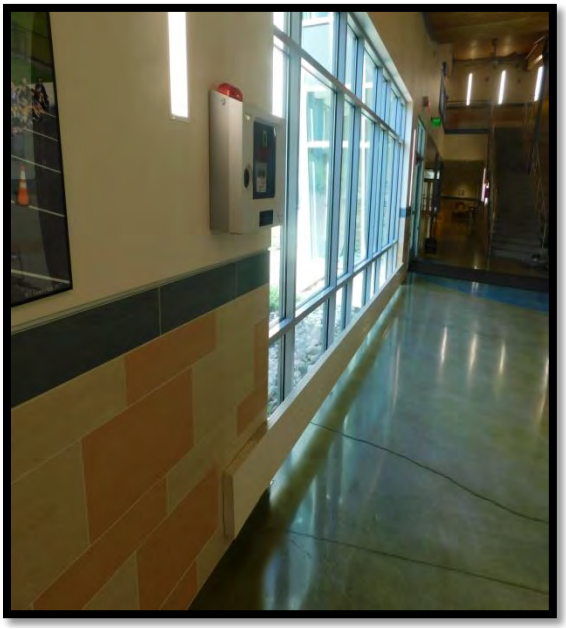

Photo 5 Plains

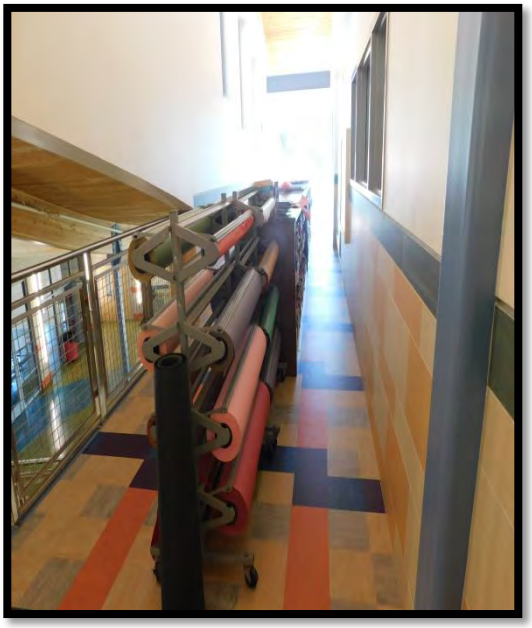

Photo 6 Plains

Photo 7 Plains

Photo 8 Plains

Photo 9 Plains

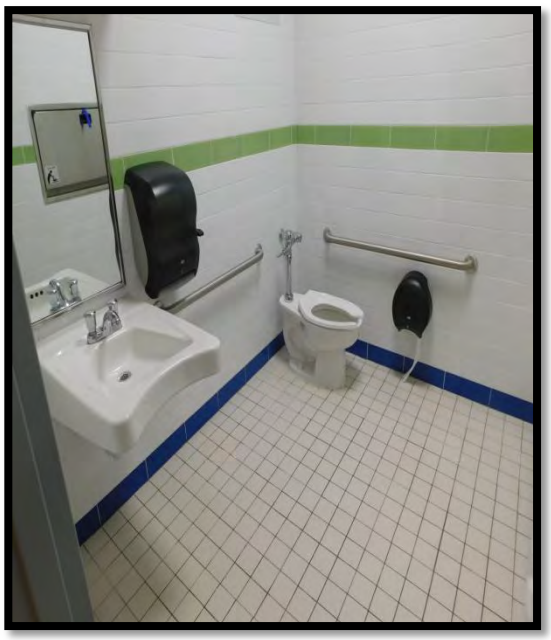

Photo 10 Plains

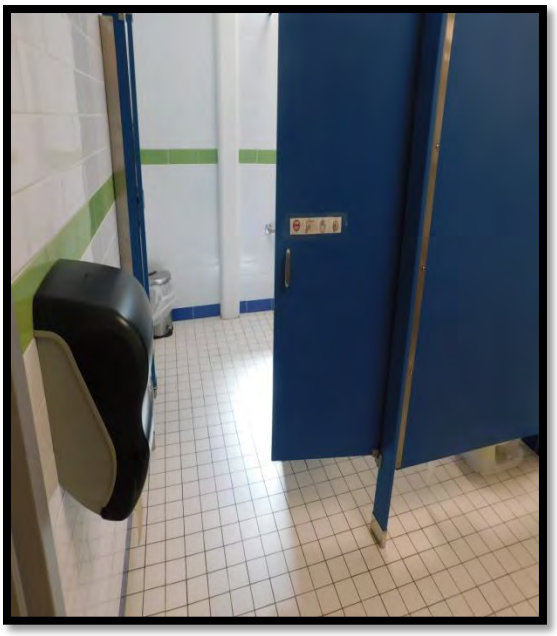

Photo 11 Plains

Photo 12 Plains

**MOSIER ELEMENTARY SCHOOL**

**Description of Facility:** Mosier Elementary is a one and one-half story building totaling nearly 60,000 square feet and housing over 400 students from grades 2 to 4. The school was built in 1969 and renovated in 1986.

**General Description or Obstacle Which Limits Mobility or Access:** There are numerous areas of non-compliance at the Mosier Elementary School. Parking. The asphalt of the designated accessible parking spaces is deteriorated and cracked. The spaces lack signage with none designated as van accessible. Two of the spaces have non-compliant running and cross slopes. The access aisles for the spaces closest to the basketball court are only 4' wide. Exterior and interior doors have excessive operating forces and closing speeds. Nearly all interior doors have knob-style hardware and lack tactile accessible signage on the operating side of the door. The glass panes on the hallway doors are too high. Typically switches, controls, and phones were at non-compliant heights. Fire alarms, fire pulls, dispensers, and a defibrillator in locations throughout the school serve as protruding objects. Both the adult and student bathrooms have numerous items of non-compliance including reach range, setbacks, clearances, maneuverability, and heights. In some instances items are missing (stall door pulls, grab bar) or an adult standard was applied to a student bathroom. A number of classroom bathrooms also lack the minimum required clear width at the door entrance to the bathroom. The library service counter is too high. Coat hooks throughout the hallways are too high. There is no vertical access to the cafetorium stage as the existing lift was put out of service by the Commonwealth of Massachusetts and is currently blocked by supplies and equipment. The stage stairs lack compliant railings. A number of doorway thresholds exceed that allowed for a change in level surface at a doorway. Some drinking fountains lack knee clearance and exceed maximum height allowance. Classrooms with sinks often did not meet the required knee clearance. Some of these sinks had water bubblers, all of which exceeded height and rim set back requirements. The egress stairs for the modular classrooms have non-compliant railings and are generally unsafe. The ramp to the modular classrooms has a top railing that is not oval or circular and is too low; has a deteriorated ramp surface that is not even; and a ramp that exceeds the maximum

run allowed without a level landing. The minimum required maneuvering clearances and clear widths are not met in some locations due to the placement of desks, tables, or other items. Typically the desks and tables throughout the school did not regularly meet knee clearance and table/desk top height requirements, but these could be adjusted and raised as needed.

## Mosier Elementary School Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Parking**<br>There is no accessible signage at any of the parking spaces. None of the spaces are designated as van accessible. The accessible spaces closest to the office entrance have running and cross slopes in excess of 2.0%. The access aisles for the 2 parking spaces closest to the basketball court are 1 foot too narrow. The asphalt surface of all 4 spaces and access aisles are deteriorated and cracked.<br><br>See Photos Mosier 1 and 2. | 502<br>703<br>302 | 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 and 8' access aisle (2010 ADA Standards) at each accessible parking location. Passenger vehicle access aisles should be restriped as necessary to achieve a minimum 5' width. Provide signage for all 4 spaces. 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. All signs must contain the international symbol of accessibility. Reconstruct non-compliant spaces such that the running and cross slopes are no more than 2.0%. Crack seal and seal coat asphalt as necessary to eliminate cracks and deteriorated surface. | 1 | 3 | I | Up to $3,500 |
| **Entrance Landing**<br>The landing at the main entrance has a 5.0% running slope and is not level. | 305<br>302 | 25.2 | Remove and replace concrete pad at door entry to achieve a minimum of a 4' level landing (2.0% slope or less) beyond the width of the door. | 1 | 3 | L | Up to $1,500 |
| **Sign-in Table**<br>The sign in table for visitors lacks a minimum of 30" clear width. | 306.3 | 35.5 | Replace the table with one that provides a minimum of 27" knee clearance, 30" clear width, and a depth of 19". | 2 | 1 | I | $100 |
| **Exterior Doors**<br>Entrance and egress doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 to 5 seconds closing speed to up to 20 lbs. operating force. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 1 | 2 | I | Up to $500 |
| **Interior Doors Operating Force**<br>Interior doors with closers have operating forces of more than 5 lbs. | 404.2.9 | 26.8 | Adjust door closers such that the push/pull force does not exceed 5 lbs. | 2 | 2 | I | Up to $350 |
| **Interior Doors Closing Speed**<br>Interior doors with closers have closing speeds of less than 6 seconds. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speed is at least 6 seconds. | 2 | 2 | I | Included Above |
| **Protruding Objects and Headroom (24)**<br>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": | 307.2 | 20.6.1 | Relocate dispensers and fire extinguishers so that they are not within the accessible route of travel; place a fixed object under the fire alarms/pulls and defibrillator. | 2 | 1 | I | $0 |

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| Defibrillator at office, soap dispensers outside cafeteria (2), fire pulls in cafeteria (2), towel dispenser outside cafeteria, fire extinguisher at door #8, fire alarm and extinguisher at B111, hallway fire alarms (10), hallway fire pulls (2), gym fire pulls (4).<br><br>See Photos Mosier 3 and 4. | | | | | | | |
| **Light Switches, Controls, Dispensers, and Telephones Reach Range (96)**<br>The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards:<br><br>Towel Dispensers: teacher's lounge, school adjustment counselor.<br><br>Soap dispenser: B-107.<br><br>Pencil sharpener: modular #143.<br><br>Controls: main office, counselor.<br><br>Light switches: main entrance foyer, office hallway, teacher's lounge, main office (7), library, counselor, school adjustment counselor 92), cafeteria (2), kitchen (6), B-101 – B-125, B-125 bathroom, B-125 storage, speech (2), nurse (3), mossy gate, snug beehive.<br><br>Telephones: teacher's lounge, main office, library, cafeteria, modular #140 - #143, B-101 – B-125, mossy gate, snug beehive.<br><br>Nurse Emergency Epi-pen and the saline wash are 18" to 21" too high. | 308.2<br>308.3 | 6.5<br>6.6 | Lower the telephones, switches, controls, dispenser s and pencil sharpener to no more than 48" a.f.f. | 4 | 3 | L | Up to $25,000 |
| **Door Signage (120)**<br>Tactile designation signage is not provided at the following locations:<br><br>Main office (2), teacher's lounge, main office bathrooms (2), principal's office, vice principal's office, vice principal's closet, principal's office, office bathrooms (2), library, school adjustment counselor, custodial by #112, women's bathroom, receiving, girl's bathroom, boy's bathroom, cafeteria (not on latch side), cafeteria by stage, door to stage lift kitchen (8), kitchen bathrooms (2), modular classrooms (4), modular storage door, modular boy's bathroom door, modular girl's bathroom door, modular staff bathroom door, gym (4), mossy gate, snug beehive, locker room (2), custodian at gym, PT/OT storage, PT/OT bathroom, nurse's boy's bathroom, nurse's girl's bathroom, rooms #101 - #126 and pass through doors. See Photo Mosier 5. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | N | Up to $6,000 |

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| **Door Hardware (66)**<br>The following doors have knob-style non-compliant hardware :<br><br>Main office bathrooms (2), vice principal closet, principal closet, office bathrooms (2), library, school adjustment counselor, custodian by #112, receiving, door to stage lift, kitchen (4), kitchen bathroom, custodian at gym, gym (4), mossy gate, snug beehive, office off #127, rooms #102 - #110 and pass through doors, rooms # 112 - #124 and pass through doors, #125 pass through door.<br><br>See Photo Mosier 6. | 404.2 | 26.11 | Replace door hardware with lever-style hardware. | 2 | 2 | N | $5,000 |
| **Doors with Glass Panels (12)**<br>Interior hallway doors for rooms #101 - 120 (8 doors) have glass pane viewing heights of 56½" a.f.f. which exceeds that allowed by 13 ½". The modular hallway doors (4) have glass pane viewing heights of 55" to 57" a.f.f. which exceeds that allowed by 12" to 14". | 404.2.11 | NA | Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify or replace doors/panels to comply with maximum height restriction. | 4 | 3 | L | Up to $12,000 |
| **Library Check-out Counter**<br>The student check-out counter is 38" a.f.f. which exceeds that allowed for k-3 or ages 5 – 8 by 8" under the 2010 ADA Standards and by 4" under 521 CMR. | 902.4 | 35.5 | Table and counter heights under the 2010 ADA Standards is 26" to 30" whereas it is 28" to 34" under 521 CMR. For compliance purposes, the counter should be modified so that it is between 28" to 30" a.f.f. | 2 | 3 | N | Up to $500 |
| **Accessible Route Clear Width**<br>The clear width in the counselor's office, library, and in some class rooms is reduced to less than 28" in areas due to the placement of book stacks, tables, chairs and other items.<br><br>See Photo Mosier 7. | 403.5 | 20.3 | Rearrange furniture and items as required to achieve a minimum of 36" clear width. *Note: Under the 2010 ADA Standards, a reduction to 32" is allowed for a distance of no greater than 24".* | 4 | 1 | L | $0 |
| **Courtyard Accessible Route of Travel**<br>There is no accessible route to and around the internal courtyard due to a 5" to 6" grade change from the building to the courtyard and the lack of a firm stable walkway surface. In addition, a picnic table in the courtyard is not accessible compliant. | 403 | 20<br>22 | The courtyard does not appear to be used. If this lack of use continues, no other action is required. If the courtyard is put back into use for services and programs, then it will need to be made accessible including access, egress, and exterior routes of travel. | 2 | 3 | L | TBD |
| **Cafetorium Stage**<br>The stair railings to the stage lack extensions at the top and bottom of the stairs.<br><br>There is no vertical accessible route from the assembly area to the stage as the lift has been placed out of service by the Commonwealth of Massachusetts Department of Public Safety.<br>See Photos Mosier 8 and 9. | 505<br><br>206 | 27.4.3<br><br>20<br>14.6 | Modify existing railings or replace such that the top of the railings extend 12" parallel to the floor and the slope distance of one tread then 12" parallel to the floor.<br><br>Repair or replace the lift to bring it back into service. Once in service, remove stored items blocking access to the lift. | 2<br><br>2 | 3<br><br>3 | N<br><br>N | Up to $2,000<br><br>Up to $25,000 |

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| **Modular Classrooms Stairs and Ramp**<br>The modular classroom egress stairs have railings that do not have extensions at the top and bottom of the stairs, lack railings on both sides of the stairs, railings that are missing or detached, and are generally not level or stable due to settling and age. | 504<br>505 | 27 | At a minimum, continuous railings need to be provided on both sides of the stairs with a 12" extension at the top parallel to the floor (as feasible) and the slope distance of one tread then 12" parallel to the ground. The top of the handrail s/b 34" to 38" a.f.f. As the primary user of these stairs will be children, a second set of railings set at no more than 28" a.f.f. with a minimum of 9" vertical separation from the upper railing. Due to the conditions of the stairs for two affected classrooms, they should be entirely refurbished or rebuilt. | 4 | 3 | N | $1,500 to $15,000 |
| The exterior ramp to the modular classrooms is in overall poor condition. The ramp railings are not oval or round in shape and lack extensions at the bottom and top of the ramp. The ramp length is 44' which exceeds that allowed without a level landing.<br><br>See Photos Mosier 10 and 11. | 405<br>505 | 24.4<br>24.5 | The entire ramp needs to be rebuilt to adhere to required railing and ramp length requirements. The ramp run cannot exceed 30' in length without a 5' level landing. Paired railings (18" to 20" and 34" to 38") are required on both sides of the ramp. The railings must be oval or circular in shape and extend 12" at the top and bottom of the ramp. The ramp running slope cannot exceed 8.3%. | 1 | 3 | N | Up to $25,000 |
| **Abrupt Changes in Level Surface**<br>There is an abrupt change in level surface of of approximately 1" at the 2nd set of hallway doors to the modular classrooms and to the office off room #127.<br><br>See Photo Mosier 12. | 404.2 | 26.10 | Modify the thresholds so that there is no greater than a ½" change in level surface and is beveled at a height of ¼" to ½". | 2 | 2 | I | Up to $200 |
| **Rugs and Carpeting**<br>Rugs are unsecured and frayed and carpeting is loose and stretched in the following areas and serve as a tripping hazard:<br><br>Rugs - Rooms # 110, 103, 104 (2), and 105.<br><br>Carpeting – Modular classrooms.<br><br>See Photos Mosier 13 and 14. | 302.2 | 29.3 | Secure or remove rugs. Re-stretch and secure carpeting. | 4 | 2 | I | Up to $250 |
| **Hallway Coat Hooks (Main & Modular)**<br>Hallway student coat hooks are 54" to 55" a.f.f. | 308 | NA | Lower at least 5% of the coat hooks at each location to a height of no more than 40" a.f.f. under the 2010 ADA Standards. | 4 | 2 | I | $0 |
| **Principal, Teacher's Lounge, and Art Sinks and Counters**<br>The counters/sink in the principal's office, teacher's lounge, and art room lack knee clearance, have non-compliant hardware, excessive counter heights (lounge, art) , exposed piping (principal, art), and dispensers and equipment (microwave) that are not within reach range due to location<br><br>See Photo Mosier 15. | 306 | 32.7 | 521 CMR does not govern employee work spaces whereas the 2010 ADA standards does. As these spaces are not open to the public, it is recommended that the sinks and base cabinets (as applicable) be modified to provide adequate knee and toe clearance per 306 and 32.7 as cost feasible or as may be required as a reasonable accommodation. At that time dispenser should be relocated or lowered to comply with reach range requirements. | - | - | - | NA |

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| **Hallway Drinking Fountains**<br>The 4 drinking fountains (near cafeteria, modular hallway, 2 at gym/locker rooms) do not meet accessibility standards. None of the drinking fountains are "high-low"; the cafeteria area, locker room area and modular hallway drinking fountains are protruding objects as they extend more than 4" into the accessible route at a height of more than 27" a.f.f.; the other locker room area drinking fountain lacks knee clearance; and the spout heights for all exceed that allowed for children.<br><br>See Photos Mosier 16 and 17. | 602<br>211<br>307 | 36<br>20.6 | It is presumed that the drinking fountains are intended to primarily serve Mosier Elementary School students. The existing low drinking fountains are all at heights to serve adults and exceed the standards for children. The low fountains should be lowered so that the spout is a maximum of 30" a.f.f and no more than 3½" from the front edge. Fountains that are greater than 27" a.f.f and not recessed into the wall will require wing walls on both sides of the fountains. Compliant "high-low" fountains should be required at all locations where a drinking fountain is located. | 2 | 3 | N | Up to $7,000 |
| **Classroom Sinks (21)**<br>Classrooms sinks w/knee clearance: #121, 115, 111, 106, 101, speech.<br><br>Classrooms sinks w/out knee clearance: #102-105, 107-110, 112-114, 116-118, 122-123.<br><br>Sink heights vary throughout from below 30" to 34" a.f.f. Sinks providing knee clearance do not all have fully wrapped or insulated piping. The classroom "bubblers" as part of the sink fixture vary from 30" to 34" a.f.f. (30" a.f.f max for children but all are too far from the front edge).<br><br>Towel and soap dispensers exceed the maximum height, especially over an obstruction (counter)<br><br>See Photos Mosier 18 and 19. | 602<br>309<br>308.1<br>606.5 | 36<br>30<br>30.9 | Remove bubblers or replace/modify sink and bubbler unit so that the spout is no greater than 3½" from the front edge and the spout height is no greater than 30" a.f.f. Fully insulate sink piping necessary. Lower dispensers so they are no more than 40" a.f.f. and within reach range. | 4 | 3 | L | Up to $21,000 |
| **Doorway Clear Width**<br>Some of the doorways (library, cafeteria, etc.) have double doors that are not the same width, with one door at roughly 24" wide and the second door at roughly 36" wide. In some instances the smaller door was left in the open position for room entry resulting in a 21¾" clear width which is 10¼" less than the required minimum.<br>See Photo Mosier 20. | 404.2 | 26.5 | Doorway widths must have a clear opening of at least 32". If a door is kept in the open position for room access, then it must be the larger, 36" wide door. | 2 | 1 | I | $0 |
| **Adult/Staff Bathrooms**<br><br>Kitchen, Administrative (2), Adult Women's: The kitchen staff bathroom, adult women's bathroom, and two administrative bathrooms are wholly non-compliant. The bathrooms lack sufficient maneuverability clearances and minimum setbacks. Water closets are too low and lack grab bars. The administrative and kitchen sinks have insufficient knee clearance. The administrative sink piping is not | | | Remove stalls in both the kitchen and women's bathrooms to achieve minimum clearances and to create an accessible single user bathroom. Relocate dispensers to within acceptable reach range. Install grab bars and new water closets. Bathroom to be in full compliance with Table 1 Requirements (below).<br><br>The two administrative bathrooms are adjacent to each other. The removal of the common wall (assuming non-structural) of the 2 adjacent bathrooms should be considered to make one unisex accessible bathroom. | 3<br><br>3 | 3<br><br>3 | L<br><br>L | Up to $10,000<br><br>Up to $35,000 |

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| wrapped and also serves as a protruding object. The kitchen sink has non-compliant hardware. Dispensers are not at the required minimum heights and locations.<br><br>Unisex (R112): The door operating force and closing speeds exceed that which is allowed. The door lock is 4" too high. The water closet flush valve is on the near side. The rear grab bar is 1" too far from the interior corner. The side grab bar is at least 2" too low. The toilet paper dispenser is only 4" o.c. to the front of the water closet.<br><br>Modular Staff: The door closing speed is 3 seconds too fast. The bottom of the mirror "reflecting surface" is 1" too high due to wear of the mirror.<br><br>See Photo Mosier 21. | | | Bathroom to be in full compliance with Table 1 Requirements (below).<br><br>See Table 1: Adult Bathroom Facilities Compliance Requirements.<br><br>Modify the door closer so that the operating force does not exceed 5 lbs and the closing speed is at least 6 seconds. Lower the door lock to no more than 48" a.f.f. Relocate the flush valve to the approach side or replace with an auto flush device. Remount the rear grab bar so that is no more than 6" from the interior corner. Remount the side grab bar so that it is between 33" to 36" a.f.f. to the top of the griping surface. Remount the toilet paper dispenser so that it is at least 24" a.f.f. and 7" to 9" o.c. measured to the centerline of the dispenser from the water closet.<br><br>Modify the door closer so that the closing speed is at least 6 seconds. Reverse the mirror and remount so that the top of the mirror is now the bottom to achieve no more than 40" a.f.f. to the bottom of the reflecting surface. | 3<br><br>3 | 2<br><br>2 | N<br><br>I | $350<br><br>$0 |

## Table 1: Adult Bathroom Facilities Compliance Requirements

| | 2010 ADAAG | | MAAB 521 CMR | |
|---|---|---|---|---|
| **Doorway/Entrances** | | | | |
| Signage | 703.4 | 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. Latch side of door. See exceptions. | 41.1 | Latch side of door; approach w/in 3"; 60" a.f.f. to centerline of sign. |
| Hardware | 404.2.7 | Operable with a closed fist or loose grip | 26.11.1 | Operable with one hand; roughened surface for hazard areas (26.11.4). |
| Hardware height | 404.2.7 | 34" to 48" a.f.f. | 26.11.2 | 36" to 48" a.f.f. |
| Door closing speed | 404.2.8.1 | 5 sec. min. form 90 degrees to12 degrees from the latch. | 26.9 | At least 6 seconds. |
| Door opening force | 404.2.9 | Interior hinged / sliding/folding–5 lbs | 26.8.1 | Exterior hinged–15 lbs; interior hinged / sliding/folding–5 lbs. |
| Doorway width | 404.2.3 | Clear width of 32" minimum. | 26.5 | Clear opening of 32" min. |
| Threshold | 404.2.5 | Not > ½" high. Raised thresholds comply with 302 and 303 (between ¼" and ½" s/b beveled w/slope no > 1:2(50%)). | 26.10 | Not > ½" high, beveled w/no > 1:2 slope. Sliding door thresholds not > ¾" high and beveled w/no > 1:4 slope. |
| Handrails - clearance | 505.5 | 1 ½" minimum. | 27.4.7 | 1 ½" from wall. Recessed if max 3"recess and 18" above handrail. |
| **Single User Toilet Room** | | | | |
| Door | 213<br>404.2.3<br>603.2 | In-swing allowed if min. 30"x48" c.f.s. beyond swing of the door (603.2). 32" min. clear width (404.2.3). | 30.4 | In-swing allowed if self closing device and min. 30"x48" c.f.s. beyond swing of the door. |
| Clear floor space | 604.3.1 | 60" x 56" minimum. | 30.5, 6.3 | Clear floor space required (30.5); 60" diameter or a 36" x 60" "T" (6.3). |
| **Toilet Stalls** | | | | |
| # standard accessible stalls | 213.3.1 | At least one. | 30.6 | One must be provided |
| # alternate accessible stalls | 213.3.1 | If 6 or > stalls/urinals at least one alternate accessible stall must ALSO be provided. | 30.6 | If 6 or > stalls at least one alternate accessible stall must ALSO be provided |
| **Standard Accessible Stall** | | | | |
| Size | 604.8.1.1 | 60" wide x 56" deep for wall hung | 30.6.1 | 60" wide x 72" deep. |

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| | | water closets; 60" wide x 59" deep for floor mounted water closets. | | |
| Water closet location | 604.2 | On rear wall. | 30.6.1 | On 60" wall. |
| Door width | 404.2.3 | 32" minimum clear opening, swings out. | 30.6.1 | 32" clear opening, swings out or slides |
| Door hinge and closing | 604.8.1.2<br>404.2.7 | Self-closing hinge; pull device on both sides (604.8.1.2); operable parts 34" min. to 48" max. a.f.f. (404.2.7). | 30.6.1 | Self-closing hinge; pull device on both sides; lock at approx. 36" a.f.f. |
| Latch side clear space | 604.8.1.2 | 42" min. clear space for side approach to door; door opening s/b 4" max. on side wall or partition farthest from water closet. If door on side, opening s/b 4" max. from front partition. | 30.6.1 | 18" clear space on latch side of door. |
| Coat hook | 603.4<br>308 | Forward (308.2)/side (308.3) reach 15" to 48" max. a.f.f. | 30.6.1 | Max. 54" a.f.f. |
| Grab bar location | 604.5 | Provided on side wall closet to water closet and rear wall. Side wall bar 42" long, 12" max. from rear wall and extending 54" min. from rear wall. Rear wall bar s/b 36" long min. and extend from center of water closet 24" min on transfer side and 12" min on opp. side. | 30.8 | 2 grab bars, 42" long, 1 on back wall above water closet, one on side wall closet to water closet. See Grab bars. |
| **Water Closets** | | | | |
| Clear floor space (no stall) | NA | NA (Stall 60" wide x 56" deep) | 30.7.1 | 30" x 48" |
| Location | 604.2 | Centerline s/b 16" to 18" max from nearest sidewall, except that water closet s/b 17" min to 19" max from the side wall in an ambulatory accessible compartment. | 30.7.2 | Centerline s/b 18" from nearest sidewall, at least 42" from farthest sidewall, and 42" clearance from front of water closet to nearest wall/fixture |
| Height | 604.4 | 17"-19" a.f.f. to top of seat. | 30.7.3 | 17"-19" a.f.f. to top of seat. |
| Flush control | 604.6<br>308 | Hand operated or mounted (604.6). 15" min. to 48" max reach range (308). . | 30.7.5 | Mounted on wide side no > 44" a.f.f. |
| Toilet paper dispensers | 604.7<br>309.4 | 7" min and 9" max in front of water closet measured to centerline of dispenser. Outlet s/b 15" min and 48" max a.f.f. S/not be behind grab bars and be a continuous flow (604.7). Operable parts per 309.4. | 30.7.6<br><br>30.8.5 | Mounted on side wall closest to toilet, centerline of roll s/b min. of 24" a.f.f.<br><br>Dispensers shall not be mounted above grab bars. |
| **Grab Bars** | | | | |
| Grab bar location | 609.4<br>604.5 | See Standard Accessible Stalls. | 30.8.1 | Side grab bar s/b no >12" from interior corner; rear grab bar s/b no > 6" from interior corner. |
| Grab bar height | 609.4 | 33" – 36" a.f.f. to top of griping surface. | 30.8.2 | 33" – 36" a.f.f.; tank/flushometer variances of height and length. |
| Grab bar thickness | 609.2 | Circular x-sect. outside diameter 1¼ " min. to 2" max.; Non-circular x-sect. 2" max. and perimeter of 4" min. and 4.8" max. | 30.8.3 | 1 ¼" – 1 ½" diameter. |
| Grab bar material | NA | NA | 30.8.4 | Non-rusting, acid-etched or roughened. |
| Spacing | 609.3 | 1 ½" between wall & grab bar. Space between grab bars & projecting objects above s/b 12" min. | 30.8.3 | 1 ½" between wall and grab bar. Nothing mounted above. |
| **Sink** | | | | |
| Clear floor space | 606.2<br>305 | Forward approach clear floor space of 30"x48"(305.3). | 30.9.1<br>6.3 | 60" diameter, no more than 19" underneath the sink. 30"x48" forward approach. |
| Height | 606.3 | Rim no > 34" a.f.f. | 30.9.2 | Rim no > 34" a.f.f. Sink min. 17" from wall to front of the sink. |
| Knee clearance | 306.2<br>306.3 | 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 | 30.9.3 | 27" min. from floor to underneath; 8" from front to back (deep). Minimum of 9" of toe clearance. Toe clearance as part of c.f.s. a max. of 6" of the 48" of c.f.s. may extend into the toe space. |

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| | | part of c.f.s. 17" min – 25" max, 9" high a.f.f., 30" wide (306.2). | | |
| Depth | NA | NA | 30.9.4 | Not > 6 ½". |
| Piping | 606.5 | Insulated, protected, no sharp/abrasive surfaces. | 30.9.5 | Recessed, insulated or guarded. |
| Faucets | 606.4<br>309 | Operable w/one hand w/max 5 lbs force required (309). Metering faucets must be open 10 secs min (606.4). | 30.9.6 | Operable w/one hand. If self-closing valves, must be open min. 10 seconds |
| **Urinals** | | | | |
| Required # | 213.3.3 | Where more than 1 urinal provided, at least one s/b accessible. | 30.10 | If one or more urinals, at least one must be accessible. |
| Height | 605.2 | Stall or wall hung; rim maximum of 17" a.f.f.; 13½ " deep from outer face of rim to back of fixture. | 30.10.1 | Stall or wall hung; elongated rim; maximum of 17" a.f.f. |
| Clear floor space | 605.3<br>305 | Forward approach clear floor space of 30"x48" (305.3). | 30.10.2<br>6.3 | Front approach 30"x48" and 60" diameter turning radius (6.3); 29" clearance between urinal shields (30.10.2). |
| Flush control | 605.4<br>308<br>309 | Hand operated or automatic (309.4); 15" min – 48" max a.f.f. reach range (308). | 30.10.3 | Hand operated, automatic; no > 44" a.f.f. |
| **Mirror** | | | | |
| Height | 603.3 | If over lavatory/countertop, bottom of mirror no > 40" a.f.f.; if not over lav/counter no > 35" a.f.f. if fill length, top s/b 74" min a.f.f. | 30.11 | Bottom of mirror no > 40" a.f.f. |
| **Dispensers** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.12 | One of each device w/in zone of reach |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.12<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 30.12 | 42" max. a.f.f. |
| **Controls and Receptacles** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.13<br>39.00<br>6.5, 6.6 | One of each on an accessible route (30.13); all controls s/b at least 18" from an interior corner (39.00); forward reach 15"–48" a.f.f. (6.5); side reach 9"-54" (6.6). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 6.5, 6.6 | Forward reach max. of 48" a.f.f.<br>Side reach max. of 54" a.f.f.. |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.13<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Clear floor space | 305 | Forward approach clear floor space of 30"x48" (305.3). | 6.4<br>39.2 | Minimum 30"x48" (6.4, 39.2). |
| **Signage** | | | | |
| Location | 703.4 | 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. Latch side of door. See exceptions. | 41.2.1 | Wall adjacent to latch side of door or nearest adjacent wall. Reach allowance s/b within 3" of signage. |
| Height | 703.4 | 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. | 41.2.2 | 60" a.f.f. to centerline of sign. |
| Character proportion | 703.5.4 | Characters s/b selected from fonts where the width of the uppercase letter "O" is 55% min and 110% max of the height of the uppercase letter "I". | 41.3 | Width to ht. (3:5-1:1) and stroke-width- height (1:5-1:10). |
| Character height | 703.5.5 | Sized according to viewing distance. See Table 703.5.5. | 41.4 | Sized according to viewing distance. |
| Brailled characters | 703.3<br>703.4 | Grade 2 Braille. Domed or rounded shape (703.3). See Table 703.3.1 for Braille dimensions. Height (703.4). | 41.5 | Letters/numbers raised 1/32"; upper case; Grade 2 Braille; raised characters 5/8" but no > 2". |

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Children Non Classroom Bathrooms**<br>Girl's: The door operating force exceeds 5 lbs. and the closing speed is less than 6 seconds. The piping below the sink is not wrapped. The towel dispenser is 12" too high. The mirror is 13¼" too high. The self-metered faucets are not on for at least 10 seconds. The water closet stall door lacks an interior pull device. There is only one grab bar and it is 9½" too high. The water closet is 1" too high and is 10" too far from the near side. The toilet paper dispenser is too high, too close to the water closet and is located over the grab bars. The stall door coat hook is 6" too high.<br><br>Boy's: The door operating force exceeds 5 lbs. and the closing speed is less than 6 seconds. The piping below the sink is not wrapped. The towel dispenser is 13" too high. The mirror is 13¼" too high. The self-metered faucets are not on for at least 10 seconds. The urinal is 4" too high and the flush valve is 2" too high. There is only one grab bar and it is 9" too high. The water closet is 1" too high and is 1" too far from the near side. The toilet paper dispenser is too high, too close to the water closet and is located over the grab bars. The stall door is not self-closing.<br><br>Modular Girl's: The towel dispenser is 8" too high and the soap dispenser is 4" too high. The mirror is 6¼" too high. The sink rim is 3" too high. The stall door hook is 26" too high. The stall door lacks an exterior pull device and is not self-closing. The stall door locking mechanism requires more than 5 lbs. of force to operate. The grab bars are 9½" too high. The water closet is 2" is too far from the near side and is 4" too high.<br><br>Modular Boy's: The towel dispenser is 2" too high and the soap dispenser is 8" too high. The mirror is 7" too high. The sink rim is 3" too high. The stall door lacks an exterior pull device and is not self-closing. The stall door locking mechanism is not compliant. The toilet paper dispenser is 1" too high. The grab bars are 9¼" too high. The water closet is 2½" is too far from the near side and is 3" too high. | 703.4<br>404.2<br>404.2.8<br>404.2.9<br>404.2.3<br>604<br>603.4<br>308<br>609<br>606<br>306<br>605<br>603<br>309<br><br>604.9<br>606.2 | 41<br>26.11<br>26.9<br>26.8<br>26.5<br>30.6<br>30.8<br>30.7<br>30.9<br>30.10<br>30.11<br>30.12<br>39.5<br>30.13<br><br>30.14<br>30.15<br>30.16<br>30.17<br>30.18<br>30.19<br>30.20 | Bathrooms serving children grades k -3 or ages 5 – 8 must adhere as follows:<br><br>Accessible compliant designation signage is required on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards).<br><br>Adjust door closers such that the push/pull force does not exceed 5 lbs. and the door closing speed is at least 6 seconds.<br><br>The sink can be no more than 30" a.f.f. at the rim with at least 24" of knee clearance.<br><br>Sink piping must be insulated or wrapped.<br><br>Soap and towel dispensers should be no more than 36" a.f.f.<br><br>The bottom of the reflecting surface of the mirror s/b no more than 31" a.f.f.<br><br>Self-metered water faucets must stay open for a minimum of 10 seconds.<br><br>Water closet stall doors must be self-closing, have pull devices on both sides, and locking mechanisms that can be operated with a closed fist and which requires no more than 5 lbs. of operating force. Coat hooks s/b no more than 40" a.f.f.<br><br>Grab bars are required on the near side and behind the water closet at a height of between 20" to 25" to the top of the griping surface. The rear grab bar can be no more than 6" from the interior corner and the side grab bar no more than 12" from the interior corner.<br><br>The water closet s/b between 12" to 15" a.f.f. to the top of the seat, between 12" to 15" to the near wall, and at least 42" from the far wall or nearest fixture.<br><br>Toilet paper dispenser s/b 7" to 9" in front of the water closet measured to the center line of the dispenser. Dispenser outlet s/b 14" to 17" max. a.f.f.<br><br>The urinal rim must be elongated and no more than 15" a.f.f. with the flush valve no more than 44" a.f.f.. | 3 | 3 | N | Up to $4,500 |

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|---|---|---|---|---|---|---|---|
| Boy's Near Gym (#114): The door operating force exceeds 5 lbs. The sink is 3¼" too high. The self-metered faucet is not working. The towel dispenser is 10" too high. The mirror is 8" too high. The water closet stall door lacks an interior pull device. The coat hook is 6" too high. The water closet grab bars are 11¾" too high. The toilet paper dispenser is too close to the water closet. The water closet is 2½" too far from the near wall and is 3½" too high.<br><br>Girl's Near Gym (#113): The door operating force exceeds 5 lbs. The sink is 2½" too high. The self-metered faucet does not stay on for at least 10 seconds. The piping below the sink is only partially wrapped. The towel dispenser is 25" too high. The soap dispenser is 4½" too high. The mirror is 7" too high. The sole grab bar (rear) is 1" too far from the interior corner and is 11½" too high. There is no interior pull device on the stall door. The coat hook is 6" too high. The sanitary dispenser is 4" too high. The water closet is 2" too far from the near side and is 3½" too high. The toilet paper dispenser is too high and is too close to the front of the water closet.<br><br>See Photos Mosier 21 and 22. | | | | | | | |
| **Nurse's Bathroom**<br>The two nurse bathrooms are roughly 4'-4" by 4'-6" in size and are wholly non-compliant. The bathrooms lack adequate clear width at the doorway, lack sufficient maneuverability clearances and minimum setbacks. The sink and the dispensers are too high. The water closet is too far from the near wall and too close to the far wall (approach side). There is only 27" clearance at the front of the water closet which is far less than the minimum required 42". The grab bars are too high. The toilet paper dispensers are located over the grab bars. See Photo Mosier 25. | See above | See above | The two nurse bathrooms are adjacent to each other. The removal of the common wall (assuming non-structural) of the 2 adjacent bathrooms should be considered to make one unisex accessible bathroom. Bathroom to be in full compliance with a children's bathroom for grades k-3 (see standards above). | 3 | 3 | L | Up to $35,000 |
| **Classroom Bathrooms #116-117, 119-120, 121-122**<br>The bathrooms are shared between two classrooms and consist of a hallway with a sink and two separate bathrooms. The rooms are roughly 43" x 67" and are wholly non-compliant. The doors lack tactile signage, have operating forces that exceed 5 lbs., and closing speeds that are less than 6 seconds. There is only 27" of clear width to the hallway and bathrooms. Once the bathroom door is opened, | See above | See above | The bathrooms in each area are adjacent to each other. Reconstructing this area by combining the segregated hallway and two bathrooms should be considered to make one unisex accessible bathroom in each area. Bathroom to be in full compliance with a children's bathroom for grades k-3 (see standards above). | 3 | 3 | L | Up to $150,000 |

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|---|---|---|---|---|---|---|---|
| there is only 12" of clear width at the door. The single sink piping is not wrapped and has non-compliant hardware. The bathrooms, lack sufficient maneuverability clearances and minimum setbacks. The water closet does not meet near and far wall setback requirements. There are no grab bars. Dispensers are not within reach range. See Photo Mosier 26. | | | | | | | |
| **Rooms #123 and #125**<br>Each room has two bathrooms that are roughly 55" x 55" in size and are wholly non-compliant. The bathrooms lack adequate clear width at the doorway, lack sufficient maneuverability clearances and minimum setbacks. The sink and the dispensers are too high. The water closet is too far from the near wall and too close to the far wall (approach side). There is only 28" clearance at the front of the water closet which is far less than the minimum required 42". The sole grab bar is too high and another is required. The toilet paper dispensers are located over the grab bars. | See above | See above | The bathrooms in each room are adjacent to each other. The removal of the common wall (assuming non-structural) of the 2 adjacent bathrooms should be considered to make one unisex accessible bathroom in each room. Bathroom to be in full compliance with a children's bathroom for grades k-3 (see standards above). | 3 | 3 | L | Up to $70,000 |

**Estimated Total Cost:** Up to $259,500 +/-

## Mosier Elementary Assessment Photos

Photo Mosier 1

Photo Mosier 2

Photo Mosier 3

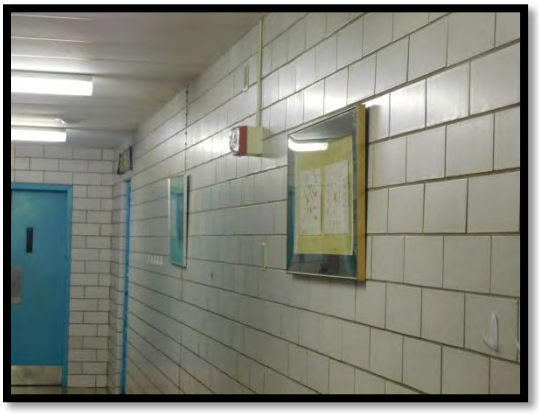

Photo Mosier 4

Photo Mosier 5

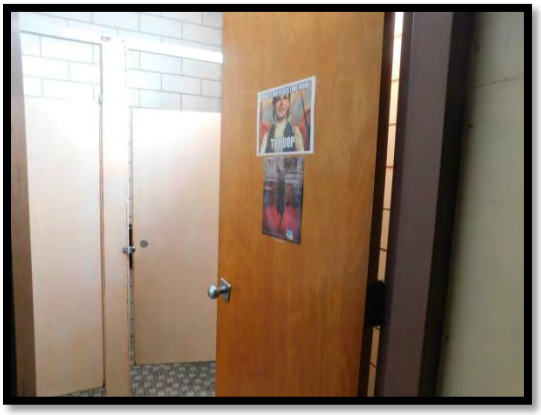

Photo Mosier 6

Photo Mosier 7

Photo Mosier 8

Photo Mosier 9

Photo Mosier 10

Photo Mosier 11

Photo Mosier 12

Photo Mosier 13

Photo Mosier 14

Photo Mosier 15

Photo Mosier 16

Photo Mosier 17

Photo Mosier 18

Photo Mosier 19

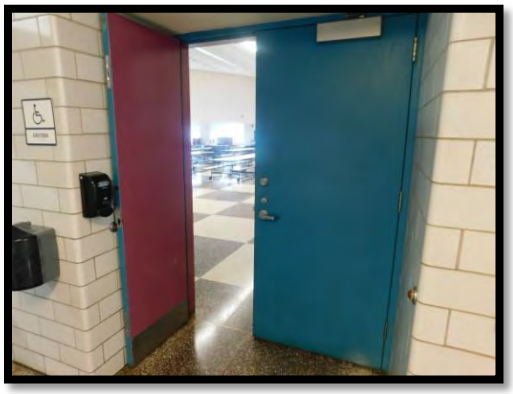

Photo Mosier 20

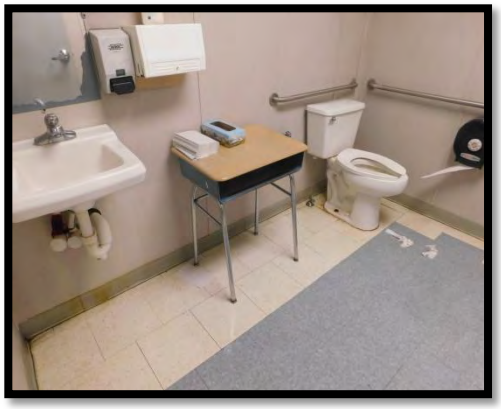

Photo Mosier 21

Photo Mosier 22

Photo Mosier 23

Photo Mosier 24

Photo Mosier 25

Photo Mosier 26

**MICHAEL E. SMITH MIDDLE SCHOOL**

**Description of Facility:** Michael E. Smith Middle School is a one and one-half story building totaling nearly 125,000 square feet and housing nearly 575 students from grades 5 - 8. The school was built in 1960 and renovated in 1974.

**General Description or Obstacle Which Limits Mobility or Access:** Parking. The "accessible" parking for the main entrance lacks signage, has a deteriorated surface, is not van accessible, and has excessive running slopes. The "accessible" parking in the middle of the parking lot lacks signage, and lacks a painted accessible route to the building walkway. The walkway to the main entrance is heaving in spots, has excessive cracks, and is deteriorated. The walkway running slope to Mosier Street to access Mosier School varies up to 7.4%. The "walkway" and "crosswalk" at the main entrance to Michael E. Smith Middle School to/from Mosier Street has a 4+ inch abrupt change in level surface due to granite curbing and has excessive running slopes for a walkway. The transition from asphalt to concrete at the main entrance has an abrupt change in level surface of over 1". The stairs lack railings on both sides. The existing single railing lacks an extension at the bottom. The far entrance parking (closest to Newton Street) has excessive running and cross slopes, lacks signage at one space with the other two spaces having signage that is too low, lacks van accessible parking, has deteriorated surfaces, and lacks a designated accessible route from the parking to the building walkway. There is also an abrupt change in level surface of 2" at the entrance concrete landing.

Most interior and exterior door operating forces and closing speeds exceed what is allowed. Protruding objects exist in the hallways. The lower segment of the ramp to the cafetorium stage varies up to 6.8% but lacks railings. At the time of assessment, the approach was blocked w/storage. The stairs to the cafetorium stage lack railings. The two level one hallway ramps have running slopes that vary up to

10.6%, which exceeds what is allowed. The ramp near the band room lacks a railing extension at the level landing. The kitchen tray counter is 1¼" too high. The staff office break room is non-compliant and lacks sufficient clear width at the doorway. Hallway lockers have coat hooks that are too high and some of the lockers require pinching and twisting of the wrist to open. The railings at Stairs #3 and Stairs #1 are non-compliant due to shape and size; are not continuous, and do not fully provide extensions at the top and bottom of the stairs. The elevator door jambs at the main entry level does not have the "tactile star" designation. The locker rooms do not provide adequate maneuverability between benches and lockers; the benches are too low, too narrow, and do not provide back support; and the showers are non-compliant. Similarly, the male/female gym instructor bathrooms/showers do not fully meet accessibility standards. The adult and student bathrooms had varying items of non-compliance including stall doors that were not self-closing, the lack of door pull devices, coat hooks and dispensers that are too high, sink piping that was not fully wrapped, mirrors that were too high, grab bars that were too high , insufficient clearances for maneuverability and other related items. Some doors lacked tactile designation signage. A number of the classroom doors and some hallway doors had glass panels that were too high. Drinking fountains were not "high-low" with some providing inadequate knee clearance and some serving as a protruding object. The science classrooms have non-accessible science workstations with sinks that were too high, no knee clearance, sink hardware that requires twisting of the wrist and fixtures that are too far from the edge. Some of the classrooms have items placed in the classroom reducing accessible route clear widths and some classrooms have unsecured rugs over the original flooring creating a tripping hazard. Typically the desks and tables throughout the school did meet knee clearance and table/desk top height requirements, but in those instances where they did not, the tables/desks could be adjusted and raised as needed.

## Michael E. Smith Middle School Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Main Entrance Parking**<br>The designated accessible parking spaces (3 total) for the main entrance lack signage.<br><br>The 2 designated spaces in the middle of the parking lot lack a striped designated route of travel to the closest walkway.<br><br>The running slopes for the designated space closest to the building vary up to 3.8% which is well in excess of the maximum 2.0% allowed.<br><br>There are no van accessible spaces.<br><br>The surface of the parking spaces and access aisles are cracked and deteriorated and not uniform.<br><br>See Photo MES 1. | 502<br>703<br>302<br>206 | 23<br>20.2 | Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. One of the 2 spaces in the middle of the parking lot must have signage noting it as van accessible. All signs must contain the international symbol of accessibility<br><br>Paint a striped route of travel from the accessible spaces in the middle of the parking lot to the building walkway.<br><br>Crack seal and surface coat the 2 mid parking lot spaces and access aisles to create a uniform surface. Restripe as necessary.<br><br>Reconstruct and restripe the passenger vehicle accessible space closest to the building walkway to achieve a level surface (no more than 2.0% in all directions). Provide required striping. | 1 | 2,3 | I | Up to $2,750 |
| **Side Entrance Parking**<br>One designated accessible parking space for the side entrance lacks signage and 2 spaces have signage which is 3½" to 6" too low.<br><br>No spaces are designated as van accessible.<br><br>The spaces lack a striped designated route of travel to the walkway.<br><br>The running slopes vary up to 6.3% and the cross slopes vary up to 3.1% which is well in excess of the maximum 2.0% allowed.<br><br>See Photo MES 2. | 502<br>703<br>302<br>206 | 23<br>20.2 | Signage must be provided at all spaces and must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. The space to be reconfigured for van usage must have signage noting it as van accessible. All signs must contain the international symbol of accessibility.<br><br>Re-stripe and re-designate a van accessible parking space at a width of 11' wide with a 5' wide access aisle or 8' wide with an 8' wide access aisle.<br><br>Paint a striped route of travel from the accessible parking to the building walkway.<br><br>Reconstruct and restripe the parking spaces and access aisles to achieve a level surface (no more than 2.0% in all directions). Provide required striping. | 1 | 2,3 | I | Up to $3,500 |
| **Accessible Route of Travel to Main Entrance**<br>There is a 1" abrupt change in level surface at the transition of the asphalt walkway and pavers.<br><br>See Photo MES 3. | 403.4 | 22.4 | Modify the walkway surface such that there is no more than a ¼" change in level surface or a ¼" to ½" beveled change in level surface. | 1 | 3 | I | $250 |
| **Main Entry Stairs**<br>A stair railing exists only in the middle of the stairs and not on both sides. The existing stair railing does not extend the slope distance of one tread and 12" parallel to the ground at the bottom step.<br>See Photo MES 4. | 505 | 27.4.3 | Extend stair railing extensions at the bottom of the existing stairs. Install side railings on both sides of the stairs that are 34" to 38" a.f.f. and with 12" extensions at the top and extensions at the bottom the slope distance of one tread and then 12" parallel to the ground. | 1 | 3 | N | $1,800+ |

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| **Nurse's Office**<br>Sink: Piping below the sink is not wrapped, insulated, or guarded. | 606.5 | 30.9.5 | Wrap or insulate the piping. | 3 | 2 | I | $50 |
| Bathroom to Left of Sink:<br>A desk restricts the water closet maneuverability to less than 26½". | 604.2 | 30.7 | Remove the desk. | 3 | 1 | I | $0 |
| Grab bars are 1" too high. | 609.4 | 30.8.2 | Lower grab bars so they are between 33" to 36" a.f.f. to the top of the griping surface | 3 | 2 | I | $0 |
| Toilet paper dispenser is 6" too low. | 309.4<br>604.7 | 30.7.6 | Relocate the toilet paper dispenser so it is a minimum of 24' a.f.f. to the centerline of the roll and 7" to 9" in front of the water closet measured to the centerline of the dispenser. | 3 | 2 | I | $0 |
| Mirror over sink is 7" too high.<br>See Photo MES 5. | 603.3 | 30.11 | Lower the mirror so that the bottom of the reflecting surface is no higher than 40" a.f.f. | 3 | 2 | I | $0 |
| Bathroom to Right of Sink:<br>A chair and a wall mounted cabinet restricts maneuverability to the water closet. | 604.2 | 30.7 | Remove the chair and remove or relocate the wall cabinet. | 3 | 2 | I | $0 |
| Grab bars are ½" too high. | 609.4 | 30.8.2 | Lower grab bars so they are between 33" to 36" a.f.f. to the top of the griping surface. | 3 | 2 | I | $0 |
| Mirror over sink is 6½" too high. | 603.3 | 30.11 | Lower the mirror so that the bottom of the reflecting surface is no higher than 40" a.f.f. | 3 | 2 | I | $0 |
| **Administration Pantry**<br>The pantry for administrative staff has an entry that is 5" too narrow, lacks knee clearance at the sink/counter, and has limited maneuverability for wheelchair access.<br>See Photo MES 6. | 404.2<br>804.3 | 26.5<br>32.2 | 521 CMR does not govern employee work spaces whereas the 2010 ADA standards does. As these spaces are not open to the public, it is recommended that modifications occur only as cost feasible or as may be required as a reasonable accommodation. Modifications would include widening of the entry way or removing the door and seeking a variance and modifying the sink/counter so that it is no more than 34" a.f.f. with compliant knee and toe clearance. | - | - | - | NA |
| **Cafetorium Stage**<br>The running slope of the lower ramp segment to the stage varies up to 6.8% but lacks railings | 405.2<br>505 | 24.2<br>24.5 | Provide paired railings at a height of 34" to 38" a.f.f. and 18" to 20" a.f.f. to the top of the railings. | 2 | 3 | N | Up to $750 |
| The stairs to the stage lack railings. | 505 | 27.4 | Provide continuous railings on both sides of the stairs. The top of the handrails s/b 34" to 38" a.f.f. with a top extension of 12" parallel to the floor and the slope distance of one tread then 12" parallel to the floor at the bottom. | 2 | 3 | N | Up to $500 |
| There is an abrupt change in level surface of greater than ¼" at the top of the ramp to the stage.<br>See Photo MES 7. | 303 | 22.4 | Modify the floor surface to eliminate the abrupt change. | 2 | 3 | N | $75 |
| **Ramps Near Bandroom and Office/Administration**<br>The upper segment of the ramp near the band room has running slopes up to 9.1% whereas the lower segment has running slopes up to 10.6%. | 405.2 | 24.2 | Option 1: Modify/reconstruct ramps to comply with the maximum running slope requirement of 8.3%. | 2 | 4 | L | TBD |
| | | | Option 2: Due to the cost associated with full compliance, the jurisdiction should consider the | - | - | - | NA |

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| The upper segment of the ramp near the main office/administration has running slopes up to 9.8% whereas the lower segment has running slopes up to 9.2%. | 405.2 | 24.2 | possibility of "disproportionality" under the ADA and a variance under 521 CMR as the costs necessary to provide the compliant accessible route of travel may exceed 20% of the costs to other accessibility related costs associated with the building and the achieved benefit would be unsubstantial. Such costs would impose an "undue hardship" on the jurisdiction and the means and methods to correct would be considered not to be "readily achievable". | | | | |
| The band room side railing of the ramp near the band room does not extend 12" at the level landing.<br><br>See Photo MES 8. | 505 | 24.5 | Extend railing so there is at least 12" of railing parallel to the floor at the mid-ramp level landing. | 2 | 3 | I | Up to $500 |
| **Elevator**<br>The elevator door jambs lack the tactile star designation on the main level. | 407 | 28 | Provide tactile star designation on both sides of the door jambs. | 2 | 2 | I | $100 |
| **Kitchen**<br>The tray counter is 35¼" a.f.f. which is 1¼" too high. | 804 | 32 | Modify and/or lower the tray counters so they are no more than 34" a.f.f. | 2 | 3 | N | TBD |
| **Wellness Room**<br>There is insufficient clear width between exercise equipment. | 403 | 22.4<br>20.3 | Arrange equipment to provide minimum 36" clear width. | 2 | 1 | I | $0 |
| **Music and Band Room Equipment Cages**<br>Opening of music and band cages to store and retrieve equipment requires pinching and twisting of the wrist and fist to open cages. | 309.4 | 39.5 | Modify at least one cage per room so that it can be opened with one-hand, closed fist, or loose grip. | 4 | 2 | N | $100 |
| **Greenhouse**<br>The sink lacks knee clearance and is 2 inches 2 high. The towel dispenser is 3" too high. | 306<br>308.2<br>308.3 | 30<br>6.5<br>6.6 | As required by a reasonable accommodations request, provide a sink compliant with height (max. 34" a.f.f.) and knee clearance (min. 27" a.f.f.) and lower the dispenser to no more than 48" a.f.f. | 4 | 3 | L | Up to $450 |
| **Exterior Doors**<br>Entrance and egress doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 to 5 seconds closing speed to up to 20 lbs. operating force. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 1 | 2 | I | Up to $500 |
| **Interior Doors Operating Force**<br>Interior doors with closers have operating forces of more than 5 lbs. | 404.2.9 | 26.8 | Adjust door closers such that the push/pull force does not exceed 5 lbs. | 2 | 2 | I | Up to $350 |
| **Interior Doors Closing Speed**<br>Interior doors with closers have closing speeds of less than 6 seconds. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speed is at least 6 seconds. | 2 | 2 | I | Included Above |
| **Protruding Objects and Headroom (50)**<br>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": | 307.2 | 20.6.1 | Relocate items as feasible so that they are not within the accessible route of travel or place a fixed object under the protruding object to allow for cane detection. Erect wing walls on sides of drinking fountain. | 2 | 1 | I | Up to $350 |

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|---|---|---|---|---|---|---|---|
| Defibrillator at main office, soap dispenser at main office, drinking fountain in cafeteria, cafeteria fire pulls (3), cafeteria soap dispensers (4), cafeteria fire alarm (1), pool cover operating box, pool stretcher, gyme fire alarms (3), gym soap dispenser, hallway fire alarms (11), hallway fire pulls (11), music room soap dispenser, band room drinking fountain, defibrillator at #108, electric box at #104, soap dispenser at #124 - #128 bathrooms, soap dispenser at #226 - #230, defibrillator at #208,<br><br>See Photos MES 9 and 10. | | | | | | | |
| **Light Switches, Controls, Dispensers, and Telephones Reach Range (42)**<br>The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards:<br><br>Airphone: main entrance.<br><br>Telephones: cafetorium, pool, classroom #221, classroom #220, classroom #106.<br><br>Towel Dispensers: band room, .art room, classroom #215.<br><br>Soap dispensers: music room, library, classroom #113, art room, classroom #223, classroom #225, classroom #231, classroom #233, classroom #235, classroom #237, classroom #234, classroom #238, classroom #208, classroom #224, classroom #222, classroom #216, classroom #214, classroom #206, classroom #202, classroom #204, classroom #205, classroom #213, classroom #225.<br><br>Pencil sharpener: classroom #208, classroom #216, classroom #204, classroom #108.<br><br>Controls: classroom #234, classroom #232, classroom #201, classroom #205. Controls non-compliant knob-style as they require pinching and twisting of the wrist.<br><br>Light switches: classroom #234, classroom #232.<br><br>Coat hooks: classroom #113. | 308.2<br>308.3 | 6.5<br>6.6 | Lower the airphone, telephones, switches, controls, dispensers, coat hooks (5%) and pencil sharpener to no more than 48" a.f.f. | 4 | 3 | L | Up to $2,500 |
| **Door Signage (81)**<br>Tactile designation signage is not provided at the following locations:<br><br>Classroom pass-through doors (68), classroom #112- #108 server room and closet (2), #104 library office (2), library | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to | 2 | 2 | N | Up to $2,900 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| office, library conference room, library, server room off #132, #208 storage, #201 - #205 storage (2), #217 - #219 storage (2). | | | baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | | | | |
| **Door Hardware (3)**<br>The following doors have knob-style or other non-compliant hardware :<br><br>Wellness room, music room interior (2). | 404.2 | 26.11 | Replace door hardware with lever-style hardware. | 2 | 2 | N | $225 |
| **Doors with Glass Panels (30)**<br>The following doors have glass panels in the door that are too high:<br><br>Gym doors (6), wellness room (2), receiving (2), music room (2), band room (2), #116, #112, library (4), #121, 2nd level hallway (6), #224, #223, #221.<br><br>See Photo MES 11. | 404.2.1 | NA | Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify or replace doors/panels to comply with maximum height restriction. | 4 | 3 | L | Up to $9,000 |
| **Drinking Fountain**<br>The drinking fountains are non-compliant as they are not "hi-low" fountains. The following drinking fountains are "low" only:<br><br>Near room #106, #129, #231, #204, hallway at cafeteria, wellness, band.<br><br>The following drinking fountains are "high" only:<br><br>Near gym/pool (2).<br><br>See Photo MES 12. | 211<br>602 | 36 | Add a "high" drinking fountain where there is only a "low" and a "low" drinking fountain where there is only a "high". The drinking fountains must comply as follows:<br><br>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 $9,000 |
| **Hallway Lockers**<br>Some of the hallway lockers do not comply with the operation standards due to the combination locks. Controls and operating mechanisms must be operable with one hand and must not require grasping, pinching, or twisting of the wrist and require no more than 5 lbs. of force to activate. None of the locker coat hooks are within reach range. | 309.4 | 39.5 | To comply, at least 5% of the lockers provided, but no less than one locker, needs to meet the ADA requirements per hallway area. This includes modifying or replacing the existing combination locks on the required # of lockers. The locker coat hooks on the accessible designated lockers must be lowered to no more than 48" above the floor. | 2 | 3 | L | Up to $250 |
| **Stairwell #1 and Stairwell #3**<br>The stair railings are not fully continuous and lack full extensions at the top and bottom of the stairs.<br><br>The "Area of Refuge" button is blocked by desks and is outside of reach range.<br><br>See Photo MES 13. | 505<br><br>305 | 27.4<br><br>6.4<br>39.2 | Provide continuous railings on both sides of the stairs. The top of the handrails s/b 34" to 38" a.f.f. with a top extension of 12" parallel to the floor and the slope distance of one tread then 12" parallel to the floor at the bottom.<br><br>Remove desks to allow for the required minimum 30" x 48" forward approach clear floor space. | 2<br><br>4 | 3<br><br>1 | N<br><br>I | Up to $1,500<br><br>$0 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Classroom Desks and Tables**<br>Some classrooms have desks or tables which do not meet the minimum required knee clearance and/or the minimum required clear floor space. | 226.1<br>306.3<br>902.3 | 35.1<br>35.5<br>35.6 | At least 5% or not less than 1 table shall be accessible. Tables/desks must provide at least 27" a.f.f. of knee clearance 30" wide and 19" deep (521 CMR). The tops of the tables should be 28" to 34" a.f.f. In some cases, existing tables can be raised or blocked to achieve knee clearance. Existing compliant desks and tables can be reassigned to classrooms where needed. A minimum # of tables/desks adhering to the height and clearance requirements should be purchased for use as necessary. | 2 | 1 | I | Up to $250 |
| **Classroom Dispenser Approach**<br>The following classrooms have soap dispensers which are blocked by obstructions and outside of reach range:<br><br>Classroom #227, classroom #227, classroom #208, classroom #214, classroom #211. | 305 | 6.4<br>39.2 | Remove obstructions to allow for the required minimum 30" x 48" forward approach clear floor space. | 4 | 1 | I | $0 |
| **Classroom Unsecured Rugs**<br>The following classrooms have unsecured rugs/carpeting which serve as a tripping hazard:<br><br>Classroom #113, classroom #116, classroom #104, classroom #119 (3), classroom # 118, classroom #123, classroom #125, classroom #127, classroom #133, classroom #221, classroom #206.<br><br>See Photo MES 14. | 302.2 | 29.3 | Remove or secure rugs/carpeting. | 2 | 2 | I | $0 |
| **Life Skills Sink/Stove**<br>The accessible compliant sink and stove are not in service. | 804.3<br>212<br>606 | 32 | Initiate the required water testing to put the sink back into service. Replace the cracked glass electric cook top. | 4 | 3 | I | $350 |
| **Art Sink**<br>There is only 25¾" of knee clearance under the sink.<br><br>See Photo MES 15. | 306 | 30.9 | "Rip" a minimum of 1¼" from the face of the front panel of the sink cabinet to achieve minimum required 27" of knee clearance. | 2 | 2 | I | $0 |
| **Library Computer Card Catalogues**<br>The computer card catalogues (2) are located on tables/carts that are 36" a.f.f. and also lack the proper clear width and toe clearance.<br><br>See Photo MES 16. | 305<br>306<br>902 | 35 | Replace the existing carts/tables with tables that are between 28" a.f.f. to 34" a.f.f. to the top of the table, have at least 30" of clear width, have at least 27" of knee clearance, and have at least 9" of toe clearance. | 2 | 1 | I | $250 |
| **Classroom #202 and #204 Sinks**<br>The sinks are 2" too high and lack knee clearance. | 804.3.2<br>306.2 | 32.2<br>32.5<br>32.6<br>32.7 | As these sinks appear to be for teacher use only, take no further action unless required as a reasonable accommodation. If then so required, modify the counter and sink so that the sink/counter is no more than 34" a.f.f. with a minimum of 27" knee clearance with guarded, wrapped, or insulated piping. | 4 | 3 | L | $0 to $600 |
| **Science Classrooms #118, #201, #205, #232, #234**<br>The science lab work stations are not accessible as the sinks are too high | 606.3<br>306.3 | 30.9 | Option 1: Modify one work station in each location (5 total) so that there is a 30" wide space with a minimum | 2 | 3 | N | Up to $22,500 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 606.3; 30.9), lack knee clearance (306.3; 30.9), have sink hardware that requires twisting of the wrist (309; 30.9), and fixtures that are too far from the edge (30.9). | 309 | | of 27" knee clearance at a height of no more than 34" a.f.f. Workspace shall include a sink w/compliant lever or self metered hardware with the sink hardware within reach range.<br><br>Option 2: Purchase 1 portable ADA Accessible Portable Science Lab for student use. | 2 | 1 | N | $2,800 |
| The emergency pull chains in each classroom are 2" to 3" above reach range<br><br>See Photos MES 17 and 18. | 308.2<br>308.3 | 6.5<br>6.6 | Modify by providing additional chain so that the pull ring is not more than 48" a.f.f. | 4 | 2 | I | $25 |
| **Girl's and Boy's Locker Rooms**<br>None of the lockers, showers, or benches in either of the 2 locker room/shower areas are accessible. The showers are stall type with insufficient clearances and clear widths. Showers have inoperable hardware parts (non-compliant), lack minimum clear widths and have excessive reach ranges.<br><br>The bathrooms inclusive of related components are wholly non-compliant. The Lower Level team sport bathrooms are not on an accessible route as one has to traverse the raised shower area (5" to 6" berm) to reach the bathrooms. Similarly, one cannot directly access the pool due to the 5" to 6" berm through the shower to access the pool.<br><br>The routes of travel from the locker rooms to the pool have 5" to 6" berms serving as non-complaint vertical obstructions. In addition, the showers closest to the pool have inoperable hardware parts (non-compliant) and excessive reach ranges.<br><br>See Photos MES 19 and 20. | 222<br>803<br>903<br>305<br>304<br>309<br>308.2<br>308.3<br>608<br>303 | 19.4<br>31<br>6.4<br>6.5<br>6.6<br>39<br>22.4 | At least one, but not less than 5% of the lockers must be accessible and have locking/opening devices that are operable with closed fist and mounted no more than 42" af.f. (222; 19.4). Hooks and shelves must be between 40" and 48" a.f.f. (2010 ADA Standards 803.5).<br><br>Accessible benches must be provided for the accessible lockers. Seats must be a minimum of 42" long and 20" to 24" deep with back support or affixed to a wall. The back support s/b 42" long minimum from a point 2" above the seat surface to a point 18" above the seat surface. The bench height s/b 17" to 19" a.f.f. A minimum 36" clear width must be maintained between the benches and lockers and around the lockers. In addition, a 5' turning diameter must be maintained near the accessible lockers. (903; 19.4).<br><br>At least one accessible shower must be provided in each locker room (222; 31). The showers must be on an accessible route and must comply w/S. 608 of the 2010 ADA Standards and S. 31 of 521 CMR. Shower compartments must be either a transfer type shower (36" x 36" w/a48" clearance), standard roll-in type shower (30" x 60"), or an alternative roll-in type shower (36" x 60"). A folding or non-folding seat must be provided in transfer type showers (608.4; 31). Grab bars must be between 33" and 36" (608.3; 31) and controls must comply with operable parts (no twisting of wrist, use w/closed fist) and should include an adjustable shower spray unit (608.5; 31). There can be no greater than a ½" beveled (maximum 1:2 slope) lip at the shower entrance (608.7; 31).<br><br>Modifications are required to eliminate the excessive abrupt changes in level surface which prevents an accessible route from the locker rooms to the pool. | 2 | 3 | L | Up to $35,000 |
| Faculty/Staff and Student Bathrooms<br>The faculty/staff and student bathrooms are mostly moderately compliant with some staff bathrooms lacking key accessible features. The items of non-compliance are detailed in Table 1: MES School Faculty and Student Bathrooms.<br><br>See Photos MES 21, 22, 23, and 24. | 703.4<br>404.2.5<br>603<br>604<br>308<br>309<br>605<br>606 | 41.1<br>26.10<br>30<br>39.5 | See Table 2: Bathroom Facilities Compliance Requirements. | 3 | 3 | N | Up to $15,800+ |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Side Ramp to Playground Side of Building**<br>Concrete segments #5 and #6 before the level landing have running slopes of 9.0%. | 405.2 | 24.2 | Remove and replace concrete pads #4, 5, and 6 such that there are no abrupt changes in level surface and the running slopes do not exceed 8.3% | 1 | 3 | N | $1,500 |
| Concrete segments #4, #5, and #6 have areas of deterioration resulting in unbeveled abrupt changes in level surface of > ¼". | 403.4 | 22.4 | See above. | | | | |
| The curb cut at the base of the ramp has a running slope at the main sloping surface that is 1% too steep and side slopes that are 1% to 2% too steep. There is no level landing at the top of the curb ramp.<br>See Photos MES 25 and 26. | 405.2<br>406.3<br>406.4 | 21.3<br>21.7<br>21.6 | Reconstruct the curb ramp to comply with maximum main slope (8.3%) and flared side slope (10%) running slope requirements. A 4' long by 3' wide level landing is required at the top and bottom of the curb ramp. | 1 | 3 | N | $1,500 |
| **Accessible Route to Exterior Bathrooms**<br>The asphalt accessible route from the parking lot to the bathrooms has running slopes that vary from 7.6% to 5.7%. | 403.3<br>405.8<br>505 | 22.3<br>24.5 | Remove the existing asphalt walk way and resurface in a manner to maintain a no more than 5.0% running slope. If not feasible, paired railings in accordance with 405.8, 505 (2010 ADA Standards) and 24.5 (521 CMR) will be required. | | | | $750 |
| There is an unbeveled abrupt change in level surface of > ¼" at the transition from asphalt to the concrete level landing at the front of the bathroom doors | 403.4 | 22.4 | See above. | | | | |
| The concrete pad is only 3' wide with a 1" drop off to the side of the adjacent asphalt.<br>See Photos MES 27 and 28. | 403.4<br>305<br>302 | 22.4<br>25.2 | Modify if feasible or replace the concrete pad at the bathroom entrances to achieve a 5' wide level landing. | | | | $1,500 |

**Estimated Total Cost:** Up to $117,425 +/-

**Table 1: MES School Faculty and Student Bathrooms**

| Compliance Item | Kitchen | Female Staff Lockers | Girl's Lockers | Male Staff Lockers | Boy's Lockers | Men's by Gym |
|---|---|---|---|---|---|---|
| Door width 32" | | | | | | 1 |
| Tactile signage | | | | | | |
| Threshold ¼" - ½"beveled | | | | | | |
| Closing > 6 seconds | | | | | | No |
| Door force < 5 lbs | | | | | | No |
| Light switch 48" a.f.f. | | | | | | |
| Protruding object present | | | | Yes (water control) | | |
| Sink/counter 34" a.f.f. | | | | | No | |
| Knee clearance 27" a.f.f. | | | | | | |
| Pipes fully insulated | | | | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | No | | No | |
| Metered faucets on for at least 10 seconds | | | | | | |
| Mirror 40" a.f.f. | No | No | No | No | No | |
| Soap 42" a.f.f. | No | | | | | No |
| Towel 42" a.f.f. | | | | | | |
| Urinal 17" a.f.f. max. | | | | | | Flush valve @ 47½" |
| Toilet 18" o.c. near | | No | | No | | |
| Toilet 42" o.c. far | No | No | | No | | |
| Toilet 42" clearance in front of water closet | | | | | | |
| Toilet 17"-19" a.f.f. rim | | No | No | No | No | No |
| Flush valve on approach side | | | | | | |
| TP 7"-9" o.c. to front | No | No | No | No | No | No |
| TP not at least 24" a.f.f. | | No | No | | | No |
| Grab bars 42" long | | | | | | |
| Grab bars 33"-36" a.f.f. | No | None | No | No | No | No |
| Side grab bar 12" max. from interior | | | | | | |
| Rear grab bar 6" max form interior | | | | | | |
| Dispenser not mounted over grab bars | No | | | | | |
| Coat hook no > 48" a.f.f. | | | No | | No | No |
| Stall door self-closing | | | No | | No | No |
| Pull device on both sides of stall door | | | | | | No |
| Compliant locking mechanism on stall door | | | | | | |

| Compliance Item | Women's by Gym | Staff #1 by Admin. | Staff #2 by Admin. | Girl's #109 | Boy's #105 | Staff #103 Left |
|---|---|---|---|---|---|---|
| Door width 32" | 1 | | | | | |
| Tactile signage | | | | | | |
| Threshold ¼" - ½"beveled | | | | | | |
| Closing > 6 seconds | No | | | | | |
| Door force < 5 lbs | No | | | | | |
| Light switch 48" a.f.f. | | | | | | |
| Protruding object present | | | | Hand dryer | Hand dryer, towel dispenser, sink | |
| Sink/counter 34" a.f.f. | | | | | | |
| Knee clearance 27" a.f.f. | | | | | | |
| Pipes fully insulated | | | | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | | | | |
| Metered faucets on for at least 10 seconds | | | | | | |
| Mirror 40" a.f.f. | No | No | No | No | No | No |
| Soap 42" a.f.f. | | | No | | | |
| Towel 42" a.f.f. | | | | | | |
| Urinal 17" a.f.f. max. | | | | | | |
| Toilet 18" o.c. near | | | | | | No |
| Toilet 42" o.c. far | | | | | | No |
| Toilet 42" clearance in front of water closet | | 2 | 2 | | | 2 |
| Toilet 17"-19" a.f.f. rim | No | No | No | | | No |
| Flush valve on approach side | | | | No | | No |
| TP 7"-9" o.c. to front | No | No | No | | No | |
| TP at least 24" a.f.f. | No | No | No | | No | |
| Grab bars 42" long | | | | | | |
| Grab bars 33"-36" a.f.f. | No | No | No | No | No | |
| Side grab bar 12" max. from interior | | | | | | |
| Rear grab bar 6" max form interior | | | | | | No |
| Dispenser mounted over grab bars | | Yes | | | | |
| Coat hook no > 48" a.f.f. | No | | | No | No | |
| Stall door swings out | | | | No | No | |
| Stall door self-closing | | | | No | No | |
| Pull device on both sides of stall door | No | | | No | No | |
| Compliant locking mechanism on stall door | | | | | | |

| Compliance Item | Staff #103 Right | Staff #132 Left | Staff #132 Right | Boy's #128 | Girl's #124 | Boy's #207 |
|---|---|---|---|---|---|---|
| Door width 32" | | | | | | |
| Tactile signage | | | | | | |
| Threshold ¼" - ½"beveled | | | | | | |
| Closing > 6 seconds | | | | | No | |
| Door force < 5 lbs | | | | | No | |
| Light switch 48" a.f.f. | | | | | | |
| Protruding object present | | | | Hand dryer | Hand dryer | Hand dryer, sink |
| Sink/counter 34" a.f.f. | | | | No | | |
| Knee clearance 27" a.f.f. | | | | | | |
| Pipes fully insulated | | | No | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | | | No | |
| Metered faucets on for at least 10 seconds | | | | | No | |
| Mirror 40" a.f.f. | No | No | No | No | No | No |
| Soap 42" a.f.f. | | No | No | No | | |
| Towel 42" a.f.f. | | | | | | Hand dryer @ 48" a.f.f. |
| Urinal 17" a.f.f. max. | | | | | | 4 |
| Toilet 18" o.c. near | | No | No | No | No | |
| Toilet 42" o.c. far | No | | | | | |
| Toilet 42" clearance in front of water closet | 2 | 2 | 2 | | | |
| Toilet 17"-19" a.f.f. rim | No | No | No | No | | |
| Flush valve on approach side | | | | | | No |
| TP 7"-9" o.c. to front | | | | | | No |
| TP at least 24" a.f.f. | | | | | | |
| Grab bars 42" long | | | | | | |
| Grab bars 33"-36" a.f.f. | | No | No | No | No | No |
| Side grab bar 12" max. from interior | | | | | | |
| Rear grab bar 6" max form interior | | | | | | |
| Dispenser mounted over grab bars | | | | | | |
| Coat hook no > 48" a.f.f. | | | | | | No |
| Stall door swings out | | | | | | |
| Stall door self-closing | | | | | No | No |
| Pull device on both sides of stall door | | | | No | No | No |
| Compliant locking mechanism on stall door | | | | | | |

| Compliance Item | Girl's #211 | Staff #231 | Staff #233 | Boy's #230 | Girl's #226 | Outside Left | Outside Right |
|---|---|---|---|---|---|---|---|
| Door width 32" | 3 | | | | | | |
| Tactile signage | | | | | | No | No |
| Threshold ¼" - ½"beveled | | | | | | No | No |
| Closing > 6 seconds | | | | | No | No | No |
| Door force < 5 lbs | No | | | | No | No | No |
| Light switch 48" a.f.f. | | | | | | | |
| Protruding object present | Hand dryer | | | Hand dryer | Hand dryer | | |
| Sink/counter 34" a.f.f. | | | | | | | |
| Knee clearance 27" a.f.f. | | | | | | | |
| Pipes fully insulated | No | No | | | | | |
| Faucets operable | | | | | | | |
| Faucets < 5 lbs force | | | | | | | |
| Metered faucets on for at least 10 seconds | | | | | | No | No |
| Mirror 40" a.f.f. | No | No | No | No | No | No | No |
| Soap 42" a.f.f. | | No | No | No | No | No | No |
| Towel 42" a.f.f. | | | | | | | |
| Urinal 17" a.f.f. max. | | | | | | | |
| Toilet 18" o.c. near | | No | No | | | | No |
| Toilet 42" o.c. far | | | | | | | |
| Toilet 42" clearance in front of water closet | No | 2 | 2 | | | | |
| Toilet 17"-19" a.f.f. rim | | | | | | | |
| Flush valve on approach side | | | | | | | |
| TP 7"-9" o.c. to front | | | | | No | | |
| TP at least 24" a.f.f. | | | | | | No | No |
| Grab bars 42" long | | | | | | | |
| Grab bars 33"-36" a.f.f. | No | No | No | No | No | No | No |
| Side grab bar 12" max. from interior | | | | | | | |
| Rear grab bar 6" max form interior | | | | No | | | |
| Dispenser mounted over grab bars | | | | | | | |
| Coat hook no > 48" a.f.f. | | | | | | | |
| Stall door swings out | | | | | | | |
| Stall door self-closing | No | | | | | | |
| Pull device on both sides of stall door | No | | | No | No | | |
| Compliant locking mechanism on stall door | | | | | | | |

**Comments:**

1. *Trash receptacle location restricts clear width to less than 32". Relocate trash receptacles.*
2. *A table/examination table restricts access within the bathroom to either water closet or sink. Remove tables.*
3. *Only 4" of clearance on the pull side of the door. Install an automatic door opener.*
4. *Flush valve 50" a.f.f. which is 6" too high under 521 CMR. Install flush valve on side of urinal at no more than 44" a.f.f.*

## Table 2: Bathroom Facilities Compliance Requirements

| | 2010 ADAAG | | MAAB 521 CMR | |
|---|---|---|---|---|
| **Doorway/Entrances** | | | | |
| Signage | 703.4 | 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. Latch side of door. See exceptions. | 41.1 | Latch side of door; approach w/in 3"; 60" a.f.f. to centerline of sign. |
| Hardware | 404.2.7 | Operable with a closed fist or loose grip | 26.11.1 | Operable with one hand; roughened surface for hazard areas (26.11.4). |
| Hardware height | 404.2.7 | 34" to 48" a.f.f. | 26.11.2 | 36" to 48" a.f.f. |
| Door closing speed | 404.2.8.1 | 5 sec. min. form 90 degrees to12 degrees from the latch. | 26.9 | At least 6 seconds. |
| Door opening force | 404.2.9 | Interior hinged / sliding/folding–5 lbs | 26.8.1 | Exterior hinged–15 lbs; interior hinged / sliding/folding–5 lbs. |
| Doorway width | 404.2.3 | Clear width of 32" minimum. | 26.5 | Clear opening of 32" min. |
| Threshold | 404.2.5 | Not > ½" high. Raised thresholds comply with 302 and 303 (between ¼" and ½" s/b beveled w/slope no > 1:2(50%)). | 26.10 | Not > ½" high, beveled w/no > 1:2 slope. Sliding door thresholds not > ¾" high and beveled w/no > 1:4 slope. |
| Handrails - clearance | 505.5 | 1 ½" minimum. | 27.4.7 | 1 ½" from wall. Recessed if max 3"recess and 18" above handrail. |
| **Single User Toilet Room** | | | | |
| Door | 213<br>404.2.3<br>603.2 | In-swing allowed if min. 30"x48" c.f.s. beyond swing of the door (603.2). 32" min. clear width (404.2.3). | 30.4 | In-swing allowed if self closing device and min. 30"x48" c.f.s. beyond swing of the door. |
| Clear floor space | 604.3.1 | 60" x 56" minimum. | 30.5, 6.3 | Clear floor space required (30.5); 60" diameter or a 36" x 60" "T" (6.3). |
| **Toilet Stalls** | | | | |
| # standard accessible stalls | 213.3.1 | At least one. | 30.6 | One must be provided |
| # alternate accessible stalls | 213.3.1 | If 6 or > stalls/urinals at least one alternate accessible stall must ALSO be provided | 30.6 | If 6 or > stalls at least one alternate accessible stall must ALSO be provided |
| **Standard Accessible Stall** | | | | |
| Size | 604.8.1.1 | 60" wide x 56" deep for wall hung water closets; 60" wide x 59" deep for floor mounted water closets. | 30.6.1 | 60" wide x 72" deep. |
| Water closet location | 604.2 | On rear wall. | 30.6.1 | On 60" wall. |
| Door width | 404.2.3 | 32" minimum clear opening, swings out. | 30.6.1 | 32" clear opening, swings out or slides |
| Door hinge and closing | 604.8.1.2<br>404.2.7 | Self-closing hinge; pull device on both sides (604.8.1.2); operable parts 34" min. to 48" max. a.f.f. (404.2.7). | 30.6.1 | Self-closing hinge; pull device on both sides; lock at approx. 36" a.f.f. |
| Door swing | 404.2 | Door must swing out. | 30.6 | Door must swing out or slide. |
| Latch side clear space | 604.8.1.2 | 42" min. clear space for side approach to door; door opening s/b 4" max. on side wall or partition farthest from water closet. If door on side, opening s/b 4" max. from front partition. | 30.6.1 | 18" clear space on latch side of door. |
| Coat hook | 603.4<br>308 | Forward (308.2)/side (308.3) reach 15" to 48" max. a.f.f. | 30.6.1 | Max. 54" a.f.f. |
| Grab bar location | 604.5 | Provided on side wall closet to water closet and rear wall. Side wall bar 42" long, 12" max. from rear wall and extending 54" min. from rear wall. Rear wall bar s/b 36" long min. and extend from center of water closet 24" min on transfer side and 12" min on opp. side. | 30.8 | 2 grab bars, 42" long, 1 on back wall above water closet, one on side wall closet to water closet. See Grab bars. |

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| **Water Closets** | | | | |
| Clear floor space (no stall) | NA | NA (Stall 60” wide x 56” deep) | 30.7.1 | 30” x 48” |
| Location | 604.2 | Centerline s/b 16” to 18” max from nearest sidewall, except that water closet s/b 17” min to 19” max from the side wall in an ambulatory accessible compartment. | 30.7.2 | Centerline s/b 18” from nearest sidewall, at least 42” from farthest sidewall, and 42” clearance from front of water closet to nearest wall/fixture |
| Height | 604.4 | 17”-19” a.f.f. to top of seat. | 30.7.3 | 17”-19” a.f.f. to top of seat. |
| Flush control | 604.6<br>308 | Hand operated or mounted (604.6). 15” min. to 48” max reach range (308). . | 30.7.5 | Mounted on wide side no > 44” a.f.f. |
| Toilet paper dispensers | 604.7<br>309.4 | 7” min and 9” max in front of water closet measured to centerline of dispenser. Outlet s/b 15” min and 48” max a.f.f. S/not be behind grab bars and be a continuous flow (604.7). Operable parts per 309.4. | 30.7.6<br><br><br>30.8.5 | Mounted on side wall closest to toilet, centerline of roll s/b min. of 24” a.f.f.<br><br>Dispensers shall not be mounted above grab bars. |
| **Grab Bars** | | | | |
| Grab bar location | 609.4<br>604.5 | See Standard Accessible Stalls. | 30.8.1 | Side grab bar s/b no >12” from interior corner; rear grab bar s/b no > 6” from interior corner. |
| Grab bar height | 609.4 | 33” – 36” a.f.f. to top of griping surface. | 30.8.2 | 33” – 36” a.f.f.; tank/flushometer variances of height and length. |
| Grab bar thickness | 609.2 | Circular x-sect. outside diameter 1¼ “ min. to 2” max.; Non-circular x-sect. 2” max. and perimeter of 4” min. and 4.8” max. | 30.8.3 | 1 ¼” – 1 ½” diameter. |
| Grab bar material | NA | NA | 30.8.4 | Non-rusting, acid-etched or roughened. |
| Spacing | 609.3 | 1 ½” between wall & grab bar. Space between grab bars & projecting objects above s/b 12” min. | 30.8.3 | 1 ½” between wall and grab bar. Nothing mounted above. |
| **Sink** | | | | |
| Clear floor space | 606.2<br>305 | Forward approach clear floor space of 30”x48”(305.3). | 30.9.1<br>6.3 | 60” diameter, no more than 19” underneath the sink. 30”x48” forward approach. |
| Height | 606.3 | Rim no > 34” a.f.f. | 30.9.2 | Rim no > 34” a.f.f. Sink min. 17” from wall to front of the sink. |
| Knee clearance | 306.2<br>306.3 | 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). | 30.9.3 | 27” min. from floor to underneath; 8” from front to back (deep). Minimum of 9” of toe clearance. Toe clearance as part of c.f.s. a max. of 6” of the 48” of c.f.s. may extend into the toe space. |
| Depth | NA | NA | 30.9.4 | Not > 6 ½”. |
| Piping | 606.5 | Insulated, protected, no sharp/abrasive surfaces. | 30.9.5 | Recessed, insulated or guarded. |
| Faucets | 606.4<br>309 | Operable w/one hand w/max 5 lbs force required (309). Metering faucets must be open 10 secs min (606.4). | 30.9.6 | Operable w/one hand. If self-closing valves, must be open min. 10 seconds |
| **Urinals** | | | | |
| Required # | 213.3.3 | Where more than 1 urinal provided, at least one s/b accessible. | 30.10 | If one or more urinals, at least one must be accessible. |
| Height | 605.2 | Stall or wall hung; rim maximum of 17” a.f.f.; 13½ “ deep from outer face of rim to back of fixture. | 30.10.1 | Stall or wall hung; elongated rim; maximum of 17” a.f.f. |
| Clear floor space | 605.3<br>305 | Forward approach clear floor space of 30”x48” (305.3). | 30.10.2<br>6.3 | Front approach 30”x48” and 60” diameter turning radius (6.3); 29” clearance between urinal shields (30.10.2). |
| Flush control | 605.4<br>308<br>309 | Hand operated or automatic (309.4); 15” min – 48” max a.f.f. reach range (308). | 30.10.3 | Hand operated, automatic; no > 44” a.f.f. |

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| **Mirror** | | | | |
| Height | 603.3 | If over lavatory/countertop, bottom of mirror no > 40" a.f.f.; if not over lav/counter no > 35" a.f.f. if fill length, top s/b 74" min a.f.f. | 30.11 | Bottom of mirror no > 40" a.f.f. |
| **Dispensers** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.12 | One of each device w/in zone of reach |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.12<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 30.12 | 42" max. a.f.f. |
| **Controls and Receptacles** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.13<br>39.00<br>6.5, 6.6 | One of each on an accessible route (30.13); all controls s/b at least 18" from an interior corner (39.00); forward reach 15"–48" a.f.f. (6.5); side reach 9"-54" (6.6). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 6.5, 6.6 | Forward reach max. of 48" a.f.f.<br>Side reach max. of 54" a.f.f.. |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.13<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Clear floor space | 305 | Forward approach clear floor space of 30"x48" (305.3). | 6.4<br>39.2 | Minimum 30"x48" (6.4, 39.2). |
| **Signage** | | | | |
| Location | 703.4 | 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. Latch side of door. See exceptions. | 41.2.1 | Wall adjacent to latch side of door or nearest adjacent wall. Reach allowance s/b within 3" of signage. |
| Height | 703.4 | 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. | 41.2.2 | 60" a.f.f. to centerline of sign. |
| Character proportion | 703.5.4 | Characters s/b selected from fonts where the width of the uppercase letter "O" is 55% min and 110% max of the height of the uppercase letter "I". | 41.3 | Width to ht. (3:5-1:1) and stroke-width- height (1:5-1:10). |
| Character height | 703.5.5 | Sized according to viewing distance. See Table 703.5.5. | 41.4 | Sized according to viewing distance. |
| Brailled characters | 703.3<br>703.4 | Grade 2 Braille. Domed or rounded shape (703.3). See Table 703.3.1 for Braille dimensions. Height (703.4). | 41.5 | Letters/numbers raised 1/32"; upper case; Grade 2 Braille; raised characters 5/8" but no > 2". |

## Michael E. Smith Middle School Assessment Photos

Photo MES 1

Photo MES 2

Photo MES 3

Photo MES 4

Photo MES 5

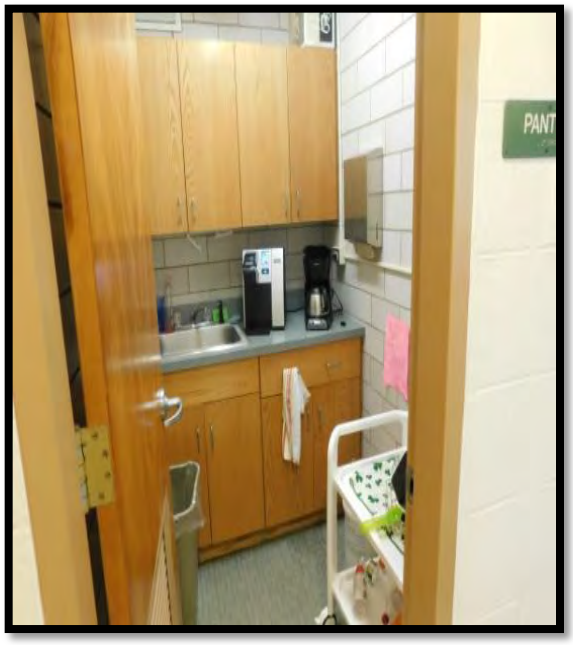

Photo MES 6

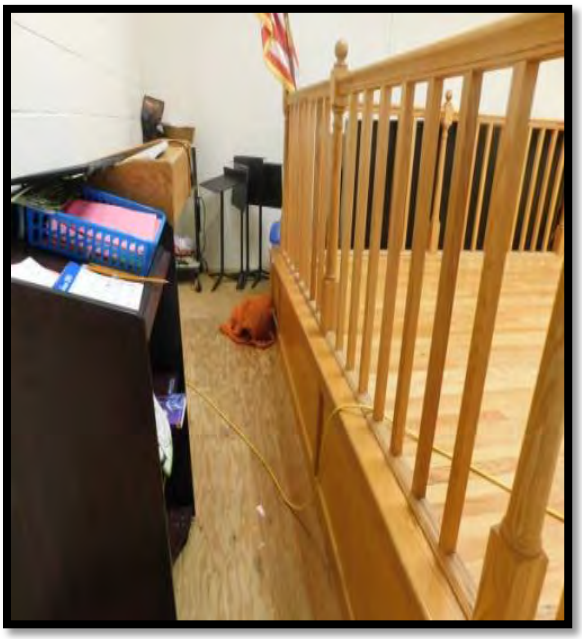

Photo MES 7

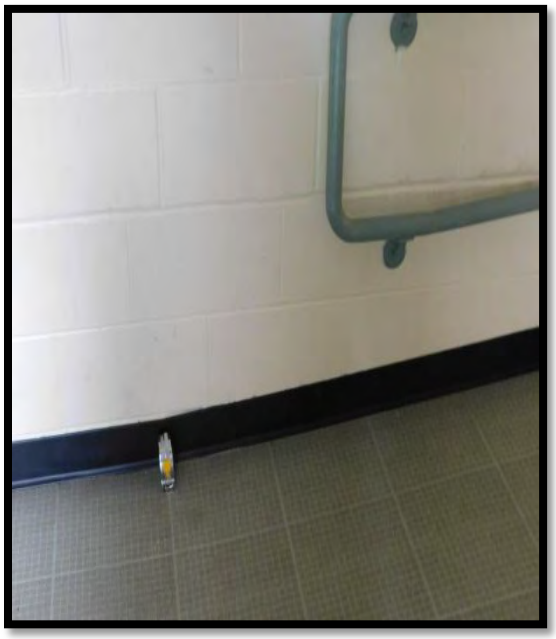

Photo MES 8

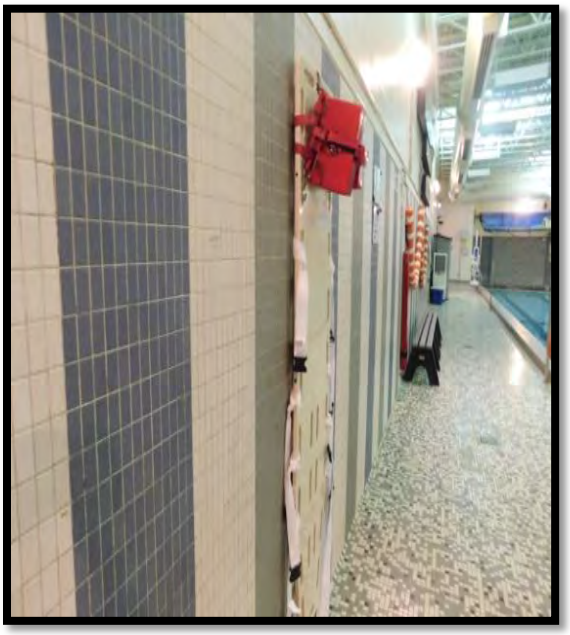

Photo MES 9

Photo MES 10

Photo MES 11

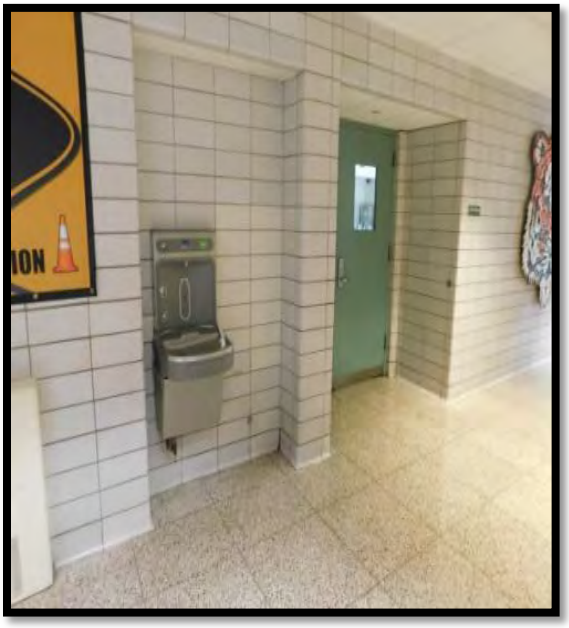

Photo MES 12

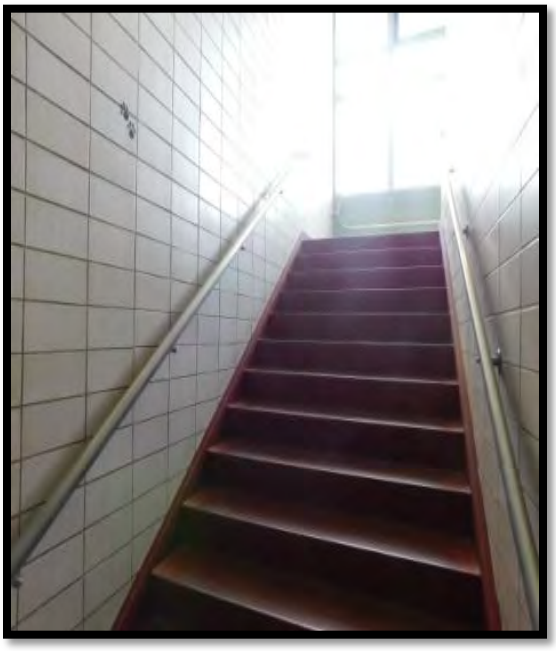

Photo MES 13

Photo MES 14

Photo MES 15

Photo MES 16

Photo MES 17

Photo MES 18 ADA Accessible Portable Science Lab

Photo MES 19

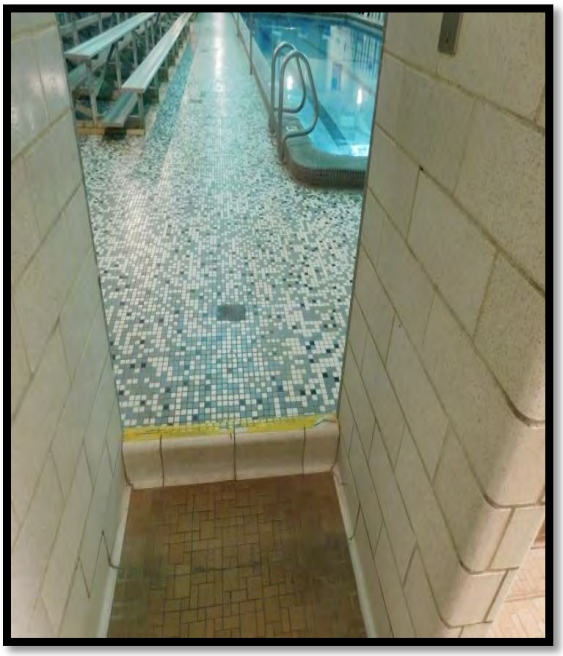

Photo MES 20

Photo MES 21

Photo MES 22

Photo MES 23

Photo MES 24

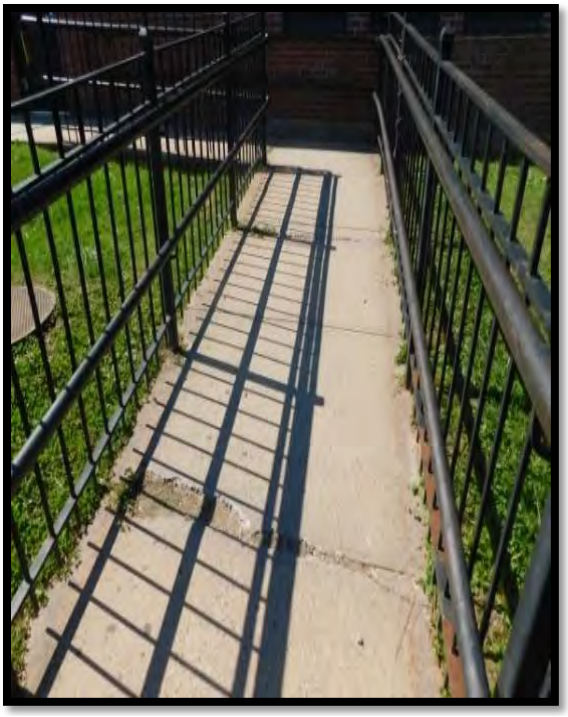

Photo MES 25

Photo MES 26

Photo MES 27

Photo MES 28

**SOUTH HADLEY HIGH SCHOOL**

**Description of Facility:** South Hadley High School is a one and one-half story building totaling nearly 145,000 square feet and housing nearly 575 students from grades 9 - 12. The school was built in 1955 and renovated in 1983.

**General Description or Obstacle Which Limits Mobility or Access:** Parking. The designated accessible parking to the right of the main entrance lacks compliant signage, has no van accessible designated spaces, has excessive cross slopes and lacks a designated accessible route from the parking to the walkway. The "curb ramp" at the walkway has a non-compliant running slope in excess of 16%. The main entrance designated accessible parking has signage that is too high, excessive running slopes, and is not van accessible. The gym parking has signage that is too high. The curb ramp and approach to the entrance next to the gym has excessive running slopes and lacks a 48" level landing at the entry. The asphalt walkways at the front of the building are heaved, deteriorated, and have abrupt changes in level surface. The accessible route to the Tiger's Den results in a 4" height differential from the adjoining walkway with no edge protection. The ramps and railings to the side of the building have a number of areas of non-compliance. Some of the ramp concrete pads have abrupt changes in level surface due to settling. The first segment of the L-ramp has a running slope of nearly 9.0%. The ramp railings attached to the building have missing segments, are not secured properly and are loose. The section of concrete connecting accessible routes has an excessive running slope and lacks railings. In addition, there is no designated accessible route to this area from the accessible parking.

The outside and interior airphone buzzers exceed maximum reach range. Most interior and exterior door operating forces and closing speeds exceed that allowed. Protruding objects exist in the hallways and in some of the classrooms. The assembly area has excess running slopes, has stairs which lack

railings, and non-compliant seating. The adult and student bathrooms had varying items of non-compliance including stall doors that were not self-closing, the lack of door pull devices, coat hooks and dispensers that are too high, mirrors that were too high, grab bars that were too high , insufficient clearances for maneuverability and other related items. Two of the bathrooms lacked alternate accessible stalls as required when there are more than 6 stalls. The locker rooms do not provide adequate maneuverability between benches and lockers; the benches are too low, too narrow, and do not provide back support; and the showers are non-compliant (Note: The girl's locker room does have an accessible shower but the seating is broken). Hallway lockers have coat hooks that are too high and some of the lockers require pinching and twisting of the wrist to open. Some doors lacked tactile designation signage and a few doors had non-compliant knob hardware. In a # of cases the tactile signage identified the room use and not the room #. As room uses may change, tactile signage should identify room # or be updated as necessary to reflect new uses. A number of the classroom doors had glass panels that were too high. Drinking fountains were not "high-low" with some providing inadequate keen clearance and some serving as a protruding object. Not all of the science classrooms have accessible workstations with proper knee clearance and operating hardware. Some of the classrooms have items placed in them reducing accessible route clear widths. As may be required, desks/tables/furniture may need to be moved to maintain a 36" clear width throughout the classrooms. Typically the desks and tables throughout the school did meet knee clearance and table/desk top height requirements. In those instances where they did not, tables/desks would need to be adjusted and raised as needed. The courtyard area is not on an accessible route of travel including access to the courtyard, benches, picnic tables, greenhouse, and raised garden beds. None of the picnic tables are accessible compliant.

*Please note: The following rooms (physical education, athletic director, science chemical room) were locked with no key access.*

## South Hadley High School Accessibility Assessment

| General Description of Obstacle | 2010 ADAAG | MAAB 521 CMR | Type of Action to be Taken | P | F | TF | Cost Estimate |
|---|---|---|---|---|---|---|---|
| **Front Entrance Parking - Main**<br>One of the signs designating accessible parking is 2" too high.<br><br>Neither of the 2 spaces are van accessible.<br><br>The parking spaces and access aisles have running slopes that vary from 4.5% to 5.8%.<br><br>See Photo HS 1. | 502<br>703<br>302 | 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 each space. One of the 2 spaces must have signage noting it as van accessible. All signs must contain the international symbol of accessibility.<br><br>Reconstruct and restripe the parking and access aisles to achieve a level surface (no more than 2.0% in all directions). As part of the re-striping, designate a van accessible parking space at a width of 11' wide with a 5' wide access aisle or 8' wide with an 8' wide access aisle | 1 | 2,3 | N | Up to $2,750 |
| **Front Entrance Parking – Gym Side**<br>One of the signs designating accessible parking is 2" too high.<br><br>See Photo HS 2. | 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). | 1 | 2 | I | $0 |
| **Side Entrance Parking**<br>The designated accessible parking spaces (4 total) for the side entrances lack compliant signage with only one 60" high sign for all 4 spaces.<br><br>There are no van accessible spaces.<br><br>The cross slopes for the designated accessible parking spaces vary up to 4.1% which is well in excess of the maximum 2.0% allowed.<br><br>There is no striped designated route of travel to the closest walkway.<br><br>See Photo HS 3. | 502<br>703<br>302<br>206 | 23<br>20.2 | An accessible sign is required for each space. Signage must be set such that the signage height should be a minimum of 60" high at the bottom (2010 ADAAG Standards) and a maximum of 96" at the top (MAAB 521 CMR) and located in front of each space. One of the spaces must have signage noting it as van accessible. All signs must contain the international symbol of accessibility<br><br>Reconstruct and restripe the parking and access aisles to achieve a level surface (no more than 2.0% in all directions). As part of the re-striping, designate a van accessible parking space at a width of 11' wide with a 5' wide access aisle or 8' wide with an 8' wide access aisle<br><br>Paint a striped route of travel from the accessible spaces in the middle of the parking lot to the building walkway. | 1 | 2,3 | N | Up to $5,000 |
| **Accessible Route of Travel to Front Entrance – Gym**<br>The accessible route to the building is deteriorated and heaved with abrupt changes in level surface. | 403 | 22 | Modify the walkway surface such that there is no more than a ¼" change in level surface or a ¼" to ½" beveled change in level surface at all times and the surface is generally level, firm, stable, and slip resistant. | 1 | 3 | N | Up to $1,500 |
| **Tiger's Den**<br>The cement approach to the Tiger's Den entrance has a 4" drop to ground level. See Photo HS 4. | 405 | 24.8 | Although technically not a ramp, edge curbs or protection (minimum 2" high) is recommended. | 1 | 2 | N | $75 |
| **Exterior Ramps**<br>Both side entrance ramps parallel to the building have abrupt changes in level surface of greater than ¼" at the ramp top.<br><br>The 1st concrete pad of the middle side | 302<br>405<br><br>405 | 24<br><br>24 | Modify the concrete ramp surface such that there is no more than a ¼" change in level surface or a ¼" to ½" beveled change in level.<br><br>Remove and reconstruct the concrete pad so that the | 1<br><br>1 | 3<br><br>3 | N<br><br>N | $250<br><br>$650 |

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| entrance ramp perpendicular to the building has a running slope of 8.8%. | | | running slope is at 8.3% or less. | | | | |
| A concrete "ramp" connecting a set of stairs and an adjacent side entrance ramp lacks railings and has a running slope in excess of 20%. | NA | NA | Although this does not technically serve as a "ramp", usage should be restricted or discouraged through signage or a barrier. | 4 | 2 | I | $50 |
| The left side entrance ramp railing is missing a section of top railing and the upper segment of ramp railing is loose. The right side bottom ramp railing is loose at the upper ramp segment. The right side top ramp railing at the upper ramp segment is not secured to the brick.<br><br>See Photos HS 5 and 6. | 405<br>505 | 24 | Replace missing section of railing and secure all loose railings. | 1 | 3 | I | Up to $1,200 |
| **Main Entrance**<br>The exterior and interior air phone buzzers to gain building access are 3½" to 4 ½" too high. See Photo HS 7. | 308.2<br>308.3 | 6.5<br>6.6 | Lower the buzzers to no more than 48" a.f.f.. | 1 | 3 | N | $350 |
| **Exterior Doors**<br>Entrance and egress doors do not fully comply with the maximum allowed operating force for an exterior door (15 lbs.) and minimum closing speed requirement of 6 seconds under 521 CMR. Assessments ranged from 3 to 5 seconds closing speed to up to 20 lbs. operating force. | 404.2.8<br>404.2.9 | 26.8<br>26.9 | Adjust door closers such that push/pull force does not exceed 15 lbs for an exterior door, and door closing speed is at least 6 seconds. | 1 | 2 | I | Up to $500 |
| **Interior Doors Operating Force**<br>Interior doors with closers have operating forces of more than 5 lbs. | 404.2.9 | 26.8 | Adjust door closers such that the push/pull force does not exceed 5 lbs. | 2 | 2 | I | Up to $350 |
| **Interior Doors Closing Speed**<br>Interior doors with closers have closing speeds of less than 6 seconds. | 404.2.8 | 26.9 | Adjust door closers such that the door closing speed is at least 6 seconds. | 2 | 2 | I | Included Above |
| **Courtyard**<br>There is no accessible route of travel to and within the courtyard. A 5½" abrupt change in level surface exists to/from the courtyard area due to the concrete pad at each door. The walkway is uneven and less than 36" in areas due to over growth and lack of maintenance. There is no accessible route of travel to the greenhouse, raised beds, picnic tables, or benches. None of the picnic tables are accessible.<br><br>See Photos HS 8 and 9. | 402<br>303<br>403.3<br>403.4<br>226.1<br>902<br>221.2<br>802.1 | 19.0<br>20.0<br>22.4<br>19.5.2<br>19.6.2<br>14<br>19 | Modify the access/egress to the courtyard to provide a compliant accessible route of travel which has no more than a ¼" abrupt change in level surface. Resurface the walkway as necessary to provide a minimum of 36" accessible clear width. Provide an accessible route (stone dust or asphalt) that meet maximum 2% cross slope and 5% running slope requirements to the green house, raised garden beds, benches (at least one) and picnic table (at least one).<br><br>At least 5% or at least one table must be accessible. Replace an existing table or provide an additional one which has a table surface of between 28" to 34" a.f.f. to the top surface with at least 27" knee clearance, 30" clear width, and 19" depth.<br><br>Create an approach and wheelchair companion area at the one bench. Spaces should be 36" wide x 60" deep per wheelchair. If paired, spaces can be reduced to 33" in width. If a front/rear approach, the depth can be reduced to 48" as opposed to 60" for a side approach. | 2 | 3 | L | Up to $3,500 |

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| **Protruding Objects and Headroom (69)**<br>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":<br><br>Hallway soap dispensers (5), guidance suite soap dispenser, library soap dispenser, cafeteria #1 soap dispenser, cafeteria #2 soap dispenser, classroom soap dispensers (#525, #523, #409 (2), #407), hallway fire alarms (11), hallway /cafeteria fire pulls (25), hallway defibrillators (3), TV screen near exit # 15, cafeteria TV screens (2), cafeteria #1 acoustic box, cafeteria #2 telephone, drinking fountain at room #407, drinking fountain between bathrooms near cafeteria #1, drinking fountain near storage, drinking fountain near #102, drinking fountain near #300, drinking fountain near #304.<br><br>See Photos HS 10, 11 and 12. | 307.2 | 20.6.1 | Relocate items as feasible so that they are not within the accessible route of travel or place a fixed object under the protruding object to allow for cane detection. Erect wing walls on sides of drinking fountain. | 2 | 1 | I | Up to $1,000 |
| **Light Switches, Controls, Dispensers, and Telephones Reach Range (96)**<br>The following exceed the maximum reach range of 48" a.f.f. under the 2010 ADA Standards:<br><br>Airphone: main entrance (2).<br><br>Telephones: #103, #409, cafeteria #2.<br><br>Towel Dispensers: #310, #510, #511, #409. #407, culinary kitchen.<br><br>Soap dispensers: #103, cafeteria #2, weight room, #316, #314, culinary kitchen, guidance suite, #304, #302, #300 (3), #510, #520, #600, #610, #609, #605, #601, #525, #523, #521, #519, #517, #515, #409 (3), #407.<br><br>Pencil sharpener: #101, #310, #304, #302, #300, #510, #518, #602, #405, #407, #409.<br><br>Controls: carpentry #100 (3 emergency stops), carpentry #103 (3 emergency stops), culinary kitchen (2 shut offs), guidance suite (7).<br><br>Light switches: kitchen, #510, #512, #514, #516, #518, #520, #527, #525, #523, #521, #519, #517, #515, #513, #511, #507.<br><br>Coat hooks: cable access room, #103 extension cord hooks.<br><br>Eyewash Station Pull: culinary kitchen, carpentry #103, #510, #511, #507, #407, | 308.2<br>308.3 | 6.5<br>6.6 | Lower the airphones, telephones, switches, controls, dispensers, coat hooks (5%), pencil sharpeners, eyewash pull chains to no more than 48" a.f.f. | 4 | 3 | L | Up to $5,500 |

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| #409, #310, #308.<br><br>First aid boxes: #103, culinary kitchen.<br><br>Fire blanket boxes: #511, #409, #407, #103.<br><br>See Photos HS 13 and 14. | | | | | | | |
| **Tripping Hazards**<br>Hallway door stops serve as an abrupt change in level surface of > ¼".<br><br>See Photo HS 15. | 303 | 22.4 | Modify or replace hallway door stops to eliminate tripping hazard. | 4 | 2 | N | TBD |
| **Door Signage (132)**<br>Tactile designation signage is not provided at the following locations:<br><br>Library (2), AV, main entrance door not on latch side (2), cafeteria 2 (4), kitchen (4), girl's locker room (7), boy's locker room (5), exercise room, weight room office, storage room across cafeteria #1, computer lab (a), guidance suite (9), guidance conference room (hallway), storage next to #514, men's bathroom across from #527, faculty bathroom across from # 601, #406, #503, #505, Tiger's Room den (1), #308 – 310 (8), admin main office, main office copy room, school resource, school psychologist, principal, storage main office, faculty room storage, storage near auditorium, nurse (lobby side), cable access inside (2), life skills (by exit), life skills storage, band room (not on lever side), band office, chorus storage (2), chorus bathrooms (2), carpentry storage (2), shop #103 (not on latch side), #105, storage by auditorium (2), #101.<br><br>Class room closets and storage: #318, #316, #314, #400, #402, #510 (2), #608, #610, #611, #609, #607, #605, #601, #603, #405, #403, #401<br><br>Class room pass through doors: 35 total.<br><br>See Photos HS 16 and 17. | 703 | 41.1 | Install accessible compliant designation on the latch side of each door (where allowable) with appropriate finish and contrast and character height and proportions, raised and brailled characters should also be included. Tactile characters on signs s/b 48" min. a.f.f.. from baseline of lowest character and 60" max. a.f.f. to baseline of highest character. Characters must meet the ADA Standards for character height, finish and contrast, accompanied by Grade 2 Braille (703 ADA Standards). | 2 | 2 | N | Up to $4,650 |
| **Door Hardware (3)**<br>The following doors have knob-style or other non-compliant hardware :<br><br>Student activity storage, weight room office, storage near #514. | 404.2 | 26.11 | Replace door hardware with lever-style hardware. | 2 | 2 | N | $225 |
| **Doors with Glass Panels (24)**<br>The following doors have glass panels in the door that are too high:<br><br>Rooms #102, #302, #300, #510, #510 (storage), #512, #514, #516, #518, #520, | 404.2.11 | NA | Doors, gates, and side lights adjacent to doors or gates, containing panels that permit viewing through the panels shall have the bottom of at least one panel located 43 inches maximum a.f.f. Modify or replace doors/panels to comply with maximum height restriction. | 4 | 3 | L | Up to $10,800 |

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| #525, #523, #521, #519, #517, #515, #513, #511, #507, #509 storage (2), #409, #407, #401.<br><br>See Photo HS 18. | | | | | | | |
| **Drinking Fountain**<br>The drinking fountains are non-compliant as they are not "hi-low" fountains. The following drinking fountains are "low" only:<br><br>Near room #102, #304, cafeteria #2, girl's locker room, boy's locker room, cafeteria #1, #407, #507, #601.<br><br>The following drinking fountains are "high" only:<br><br>Near #300, cafeteria #1.<br><br>See Photo HS 19. | 211<br>602 | 36 | Add a "high" drinking fountain where there is only a "low" and a "low" drinking fountain where there is only a "high". The drinking fountains must comply as follows:<br><br>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 $9,000 |
| **Hallway Lockers**<br>The hallway lockers do not comply with the operation standards due to the combination locks. Controls and operating mechanisms must be operable with one hand and must not require grasping, pinching, or twisting of the wrist and require no more than 5 lbs. of force to activate. None of the locker coat hooks are within reach range. | 309.4 | 39.5 | To comply, at least 5% of the lockers provided, but no less than one locker, needs to meet the ADA requirements per hallway area. This includes modifying or replacing the existing combination locks on the required # of lockers. The locker coat hooks on the accessible designated lockers must be lowered to no more than 48" above the floor. | 2 | 3 | L | Up to $250 |
| **Library Computer Card Catalogues**<br>The computer card catalogue stations (3) are located on tables/counters that are 39"-42" a.f.f. One of the stations has only 24" of knee clearance.<br><br>The check-out counter is 5½" too high.<br><br>See Photo HS 20. | 305<br>306<br>902<br><br>904.3 | 35<br><br>12.2.3 | Reposition the computer stations so that at least one is on the existing table so that it is between 28" a.f.f. to 34" a.f.f. to the top of the table, has at least 30" of clear width, have at least 27" of knee clearance, and have at least 9" of toe clearance.<br><br>Modify the existing counter so that it is no more than 36" a.f.f. with a 36" clear width. | 2<br><br>2 | 1<br><br>32 | I<br><br>N | $0<br><br>Up to $500 |
| **Auditorium (place of assembly)**<br>Wheelchair spaces. No wheelchair designated spaces are provided. Under S.221.2.1.1 (ADA) and S.14.2 (521 CMR), the roughly 481 seat auditorium requires 6 wheelchair designated spaces. Companion seats must be provided adjacent to each designated wheelchair space.<br><br>The two enter "ramps" to the stage and seating exceeds the maximum running slope allowed by up to 8.3% in varying locations and does not have railings. The "ramp" to and from the stage has cross slopes of roughly 6.8%, a running slope of 8.2% to 9.5% and no level landing at the base of the ramp. | 221.2.1<br>802.3<br>206<br>405<br>505<br>219<br>703 | 14.2<br>14.4<br>14.4.3<br>20.00<br>24<br>14.5<br>41.10<br>27.4 | Provide a minimum of 6 wheelchair designated spaces (221.2.1.1; 14.2) in more than one location and integrated into the seating plan (221.2.2; 14.4) and that lines of sight and dispersion are substantially equivalent to, or better than, the choices of seating locations and viewing angles available to all other spectators (221.2.3, 802.2; 14.4). Wheelchair spaces (802.1; 14.3) must be 36" wide and 60" deep, level (no > 2% slope) and on a stable, firm, slip resistant surface. *(Note: The 2010 ADA Standards allows for a 48" deep space for a front or rear approach and a 33" wide space if adjacent to another wheelchair space).* At least one companion seat (802.3, 14.4.3) must be provided next to each wheelchair designated space. Companion seats must be comparable to the seats for the general public and must have signage installed indicating that the seats are reserved as companion seating for the accessible seating area. Companion seats shall be permitted to be moveable. | 2 | 4 | L | TBD |

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| The auditorium does not appear to have an assistive listening system (ALS) as no signage or recognition of one appears to be in place.<br><br>The stairs from the assembly area to the stage lack railings on both sides. The single railing does not provide the proper extensions at the top and bottom of the stairs.<br><br>The ramp railings at the top are ¾" too high for the bottom railing and ½" too low at the top; ½" too low at the bottom; have missing sections of railing (non-continuous); do not extend 12" beyond the base of the ramp; and have loose bolts resulting in an unsecured railing.<br><br>See Photos HS 21, 22, and 23. | | | Wheelchair spaces must adjoin an accessible route (802.1.4; 14.4.2). The existing assembly area configuration provides an accessible route solely to the rear wall area of the auditorium, which is also a level surface. The jurisdiction must consult a design professional to determine the best means of compliance for an accessible route – modification of the existing aisle with seat removal to achieve a minimum 36" clear width on both sides of a center railing; elimination of side seating and construction of a level perched viewing area running to the stage; or some other alternative. Depending on the option will also determine how the non-compliant existing center ramp/access aisle is addressed. It will also dictate seat placement and the subsequent modifications to create a level surface.<br><br>The existing stairs must be modified with compliant handrails on both sides, 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 floor (505; 27.4). | | | | |
| **Girl's Locker Room**<br>One shower is designed as being accessible however the folding seat for use in transfer is broken. | 608 | 31 | Replace and or repair the folding seat. | 2 | 3 | I | $350 |
| The benches are 3" to 5" too short, too narrow, and lack back support. There is insufficient clear width between the bench and lockers (31½" to 33" existing clearance). | 803<br>903<br>305 | 19.4 | At least one accessible bench must be provided. The bench seat must be a minimum of 42" long and 20" to 24" deep with back support or affixed to a wall. The back support s/b 42" long minimum from a point 2" above the seat surface to a point 18" above the seat surface. The bench height s/b 17" to 19" a.f.f. A minimum 36" clear width must be maintained between the benches and lockers and around the lockers. In addition, a 5' turning diameter must be maintained near the accessible lockers. (903; 19.4). | 2 | 3 | L | $500 |
| The soap dispenser for the sink is 1 ½" too high under 521 CMR. | 308.2<br>308.3 | 30.12 | Lower the dispenser to no more than 42" a.f.f. | 3 | 2 | I | $0 |
| The accessible water closet stall door is not self-closing. The coat hook is 3" too high. The stall door lacks an interior pull device. The rear grab bar is ½" too high. The toilet paper dispenser is 3" too close to the front of the water closet.<br>See Photos HS 24 and 25. | 604<br>308<br>609 | 30.6<br>30.8<br>30.7 | Adjust the stall door so it is self-closing. Lower the coat hook to no more than 48" a.f.f. Install a pull device on the inside of the stall door. Lower the grab bar so it is between 33" to 36" a.f.f. to the top of the griping surface. Relocate the toilet paper dispenser so that it is between 7" to 9" o.c. from the front of the water closet. | 3 | 2 | I | $25 |
| **Boy's Locker Room**<br>The "gang" showers are not accessible as there are no grab bars, no transfer seats, and shower control mechanisms that are too high. | 608 | 31 | Create an accessible stall compliant with reach range and control mechanism type along with compliant grab bars and transfer seat. | 2 | 3 | I | Up to $20,000 |
| The benches are 3" to 5" too short, too narrow, and lack back support. | 903 | 19.4 | At least one accessible bench must be provided. The bench seat must be a minimum of 42" long and 20" to 24" deep with back support or affixed to a wall. The back support s/b 42" long minimum from a point 2" above the seat surface to a point 18" above the seat surface. The bench height s/b 17" to 19" a.f.f. | 2 | 3 | L | $500 |
| The soap dispenser for the sink is 1½" too high under 521 CMR. | 308.2<br>308.3 | 30.12 | Lower the dispenser to no more than 42" a.f.f. | 3 | 2 | I | $0 |

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| The accessible water closet stall door is not self-closing. The coat hook is 4" too high. The stall door lacks an interior pull device. The side grab bar is ¼" too high.<br><br>See Photo HS 26. | 604<br>308<br>609 | 30.6<br>30.8 | Adjust the stall door so it is self-closing. Lower the coat hook to no more than 48" a.f.f. Install a pull device on the inside of the stall door. Lower the grab bar so it is between 33" to 36" a.f.f. to the top of the griping surface. | 3 | 2 | I | $25 |
| **Faculty Work Room (#305)**<br>The sink lacks knee clearance. The sink hardware is non-compliant as it requires twisting of the wrist. The towel dispenser is 13" too high. The phone (placed on the top of a refrigerator) is 20" too high. | 306<br>308.2<br>308.3 | 30.9<br>6.5<br>6.6 | As required through a reasonable accommodation, modify the sink to provide a minimum of 27" knee clearance. Sink hardware should be lever type and not require twisting of the wrist. The towel dispenser should be lowered to no more than 48" a.f.f. and the phone relocated to a table or mounted on the wall at a height of no more than 48" a.f.f. | 4 | 3 | L | Up $450 |
| **Nurse's Office**<br>There is only 18" of clear width to the nurse's desk (minimum of 36" required). The counter is 2" too high with no knee clearance. The eyewash station is fixed and is too high for wheelchair use.<br><br>See Photo HS 27. | 403.5<br>606 | 20.3<br>30.9 | As may be required by a reasonable accommodation, rearrange furniture to achieve a minimum 36" clear width to and within the nurse's office. Modify and/or replace the sink to provide the minimum 27" clear width. Provide an eye wash station that is within reach and use range for a wheelchair user. | 2 | 3 | N | Up to $650 |
| **Life Skills (#200)**<br>The kitchen counter top is 2" too high. The sink lacks the minimum 27" knee clearance. The stove knobs are not within reach range as they are located at the top and at the back of the stove and they are non-compliant as they require twisting of the wrist. The garbage disposal is too high over a 28" obstruction (counter). There is only 28" of clear width between the washer and dryer. The washer is a top loader and not accessible. The dining room table does not provide the required minimum 27" knee clearance.<br><br>See Photos HS 28 and 29. | 611<br>804<br>306<br>308.2<br>308.3<br>306.3<br>403.5<br>304.3<br>305.3 | 32<br>6.5<br>6.6<br>35.5<br>20.3 | Reconfigure (construction required) the life skill kitchen and working area to provide a minimum required 36" clear width and 60" turning radius for work areas. Lower the kitchen counter top to no more than 34" a.f.f. with the required minimum 27" of knee clearance for the sink. Switches and controls must be within reach range (not more than 48" a.f.f. and not over an obstruction). Replace the stove with one that has controls on the front which do not require twisting of the wrist. Replace the washing machine with a front loading machine with compliant controls. Block the table 1" to provide the minimum required knee clearance. | 2 | 3 | L | Up to $25,000 |
| **Carpentry (#103)**<br>The sink does not provide the minimum required 27" knee clearance. Sink hardware requires twisting of the wrist. The eyewash station is fixed and is too high for wheelchair use. The soap dispenser is 4" too high, the towel dispenser is 24" too high, and the light switch is 12" too high. | 306<br>309<br>308.2<br>308.3 | 30<br>6.5<br>6.6 | Modify and/or replace the sink to provide the minimum 27" knee clearance. Sink hardware should be lever type and not require twisting of the wrist. Provide an eye wash station that is within reach and use range for a wheelchair user. The towel dispenser, soap dispenser, and light switch should be lowered to no more than 48" a.f.f. | 2 | 3 | L | Up to $500 |
| **Science Rooms #407-409 Eyewash**<br>The eyewash stations are fixed and are too high for wheelchair use. | 606 | 30 | Provide an eye wash station that is within reach and use range for a wheelchair user. | 4 | 3 | L | Up to $500 |
| **Kitchen**<br>The kitchen has numerous area of non compliance, all subject to a request for reasonable accommodations as the kitchen is not a public area. The sink is | 606<br>309<br>308<br>304 | 30<br>6.0<br>32 | As required by a reasonable accommodation, modify the sink, hardware, fixtures, and bathroom as required under the 2010 ADA Standards for Accessibility and 521 CMR. | 2, 3 | 3 | L | TBD |

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| not wrapped and the sink hardware requires twisting of the wrist. The dispensers and fixtures (mirror, soap, towel, light switch) all exceed maximum height limits. The bathroom lacks maneuverability, grab bars, and water closet clearances. | 305 | | | | | | |
| **Cafeteria #2**<br>The microwave oven for student use provides only 23¼" knee clearance which does not meet the minimum required. | 306 | 35 | Replace the existing table with a table that provides a minimum of 27" of knee clearance. | 2 | 1 | I | $100 |
| **Weight Room**<br>There is insufficient clear width between weight machines and equipment. | 403.5 | 20.3 | Rearrange and move the weight equipment as may be necessary to accommodate a reasonable accommodation. | 2 | 1 | I | $0 |
| **Culinary Kitchen**<br>The counters are 1" – 2" too high; towel/soap dispensers, first aid kit, emergency shutoffs, and the eyewash station are all outside of reach range or are not usable for a wheelchair user (eyewash station). The cooking stoves are 3" to 6" too high.<br><br>See Photo HS 30 and 31. | 804<br>308.2<br>308.3 | 32<br>6.5<br>6.6 | Modifications are required to provide at least one counter at no more than 34" a.f.f. At least one cooking unit compliant with S. 804 of the 2010 ADA Standards and S. 32 of 521 CMR must be provided such that there is adequate knee and toe clearance, the controls are on the front panels, and the top of the stove is no more than 34" a.f.f. Dispensers, first aid kits, the emergency shut off and the eyewash station must be lowered to be within reach range (48" a.f.f.) or usable by a wheelchair user (eyewash station). | 2 | 3 | L | Up to $2,500 |
| **Guidance Suite**<br>The reception counter is 48" a.f.f. and 32" in width which does not comply with the 2010 ADA Standards or 521 CMR<br><br>See Photo HS 32. | 904.4 | 7.2 | Provide a counter that is no more than 36" a.f.f. and 36" in length. | 2 | 3 | N | $350 |
| **Special Use Tables and Computers**<br>A computer work station in Room #527 is 41" a.f.f., which is too 7" too high. A computer desk in room #513 has only 25¾" of knee clearance. Desks in science room #510, #310 and #308 have only 24½" of knee clearance.<br>See Photos HS 33 and 34. | 306<br>902 | 35 | Modify or replace desks and tables such that there is at least 27" of knee clearance with the top of the tables/desks being between 28" to 34" a.f.f. | 2 | 3 | I | Up to $500 |
| **Art Rooms #300-302**<br>The art room sinks lack knee clearance. The soap and towel dispensers are too high or over an obstruction restricting access.<br><br>See Photo HS 35. | 306<br>308.2<br>308.3 | 30.9<br>6.5<br>6.6 | Modify the existing sinks to provide a minimum of 27" of knee and 9" of toe clearance. Lower the dispenser to no more than 48" a.f.f. | 2 | 3 | N | Up to $500 |
| **Science Rooms #308-310, #407-409**<br>Rooms #407-409 each have 6 science work stations with a counter work height of 36". Rooms #308 – 310 have accessible sink stations but no accessible work area with proper knee clearance if using gas.<br><br>See Photo HS 36 and 37. | 306<br>902 | 35 | Purchase 1 portable ADA Accessible Portable Science Lab for student use. | 2 | 1 | N | $2,800 |

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| **Faculty/Staff and Student Bathrooms**<br>The faculty/staff and student bathrooms are mostly moderately compliant with some bathrooms lacking key accessible features and/or not in compliance with height and setback requirements. The items of non-compliance are detailed in Table 1: South Hadley HS Faculty and Student Bathrooms.<br><br>See Photos HS 38, 39, 40, 41, and 42. | 703.4<br>404.2.5<br>603<br>604<br>308<br>309<br>605<br>606 | 41.1<br>26.10<br>30<br>39.5 | See Table 2: Bathroom Facilities Compliance Requirements. | 3 | 3 | N | Up to $2,500 |

**Estimated Total Cost:** Up to $105,850 +/-

**Table 1: South Hadley HS Faculty and Student Bathrooms**

| Compliance Item | Main Office #1 | Main Office #2 | Nurse #1 | Nurse #2 | Room #200 | Room #102 BR 1 |
|---|---|---|---|---|---|---|
| Door width 32” | | | | | | |
| Tactile signage | On door | On door | No | No | | |
| Threshold ¼” - ½”beveled | | | | | | |
| Closing > 6 seconds | | | | | | |
| Door force < 5 lbs | | | | | | |
| Light switch 48” a.f.f. | | | | | | |
| Protruding object present | | | | | | |
| Sink/counter 34” a.f.f. | | | | | | |
| Knee clearance 27” a.f.f. | | | | | | |
| Pipes fully insulated | | | | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | | | | |
| Metered faucets on for at least 10 seconds | | | | | | |
| Mirror 40” a.f.f. | No | No | No | No | No | No |
| Soap 42” a.f.f. | | No | No | No | | No |
| Towel 42” a.f.f. | No | No | No | No | No | No |
| Urinal 17” a.f.f. max. | | | | | | |
| Toilet 18” o.c. near | | | | | | |
| Toilet 42” o.c. far | | | | | | |
| Toilet 42” clearance in front of water closet | No (1) | No (1) | No (1) | No (1) | No (2) | |
| Toilet 17”-19” a.f.f. rim | | | No | No | | |
| Flush valve on approach side | | | | | | |
| TP 7”-9” o.c. to front | No | No | No | No | | No |
| TP at least 24” a.f.f. | | | No | No | No | No |
| Grab bars 42” long | | | | | | |
| Grab bars 33”-36” a.f.f. | No | No | No | No | No (rear) | No (rear) |
| Side grab bar 12” max. from interior | | | | | | |
| Rear grab bar 6” max from interior | | | | | | |
| Dispenser not mounted over grab bars | | | | | | |
| Coat hook no > 48” a.f.f. | No | No | No | No | | |
| Stall door swings out | | | | | | |
| Stall door self-closing | | | | | | |
| Pull device on both sides of stall door | | | | | | |
| Compliant locking mechanism on stall door | | | | | | |

| Compliance Item | Room #102 BR2 | Men's Auditorium | Women's Auditorium | Men's Cafeteria #1 | Women's Cafeteria Left | Women's Cafeteria Right (4) |
|---|---|---|---|---|---|---|
| Door width 32" | | | | | | |
| Tactile signage | | | | | | |
| Threshold ¼" - ½"beveled | | | | | | |
| Closing > 6 seconds | | | No | No | No | No |
| Door force < 5 lbs | | No | No | No | No | No |
| Light switch 48" a.f.f. | | | | | | |
| Protruding object present | | Yes (3) | Yes (3) | Yes (3) | | |
| Sink/counter 34" a.f.f. | | | | | | |
| Knee clearance 27" a.f.f. | | | | | | |
| Pipes fully insulated | | | | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | | | | |
| Metered faucets on for at least 10 seconds | | | | | | |
| Mirror 40" a.f.f. | No | | | No | No | No |
| Soap 42" a.f.f. | No | No | No | No | | |
| Towel 42" a.f.f. | No | | | | No (5) | No (5) |
| Urinal 17" a.f.f. max. | | | | No | | |
| Toilet 18" o.c. near | | | | No | No | |
| Toilet 42" o.c. far | | | | No | | |
| Toilet 42" clearance in front of water closet | | | | | | |
| Toilet 17"-19" a.f.f. rim | No | No | No | | | |
| Flush valve on approach side | | | | | | |
| TP 7"-9" o.c. to front | | | | | | |
| TP at least 24" a.f.f. | No | | No | | | |
| Grab bars 42" long | | | | | No; and side only | |
| Grab bars 33"-36" a.f.f. | No | No | No | | | |
| Side grab bar 12" max. from interior | | | | | | |
| Rear grab bar 6" max from interior | | | | | | |
| Dispenser mounted over grab bars | | | | | | |
| Coat hook no > 48" a.f.f. | | | | | | |
| Stall door swings out | | | | | | |
| Stall door self-closing | | No | No | No | No | No |
| Pull device on both sides of stall door | | No | No | | | |
| Compliant locking mechanism on stall door | | | | | | |

| Compliance Item | Student BR @ #505 | Faculty BR @ #505 | BR @ #520 | Men's BR @ #527 | Girl's BR @ #601 (4) | Faculty BR @ #601 |
|---|---|---|---|---|---|---|
| Door width 32" | | | | | | |
| Tactile signage | | | | No | | No |
| Threshold ¼" - ½"beveled | | | | | | |
| Closing > 6 seconds | | | | No | No | |
| Door force < 5 lbs | | | | No | No | |
| Light switch 48" a.f.f. | | | | | | |
| Protruding object present | | | | | Yes – towel | |
| Sink/counter 34" a.f.f. | | | | | | |
| Knee clearance 27" a.f.f. | | | | | | |
| Pipes fully insulated | | | | | | |
| Faucets operable | | | | | | |
| Faucets < 5 lbs force | | | | | | |
| Metered faucets on for at least 10 seconds | | | | | | |
| Mirror 40" a.f.f. | No | No | No | | | |
| Soap 42" a.f.f. | No | No | No | | No | No |
| Towel 42" a.f.f. | No | No | No | No | No | No |
| Urinal 17" a.f.f. max. | | | | | | |
| Toilet 18" o.c. near | | No | | | | |
| Toilet 42" o.c. far | No (5) | No (6) | 8 | | | 8 |
| Toilet 42" clearance in front of water closet | No (6) | No (7) | | | | No (10) |
| Toilet 17"-19" a.f.f. rim | | | | | | |
| Flush valve on approach side | | | | | | |
| TP 7"-9" o.c. to front | No | No | | | | |
| TP at least 24" a.f.f. | | | | 9 | | No |
| Grab bars 42" long | | | | | | |
| Grab bars 33"-36" a.f.f. | No | No | No | No (side) | No (side) | No |
| Side grab bar 12" max. from interior | | | | | | |
| Rear grab bar 6" max from interior | | | | | | |
| Dispenser mounted over grab bars | | | | | | |
| Coat hook no > 48" a.f.f. | | | | | | |
| Stall door swings out | | | | No | | |
| Stall door self-closing | | | | No | | |
| Pull device on both sides of stall door | | | | | | |
| Compliant locking mechanism on stall door | | | | | | |

**Table 1: South Hadley HS School Faculty and Student Bathrooms Footnotes**

1. *Desk in front of water closet restricts clearance to less than 42". Remove desk.*

2. *2.Bookshelf in front of water closet restricts clearance to less than 42". Remove bookshelf.*

3. *Air dryer protrudes > 4" into accessible route. Place a fixed object under the air dryer.*

4. *As there are > 6 stalls (6 regular, 2 accessible @ BR near cafeteria; 7 regular, 1 accessible @ BR near #601), one of the stalls must be an alternate accessible stall (See Table 2).*

5. *Air dryer 50" a.f.f. and accessible use restricted by heating vent. Relocate dryer.*

6. *Desk restricts clearance to < 42". Remove desk.*

7. *Fixed heat register reduces clearance to 38" to 39½". Seek variance.*

8. *A table restricts maneuverability. Remove table.*

9. *Toilet paper dispenser non-compliant as it is located over the grab bars. Relocate dispenser under the grab bars at the required height and location specified in Table 2.*

10. *Clearance from the front of the water closet to the block wall is 30". Seek variance.*

## Table 2: Bathroom Facilities Compliance Requirements

| | 2010 ADAAG | | MAAB 521 CMR | |
|---|---|---|---|---|
| **Doorway/Entrances** | | | | |
| Signage | 703.4 | 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. Latch side of door. See exceptions. | 41.1 | Latch side of door; approach w/in 3"; 60" a.f.f. to centerline of sign. |
| Hardware | 404.2.7 | Operable with a closed fist or loose grip | 26.11.1 | Operable with one hand; roughened surface for hazard areas (26.11.4). |
| Hardware height | 404.2.7 | 34" to 48" a.f.f. | 26.11.2 | 36" to 48" a.f.f. |
| Door closing speed | 404.2.8.1 | 5 sec. min. from 90 degrees to12 degrees from the latch. | 26.9 | At least 6 seconds. |
| Door opening force | 404.2.9 | Interior hinged / sliding/folding–5 lbs | 26.8.1 | Exterior hinged–15 lbs; interior hinged / sliding/folding–5 lbs. |
| Doorway width | 404.2.3 | Clear width of 32" minimum. | 26.5 | Clear opening of 32" min. |
| Threshold | 404.2.5 | Not > ½" high. Raised thresholds comply with 302 and 303 (between ¼" and ½" s/b beveled w/slope no > 1:2(50%)). | 26.10 | Not > ½" high, beveled w/no > 1:2 slope. Sliding door thresholds not > ¾" high and beveled w/no > 1:4 slope. |
| Handrails - clearance | 505.5 | 1 ½" minimum. | 27.4.7 | 1 ½" from wall. Recessed if max 3"recess and 18" above handrail. |
| **Single User Toilet Room** | | | | |
| Door | 213<br>404.2.3<br>603.2 | In-swing allowed if min. 30"x48" c.f.s. beyond swing of the door (603.2). 32" min. clear width (404.2.3). | 30.4 | In-swing allowed if self closing device and min. 30"x48" c.f.s. beyond swing of the door. |
| Clear floor space | 604.3.1 | 60" x 56" minimum. | 30.5, 6.3 | Clear floor space required (30.5); 60" diameter or a 36" x 60" "T" (6.3). |
| **Toilet Stalls** | | | | |
| # standard accessible stalls | 213.3.1 | At least one. | 30.6 | One must be provided |
| # alternate accessible stalls | 213.3.1 | If 6 or > stalls/urinals at least one alternate accessible stall must ALSO be provided | 30.6 | If 6 or > stalls at least one alternate accessible stall must ALSO be provided |
| **Standard Accessible Stall** | | | | |
| Size | 604.8.1.1 | 60" wide x 56" deep for wall hung water closets; 60" wide x 59" deep for floor mounted water closets. | 30.6.1 | 60" wide x 72" deep. |
| Water closet location | 604.2 | On rear wall. | 30.6.1 | On 60" wall. |
| Door width | 404.2.3 | 32" minimum clear opening, swings out. | 30.6.1 | 32" clear opening, swings out or slides |
| Door hinge and closing | 604.8.1.2<br>404.2.7 | Self-closing hinge; pull device on both sides (604.8.1.2); operable parts 34" min. to 48" max. a.f.f. (404.2.7). | 30.6.1 | Self-closing hinge; pull device on both sides; lock at approx. 36" a.f.f. |
| Door swing | 404.2 | Door must swing out. | 30.6 | Door must swing out or slide. |
| Latch side clear space | 604.8.1.2 | 42" min. clear space for side approach to door; door opening s/b 4" max. on side wall or partition farthest from water closet. If door on side, opening s/b 4" max. from front partition. | 30.6.1 | 18" clear space on latch side of door. |
| Coat hook | 603.4<br>308 | Forward (308.2)/side (308.3) reach 15" to 48" max. a.f.f. | 30.6.1 | Max. 54" a.f.f. |
| Grab bar location | 604.5 | Provided on side wall closet to water closet and rear wall. Side wall bar 42" long, 12" max. from rear wall and extending 54" min. from rear wall. Rear wall bar s/b 36" long min. and extend from center of water closet 24" min on transfer side and 12" min on opp. side. | 30.8 | 2 grab bars, 42" long, 1 on back wall above water closet, one on side wall closet to water closet. See Grab bars. |

| | | | | |
|---|---|---|---|---|
| **Water Closets** | | | | |
| Clear floor space (no stall) | NA | NA (Stall 60” wide x 56” deep) | 30.7.1 | 30” x 48” |
| Location | 604.2 | Centerline s/b 16” to 18” max from nearest sidewall, except that water closet s/b 17” min to 19” max from the side wall in an ambulatory accessible compartment. | 30.7.2 | Centerline s/b 18” from nearest sidewall, at least 42” from farthest sidewall, and 42” clearance from front of water closet to nearest wall/fixture |
| Height | 604.4 | 17”-19” a.f.f. to top of seat. | 30.7.3 | 17”-19” a.f.f. to top of seat. |
| Flush control | 604.6<br>308 | Hand operated or mounted (604.6). 15” min. to 48” max reach range (308). . | 30.7.5 | Mounted on wide side no > 44” a.f.f. |
| Toilet paper dispensers | 604.7<br>309.4 | 7” min and 9” max in front of water closet measured to centerline of dispenser. Outlet s/b 15” min and 48” max a.f.f. S/not be behind grab bars and be a continuous flow (604.7). Operable parts per 309.4. | 30.7.6<br><br><br>30.8.5 | Mounted on side wall closest to toilet, centerline of roll s/b min. of 24” a.f.f.<br><br>Dispensers shall not be mounted above grab bars. |
| **Grab Bars** | | | | |
| Grab bar location | 609.4<br>604.5 | See Standard Accessible Stalls. | 30.8.1 | Side grab bar s/b no >12” from interior corner; rear grab bar s/b no > 6” from interior corner. |
| Grab bar height | 609.4 | 33” – 36” a.f.f. to top of griping surface. | 30.8.2 | 33” – 36” a.f.f.; tank/flushometer variances of height and length. |
| Grab bar thickness | 609.2 | Circular x-sect. outside diameter 1¼ “ min. to 2” max.; Non-circular x-sect. 2” max. and perimeter of 4” min. and 4.8” max. | 30.8.3 | 1 ¼” – 1 ½” diameter. |
| Grab bar material | NA | NA | 30.8.4 | Non-rusting, acid-etched or roughened. |
| Spacing | 609.3 | 1 ½” between wall & grab bar. Space between grab bars & projecting objects above s/b 12” min. | 30.8.3 | 1 ½” between wall and grab bar. Nothing mounted above. |
| **Sink** | | | | |
| Clear floor space | 606.2<br>305 | Forward approach clear floor space of 30”x48”(305.3). | 30.9.1<br>6.3 | 60” diameter, no more than 19” underneath the sink. 30”x48” forward approach. |
| Height | 606.3 | Rim no > 34” a.f.f. | 30.9.2 | Rim no > 34” a.f.f. Sink min. 17” from wall to front of the sink. |
| Knee clearance | 306.2<br>306.3 | 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). | 30.9.3 | 27” min. from floor to underneath; 8” from front to back (deep). Minimum of 9” of toe clearance. Toe clearance as part of c.f.s. a max. of 6” of the 48” of c.f.s. may extend into the toe space. |
| Depth | NA | NA | 30.9.4 | Not > 6 ½”. |
| Piping | 606.5 | Insulated, protected, no sharp/abrasive surfaces. | 30.9.5 | Recessed, insulated or guarded. |
| Faucets | 606.4<br>309 | Operable w/one hand w/max 5 lbs force required (309). Metering faucets must be open 10 secs min (606.4). | 30.9.6 | Operable w/one hand. If self-closing valves, must be open min. 10 seconds |
| **Urinals** | | | | |
| Required # | 213.3.3 | Where more than 1 urinal provided, at least one s/b accessible. | 30.10 | If one or more urinals, at least one must be accessible. |
| Height | 605.2 | Stall or wall hung; rim maximum of 17” a.f.f.; 13½ “ deep from outer face of rim to back of fixture. | 30.10.1 | Stall or wall hung; elongated rim; maximum of 17” a.f.f. |
| Clear floor space | 605.3<br>305 | Forward approach clear floor space of 30”x48” (305.3). | 30.10.2<br>6.3 | Front approach 30”x48” and 60” diameter turning radius (6.3); 29” clearance between urinal shields (30.10.2). |
| Flush control | 605.4<br>308<br>309 | Hand operated or automatic (309.4); 15” min – 48” max a.f.f. reach range (308). | 30.10.3 | Hand operated, automatic; no > 44” a.f.f. |

| | | | | |
|---|---|---|---|---|
| **Mirror** | | | | |
| Height | 603.3 | If over lavatory/countertop, bottom of mirror no > 40" a.f.f.; if not over lav/counter no > 35" a.f.f. if full length, top s/b 74" min a.f.f. | 30.11 | Bottom of mirror no > 40" a.f.f. |
| **Dispensers** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.12 | One of each device w/in zone of reach |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.12<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 30.12 | 42" max. a.f.f. |
| **Controls and Receptacles** | | | | |
| Location | 205 | S/b located on an accessible route. | 30.13<br>39.00<br>6.5, 6.6 | One of each on an accessible route (30.13); all controls s/b at least 18" from an interior corner (39.00); forward reach 15"–48" a.f.f. (6.5); side reach 9"-54" (6.6). |
| Height | 308.2<br>308.3 | Side (308.3) and forward (308.2) reach 15" – 48" a.f.f. | 6.5, 6.6 | Forward reach max. of 48" a.f.f.<br>Side reach max. of 54" a.f.f.. |
| Operation | 309.4 | Operable w/one fist; no > 5 lbs force. | 30.13<br>39.5 | Operable w/one fist; no > 5 lbs force (39.5). |
| Clear floor space | 305 | Forward approach clear floor space of 30"x48" (305.3). | 6.4<br>39.2 | Minimum 30"x48" (6.4, 39.2). |
| **Signage** | | | | |
| Location | 703.4 | 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. Latch side of door. See exceptions. | 41.2.1 | Wall adjacent to latch side of door or nearest adjacent wall. Reach allowance s/b within 3" of signage. |
| Height | 703.4 | 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. | 41.2.2 | 60" a.f.f. to centerline of sign. |
| Character proportion | 703.5.4 | Characters s/b selected from fonts where the width of the uppercase letter "O" is 55% min and 110% max of the height of the uppercase letter "I". | 41.3 | Width to ht. (3:5-1:1) and stroke-width- height (1:5-1:10). |
| Character height | 703.5.5 | Sized according to viewing distance. See Table 703.5.5. | 41.4 | Sized according to viewing distance. |
| Brailled characters | 703.3<br>703.4 | Grade 2 Braille. Domed or rounded shape (703.3). See Table 703.3.1 for Braille dimensions. Height (703.4). | 41.5 | Letters/numbers raised 1/32"; upper case; Grade 2 Braille; raised characters 5/8" but no > 2". |
| **Alternate Accessible Stall** | | | | |
| Size | 604.8 | 60" wide x 56" deep for wall hung water closets; 60" wide x 59" deep for floor mounted water closets. | 30.6 | 60" wide x 72" deep. |
| Water closet location | 604.2 | At rear wall, 17" – 19" o.c. from the side wall partition. | 30.6 | At 60" wall. 18" o.c. from the side wall partition. |
| Grab bar location | 604.5 | Provided on side wall closest to the water closet and rear wall. Side wall bar s/b 42" long, 12" max. from the interior corner and extending a minimum of 54" from the rear wall. Rear wall grab bar s/b a minimum of 36" long and extend from the center line of the water closet 24" minimum on the transfer side and 12" minimum on the opposite side. | 30.8 | Two grab bars 42" long, one on the back wall above the water closet, one on the side wall closest to the water closet. |
| Other | 604<br>609<br>308<br>404 | All other requirements same as standard accessible stall. | 30 | All other requirements same as standard accessible stall. |

## South Hadley High School Assessment Photos

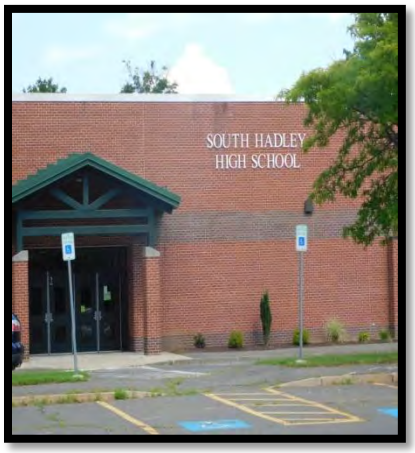
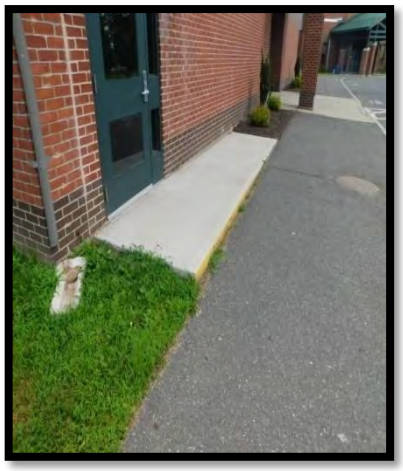



Photo HS 1

Photo HS 2

Photo HS 3



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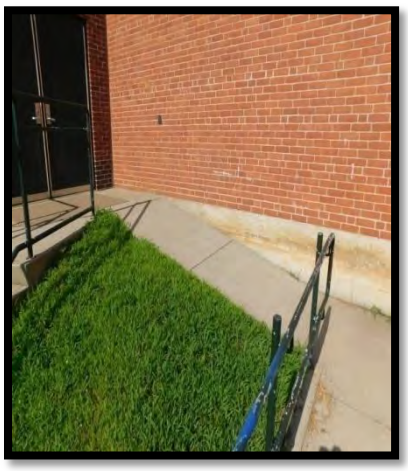

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Photo HS 6

Photo HS 7

Photo HS 8

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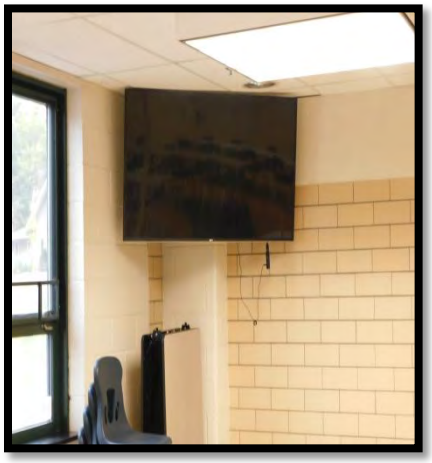
Photo HS 10



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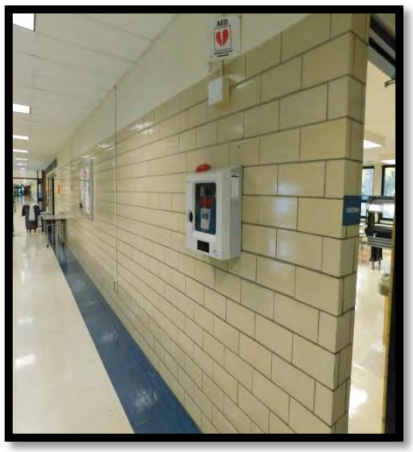


Photo HS 12

Photo HS 13

Photo HS 14

Photo HS 15

Photo HS 16

Photo HS 17

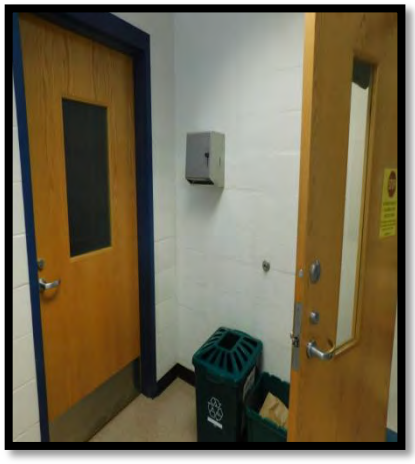
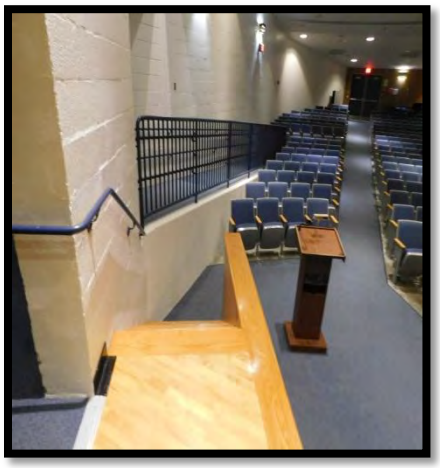


Photo HS 18

Photo HS 19

Photo HS 20



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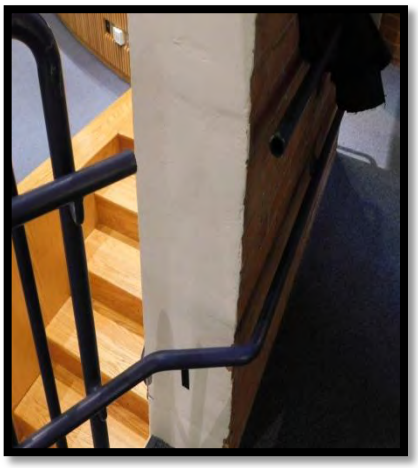
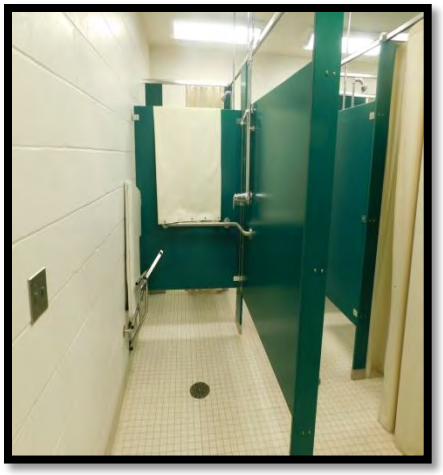


Photo HS 22

Photo HS 23

Photo HS 24



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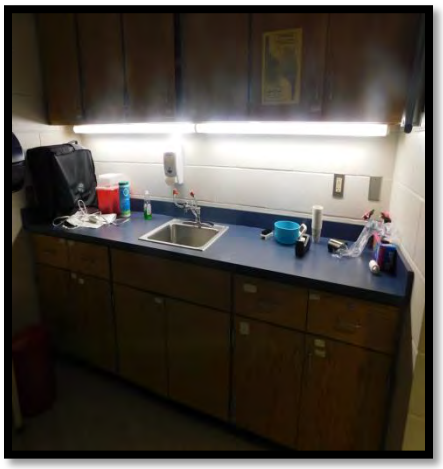

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Photo HS 28

Photo HS 29

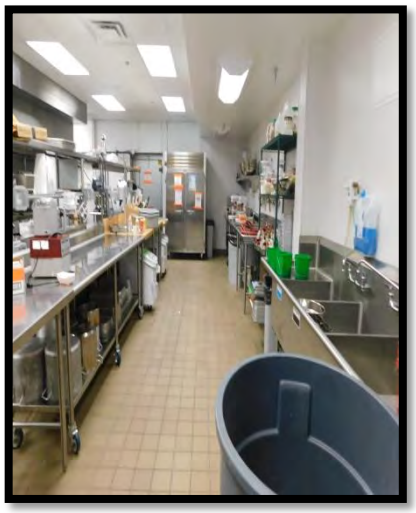


Photo HS 30

Photo HS 31

Photo HS 32

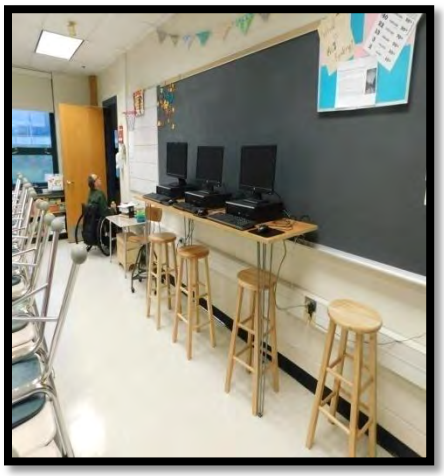


Photo HS 33

Photo HS 34

Photo HS 35

Photo HS 36

Photo HS 37  ADA Accessible Portable Science Lab

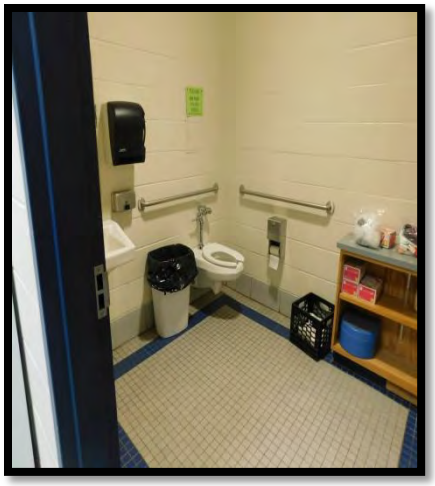


Photo HS 38

Photo HS 39

Photo HS 40

Photo HS 41

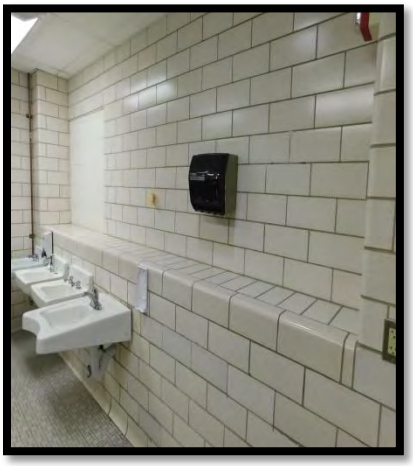


Photo HS 42

## APPENDICES

Appendix A: Survey Form

Appendix B: Public Notice

Appendix C: Grievance Procedure

Appendix D: Reasonable Accommodations Policy

Appendix E: Reasonable Accommodations Request Form

Appendix A: Survey Form

# South Hadley Self-evaluation Survey

**Department/Board/Commission:** _____

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

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

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

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

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

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

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

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

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

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

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

12. Employment Practices.

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

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

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

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

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

Appendix B: Public Notice

# Town of South Hadley
## 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 South Hadley will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment. The Town of South Hadley 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 South Hadley 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 South Hadley 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 South Hadley 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:

Matt Cowie, Facilities Coordinator
**Phone:** 413.538.5017 x134
**Fax:** 413.534.0884
**Email:** mcowie@southhadleyma.gov

The Town of South Hadley 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: Grievance Procedure

# Town of South Hadley
## Grievance Procedure Under
## The Americans With Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). This may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of South Hadley.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the Town's ADA Coordinator:

Matt Cowie, Facilities Coordinator
**Phone:** 413.538.5017 x134
**Fax:** 413.534.0884
**Email:** mcowie@southhadleyma.gov

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or his/her designee will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, the ADA Coordinator or his/her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of South Hadley and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or his/her designee does not satisfactorily resolve the issue, the complainant and his/her designee may appeal the decision of the within 15 calendar days after receipt of the response to the Town Administrator.

Within 15 calendar days after receipt of the complaint, the Town Administrator will meet with the complainant to discuss the complaint and the possible resolutions.

Within 15 calendar days of the meeting, the Town Administrator will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or his/her designee and appeals to the Town Administrator and responses from both will be retained by the Town Clerk for a period of at least 3 years.

Appendix D: Reasonable Accommodation Policy

# Town of South Hadley
# Reasonable Accommodation Policy

In accordance with the Americans with Disabilities Act, the Town of South Hadley 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 South Hadley 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).

**Acting ADA Coordinator**
Matt Cowie, Facilities Coordinator
**Phone:** 413.538.5017 x134
**Fax:** 413.534.0884
**Email:** mcowie@southhadleyma.gov

If the Town of South Hadley 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 South Hadley 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 E: Reasonable Accommodation Request Form

## TOWN OF SOUTH HADLEY

## REQUEST FOR REASONABLE ACCOMMODATION FORM

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

**TO BE COMPLETED BY REQUESTOR**

Print Name_____ Date_____

Phone (work)_____ (personal)_____

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

Dept/Div_____ Job Title_____

### APPLICANT

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

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

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

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

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

## EMPLOYEE

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

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

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

D. Describe any suggested accommodation(s) that you believe will assist you in

addressing the above-referenced limitation(s):_____

_____

_____

_____

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

_____

_____

_____

Requestor's Signature_____

Date_____

**RETURN THIS FORM TO THE**

**SOUTH HADLEY ADA COORDINATOR**

# AMERICAN WITH DISABILITIES ACT

**American with Disabilities Act (ADA)**

The ADA is a civil rights law. The law is intended to insure that those with a disability cannot be excluded from participating in, or denied the benefits of programs, services and activities offered by state and local governments because of that disability.

**Process for Complying with the ADA**

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.

**Program Accessibility**

Under Title II of the ADA, the town of South Hadley 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).

**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.

Under Title II of the ADA and Massachusetts General Law, a municipality is required to:

1. Create a formal Commission on Disabilities (MA).
2. Designate a responsible employee as ADA Coordinator.
3. Adopt and distribute a Public Notice on the municipality's ADA policies and procedures.
4. Adopt, distribute and/or post an ADA Grievance Procedure.
5. Modify, maintain, and update policies, procedures, and practices, including job descriptions and hiring practices, as required.
6. Provide reasonable accommodations to qualified individuals with disabilities.
7. Maintain and upkeep accessible features.

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

**ADA Transition Plan**

In accordance with the 2010 ADA Standards, an assessment of the Town's public facilities inclusive of public buildings, active and passive recreation facilities, and schools must be conducted to identify 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 handicapped persons, and
- 2010 ADAAG areas of non-compliance, and
- a description of methods or type of action to be taken to eliminate identified obstacles, and
- priority of removal of barrier and
- establishment of a recommended completion date to achieve accessibility (I, N, L), and
- responsible party for implementation.

**Why Prepare an ADA Self-Evaluation and Transition Plan?**

1. It is required under Federal Law and offers protection from civil and federal court action from formal complaints and substantive fines.

2. It allows the town to apply for state and federal funding to achieve architectural barrier removal.

3. Certain federal and state funding programs are leaning towards limiting or denying funding applications if a municipality does not have an ADA Self-evaluation and Transition Plan.

4. The plan establishes a "road map" and capital plan for municipal improvements.

5. Proper implementation of the plan allows for equal access to programs and services for all residents of a community.

COMMONWEALTH OF MASSACHUSETTS
SOUTH HADLEY, MASSACHUSETTS

WARRANT
Hampshire, ss.

TO: Either of the Constables of the Town of South Hadley

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the Inhabitants of the Town of South Hadley that the SPECIAL TOWN MEETING will be held in the TOWN HALL AUDITORIUM on Wednesday November 20, 2019 at 6:00 PM or as soon thereafter as the subject matter of this warrant can then and there be reached, and the Town Clerk is required to notify and warn the Town Meeting Members then and there to meet and act on the following articles:

ARTICLE 1. To see if the Town will vote to endorse the South Hadley Falls Urban Renewal and Redevelopment Plan as reviewed by the Massachusetts Department of Housing and Community Development as of July 18, 2019 and as further articulated in Appendix A, or take any other action relative thereto.

ARTICLE 2. To see if the Town will vote to accept Massachusetts General Law Chapter 40 subsection 8J, and establish a five member South Hadley Commission On Disabilities (COD) appointed by the Selectboard consistent with said Chapter 40 and further vote to amend Part I of the Town of South Hadley General Bylaws by adding a new section 7-22 creating a new Commission on Disabilities Bylaw as further articulated in Appendix B, or take any other action relative thereto.

ARTICLE 3. To see if the Town will vote to transfer from Unreserved Free Cash the sum of $25,000 for the purpose researching and developing a process for determination, and preparation for acceptance of streets and ways in the Town of South Hadley, or take any action relative thereto.

ARTICLE 4. To see if the Town will vote to transfer from the Cable Studio Fund the sum of $28,000 for the purpose of capital improvements at the studio, or take any action relative thereto.

ARTICLE 5. To see if the Town will vote to transfer from Unreserved Free Cash in the sum of $18,000 to fund a traffic calming sign project through the Department of Public Works, or take any other action thereto.

ARTICLE 6. To see if the Town will vote to amend the Town of South Hadley General Bylaws by adding a new Chapter 245, Earth Removal Incidental to Construction Activities, which addresses earth removal and related actions as more fully set forth in Appendix C, or take any action relative thereto.

ARTICLE 7. To see if the Town will vote to transfer from the Senior Center Stabilization Fund $900,000 to the Senior Center Building Account for the purpose of funding construction, design or other actions related to the building of a new Senior Center at 45-47 Dayton Street, or take any other action relative thereto.

ARTICLE 8. To see if the Town will to raise and appropriate or take from available funds the sum of $66,438 to the School budget to adjust for shortfalls in the FY 2020 budget or take any other action relative thereto.

ARTICLE 9. To see if the Town will vote to amend Chapter 18 section 18-1 and 18-7 of the Town of South Hadley General Bylaws to allow a local election on March 3, 2019 and as further articulated in Appendix D, or take any other action relative thereto.

ARTICLE 10. To see if the Town will vote raise and appropriate or take from available funds the sum of $16,438 to line item Council on Aging 15411-51044 Clerk/Typist, or take any other action relative thereto.

ARTICLE 11. To see if the Town will vote to transfer from Unreserved Free Cash the sum of $9,000 to Liability Insurance 19457-57850 Deductibles, or take any other action relative thereto.

ARTICLE 12. To see if the Town will vote to transfer from Unreserved Free Cash the sum of $15,000 to undertake a land of low value process and/or owner unknown in a joint project of the Assessor and Collector/ Treasurer departments , or take any other action relative thereto.

ARTICLE 13. To see if the Town will vote to transfer from Unreserved Free Cash the sum of $4,000 to install a NSA 3600 Firewall for the Stony Brook server , or take any other action relative thereto.

ARTICLE 14. To see if the Town will vote to transfer from Retained Earnings the sum of $88,000 as grant match for improvements to the Waste Water Plant SCADA system and installation of a ammonia monitoring system as required, or take any other action relative thereto.

ARTICLE 15. To see if the Town will vote to transfer from WWTP Retained Earnings the sum of $35,000 to update a mandated inflow and infiltration study throughout the municipal sewer system, or take any other action relative thereto.

ARTICLE 16. To see if the Town will to raise and appropriate or take from available funds the sum of $35,000 19131-51172 Unemployment Compensation to adjust for unexpected shortfalls in the FY 2020 budget or take any other action relative thereto.

ARTICLE 17. (PB-1). To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-35A by clarifying the purposes of the District; in Section 255-35B by clarifying status of uses prohibited in an underlying zoning district; in Section 255-35E by clarifying/modifying the prohibited uses; in Section 255-35F by deleting item (1) in its entirety and inserting a new item (1) regarding restrictions on “exempt” activities under Section 255-84 and clarifying/modifying the restrictions on uses; in Section 255-35H by clarifying that all uses requiring a Special Permit in the underlying zoning district also require a Special Permit in the Water Supply Protection District; in Section 255-35H(2)(a) by revising application requirements consistent with the Special Permit Granting Authority’s Rules and Regulations; in Section 255-35H (3)(a) by clarifying/revising the Special Permit Review Process to be followed for the Water

Supply Protection District relative to the basis and time frame for specified Boards/Commissions to vote on applications; and in Section 255-35H (3) by adding a subparagraph (d) regarding exceptions to requirements for votes and as articulated in Appendix E, or take any other action relative thereto.

ARTICLE 18 (PB-2). To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-84A(2)(b) by specifying limitations under which a Development of site improvements for a subdivision is exempt from an Earth removal, excavation, and/or fill permit; in Section 255-84C (4) by adding additional supplemental application requirements; in Section 255-84D(1) by expanding the prohibited area for major earth removal, excavation, or fill activity to include the Water Supply Protection District; Section 255-84D(3) by changing "five" feet" to "ten feet" (or another dimension); and by replacing Section 255-84F Surety requirement a new Section 255-84F Performance guarantee requirement as and as articulated in Appendix F, or take any other action relative thereto.

Given under our hands this 5th day of November 2019:

Andrea Miles, Chair

Jeff Cyr, Vice Chair

Christopher Geraghty, Clerk

Sarah Etelman

Bruce Forcier

**SELECTBOARD**
**TOWN OF SOUTH HADLEY**

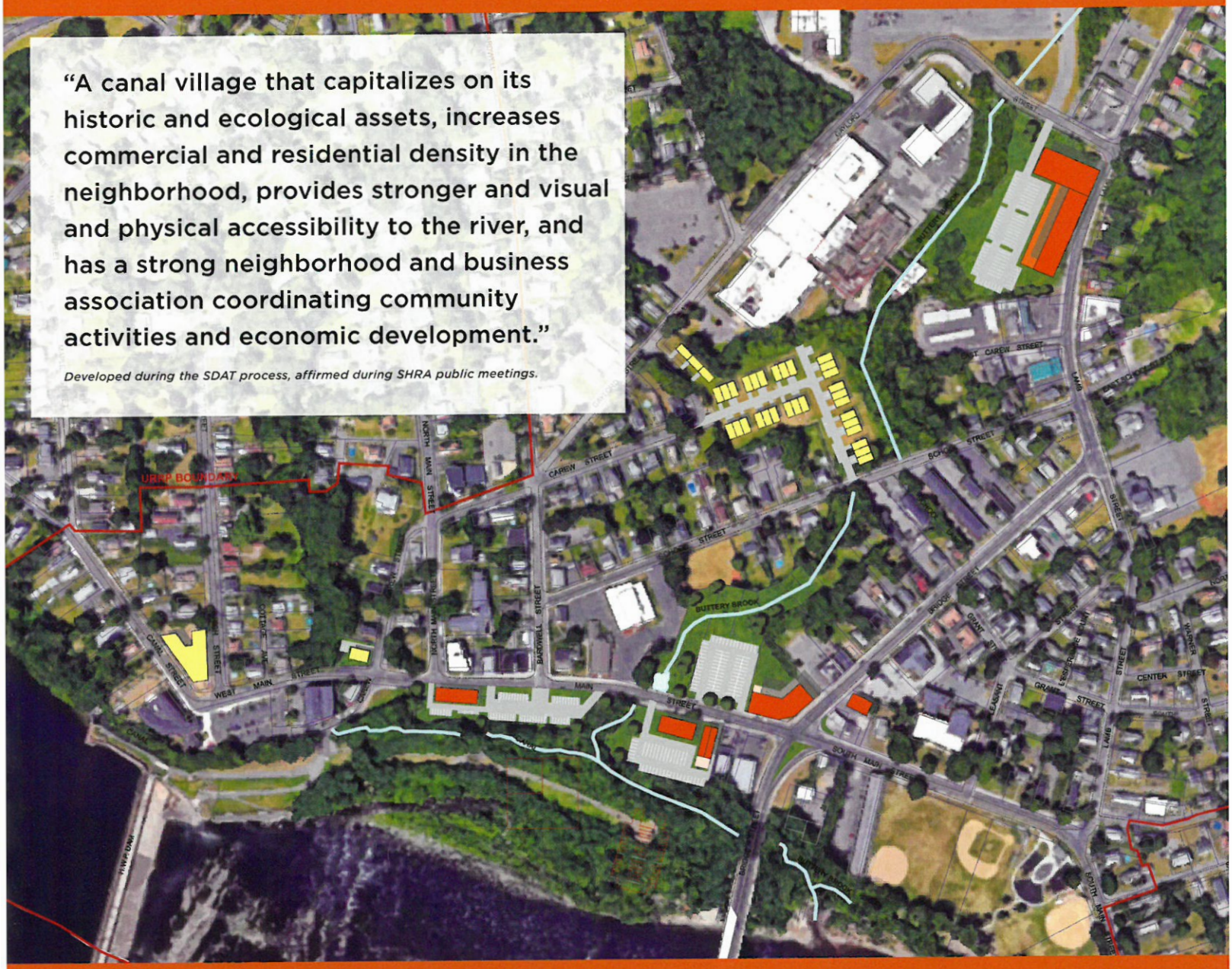
True copy, attest:

Carlene Hamlin, Clerk
Town of South Hadley

# APPENDIX A

# South Hadley Falls

## Urban Redevelopment & Renewal Plan




**South Hadley Redevelopment Authority**

Town of South Hadley, MA

www.southhadley.org/462/Redevelopment-Authority

**The McCabe Enterprises Team:** McCabe Enterprises | PARE Corporation | CRJA - IBI Group

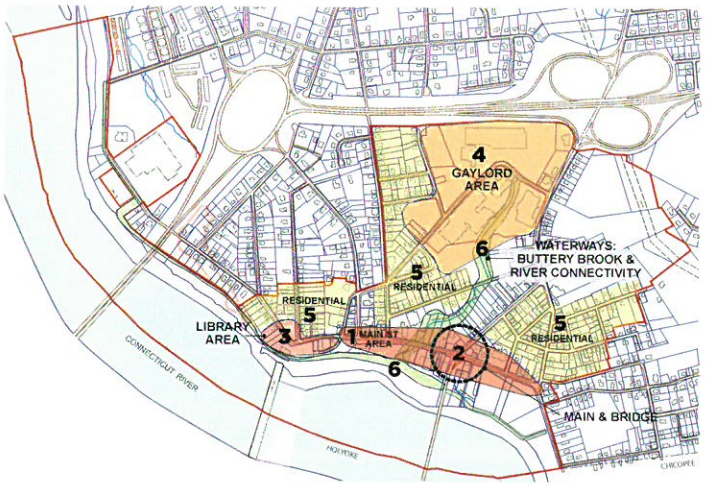
# THE SOUTH HADLEY FALLS URBAN REDEVELOPMENT & RENEWAL PLAN

Bettering South Hadley Falls is a long-standing local goal. Revitalizing the Falls is the first of five core initiatives established in the Town's Master Plan adopted in 2010. The past decade has seen little private redevelopment and several businesses close in the Falls. The prosperity and bustle of Main Street once a feature of the Falls is now a memory.

The South Hadley Falls Urban Redevelopment & Renewal Plan (URRP) provides a 20-year strategy and action plan to realize these aspirations for a vital Falls. The plan is a road map to strengthen the Falls and foster private investment. Adoption of the URRP will enable the Redevelopment Authority and Town to work more effectively with the private sector, access public resources, and judiciously use economic development tools to advance the URRP and improve South Hadley Falls.

## Geographic Focus Areas

Within the South Hadley Falls URRP area, there are six focus areas needing action to address existing challenges to a healthy and economically vital community. Focus area strategies include the major redevelopment site work as well as other programmatic initiatives and public improvements.




## A 20-Year Action Plan to Revitalize South Hadley Falls

## Goals

In the spirit of the industry and ingenuity that created the town, the South Hadley Redevelopment Authority in partnership with the Town, residents, businesses and institutions, envisions an economically revitalized and renewed Falls community to:

I. Encourage new and support existing businesses – retail, service, commercial, technical and manufacturing – to provide jobs and economic opportunity for South Hadley Falls residents.

II. Attract new residents while it provides ever-improving housing, services and public amenities to current Falls residents.

III. Support vibrant community institutions – churches, clubs, civic organizations, our new Library, social service and educational providers.

IV. Commit to South Hadley Falls historic preservation as a guiding principle.

V. Appreciate that the Connecticut River, Buttery Brook and the historic canal are under-utilized and overlooked assets of South Hadley Falls.

VI. Expand and preserve the economic and social diversity of South Hadley Falls with a range of job opportunities and a variety of attractive housing options.

VII. Stimulate private sector investment and utilize public funds judiciously and strategically as a catalyst for private investment.

VIII. Foster a healthy, safe and resilient environment in South Hadley Falls for residents, businesses, workers and visitors.

IX. Serve as a source of pride and inspiration to the larger South Hadley community and surrounding communities.

### Main Street

Commercial revitalization and streetscape improvements.

### Bridge and Main Streets

New mixed-use development and intersection improvements.

### The Library Area

Residential and commercial development on surrounding parcels.

## Principles for Urban Redevelopment & Renewal

The renewal and redevelopment of South Hadley Falls will be predicated on the following five principles:

- Respect Historic Character
- Plan for Resilience
- Build Market
- Build on Local Assets
- Build on Natural Assets

## Design Principles

The South Hadley Falls Urban Redevelopment & Renewal Plan calls for high-quality design and development for all new projects and major renovations to further advance revitalization and the goals of this plan. The design principles guiding the urban renewal and redevelopment plan are:

- Promote walkways and pedestrian activity;
- Scale and massing compatible with adjacent buildings;
- Apply sign and façade guidelines;
- Building design and materials which respect architectural heritage and traditions; and
- Mixed Uses – Residential and/or Office above first floor on major streets (primarily Main and Bridge Streets).

In addition to these design principles, the redevelopment and renewal of South Hadley Falls in the 40R District will rely upon the adopted design guidelines in the South Hadley Falls Smart Growth Overlay District. (For guidelines visit http://www.southhadley.org/318/South-Hadley-Falls-Smart-Growth-Zoning-D).

## Development & Private Investment

The South Hadley Falls URRP is a 20-year plan which will be a catalyst for private investment in key redevelopment projects. To bring about the desired change and investment in the Falls, the South Hadley Redevelopment Authority will work closely with the Town Administrator, Planning Department and town boards. Development projects include:

- Mixed-use commercial development with retail, services and a restaurant/café at the northwest corner of Main and Bridge Streets.
- New market rate and affordable housing, per the 40R Smart Growth Overlay, at the former Carew School site at Gaylord and Carew.
- Commercial/ office uses, with possible civic uses, in the Mill 6 area.
- Redevelop municipal facilities, such as Town Hall and SHELD, into housing, mixed-use, arts, as these spaces become available when the Town identifies new locations.
- Home repair/ housing rehab projects through Falls' residential areas.
- Realization of planned private projects at 1 Canal & 27 Bardwell Sts.

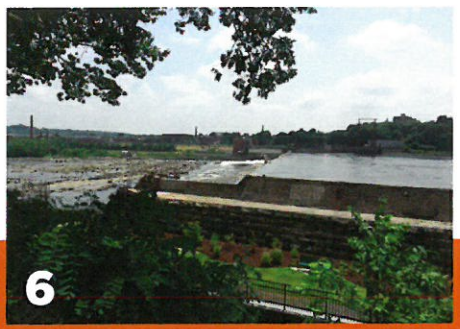
Working with the Town and partners, the SHRA will work to build the market through public realm improvements, district-wide action steps to generate needed private investment.

### The Gaylord Street Area

Brownfields clean-up and commercial redevelopment.

### The Falls Residential Neighborhoods

Housing rehabilitation and improved walkability.




### Water: Connecticut River & Buttery Brook

Improved viewsheds, access and multi-use recreation paths.

**The Draft Urban Renewal and Redevelopment Plan is available on the Redevelopment Authority's webpage on the Town of South Hadley website at:**

**www.southhadley.org/462/Redevelopment-Authority**

**Submit Comments to the Planning and Conservation Department:**

**acapra@southhadleyma.gov**
**(413) 538-5017 x208**

## Business Development & Support Action Steps

- To foster and support entrepreneurship.
- To retain businesses in the Falls and to support existing and growing businesses.
- To support and encourage the development of educational and training opportunities in South Hadley Falls.
- To encourage area colleges and universities to offer classes and educational opportunities in South Hadley Falls.
- To support nomination and listing of South Hadley Falls' historic properties to the National Register of Historic Places enabling use of historic tax credits..
- To encourage the establishment of a Local Historic District in South Hadley Falls.
- Sign and façade program and connections to business technical assistance to help existing businesses grow.

View of potential Buttery Brook Multi-use Path.

## Public Realm Improvements

**The Gateway to the Falls: Bridge & Main Streets:** Bridge and Main St. is the gateway to South Hadley Falls and the intersection/ streetscape should be redesigned to reflect this status, to assure safe passage for pedestrians, bicyclists, and vehicles, and to encourage private investment in the Falls.

**Intersection Improvements:** To improve safety for all modes of travel – pedestrian, bicyclists, and motor vehicles, intersections at Bridge and Lamb St. and Main St. and Lamb St. are slated for improvements.

**Streetscape Improvements:** Streetscape improvements using a Complete Streets approach, including traffic calming, sidewalks, crosswalks, street trees, and decorative lighting and furnishings along Main, West Main, and Bridge Streets.

**Buttery Brook:** The buried Buttery Brook traverses the center of the Falls. A daylighting study and planning for a multi-use path connecting Falls neighborhoods with the Connecticut River path will be undertaken.

**Connecticut Riverfront Multi-Use Path:** Development of a Connecticut River multi-use path, with a priority of connecting Beachgrounds Park, Texon Park, and Canal Park is a key recreational amenity and attraction.

**Safety and Traffic Calming:** To provide for safer, more walkable area, traffic calming, such as bump-outs, crosswalks, raised crosswalks, and landscaping, will be undertaken on School Street and Main Street.

**Streets:** The SHRA will work with the Town to upgrade street conditions, on collector and arterial streets in the URRP area.

**Parking:** Parking lots on the south side of Main Street and at Beachgrounds Park are proposed for pavement, lighting and landscape upgrades.

**Transit:** Transit service for South Hadley Falls was reestablished in recent years by the Pioneer Valley Transit Authority. Sustaining and expanding transit is important to the revitalization of the Falls.

**Pedestrian Amenities, Sidewalks and Crosswalks:** A program to upgrade crosswalks/ sidewalks in the URRP area will be undertaken and will include signage for healthy walking routes.

**Accessibility:** SHRA will ensure redevelopment of the commercial district and recreational/ walkable areas are physically accessible to all, including persons with disabilities.

**Smith Park Landscape Enhancements:** The SHRA partnered with the Conway School of Design to develop a landscape design for Smith Park on Main and North Main Streets as an early action item.

**Utilities:** Existing water, sewer, and electric are sufficient for proposed development in the URRP. Storm water management/ drainage improvements are needed. Fiber optic upgrades are needed to attract businesses to the Falls. Creating public Wi-Fi hot spots is planned.

**Wayfinding and the Public Realm:** Art pieces, interpretative signs, and wayfinding signs reflecting South Hadley Falls' rich history, geography, natural resources and culture will be designed and installed.

**The Historic Canal:** The SHRA will commission a historic resources/ feasibility study for restoration of the canal, the first navigable canal in the US, to enhance the historic character and to provide a visitor amenity.

APPENDIX B

Part I Appointed by Selectboard

7-22 COMMISSION ON DISABILITY

**A. TITLE AND PURPOSE:**

1. The name of this commission is the Commission on Disability (hereafter referred to as the Commission).
2. The purpose of the Commission is to coordinate or carry out programs in coordination with programs of the Massachusetts Office on Disability in order to bring about full and equal participation in all aspects of life in the Town of South Hadley - for people with disabilities.
3. The purpose of these by-laws is to establish principles, policies and procedures for the governance of this Commission.

**B. POWERS AND DUTIES:**

1. Research, understand, evaluate and advocate local issues, challenges and opportunities encountered by people with disabilities.
2. Coordinate the activities of other local groups organized to meet the needs of people with disabilities. 3. Review and make recommendations about policies, procedures, services and activities of departments and agencies of the Town of South Hadley - as they affect people with disabilities.
4. Work in cooperation with the departments and agencies of the Town of South Hadley- to bring about maximum participation of people with disabilities.
5. Initiate, monitor, and promote legislation at the city, state and federal level which advances the equal status of people with disabilities.
6. Encourage public awareness of disability issues.
7. Provide information and advice to individuals, businesses, organizations and public agencies in all matters pertaining to disability.
8. File an annual report, which shall be printed in the Town report.
9. Receive gifts of property, both real and personal in the name of the Town subject to the approval of the Selectboard or Town Meeting as appropriate.
10. Take such action as the Commission considers appropriate to ensure the equal access status of persons with disabilities.

**C.MEMBERSHIP:**

1. The Commission shall consist of five (5) members appointed by the Selectboard. The majority of members shall consist of people with disabilities. One of the members may be a member of the immediate family of a person with a disability. One member shall be either an elected or appointed official of the Town. The members shall initially serve the following terms: **(a.)** Two members shall serve one-year terms; **(b.)** Two members shall serve two-year terms; and **(c.)** One member shall serve three-year terms.
2. After the initial term, all members shall serve three-year terms.
3. Resignation shall be made by notifying the chairperson in writing and filing with the Town Clerk.

4.The Selectboard shall fill any vacancy for the remainder of the unexpired term in the same manner as an original appointment.
5. No Member may act on his/her own without prior approval of the Commission.

**D. OFFICERS:**
1. The officers shall include a chairperson, vice chairperson and secretary.
2. Officers shall be elected annually by the majority vote of the Commission.
3. Duties: The chairperson shall: Develop the agenda in coordination with the other officers; preside over all meetings; appoint subcommittees as needed; and authorize expenditures as needed. (The vice chairperson shall perform all the functions of the chairperson in his/her absence.) The secretary shall: Keep records of all meetings attendance, minutes, and correspondence; post notice of all meetings forty-eight (48) hours before each meeting at the Town Clerk's Office.

**E. MEETINGS:**
1. Regular meetings shall be held at least six (6) times a year.
2. A quorum shall consist of three (3) members.
3. This Commission will operate in accordance with Robert's Rules of Order.

# South Hadley General Bylaws: Part II General Legislation

## Chapter 245: Earth Removal Incidental to Construction Activities

**§ 245- 1 Purpose and objectives.**

**The purpose of this bylaw is to regulate earth removal incidental to construction activities in the Town of South Hadley.**

**A. In pursuit of this purpose, the objectives of this bylaw include the following:**

**(1) To permit reasonable removal of earth for agriculture, residential, business, and industrial uses, while also protecting the value of the land within the Town and without imposing undue risk to the general public.**

**(2) To limit earth removal from any agricultural, commercial, residential or commercial development to a reasonable and essential amount which is incidental to the primary principal end use.**

**(3) To require that earth removal operations are conducted in a manner that will cause the least stress and harm to the Town's natural resources.**

**(4) To prevent detriment to adjacent neighborhoods and abutting parcels from earth removal activities.**

**(5) To prevent cumulative damage to landscape, aquifer, topography, and related valuable and nonrenewable natural resources, while not unreasonably interfering with necessary, desirable, or creative land uses.**

**§ 245- 2 Authority.**

**This bylaw is adopted pursuant to the authority granted under General Laws Chapter 40, § 21, clause 17, and shall be effective Town-wide.**

**§ 245- 3 Definitions.**

**AGRICULTURAL EXCAVATION**

**The process of removing earth or other materials that are necessary and incidental to prepare a site for specific agricultural use.**

**BOARD**

**The South Hadley Planning Board.**

**EARTH**

**All material normally and naturally composing part of the earth's surface and immediate subsurface, excluding water, including but not limited to, soil, clay, gravel, hard pan, loam, rock, peat and sand.**

**EARTH REMOVAL PERMIT**

**A written permit issued by the Board pursuant to this bylaw allowing earth removal subject to conditions.**

**INCIDENTAL**

**Meeting all of the following criteria:**

- **A. Is minor in significance to the primary use of a premises;**
- **B. Is commonly established as customarily associated with the primary use of a premises;**
- **C. Is necessary to carry out the primary use of the premises; and**
- **D. Is minor in its net effect to that of the principal use, based on the amount of material to be removed and the time period over which it is to be removed.**

**PREMISES**

**One lot or all abutting lots or parcels which are, or are proposed to be, in the same ownership or use, together with all buildings and structures thereon.**

**REMOVE/REMOVAL**

**The severance of any Earth from its natural location, whether or not such Earth is moved from the lot to another location on the same lot or off the lot, by any means, including but not limited to, stripping, excavating, mining or blasting.**

**RESTORATION**

**After an earth removal activity is completed, returning the land contours to a safe and usable condition, restoring drainage patters, and planting appropriate vegetation.**

**§ 245- 4 Applicability.**

**This bylaw shall be in addition to any other permits or approvals required by the Town of South Hadley. Nothing in this bylaw shall prevent the application of the South Hadley Zoning Bylaws.**

**§ 245- 5 Grandfathering.**

**This bylaw shall not apply to properly permitted sand and gravel operations lawfully in existence on the effective date of this bylaw. Entities operating pursuant to an earth removal special permit under the South Hadley Zoning Bylaw as of the effective date hereof and seeking renewal of an earth removal special permit then in existence shall not be subject to this bylaw.**

**§ 245- 6 Earth Removal Prohibited.**

- **A. No person, firm, corporation, or other entity shall excavate and/or remove any Earth from any lot in the Town of South Hadley, unless such activity is authorized by an Earth Removal Permit issued by the Board.**

**B. Earth removal is prohibited unless it is: 1) necessary and incidental to a lawful end use for which all local and state permits required by law have been issued, or 2) exempt pursuant to Article 5 of this bylaw.**

**§ 245- 7 Conditional Exemptions.**

**A. No Earth Removal Permit shall be required for the following activities under this bylaw, provided the activities do not constitute a nuisance or danger to the public and conform to accepted engineering or agricultural practices:**

**(1) The Commissioner of Public Works and his/her agents and employees may perform Earth Removal activities in the performance of their public duties on any public way and on Town property.**

**(2) Earth Removal incidental to the permitted construction of foundations of buildings, walks, driveways, septic systems or swimming pools, and incidental to the installation of utilities, provided that the quantity of Earth subject to Removal does not exceed that displaced by the portions of construction and installation below finished grade.**

**(3) Construction of a structure on the premises for which a building permit has been issued, or incidental to the grading and development of contiguous property, and provided that such removal, excavation or addition is limited to the area within a distance not more than 100 feet from the building or improvements authorized under said permit.**

**(4) Earth Removal incidental to an approved definitive subdivision plan, or an approved business or industrial development plan, in which the amount of Earth subject to Removal does not exceed 5000 cubic yards in one calendar year, if the Earth is transported off the lot. The 5000 cubic yards shall not include Earth Removal which is incidental to the construction of foundations, walks, driveways, septic systems or swimming pools.**

**(5) Earth Removal incidental to landscaping, and/or clearing, and in which the amount of Earth subject to Removal does not exceed 10 cubic yards per acre of land in one calendar year, if the Earth is transported off the lot, and does not exceed 10 cubic yards per acre of land in one calendar year, if the Earth is transported within the lot.**

**B. The foregoing conditional exemptions shall be subject to inspection, determination, and enforcement by the Building Commissioner.**

**C. The Building Commissioner shall issue a cease and desist order in any case in which the Building Commissioner determines that:**

**(1) the earth removal activity would not be necessary and incidental to an identified lawful principal use, a lawful structure, an approved subdivision road, or lawful utility installation; or**

**(2) The earth removal activity would be excessive in scope or nature to the foregoing end use or structure; or**

**(3) Would create unsafe conditions on or off the property; or**

**(4) Would be a detriment or nuisance to nearby landowners or to the Town in general by reason of noise, dust, vibration, or other objectionable conditions.**

**§ 245- 8 Fill.**

**A statement may be required from a certified professional to verify the source and content of fill material if the Earth Removal Permit is issued for the placement of fill. The analysis of the content of the fill material may be required so as to detect the presence and quantity of hazardous or substandard materials. This analysis shall be conducted by a certified professional hired by the Board at the expense of the applicant.**

**§ 245- 9 Application.**

**An application for an Earth Removal Permit shall be in writing. The application shall contain an accurate description of the portion of land on which the excavation will take place, shall state fully the purpose of the excavation, shall include payment of fees established by the Board, and shall include plans drawn by a registered surveyor or engineer. The application shall contain the following information:**

A. **The precise location of the proposed excavation as part of the total land area of the subject property;**

B. **The legal name and address of each owner of the property for which the permit is requested;**

C. **The name and address of the applicant and the address which shall be sufficient for any notice required under the bylaw;**

D. **The property lines, names and addresses of all abutters, including those across any way, from the most recent tax list as certified by the Board of Assessors;**

E. **Existing contours at two-foot intervals in the area from which material is to be excavated and in surrounding areas, together with the contours at two-foot intervals below which no excavation shall take place;**

F. **Natural features such as wetlands, the 100-year floodplain, ground cover, surface water and groundwater. Water table elevation shall be determined by test pits and soil borings satisfactory to the Board. A log of soil borings shall be included, taken to the depth of the proposed excavation, congruent with the size and geological make-up of the site;**

G. **A topographical map showing drainage facilities, final grades, and proposed vegetation and trees;**

H. **Dust, erosion, and sediment-control plans for the site and trucks removing earth;**

I. **The amount and cost of proposed restoration materials, and the source from which the applicant intends to obtain them;**

J. **Estimated quantity of material to be removed and topsoil to be replaced and the method to be used, verified by a registered surveyor or professional engineer;**

K. **The proposed form of bond and the name and address of the bond issuer;**

L. **An estimate of the number of truck trips, location of truck routes, and hours of truck traffic;**

M. **Designation on the required plan of any and all proposed phases and the number of cubic yards to be excavated in each, not to exceed 10 acres or 10 cubic yards, whichever is less;**

N. **Restoration, reuse and/or revegetation plan; and**

O. **Any other information which the Board may require.**

**§ 245- 10 Hearing and Decision.**

**An Earth Removal Permit shall be granted only by an affirmative vote of a majority of the Board. Following receipt of an application for a permit for removal of earth from any land and determination by the Board or its designated agent that the application is complete, the Board shall appoint a time and place for a public hearing, not later than 45 days after the receipt of the completed application, notice of which shall be given to the applicant. The Board's decision shall be issued within 45 days of the close of the hearing.**

**§ 245- 11 Term.**

**An Earth Removal Permit shall be issued for a period of 1 year. The Board may, in its discretion, grant an extension of an Earth Removal Permit for 6 months beyond the initial period, but no such extension shall be issued unless the applicant has conformed to all requirements of the original Earth Removal Permit.**

**§ 245- 12 Surety.**

**The Board shall require as a condition to the granting of the Earth Removal Permit that the applicant furnish a performance bond, or other security, satisfactory to the Board. The minimum amount of any financial security shall be sufficient to cover the estimated cost of reclamation, plus reasonable contingency. The security shall not be released until a Board-approved surveyor or engineer has filed with the Board an "as built" plan and has also certified that the restoration has been completed in compliance with the Earth Removal Permit and the plans.**

**§ 245- 13 Enforcement and Penalties.**

**A. The Board or its designee shall enforce this bylaw and may pursue all available remedies for violations or take any other action relative thereto.**

**B. In accordance with General Laws Chapter 40, § 21, clause 17, penalties for violation of this bylaw shall be: $50 for the first offense, $100 for the second offense, and $200 for each subsequent offense. Each day in which a violation occurs shall constitute a separate offense.**

**§ 245- 14 Revocation.**

**The Board may revoke any Earth Removal Permit which it has issued for good cause, provided that it shall in writing offer to the permit holder an opportunity for a hearing within seven days after the revocation.**

**§ 245- 15 Severability.**

**The invalidity of any section or provision of this bylaw shall not invalidate any other section or provision or phrase thereof.**

Appendix D

Chapter 18 – Elections an Elected Officials.

To see if the Town will vote to amend Chapter 18 section 18-1 and 18-7of the Town of South Hadley General Bylaws as follows (**underline and bold** new language, ~~cross out~~ removed language):

§18-1 **Annual election.**
The annual election of Town officers shall be held on the second Tuesday of April of each year, **except in 2020 when the annual election shall be held on March 3**. The Selectboard may adjust this schedule to accommodate religious holidays **or a national election primary so long as the rescheduled date is within sixty (60) days of the second Tuesday in April**. The Selectboard must vote to make the change 90 days prior to the election and inform the Town Clerk in writing.

§ 18-7 **Terms of office; oath.**
The term of office of an elected Town officer shall commence following his or her election immediately upon administration by the Town Clerk of the oath of office **except where the election is held before the second Tuesday in April, in which case the Term shall commence on the day after the second Tuesday in April. Where the election is held after the second Tuesday in April, the Term shall commence the day after the election and any Term office in existence shall continue to the day following the election**. The oath of office will be administered by the Town Clerk for all elected and/or appointed officials prior to their participation on a board or committee; and, furthermore, the Clerk may make additional requests prescribed by Massachusetts General Laws or these General Bylaws before the appointee may participate as a member of a board or commission.

Or take any other action relative thereto.

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(Article 15)
**November 20, 2019 Special Town Meeting**

**Article 15**

**Section 255-35**

**Article 15.** To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-35A by clarifying the purposes of the District; in Section 255-35B by clarifying status of uses prohibited in an underlying zoning district; in Section 255-35E by clarifying/modifying the prohibited uses; in Section 255-35F by deleting item (1) in its entirety and inserting a new item (1) regarding restrictions on "exempt" activities under Section 255-84 and clarifying/modifying the restrictions on uses; in Section 255-35H by clarifying that all uses requiring a Special Permit in the underlying zoning district also require a Special Permit in the Water Supply Protection District; in Section 255-35H(2)(a) by revising application requirements consistent with the Special Permit Granting Authority's Rules and Regulations; in Section 255-35H (3)(a) by clarifying/revising the Special Permit Review Process to be followed for the Water Supply Protection District relative to the basis and time frame for specified Boards/Commissions to vote on applications; and in Section 255-35H (3) by adding a subparagraph (d) regarding exceptions to requirements for votes as further articulated in the Planning Board's Report to Town Meeting (Appendix E), or take any other action relative thereto.

The changes to be made in the Zoning Bylaw are as follows:

1. **Amend Section 255-35A - "Purposes" of the South Hadley Zoning Bylaw by inserting the phrase "and development" following the phrase "the regional form any use" and to insert the following phrase after the phrase "quantity of its water resources:":**

   *to protect, preserve and maintain the existing and potential groundwater supply, groundwater recharge area, and the groundwater tables; to protect, preserve and maintain potential sources of surface water supply and watershed areas for the public health and safety; and to prevent blight and the pollution of the environment.*

**Thus, the revised Section 255-35A will read as follows:**

*A. Purposes. The purpose of the Water Supply Protection District is to promote the health, safety and welfare of the community by protecting and preserving the surface and groundwater resources of the Town and the region from any use and development of land or buildings which may reduce the quality and quantity of its water resources; to protect, preserve and maintain the existing and potential groundwater supply, groundwater recharge area, and the groundwater tables; to protect, preserve and maintain potential sources of*

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*surface water supply and watershed areas for the public health and safety; and to prevent blight and the pollution of the environment.*

2. **Amend Section 255-35B - "Scope of Authority" of the South Hadley Zoning Bylaw by adding the following sentence at the end of the section:**

   *"Uses that are prohibited in an underlying zoning district shall also be deemed prohibited in the Water Supply Protection District even if not stated as such in Section 255-35E herein."*

   **Thus, the revised Section 255-35B will read as follows:**

   *B. Scope of authority. The Water Supply Protection District is an overlay district and shall be superimposed on the other districts established by this bylaw. All regulations of the Town of South Hadley Zoning Bylaw applicable to such underlying districts shall remain in effect, except that where the Water Supply Protection District imposes additional regulations, such regulations shall prevail. Uses that are prohibited in an underlying zoning district shall also be deemed prohibited in the Water Supply Protection District even if not stated as such in Section 255-35E herein.*

3. **Amend Section 255-35E - "Prohibited uses" of the South Hadley Zoning Bylaw in subparagraph (1)(a) by deleting the portion of subparagraph (1)(a) following the phrase "310 CMR 30.00" in its entirety:**

   *", which generate less than 20 kilograms or six gallons of hazardous waste per month may be allowed by special permit in accordance with Article IX of this bylaw;"*

4. **Amend Section 255-35E - "Prohibited uses" of the South Hadley Zoning Bylaw in subparagraph (3) by deleting the word "automotive" and inserting the phrase "motor vehicle" in its place.**

5. **Amend Section 255-35E - "Prohibited uses" of the South Hadley Zoning Bylaw in subparagraph (4) by deleting the portion of subparagraph (4) following the phrase "sludge and septage" in its entirety:**

   *", with the exception of the disposal of brush or stumps."*

6. **Amend Section 255-35E - "Prohibited uses" of the South Hadley Zoning Bylaw in subparagraph (6) by adding the phrase "and fertilizers" at the end of the subparagraph.**

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7. **Amend Section 255-35E - "Prohibited uses" of the South Hadley Zoning Bylaw by adding the following new subparagraph (11) to read as follows:**

*(11) Any use prohibited by 310 CMR 22.21(2)(a) which is not expressly prohibited in the above provisions 255-35E(1) through (10).*

8. **Amend Section 255-35F - "Restricted uses" of the South Hadley Zoning Bylaw by deleting the existing paragraph (1) in its entirety:**

*(1) Excavation for removal of earth, loam, sand, gravel and other soils or mineral substances shall not extend closer than five feet above the historical high groundwater table (as determined from on-site monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, whichever is higher). A monitoring well shall be installed by the property owner to verify groundwater elevations. This subsection shall not apply to excavations incidental to permitted uses, including but not limited to providing for the installation or maintenance of structural foundations, freshwater ponds, utility conduits or on-site sewage disposal.*

*(a) The access road(s) to extractive operation sites shall include a gate or other secure mechanism to restrict public access to the site.*

*(b) Upon completion of earth removal operations, all altered areas shall be restored with topsoil and vegetative plantings. All fine materials, such as clays and silts, removed as part of the earth removal operation and leftover as by-products shall be disposed of off-site to prevent damage to aquifer recharge characteristics.*

9. **Amend Section 255-35F - "Restricted uses" of the South Hadley Zoning Bylaw by inserting the following new paragraph (1) in its entirety:**

*(1) Earth Removal, Extraction, and/or Fill activities exempt from permitting under Section 255-84A shall nonetheless be restricted to ensure that any such removal or extraction does not extend closer than ten (10) feet above the historical high groundwater table. This subsection does not apply to installation or maintenance of structural foundations and utility conduits; nor shall it apply to maintenance of fresh water ponds provided all necessary permits, orders, or approvals required by local, state, or federal law are also obtained . This subsection does not apply to on-site sewage disposal systems; however the design, siting and installation depth shall be in compliance with Title V of the State Environmental Code and shall be subject to the regulatory authority of the Board of Health.*

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**10. Amend Section 255-35F - "Restricted uses" of the South Hadley Zoning Bylaw in paragraph (9) by inserting the word "covered" between the words "freestanding" and "container".**

**11. Amend Section 255-35F - "Restricted uses" of the South Hadley Zoning Bylaw by inserting the following new paragraph (10) in its entirety:**

*(10) If it is determined that 310 CMR 22.21(2)(b) imposes performance standards more stringent on land uses or activities than expressly stated in the above 255-35F(1) through (9), said 310 CMR 22.21(2)(b) performance standard shall be deemed to also apply to land uses and activities in the Water Supply Protection District even though said performance standard or restriction is not specified herein.*

**12. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw by inserting the following introductory paragraph following the heading "Special permit uses" in its entirety:**

*The provisions this subsection 255-35H herein shall apply to all uses for which a Special Permit is required regardless of whether the provisions below require a Special Permit or the use is listed as requiring a Special Permit in the underlying zoning districts in the Schedule of Use Regulations (Attachment A).*

**13. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw by deleting the existing paragraph (1) (but not subparagraphs (a), (b) or (c) which exist under said paragraph (1)):**

*(1) Uses allowed by special permit. The following uses may be allowed by special permit obtained from the Planning Board:*

**14. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw by inserting a new paragraph (1) to precede the remaining subparagraphs (a), (b) or (c) such that the paragraph (1) with the subparagraphs will read as follows:**

*(1) Uses allowed by special permit. In addition to the uses listed as requiring a Special Permit in the underlying zoning districts in the Schedule of Use Regulations (Attachment A), within the Water Supply Protection District, the following uses may only be allowed in the Water Supply Protection District by special permit obtained from the Planning Board:*

*(a) Commercial, industrial, governmental or educational uses which are allowed in the underlying district, and which are not prohibited in Subsection E.*

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*(b) Any enlargement, intensification, change of use or alteration of an existing commercial or industrial use.*
*(c) The rendering impervious of more than 15% or 2,500 square feet of any lot, provided that a system for artificial recharge of precipitation to groundwater is developed, which shall not result in degradation of groundwater. (See Subsection G above.)*

**15. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw in paragraph (2) by deleting subparagraph (a) not sentences/items "[1] and [2] which exist under said subparagraph (2)(a):**

*(a) The applicant shall file six copies of a plan prepared by a qualified professional with the special permit granting authority. In addition to those rules and regulations contained in the special permit application (Form SP), the plan shall include:*

**16. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw in paragraph (2) by inserting a new subparagraph (a) to precede the remaining sentences/items [1] and [2] such that the subparagraph (2)(a) with the sentences/items [1] and [2] will read as follows:**

*(a) The applicant shall file the number and form of applications and plans as specified in the special permit granting authority's adopted Rules and Regulations. In addition to the requirements specified in the special permit granting authority's adopted Rules and Regulations, the plan shall include:*
*[1] Drainage recharge features and provisions to prevent loss of recharge.*
*[2] Provisions to control soil erosion and sedimentation, soil compaction, and to prevent seepage from sewer pipes.*

**17. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw in paragraph (3) by changing "35" to "50".**

**18. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw in paragraph (3) by adding the following sentence and sentences/items to the end of subparagraph (a) in its entirety:**

*In voting on the applications, the Board of Health, the Conservation Commission and the Water Commissioners are to take the following actions:*
*[1] Specify the jurisdiction they have regarding the proposed development/activity; and*

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*[2] State whether or not the proposed development/activity's plans conform to the standards of the respective Board's governing bylaws and regulations for approval or denial and how it does so; and,*
*[3] Any deficiencies or omissions in the plans which preclude the respective Board from making a determination regarding 255-35H3(a)[2]; and,*
*[4] Recommendations for conditions which would remedy any deficiencies in the proposed plans.*

*Said boards/commissions may also make any additional comments/recommendations which they deem appropriate relative to the purposes of the Water Supply Protection District.*

**Thus, the revised Section 255-35H, paragraph (3)(a) will read as follows:**

*(a) The special permit granting authority shall follow all special permit procedures contained in Article IX of this bylaw. In addition, the special permit granting authority shall distribute copies of all application materials to the Board of Health, the Conservation Commission and the Water Commissioners, each of which shall review the application and, following a vote, shall submit recommendations and comments to the special permit granting authority. Failure of boards to make recommendations within 50 days of distribution of the applications shall be deemed to be lack of opposition. In voting on the applications, the Board of Health, the Conservation Commission and the Water Commissioners are to take the following actions:*
*[1] Specify the jurisdiction they have regarding the proposed development/activity; and*
*[2] State whether or not the proposed development/activity's plans conform to the standards of the respective Board's governing bylaws and regulations for approval or denial and how it does so; and,*
*[3] Any deficiencies or omissions in the plans which preclude the respective Board from making a determination regarding 255-35H3(a)[2]; and,*
*[4] Recommendations for conditions which would remedy any deficiencies in the proposed plans.*

*Said boards/commissions may also make any additional comments/recommendations which they deem appropriate relative to the purposes of the Water Supply Protection District.*

**19. Amend Section 255-35H - "Special permit uses" of the South Hadley Zoning Bylaw in paragraph (3) by adding the following new subparagraph (d) in its entirety:**

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> *(d) Exceptions to requirements for Board of Health, the Conservation Commission and the Water Commissioners votes under 255-35H(3)(a). The requirements for a vote by the members of the Board of Health, the Conservation Commission and the Water Commissioners shall not apply to any residential development which will result in 3 or fewer dwelling units on an existing tract of land. In such instances, the respective board's staff shall be requested to provide comments regarding the proposed development/activity.*

**OBJECTIVES:** The proposed amendments seek to better protect the public water supply by clarifying the purposes and existing provisions, to make clear the limited scope of Earth Removal/Extraction/Fill activities which may be undertaken within the WSPD, to resolve any deficiencies in the WSPD in regards to the DEP Wellhead Protection requirements while not weakening locally desired protections, and to clarify the purposes of the various boards/commissions voting on requested Special Permits..

To summarize what the amendments seek to do and do not do:

1). Do NOT change the WSPD boundaries
2). Do NOT change existing dimensional requirements for building lots
3). Incorporate much of the amendments which had been developed in the Spring including addressing MassDEP concerns
4). Clarify the purpose of the votes by the Board of Health, the Conservation Commission and the Water Commissioners under Section 255-35H
5). Clarify what Special Permit applications require a vote by the Board of Health, the Conservation Commission and the Water Commissioners

**EXISTING PROVISIONS:** The existing Section 255-35 of the Zoning Bylaw is provided in Attachment A.

**SUMMARY:** This article makes a variety of changes in Section 255-35.

**BACKGROUND:** Since mid-2018 there has been considerable interest in strengthening protection of the District 2 Public Water Supply which is centered on Dry Brook Hill. During this time, many residents of the Town, the Board of Health, Conservation Commission, District 2 Water Commissioners, and representatives of Mount Holyoke College expressed deep and passionate concerns regarding the potential impact which earth removal and other activities may have on the public water supply serving a third of South Hadley's residents and several of our major developments and institutions. In Spring 2019, the Planning Board proposed revisions to Section 255-35 and had made proposals for such revisions for the May 2019 Annual Town Meeting. However, there was significant disagreement over some of the draft provisions. As a result, the Planning Board withdrew the article and committed to bringing back a revised article this Fall. This article fulfills that commitment and was developed based on consultation with the

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chairs of the District 2 Board of Water Commissioners, Board of Health, and Conservation Commission.

This current article #PB-01comprehensively revises various sections of 255-35 to fulfil the objectives stated above.

**RELATIONSHIP TO MASTER PLAN:** There is not a direct, clear relationship to the Master Plan, adopted in 2010. However, one of the core principles around which the Master Plan was organized was "Sustainability":

> ***Sustainability****:*
> *Promoting policies and actions that will meet the needs of the present without compromising the ability of future generations to meet their own needs. Sustainability should be understood broadly to include maintaining a long-range focus for Town actions and investments as well as the stewardship of the Town's natural lands, parks, and public buildings. Sustainability also implies renewed attention to efficiency, or making the most of what we have, whether measured in infrastructure, energy, money, or time, or in natural resources like land and water.*

Preservation of public drinking water is an essential need to maintain the community's ability to sustain life and maintain development. There can be no debate that without public drinking water, South Hadley would be in dire straits. District 2 represents approximately a third of the Town's population and is dependent on the aquifer supplying the District's public well for its sustainability – in all respects.

This proposed article, particularly when taken in conjunction with Articles 22, 23, and 25, clearly furthers the principle of Sustainability as embodied in the Master Plan excerpt provided above.

Additionally, the Master Plan has five "Core Initiatives" that serve as the base for the Master Plan's implementation strategies. Two of these are of particular relevance to this article as it seeks to better protect vital resources and enhance the Town's regulatory tools:

> ***Core Initiative 4: Secure open space in the range, river and rural areas***
>
> Goal: Assure robust conservation and stewardship of targeted open spaces in the Mt. Holyoke Range, the rural areas north of the Town Common, and along the Connecticut River.
>
> ***Core Initiative 5: Updating the Regulatory Infrastructure to Support the Community's Desired Outcomes***
>
> Goal: Develop and adopt a modern, efficient and effective regulatory infrastructure that creates a framework for enhancing South Hadley's community, economy, and aesthetic quality.

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**PUBLIC HEARING:** The Planning Board conducted a public hearing on this article on Monday October 7, 2019. Generally, the comments received during the public hearing were supportive of the efforts to enhance protection of the Water Supply Protection District (WSPD). There was a suggestion that there is not a reason to change the "purpose" of the WSPD. Generally, comments were supportive of the proposed changes.

**RECOMMENDATION:** The Planning Board, at their October 28, 2019 meeting, by a **5** Yes and **0** No vote, voted to recommend adoption of this Article as presented. The Planning Board, at their October 28, 2019 meeting, by a **5** Yes and **0** No vote, voted to approve this report.

**ANNOTATED PROVISIONS:** An annotated version of the existing Section 255-35 of the Zoning Bylaw is in Attachment B. Letters and words proposed to be deleted are identified with "strike through markings" while letters and words proposed to be inserted are identified as "italicized, underlined".

**MAPS:** The issue of the possible reduction in the Water Supply Protection District boundaries has been discussed at several meetings; however, this Article does not propose any change in the boundaries. Therefore, the following map is provided as an attachment to this report:

- *Attachment C:* Existing Water Supply Protection District Boundary

**Attachment A**
**Existing Section 255-35**

§ 255-35 **Water Supply Protection District.**

A. Purposes. The purpose of the Water Supply Protection District is to promote the health, safety and welfare of the community by protecting and preserving the surface and groundwater resources of the Town and the region from any use of land or buildings which may reduce the quality and quantity of its water resources.

B. Scope of authority. The Water Supply Protection District is an overlay district and shall be superimposed on the other districts established by this bylaw. All regulations of the Town of South Hadley Zoning Bylaw applicable to such underlying districts shall remain in effect, except that where the Water Supply Protection District imposes additional regulations, such regulations shall prevail.

C. District delineation.

(1) The Water Supply Protection District is herein established to include all lands within the Town of South Hadley lying within the primary and secondary recharge areas of groundwater aquifers and watershed areas of reservoirs which now or may in the future provide public water supply. The map entitled "South Hadley Water Protection Area" on file with the Town Clerk, delineates the boundaries of the district.

(2) Where the bounds delineated are in doubt or in dispute, the burden of proof shall be upon the owner(s) of the land in question to show where they should properly be located.

D. Permitted uses. The following uses are permitted within the Water Supply Protection District, provided that they comply with all applicable restrictions in this bylaw, including but not limited to Subsections **E** through **H**:

(1) Single-family residences, provided that where not serviced by public sewer, lot size shall be 10,000 square feet of lot area per bedroom or 40,000 square feet, whichever is greater. For cluster development, minimum lot size may be calculated on a net density for an entire development, which includes individual lots and common open space of varying size. Where serviced by public sewerage, minimum residential lot size shall comply with the residential requirement of the underlying district.

(2) Residential accessory uses, including garages, driveways, private roads, utility rights-of-way, and on-site wastewater disposal systems.

(3) Agricultural uses such as farming, grazing and horticulture.

(4) Forestry and nursery uses.

(5) Outdoor recreational uses, including fishing, boating and play areas.

(6) Conservation of water, plants and wildlife.

(7) Wildlife management areas.

(8) Excavation for earth removal, provided that the requirements of Subsection **F** of this section and § **255-84** are met, and an earth removal permit is granted by the Building

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Commissioner.

(9) Wireless communications facilities when approved pursuant to §§ **255-19** and **255-40**, subject to the conditions of the Planning Board as set forth in the special permit decision.

E. Prohibited uses. The following uses are prohibited within the Water Supply Protection District:

(1) Business and industrial uses, not agricultural, including but not limited to metal plating, chemical manufacturing, wood preserving, furniture stripping, dry cleaning and auto body repair, which generate, use, treat, process, store or dispose of hazardous wastes, except for the following:

(a) Very small quantity generators of hazardous waste, as defined by 310 CMR 30.00, which generate less than 20 kilograms or six gallons of hazardous waste per month may be allowed by special permit in accordance with Article **IX** of this bylaw;

(b) Household hazardous waste collection centers or events operated pursuant to 310 CMR 30.390;

(c) Waste oil retention facilities required by MGL c. 21, § 52A; and

(d) Treatment works approved by the Massachusetts Department of Environmental Protection and designed in accordance with 314 CMR 5.00 for the treatment of contaminated ground and surface waters.

(2) Business or industrial uses, not agricultural, which dispose of process wastewaters on-site.

(3) Trucking terminals, bus terminals, car washes, motor vehicle gasoline sales, automotive service and repair shops, commercial fuel oil storage and sales.

(4) Solid waste landfills, dumps, auto recycling, auto graveyards, junk and salvage yards, landfilling or storage of sludge and septage, with the exception of the disposal of brush or stumps.

(5) Storage of liquid petroleum products of any kind, except for the following:

(a) Storage which is incidental to: 1] normal household use and outdoor maintenance or the heating of a structure; 2] waste oil retention facilities required by MGL c. 21, § 52A; 3] emergency generators required by statute, rule or regulation; or 4] treatment works approved by the Massachusetts Department of Environmental Protection designed in accordance with 314 CMR 5.00 for the treatment of contaminated ground or surface waters; provided that such storage shall be in a freestanding aboveground container within a structure or within the basement of a structure, within a diked, impermeable area sufficient to contain the volume of the tank plus 10% to prevent spills or leaks from reaching groundwater, and provided that the storage tank and piping must comply with all applicable provisions of 527 CMR 1.00, the Massachusetts Board of Fire Prevention regulations.

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(b) Replacement of storage tanks or systems for the keeping, dispensing or storing of gasoline, which existed at the time of adoption of this bylaw, provided that:

[1] All such replacement storage tanks or systems shall be located underground as required by Massachusetts Board of Fire Prevention regulations 527 CMR 14;

[2] All such storage systems be protected by one of the secondary containment systems specified in Massachusetts Board of Fire Prevention regulations 527 CMR 9.08(3);

[3] The head of the respective Fire Department may deny an application for tank replacement, or approve it subject to conditions, if he or she determines that it constitutes a danger to public or private water supplies in accordance with 527 CMR 9.26(4)(d). Replacement of all other storage tanks for liquid petroleum products other than gasoline must be above ground in accordance with Subsection **E(5)(a)**.

(6) Outdoor storage of salt, deicing materials, pesticides or herbicides.

(7) Dumping or disposal on the ground, in water bodies, or in residential septic systems of any toxic chemical, including but not limited to septic system cleaners which contain toxic chemicals such as methylene chloride and 1-1-1 trichlorethane, or other household hazardous wastes. (See the list of prohibited chemicals at the Board of Health or Town Clerk's office.)

(8) Stockpiling and disposal of snow or ice removed from highways and streets located outside of the Water Supply Protection District that contains sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for snow and ice removal.

(9) Wastewater treatment works subject to 314 CMR 5.00 (those treatment works which discharge over 15,000 gallons per day to the ground), except the following:

(a) The replacement or repair of an existing system(s) that will not result in a design capacity greater than the design capacity of the existing system(s);

(b) The replacement of an existing subsurface sewage disposal system(s) with wastewater treatment works that will not result in a design capacity greater than the design capacity of the existing system(s);

(c) Treatment works designed for the treatment of contaminated ground or surface waters subject to 314 CMR 5.00.

F. Restricted uses. The following uses are restricted within the Water Supply Protection District:

(1) Excavation for removal of earth, loam, sand, gravel and other soils or mineral substances shall not extend closer than five feet above the historical high groundwater table (as determined from on-site monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, whichever is higher). A monitoring well shall be installed by the property owner to verify groundwater elevations. This subsection shall not apply to excavations incidental to permitted uses, including but not limited to providing for the installation or maintenance of structural foundations,

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freshwater ponds, utility conduits or on-site sewage disposal.

(a) The access road(s) to extractive operation sites shall include a gate or other secure mechanism to restrict public access to the site.

(b) Upon completion of earth removal operations, all altered areas shall be restored with topsoil and vegetative plantings. All fine materials, such as clays and silts, removed as part of the earth removal operation and leftover as by-products shall be disposed of off-site to prevent damage to aquifer recharge characteristics.

(2) Sodium chloride for ice control shall be used at the minimum salt-to-sand ratio which is consistent with the public highway safety requirements, and its use shall be eliminated on roads which may be closed to the public in winter.

(3) The storage of sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for the removal of ice and snow on roads shall be covered and located on a paved surface, with berms, within a structure designed to prevent the generation and escape of contaminated run-off leachate.

(4) Fertilizers, pesticides, herbicides, lawn care chemicals or other leachable materials for agricultural and/or commercial applicator use shall be used in conformance with the Massachusetts Pesticide Control Act, MGL c. 132B, regulations promulgated by the Massachusetts Pesticide Bureau (333 CMR 1 through 14), and the manufacturer's label instructions. All other reasonable precautions to minimize adverse impacts on surface and groundwater should be used.

(5) Fertilizers, pesticides, herbicides, lawn care chemicals and other leachable materials for non-agricultural and non-commercial applicator use shall be used in accordance with the Lawn Care Regulations of the Massachusetts Pesticide Board 333 CMR 10.03 as amended, according to the manufacturer's label instructions and all other necessary precautions to minimize adverse impacts on surface and groundwater.

(6) On-site sewage disposal systems shall not be installed without additional measures imposed by the Board of Health. (See Board of Health regulations.)

(7) The storage of commercial fertilizers and soil conditioners shall be within structures that prevent the generation and escape of contaminated run-off or leachate.

(8) To the extent feasible, all new permanent animal manure storage areas shall be covered and/or contained to prevent the generation and escape of contaminated run-off or leachate.

(9) All liquid hazardous materials, as defined in MGL c. 21E, must be stored either in a freestanding container within a building or in a freestanding container above ground with protection to contain a spill the size of the container's total storage capacity.

G. Drainage.

(1) For commercial and industrial uses, to the extent feasible, run-off from the impervious surfaces shall be recharged on the site by being diverted toward areas covered with

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vegetation for surface infiltration. Such run-off shall not be discharged directly to rivers, streams or other surface water bodies. Dry wells shall be used only where other methods are infeasible, and shall be preceded by oil, grease and sediment traps to facilitate removal of contamination.

(2) All recharge areas shall be permanently maintained in full working order by the owner(s).

H. Special permit uses.

(1) Uses allowed by special permit. The following uses may be allowed by special permit obtained from the Planning Board:

(a) Commercial, industrial, governmental or educational uses which are allowed in the underlying district, and which are not prohibited in Subsection **E**.

(b) Any enlargement, intensification, change of use or alteration of an existing commercial or industrial use.

(c) The rendering impervious of more than 15% or 2,500 square feet of any lot, provided that a system for artificial recharge of precipitation to groundwater is developed, which shall not result in degradation of groundwater. (See Subsection **G** above.)

(2) Requirements for special permit in the Water Supply Protection District.

(a) The applicant shall file six copies of a plan prepared by a qualified professional with the special permit granting authority. In addition to those rules and regulations contained in the special permit application (Form SP), the plan shall include:

[1] Drainage recharge features and provisions to prevent loss of recharge.

[2] Provisions to control soil erosion and sedimentation, soil compaction, and to prevent seepage from sewer pipes.

(b) In addition, the applicant shall provide, at a minimum, the following information where pertinent:

[1] A complete list of chemicals, pesticides, fuels and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use.

[2] Those businesses using or storing such hazardous materials shall file a hazardous materials management plan with the Planning Board, Fire Chief and Board of Health, which shall include:

[a] Provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage.

[b] Accidental damage, corrosion, leakage or vandalism, including spill containment and clean-up procedures.

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[c] Provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces.

[d] Evidence of compliance with the regulations of the Massachusetts Hazardous Waste Management Act, 310 CMR 30, including obtaining an EPA identification number from the Massachusetts Department of Environmental Protection.

(3) Additional procedures for special permits in the Water Supply Protection District:

(a) The special permit granting authority shall follow all special permit procedures contained in Article **IX** of this bylaw. In addition, the special permit granting authority shall distribute copies of all application materials to the Board of Health, the Conservation Commission and the Water Commissioners, each of which shall review the application and, following a vote, shall submit recommendations and comments to the special permit granting authority. Failure of boards to make recommendations within 35 days of distribution of the applications shall be deemed to be lack of opposition.

(b) The special permit granting authority may grant the required special permit only upon finding that the proposed use meets the following standards and those specified in Article **IX** of this bylaw. The proposed use must:

[1] In no way, during construction or thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Water Supply Protection District; and

[2] Be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation and other water-related natural characteristics of the site to be developed.

(c) The special permit granting authority shall not grant a special permit under this section unless the petitioner's application materials include, in the Board's opinion, sufficiently detailed, definite and credible information to support positive findings in relation to the standards given in this section.

I. Nonconforming use. Nonconforming uses which were lawfully existing, begun or in receipt of a building or special permit prior to the first publication of notice of public hearing for this bylaw may be continued. Such nonconforming uses may be extended or altered, as specified in MGL c. 40A, § 6, provided that there is a finding by the Planning Board that such change does not increase the danger of surface or groundwater pollution from such use.

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**Legend regarding changes**

~~xxxxxxxx~~ – text to be deleted (light highlight, ~~strike through~~)

***xxxxxxxx*** – new text to be inserted (***yellow highlight, bold, underlined, italicized***)

xxxxxxxx – text inserted in May 2019 amendment but not yet approved by the Attorney General's Office (yellow highlight only – not bold, underlined, or italicized)

§ 255-35 **Water Supply Protection District.**

A. Purposes. The purpose of the Water Supply Protection District is to promote the health, safety and welfare of the community by protecting and preserving the surface and groundwater resources of the Town and the region from any use ***and development*** of land or buildings which may reduce the quality and quantity of its water resources; ***to protect, preserve and maintain the existing and potential groundwater supply, groundwater recharge area, and the groundwater tables; to protect, preserve and maintain potential sources of surface water supply and watershed areas for the public health and safety; and to prevent blight and the pollution of the environment.***

B. Scope of authority. The Water Supply Protection District is an overlay district and shall be superimposed on the other districts established by this bylaw. All regulations of the Town of South Hadley Zoning Bylaw applicable to such underlying districts shall remain in effect, except that where the Water Supply Protection District imposes additional regulations, such regulations shall prevail. ***Uses that are prohibited in an underlying zoning district shall also be deemed prohibited in the Water Supply Protection District even if not stated as such in Section 255-35E herein.***

C. District delineation.

(1) The Water Supply Protection District is herein established to include all lands within the Town of South Hadley lying within the primary and secondary recharge areas of groundwater aquifers and watershed areas of reservoirs which now or may in the future provide public water supply. The map entitled "South Hadley Water Protection Area" on file with the Town Clerk, delineates the boundaries of the district.

(2) Where the bounds delineated are in doubt or in dispute, the burden of proof shall be upon the owner(s) of the land in question to show where they should properly be located.

D. Permitted uses. The following uses are permitted within the Water Supply Protection District, provided that they comply with all applicable restrictions in this bylaw, including but not limited to Subsections **E** through **H**:

(1) Single-family residences, provided that where not serviced by public sewer, lot size shall be 10,000 square feet of lot area per bedroom or 40,000 square feet, whichever is greater. For cluster development, minimum lot size may be calculated on a net density for an entire development, which includes individual lots and common open space of varying size. Where serviced by public sewerage, minimum residential lot size shall comply with the residential requirement of the underlying district.

(2) Residential accessory uses, including garages, driveways, private roads, utility

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rights-of-way, and on-site wastewater disposal systems.

(3) Agricultural uses such as farming, grazing and horticulture.

(4) Forestry and nursery uses.

(5) Outdoor recreational uses, including fishing, boating and play areas.

(6) Conservation of water, plants and wildlife.

(7) Wildlife management areas.

(8) ~~Excavation for earth removal, provided that the requirements of Subsection **F** of this section and § **255-84** are met, and an earth removal permit is granted by the Building Commissioner.~~ Earth Removal, Excavation, and/or Fill Activities as defined in § 255-84 for which a Permit from the Building Commissioner is not required due to the activity being part of an exempt development under Section 255-84A(2); provided the associated excavation/earth removal shall not be nearer than 10 feet of the seasonal high groundwater. (NOTE: change approved in May 2019)

(9) Wireless communications facilities when approved pursuant to §§ **255-20** and **255-40**, subject to the conditions of the Planning Board as set forth in the special permit decision.

E. Prohibited uses. The following uses are prohibited within the Water Supply Protection District:

(1) Business and industrial uses, not agricultural, including but not limited to metal plating, chemical manufacturing, wood preserving, furniture stripping, dry cleaning and auto body repair, which generate, use, treat, process, store or dispose of hazardous wastes, except for the following:

(a) Very small quantity generators of hazardous waste, as defined by 310 CMR 30.00~~, which generate less than 20 kilograms or six gallons of hazardous waste per month may be allowed by special permit in accordance with Article **IX** of this bylaw~~;

(b) Household hazardous waste collection centers or events operated pursuant to 310 CMR 30.390;

(c) Waste oil retention facilities required by MGL c. 21, § 52A; and

(d) Treatment works approved by the Massachusetts Department of Environmental Protection and designed in accordance with 314 CMR 5.00 for the treatment of contaminated ground and surface waters.

(2) Business or industrial uses, not agricultural, which dispose of process wastewaters on-site.

(3) Trucking terminals, bus terminals, car washes, motor vehicle gasoline sales, ~~automotive~~ ***motor vehicle*** service and repair shops, commercial fuel oil storage and sales.

(4) Solid waste landfills, dumps, auto recycling, auto graveyards, junk and salvage yards, landfilling or storage of sludge and septage~~, with the exception of the disposal of brush or stumps~~.

(5) Storage of liquid petroleum products of any kind, except for the following:

(a) Storage which is incidental to: 1] normal household use and outdoor maintenance or the heating of a structure; 2] waste oil retention facilities required by MGL c. 21, § 52A; 3] emergency generators required by statute,

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rule or regulation; or 4] treatment works approved by the Massachusetts Department of Environmental Protection designed in accordance with 314 CMR 5.00 for the treatment of contaminated ground or surface waters; provided that such storage shall be in a freestanding aboveground container within a structure or within the basement of a structure, within a diked, impermeable area sufficient to contain the volume of the tank plus 10% to prevent spills or leaks from reaching groundwater, and provided that the storage tank and piping must comply with all applicable provisions of 527 CMR 1.00, the Massachusetts Board of Fire Prevention regulations.

(b) Replacement of storage tanks or systems for the keeping, dispensing or storing of gasoline, which existed at the time of adoption of this bylaw, provided that:

[1] All such replacement storage tanks or systems shall be located underground as required by Massachusetts Board of Fire Prevention regulations 527 CMR 14;

[2] All such storage systems be protected by one of the secondary containment systems specified in Massachusetts Board of Fire Prevention regulations 527 CMR 9.08(3);

[3] The head of the respective Fire Department may deny an application for tank replacement, or approve it subject to conditions, if he or she determines that it constitutes a danger to public or private water supplies in accordance with 527 CMR 9.26(4)(d). Replacement of all other storage tanks for liquid petroleum products other than gasoline must be above ground in accordance with Subsection **E(5)(a)**.

(6) Outdoor storage of salt, deicing materials, pesticides or herbicides, ***and fertilizers***.

(7) Dumping or disposal on the ground, in water bodies, or in residential septic systems of any toxic chemical, including but not limited to septic system cleaners which contain toxic chemicals such as methylene chloride and 1-1-1 trichlorethane, or other household hazardous wastes. (See the list of prohibited chemicals at the Board of Health or Town Clerk's office.)

(8) Stockpiling and disposal of snow or ice removed from highways and streets located outside of the Water Supply Protection District that contains sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for snow and ice removal.

(9) Wastewater treatment works subject to 314 CMR 5.00 (those treatment works which discharge over 15,000 gallons per day to the ground), except the following:

(a) The replacement or repair of an existing system(s) that will not result in a design capacity greater than the design capacity of the existing system(s);

(b) The replacement of an existing subsurface sewage disposal system(s) with wastewater treatment works that will not result in a design capacity greater than the design capacity of the existing system(s);

(c) Treatment works designed for the treatment of contaminated ground or surface waters subject to 314 CMR 5.00.

(10) Major and Other Earth Removal, Excavation and/or Fill activities (as defined in Section 255-84 including “mining” of gravel, soil, loam, sand and/or other minerals). (NOTE: inserted in May 2019)

***(11) Any use prohibited by 310 CMR 22.21(2)(a) which is not expressly prohibited in the above provisions 255-35E(1) through (10).***

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F. Restricted uses. The following uses are restricted within the Water Supply Protection District:

(1) ~~Excavation for removal of earth, loam, sand, gravel and other soils or mineral substances shall not extend closer than five feet above the historical high groundwater table (as determined from on-site monitoring wells and historical water table fluctuation data compiled by the United States Geological Survey, whichever is higher). A monitoring well shall be installed by the property owner to verify groundwater elevations. This subsection shall not apply to excavations incidental to permitted uses, including but not limited to providing for the installation or maintenance of structural foundations, freshwater ponds, utility conduits or on-site sewage disposal.~~

~~(a) The access road(s) to extractive operation sites shall include a gate or other secure mechanism to restrict public access to the site.~~

~~(b) Upon completion of earth removal operations, all altered areas shall be restored with topsoil and vegetative plantings. All fine materials, such as clays and silts, removed as part of the earth removal operation and leftover as by-products shall be disposed of off-site to prevent damage to aquifer recharge characteristics.~~

***(1) Earth Removal, Extraction, and/or Fill activities exempt from permitting under Section 255-84A shall nonetheless be restricted to ensure that any such removal or extraction does not extend closer than ten (10) feet above the historical high groundwater table. This subsection does not apply to installation or maintenance of structural foundations and utility conduits; nor shall it apply to maintenance of fresh water ponds provided all necessary permits, orders, or approvals required by local, state, or federal law are also obtained . This subsection does not apply to on-site sewage disposal systems; however the design, siting and installation depth shall be in compliance with Title V of the State Environmental Code and shall be subject to the regulatory authority of the Board of Health.***

(2) Sodium chloride for ice control shall be used at the minimum salt-to-sand ratio which is consistent with the public highway safety requirements, and its use shall be eliminated on roads which may be closed to the public in winter.

(3) The storage of sodium chloride, calcium chloride, chemically treated abrasives or other chemicals used for the removal of ice and snow on roads shall be covered and located on a paved surface, with berms, within a structure designed to prevent the generation and escape of contaminated run-off leachate.

(4) Fertilizers, pesticides, herbicides, lawn care chemicals or other leachable materials for agricultural and/or commercial applicator use shall be used in conformance with the Massachusetts Pesticide Control Act, MGL c. 132B, regulations promulgated by the Massachusetts Pesticide Bureau (333 CMR 1 through 14), and the manufacturer's label instructions. All other reasonable precautions to minimize adverse impacts on surface and groundwater should be used.

(5) Fertilizers, pesticides, herbicides, lawn care chemicals and other leachable materials for non-agricultural and non-commercial applicator use shall be used in accordance with the Lawn Care Regulations of the Massachusetts Pesticide Board 333 CMR 10.03 as amended, according to the manufacturer's label instructions and all other necessary precautions to minimize adverse impacts on surface and groundwater.

(6) On-site sewage disposal systems shall not be installed without additional measures

imposed by the Board of Health. (See Board of Health regulations.)

(7) The storage of commercial fertilizers and soil conditioners shall be within structures that prevent the generation and escape of contaminated run-off or leachate.

(8) To the extent feasible, all new permanent animal manure storage areas shall be covered and/or contained to prevent the generation and escape of contaminated run-off or leachate.

(9) All liquid hazardous materials, as defined in MGL c. 21E, must be stored either in a freestanding container within a building or in a freestanding ***covered*** container above ground with protection to contain a spill the size of the container's total storage capacity.

***(10) If it is determined that 310 CMR 22.21(2)(b) imposes performance standards more stringent on land uses or activities than expressly stated in the above 255-35F(1) through (9), said 310 CMR 22.21(2)(b) performance standard shall be deemed to also apply to land uses and activities in the Water Supply Protection District even though said performance standard or restriction is not specified herein.***

G. Drainage.

(1) For commercial and industrial uses, to the extent feasible, run-off from the impervious surfaces shall be recharged on the site by being diverted toward areas covered with vegetation for surface infiltration. Such run-off shall not be discharged directly to rivers, streams or other surface water bodies. Dry wells shall be used only where other methods are infeasible, and shall be preceded by oil, grease and sediment traps to facilitate removal of contamination.

(2) All recharge areas shall be permanently maintained in full working order by the owner(s).

H. Special permit uses. ***The provisions this subsection 255-35H herein shall apply to all uses for which a Special Permit is required regardless of whether the provisions below require a Special Permit or the use is listed as requiring a Special Permit in the underlying zoning districts in the Schedule of Use Regulations (Attachment A).***

~~(1) Uses allowed by special permit. The following uses may be allowed by special permit obtained from the Planning Board:~~

***(1) Uses allowed by special permit. In addition to the uses listed as requiring a Special Permit in the underlying zoning districts in the Schedule of Use Regulations (Attachment A), within the Water Supply Protection District, the following uses may only be allowed in the Water Supply Protection District by special permit obtained from the Planning Board:***

(a) Commercial, industrial, governmental or educational uses which are allowed in the underlying district, and which are not prohibited in Subsection **E**.

(b) Any enlargement, intensification, change of use or alteration of an existing commercial or industrial use.

(c) The rendering impervious of more than 15% or 2,500 square feet of any lot, provided that a system for artificial recharge of precipitation to groundwater is developed, which shall not result in degradation of groundwater. (See Subsection **G** above.)

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(2) Requirements for special permit in the Water Supply Protection District.

(a) The applicant shall file ~~six copies of a plan prepared by a qualified professional with~~ the ***number and form of applications and plans as specified in the*** special permit granting authority's ***adopted Rules and Regulations. In addition to the requirements specified in the special permit granting authority's adopted Rules and Regulations,*** ~~those rules and regulations contained in the special permit application (Form SP),~~ the plan shall include:

[1] Drainage recharge features and provisions to prevent loss of recharge.

[2] Provisions to control soil erosion and sedimentation, soil compaction, and to prevent seepage from sewer pipes.

(b) In addition, the applicant shall provide, at a minimum, the following information where pertinent:

[1] A complete list of chemicals, pesticides, fuels and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use.

[2] Those businesses using or storing such hazardous materials shall file a hazardous materials management plan with the Planning Board, Fire Chief and Board of Health, which shall include:

[a] Provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage.

[b] Accidental damage, corrosion, leakage or vandalism, including spill containment and clean-up procedures.

[c] Provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces.

[d] Evidence of compliance with the regulations of the Massachusetts Hazardous Waste Management Act, 310 CMR 30, including obtaining an EPA identification number from the Massachusetts Department of Environmental Protection.

(3) Additional procedures for special permits in the Water Supply Protection District:

(a) The special permit granting authority shall follow all special permit procedures contained in Article **IX** of this bylaw. In addition, the special permit granting authority shall distribute copies of all application materials to the Board of Health, the Conservation Commission and the Water Commissioners, each of which shall review the application and, following a vote, shall submit recommendations and comments to the special permit granting authority. Failure of boards to make recommendations within ~~35~~ ***50*** days of distribution of the applications shall be deemed to be lack of opposition. ***In voting on the applications, the Board of Health, the Conservation Commission and the Water Commissioners are to take the following actions:***

***[1] Specify the jurisdiction they have regarding the proposed development/activity; and***

***[2] State whether or not the proposed development/activity's plans conform to the standards of the respective Board's governing bylaws and regulations for approval or denial and how it does so; and,***

***[3] Any deficiencies or omissions in the plans which preclude the respective Board from making a determination regarding 255-35H3(a)[2]; and,***

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***[4] Recommendations for conditions which would remedy any deficiencies in the proposed plans.***

***Said boards/commissions may also make any additional comments/recommendations which they deem appropriate relative to the purposes of the Water Supply Protection District.***

(b) The special permit granting authority may grant the required special permit only upon finding that the proposed use meets the following standards and those specified in Article **IX** of this bylaw. The proposed use must:

[1] In no way, during construction or thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Water Supply Protection District; and

[2] Be designed to avoid substantial disturbance of the soils, topography, drainage, vegetation and other water-related natural characteristics of the site to be developed.

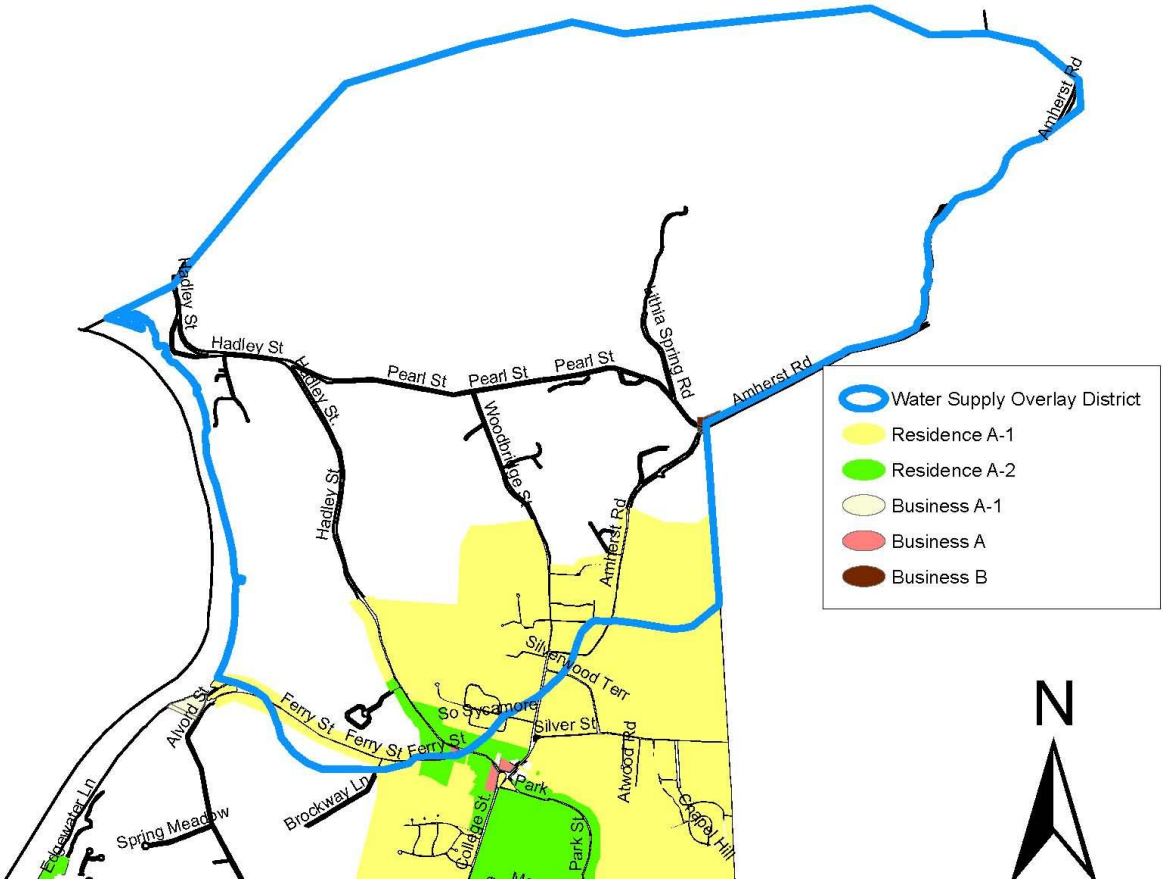
(c) The special permit granting authority shall not grant a special permit under this section unless the petitioner's application materials include, in the Board's opinion, sufficiently detailed, definite and credible information to support positive findings in relation to the standards given in this section.

***(d) Exceptions to requirements for Board of Health, the Conservation Commission and the Water Commissioners votes under 255-35H(3)(a). The requirements for a vote by the members of the Board of Health, the Conservation Commission and the Water Commissioners shall not apply to any residential development which will result in 3 or fewer dwelling units on an existing tract of land. In such instances, the respective board's staff shall be requested to provide comments regarding the proposed development/activity.***

I. Nonconforming use. Nonconforming uses which were lawfully existing, begun or in receipt of a building or special permit prior to the first publication of notice of public hearing for this bylaw may be continued. Such nonconforming uses may be extended or altered, as specified in MGL c. 40A, § 6, provided that there is a finding by the Planning Board that such change does not increase the danger of surface or groundwater pollution from such use.

## Attachment C

## Water Supply Protection District Boundaries 2019



APPENDIX F
REPORT OF PLANNING BOARD ON PROPOSED ARTICLE MAKING REVISION TO THE ZONING BYLAW IN REGARDS TO THE EARTH REMOVAL EXTRACTION AND/OR FILL ACTIVITIES SECTION 255-84
(Article 16)
**November 20, 2019 Special Town Meeting**

**Article 16**

**Section 255-84**

**Article 16.** To see if Town Meeting will amend Chapter 255 (the Zoning Bylaw) in Section 255-84A(2)(b) by specifying limitations under which a Development of site improvements for a subdivision is exempt from an Earth removal, excavation, and/or fill permit; in Section 255-84C (4) by adding additional supplemental application requirements; in Section 255-84D(1) by expanding the prohibited area for major earth removal, excavation, or fill activity to include the Water Supply Protection District; Section 255-84D(3) by changing "five" feet" to "ten feet" (or another dimension); and by replacing Section 255-84F Surety requirement a new Section 255-84F Performance guarantee requirement as further articulated in the Planning Board's Report to Town Meeting (Appendix F), or take any other action relative thereto.

The changes to be made in the Zoning Bylaw are as follows:

1. **Amend Section 255-84A - "Permit required; exemptions" of the South Hadley Zoning Bylaw by revising the existing subparagraph (b) under paragraph (2) - Exemptions and to insert two sentences under said revised subparagraph (b) such that the subparagraph and sentences are to read as follows:**

   *(b) Development of site improvements for a subdivision for which definitive plans have been approved, and endorsed by the Planning Board; provided*
   *[1] the quantity of earth removal, extraction, and fill to be removed from/added to the site has been demonstrated to be essential to meet the requirements for the subdivision and*
   *[2] a hydrogeologic impact assessment has demonstrated to the Planning Board's satisfaction that the proposed development will not have an adverse impact on the public water supply.*

2. **Amend Section 255-84C - "Planning Board approval required; application requirements" of the South Hadley Zoning Bylaw by inserting the following new sentences under paragraph (4) regarding "Supplemental application requirements":**

   *(d) Proposed reuse plan including, but not limited to, a revegetation plan*
   *(e) Additional information/materials as required under the Special Permit Granting Authority's Rules & Regulations.*

APPENDIX F
REPORT OF PLANNING BOARD ON PROPOSED ARTICLE MAKING REVISION TO THE ZONING BYLAW IN REGARDS TO THE EARTH REMOVAL EXTRACTION AND/OR FILL ACTIVITIES SECTION 255-84
(Article 16)

3. **Amend Section 255-84D - "Limitations on operations" of the South Hadley Zoning Bylaw by adding the following phrase to subparagraph (1) – "Prohibited Area":**

> *"and such additional areas which are within the Water Supply Protection District as defined and delineated in Section 255-15 and Section 255-35 of the Zoning Bylaw."*

**Thus, the revised Section 255-84D, subparagraph (1) will read as follows:**

> *(1) Prohibited area. No major earth removal, excavation, or fill activity shall be permitted in the area bounded as follows: on the south by Route 47, Pearl Street, and Route 116; on the east by Route 116 and the Granby Town Line; on the north by the Amherst and Hadley Town Lines; and on the west by Route 47 and the Hadley Town Line and such additional areas which are within the Water Supply Protection District as defined and delineated in Section 255-15 and Section 255-35 of the Zoning Bylaw.*

4. **Amend Section 255-84D - "Limitations on operations" of the South Hadley Zoning Bylaw in subparagraph (3) – "Depth to water table by changing "five feet" to "ten feet".**

5. **Amend Section 255-84F - "Surety requirements" of the South Hadley Zoning Bylaw by deleting the existing Section 255-84F in its entirety:**

> *F. Surety requirement. The Planning Board may require a bond in a sufficient penal sum with sufficient surety or sureties conditioned on the performance of the requirements herein set forth and of the conditions of the permit.*

6. **Amend Section 255-84 of the South Hadley Zoning Bylaw by inserting a new Section 255-35F to read as follows:**

> *F. Performance guarantee requirement. The Planning Board may require a performance guarantee in an amount and form as it determines to be sufficient to assure compliance with and implementation of the conditions of the permit.*

**OBJECTIVES:** The proposed amendments seek to better protect the public water supply by:

1) Bringing Section 255-84 into conformity with the change made in regards to Earth Removal at the May 2019 Annual Town Meeting; and,
2) Clarifying and expanding the conditions under which activities may be exempt for a Definitive Subdivision; and,
3) Bringing Section 255-84 into conformity with the proposed changes in Section 255-35 in regards to depth to high ground water; and,

APPENDIX F
REPORT OF PLANNING BOARD ON PROPOSED ARTICLE MAKING REVISION TO THE ZONING BYLAW IN REGARDS TO THE EARTH REMOVAL EXTRACTION AND/OR FILL ACTIVITIES SECTION 255-84
(Article 16)

4) Providing the Planning Board with more control as to the setting the amount and form of the performance guarantee consistent with the Special Permit provisions of the Zoning Bylaw; and,
5) Clarifying/expanding the application submittal requirements.

**EXISTING PROVISIONS:** The existing Section 255-84 of the Zoning Bylaw is provided in Attachment A.

**SUMMARY:** This article makes a variety of changes in Section 255-84 to strengthen protection of the public water supply and enhancement to the broader community.

**BACKGROUND:** At the May 2019 Annual Town Meeting, the Zoning Bylaw was amended in Section 255-19 and Section 255-35 to prohibit Major Earth Removal in the Water Supply Protection District. But, the same prohibition was not extended to Section 255-84. Additionally, since the Annual Town Meeting, discussions have been held which have resulted in a determination that there should be additional protections afforded the public water supply for District 2 from uses which are otherwise permitted – such as subdivisions. These are the primary impetuses for this article. In the course of developing this article, other issues such as the depth to ground water, the performance guarantee and some inconsistent application requirements were identified which this article seeks to address.

This current article #PB-02comprehensively revises various sections of 255-84 to fulfil the objectives stated above.

**RELATIONSHIP TO MASTER PLAN:** There is not a direct, clear relationship to the Master Plan, adopted in 2010. However, one of the core principles around which the Master Plan was organized was "Sustainability":

> ***Sustainability****:*
> *Promoting policies and actions that will meet the needs of the present without compromising the ability of future generations to meet their own needs. Sustainability should be understood broadly to include maintaining a long-range focus for Town actions and investments as well as the stewardship of the Town's natural lands, parks, and public buildings. Sustainability also implies renewed attention to efficiency, or making the most of what we have, whether measured in infrastructure, energy, money, or time, or in natural resources like land and water.*

Preservation of public drinking water is an essential need to maintain the community's ability to sustain life and maintain development. There can be no debate that without public drinking water, South Hadley would be in dire straits. District 2 represents approximately a third of the Town's population and is dependent on the aquifer supplying the District's public well for its sustainability – in all respects.

APPENDIX F
REPORT OF PLANNING BOARD ON PROPOSED ARTICLE MAKING REVISION TO THE ZONING BYLAW IN REGARDS TO THE EARTH REMOVAL EXTRACTION AND/OR FILL ACTIVITIES SECTION 255-84
(Article 16)

This proposed article, particularly when taken in conjunction with Articles PB-01, clearly furthers the principle of Sustainability as embodied in the Master Plan excerpt provided above.

Additionally, the Master Plan has five "Core Initiatives" that serve as the base for the Master Plan's implementation strategies. Two of these are of particular relevance to this article as it seeks to better protect vital resources and enhance the Town's regulatory tools:

***Core Initiative 4: Secure open space in the range, river and rural areas***

Goal: Assure robust conservation and stewardship of targeted open spaces in the Mt. Holyoke Range, the rural areas north of the Town Common, and along the Connecticut River.

***Core Initiative 5: Updating the Regulatory Infrastructure to Support the Community's Desired Outcomes***

Goal: Develop and adopt a modern, efficient and effective regulatory infrastructure that creates a framework for enhancing South Hadley's community, economy, and aesthetic quality.

**PUBLIC HEARING:** The Planning Board conducted a public hearing on this article on Monday October 28, 2019. Comments received during the public hearing were supportive of the proposed amendments and the Planning Board's efforts to strengthen protection of the Water Supply.

**RECOMMENDATION:** The Planning Board, at their October 28, 2019 meeting, by a 5 Yes and 0 No vote, voted to recommend adoption of this Article as presented. The Planning Board, at their October 28, 2019 meeting, by a 5 Yes and 0 No vote, voted to approve this report.

**ANNOTATED PROVISIONS:** An annotated version of the existing Section 255-84 of the Zoning Bylaw is in Attachment B. Letters and words proposed to be deleted are identified with "strike through markings" while letters and words proposed to be inserted are identified as "italicized, underlined".

**MAPS:** The issue of the possible reduction in the Water Supply Protection District boundaries has been discussed at several meetings; however, this Article does not propose any change in the boundaries. Therefore, the following map is provided as an attachment to this report:

- *Attachment C:* Existing Water Supply Protection District Boundary

**Attachment A**

**Existing Section 255-84**

§ 255-84 **Earth removal, extraction, and fill regulations.**

A. Permit required; exemptions.

(1) In any zoning district, removal or addition of sod, loam, clay, gravel, quarried stone, or kindred materials shall not be undertaken if such removal or addition results in a change in the contours of the land, except by an earth removal, excavation, and/or fill permit from the Building Commissioner.

(2) Exemptions. The aforementioned permit shall not be required when the removal, excavation and/or fill activity is incidental to and in connection with any of the following activities:

(a) Construction of a structure on the premises for which a building permit has been issued, or incidental to the grading and development of contiguous property, and provided that such removal, excavation or addition is limited to the area within a distance not more than 100 feet from the building or improvements authorized under said permit.

(b) Development of site improvements for a subdivision for which definitive plans have been approved, and endorsed by the Planning Board.

B. Classification of activities. Earth removal, excavation, and fill activities are classified as either:

(1) Major earth removal, excavation, and/or fill activities. These activities involve the removal, excavation, and/or addition of 5,000 or more cubic yards of material for use on parcels of land other than the parcel(s) from which the materials were removed or extracted.

(2) Other earth removal, excavation, and/or fill activities. These activities involve the removal, excavation and/or addition of materials not otherwise classified as major earth removal, excavation and/or fill activities.

C. Planning Board approval required; application requirements.

(1) Major earth removal, excavation, and/or fill activities. Prior to applying for a permit from the Building Commissioner, the applicant must apply for and receive a special permit from the Planning Board. Applications for such a special permit must include all items required for a special permit application and items required under this section.

(2) Other earth removal, excavation, and/or fill activities. Prior to applying for a permit from the Building Commissioner, the applicant must receive approval of the plans for removal, excavation, and fill from the Planning Board. Applications must include all items required under this section of the Zoning Bylaw.

(3) Application requirements. Each application for Planning Board approval shall include the following items:

**Attachment A**

**Existing Section 255-84**

(a) A map prepared at the expense of the applicant showing the property boundaries, the existing contours of the land, and the contours as they are proposed after completion of the operations. Such map or plan shall be accurately drawn on reproducible paper or cloth, the contour interval being two feet, and shall contain complete information to make the physical characteristics clear.

(b) Application fee.

(c) Pictures of the existing conditions of the site.

(d) Description of proposed source of fill material to be added to the site and use of excavated materials.

(e) An estimate of the cost to restore the site to its proposed finished condition.

(f) Timetable for completion of the operations.

(4) Supplemental application requirements. For major activities, the following items must also be included in the application:

(a) A detailed cost estimate certified by a qualified engineer to restore the site to its proposed finished condition.

(b) Description of the proposed financial security to cover the cost of restoring the site to its proposed finished condition.

(c) Documentation of the elevation of the seasonal high water table.

(5) No permit shall be issued until such plan has been filed with the Planning Board, the approval of said Planning Board recorded on the plan, and a copy of said approved plan submitted to the Building Commissioner.

D. Limitations on operations. No applicant shall carry on operations above or below such a grade as may be fixed by the Planning Board without, on each occasion, obtaining the permission of said board in writing, but a tolerance of six inches shall be permitted during or at the termination of operations. Further, operations must be carried out in accordance with the conditions of the Planning Board approval.

(1) Prohibited area. No major earth removal, excavation, or fill activity shall be permitted in the area bounded as follows: on the south by Route 47, Pearl Street, and Route 116; on the east by Route 116 and the Granby Town Line; on the north by the Amherst and Hadley Town Lines; and on the west by Route 47 and the Hadley Town Line.

(2) Finished grade. The finished grade for any major earth removal, excavation, and fill activity shall be no steeper than a 3:1 slope unless the Planning Board, based upon adequate engineering analysis and certification, determines that sufficient precautions for erosion and runoff are established to ensure the work is consistent with the purposes of the Zoning Bylaw.

**Attachment A**

**Existing Section 255-84**

(3) Depth to water table. No excavation activity shall be nearer than five feet to the seasonal high water table.

E. Extension of time limit. A permit issued for the removal or addition of materials shall state the time within which work is to be carried on and finished and the land is brought to the predetermined grade, but the Building Commissioner, with the approval of the Planning Board, and without consent of any surety, may extend the permit from time to time.

F. Surety requirement. The Planning Board may require a bond in a sufficient penal sum with sufficient surety or sureties conditioned on the performance of the requirements herein set forth and of the conditions of the permit.

**Attachment B**

**Section 255-84 Annotated – with proposed amendments**

**Legend regarding changes**

~~xxxxxxxx~~ – text to be deleted (highlight, ~~strike through~~)

***xxxxxxxx*** – new text to be inserted (***yellow highlight, bold, underlined, italicized***)

§ 255-84 **Earth removal, extraction, and fill regulations.**

A. Permit required; exemptions.

(1) In any zoning district, removal or addition of sod, loam, clay, gravel, quarried stone, or kindred materials shall not be undertaken if such removal or addition results in a change in the contours of the land, except by an earth removal, excavation, and/or fill permit from the Building Commissioner.

(2) Exemptions. The aforementioned permit shall not be required when the removal, excavation and/or fill activity is incidental to and in connection with any of the following activities:

(a) Construction of a structure on the premises for which a building permit has been issued, or incidental to the grading and development of contiguous property, and provided that such removal, excavation or addition is limited to the area within a distance not more than 100 feet from the building or improvements authorized under said permit.

(b) Development of site improvements for a subdivision for which definitive plans have been approved, and endorsed by the Planning Board~~.~~***; provided***

***[1] the quantity of earth removal, extraction, and fill to be removed from/added to the site has been demonstrated to be essential to meet the requirements for the subdivision and***

***[2] a hydrogeologic impact assessment has demonstrated to the Planning Board's satisfaction that the proposed development will not have an adverse impact on the public water supply.***

B. Classification of activities. Earth removal, excavation, and fill activities are classified as either:

(1) Major earth removal, excavation, and/or fill activities. These activities involve the removal, excavation, and/or addition of 5,000 or more cubic yards of material for use on parcels of land other than the parcel(s) from which the materials were removed or extracted.

(2) Other earth removal, excavation, and/or fill activities. These activities involve the removal, excavation and/or addition of materials not otherwise classified as major earth removal, excavation and/or fill activities.

C. Planning Board approval required; application requirements.

(1) Major earth removal, excavation, and/or fill activities. Prior to applying for a permit from the Building Commissioner, the applicant must apply for and receive a special

**Attachment B**

**Section 255-84 Annotated – with proposed amendments**

permit from the Planning Board. Applications for such a special permit must include all items required for a special permit application and items required under this section.

(2) Other earth removal, excavation, and/or fill activities. Prior to applying for a permit from the Building Commissioner, the applicant must receive approval of the plans for removal, excavation, and fill from the Planning Board. Applications must include all items required under this section of the Zoning Bylaw.

(3) Application requirements. Each application for Planning Board approval shall include the following items:

(a) A map prepared at the expense of the applicant showing the property boundaries, the existing contours of the land, and the contours as they are proposed after completion of the operations. Such map or plan shall be accurately drawn on reproducible paper or cloth, the contour interval being two feet, and shall contain complete information to make the physical characteristics clear.

(b) Application fee.

(c) Pictures of the existing conditions of the site.

(d) Description of proposed source of fill material to be added to the site and use of excavated materials.

(e) An estimate of the cost to restore the site to its proposed finished condition.

(f) Timetable for completion of the operations.

(4) Supplemental application requirements. For major activities, the following items must also be included in the application:

(a) A detailed cost estimate certified by a qualified engineer to restore the site to its proposed finished condition.

(b) Description of the proposed financial security to cover the cost of restoring the site to its proposed finished condition.

(c) Documentation of the elevation of the seasonal high water table.

***(d) Proposed reuse plan including, but not limited to, a revegetation plan***

***(e) Additional information/materials as required under the Special Permit Rules & Regulations.***

(5) No permit shall be issued until such plan has been filed with the Planning Board, the approval of said Planning Board recorded on the plan, and a copy of said approved plan submitted to the Building Commissioner.

D. Limitations on operations. No applicant shall carry on operations above or below such a

**Attachment B**

**Section 255-84 Annotated – with proposed amendments**

grade as may be fixed by the Planning Board without, on each occasion, obtaining the permission of said board in writing, but a tolerance of six inches shall be permitted during or at the termination of operations. Further, operations must be carried out in accordance with the conditions of the Planning Board approval.

(1) Prohibited area. No major earth removal, excavation, or fill activity shall be permitted in the area bounded as follows: on the south by Route 47, Pearl Street, and Route 116; on the east by Route 116 and the Granby Town Line; on the north by the Amherst and Hadley Town Lines; and on the west by Route 47 and the Hadley Town Line ***and such additional areas which are within the Water Supply Protection District as defined and delineated in Section 255-15 and Section 255-35 of the Zoning Bylaw.***

(2) Finished grade. The finished grade for any major earth removal, excavation, and fill activity shall be no steeper than a 3:1 slope unless the Planning Board, based upon adequate engineering analysis and certification, determines that sufficient precautions for erosion and runoff are established to ensure the work is consistent with the purposes of the Zoning Bylaw.

(3) Depth to water table. No excavation activity shall be nearer than ~~five~~ ***ten*** feet to the seasonal high water table.

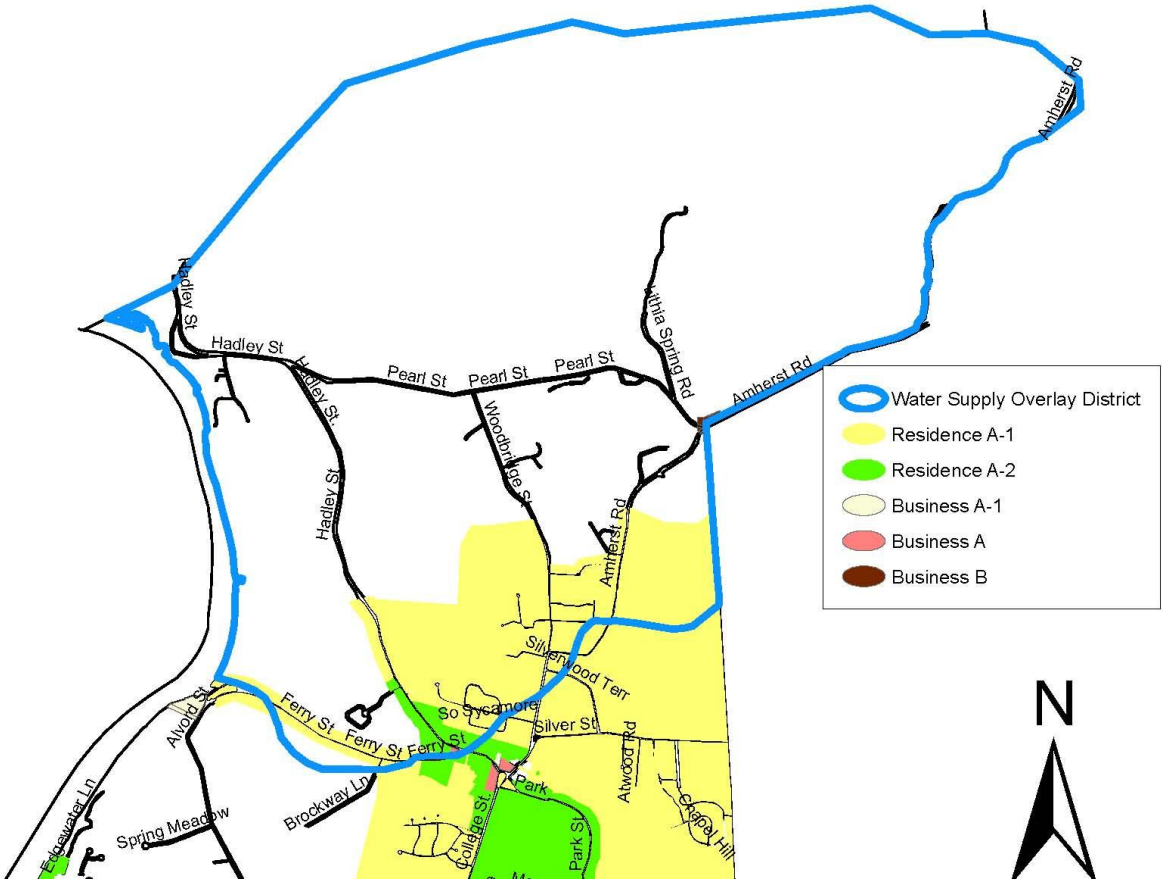
E. Extension of time limit. A permit issued for the removal or addition of materials shall state the time within which work is to be carried on and finished and the land is brought to the predetermined grade, but the Building Commissioner, with the approval of the Planning Board, and without consent of any surety, may extend the permit from time to time.

~~F. Surety requirement. The Planning Board may require a bond in a sufficient penal sum with sufficient surety or sureties conditioned on the performance of the requirements herein set forth and of the conditions of the permit.~~

***F. Performance guarantee requirement. The Planning Board may require a performance guarantee in an amount and form as it determines to be sufficient to assure compliance with and implementation of the conditions of the permit.***

## Attachment C

## Water Supply Protection District Boundaries 2019



# SPECIAL TOWN MEETING
# NOVEMBER 20, 2019

6 P.M. - SOUTH HADLEY TOWN HALL AUDITORIUM - 116 MAIN STREET

ARTICLE 1. TO SEE IF THE TOWN WILL VOTE TO ENDORSE THE SOUTH HADLEY FALLS URBAN RENEWAL AND REDEVELOPMENT PLAN AS REVIEWED BY THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT AS OF JULY 18, 2019 AND AS FURTHER ARTICULATED IN APPENDIX A, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

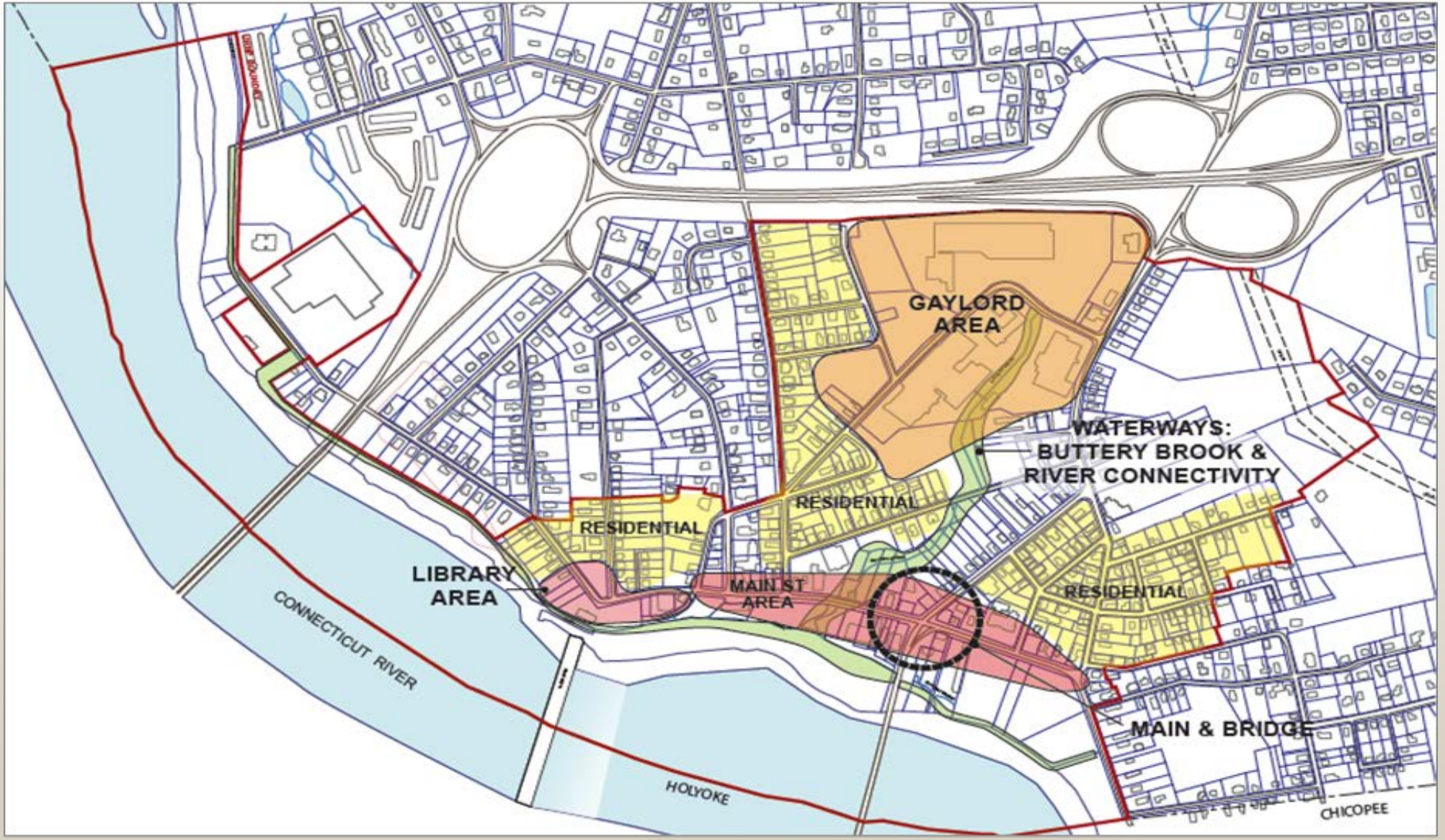
## Article 1 Urban Renewal and Revitalization Project Plan

This is a request from the South Hadley Redevelopment Authority for Town Meeting to endorse a plan which creates a blueprint of priorities and best practices to encourage investment in South Hadley Falls.

This vision statement is the result of efforts by McCabe Associates, Pare Engineering, numerous public forums, a “Redevelopment Advisory Board” made up of key stakeholders and informed parties which were all valuable.

However, this well-thought-out document is before you today largely through the perseverance and diligence of the RDA members Diane LaRoche, Frank DeToma, Tony Judge, Imad Zubi and Win Lavallee. Thank you!

I would also like to thank Associate Planner Anne Capra, Planner Richard Harris and Colleen Canning from the Planning Department staff for their guidance and efforts.


GAYLORD
AREA
WATERWAYS:
BUTTERY BROOK &
RIVER CONNECTIVITY
RESIDENTIAL
RESIDENTIAL
RESIDENTIAL
LIBRARY
AREA
MAIN ST
AREA
CONNECTICUT RIVER
MAIN & BRIDGE
HOLYOKE
CHICOPEE

Article 1 (continued)

An URRP does not force anyone to leave their homes, give up their land or create hardship. This plan does not relinquish or provide any land to the RDA. Presently the plan is unfunded, but with a URRP in place it may be positioned for grants or other funding. Any funding from Town of South Hadley taxpayers would have to "run the gauntlet" through the Appropriation/Selectboard/Town Meeting prescribed process.

What does it do for the Town of South Hadley? It is a DHCD approved plan, which is an opportunity in itself. "Opportunity" could come in many forms with a URRP – land available for sale or acquisition at the owner's request, new or existing grant programs, or grants for property owners to make investments.

One important note – none of this is as easy as it sounds, but this is how a community starts when it comes to reinvestment.

More information at https://www.southhadley.org/462/Redevelopment-Authority

ARTICLE 2. TO SEE IF THE TOWN WILL VOTE TO ACCEPT MASSACHUSETTS GENERAL LAW CHAPTER 40 SUBSECTION 8J, AND ESTABLISH A FIVE MEMBER SOUTH HADLEY COMMISSION ON DISABILITIES (COD) APPOINTED BY THE SELECTBOARD CONSISTENT WITH SAID CHAPTER 40 AND FURTHER VOTE TO AMEND PART I OF THE TOWN OF SOUTH HADLEY GENERAL BYLAWS BY ADDING A NEW SECTION 7-22 CREATING A NEW COMMISSION ON DISABILITIES BYLAW AS FURTHER ARTICULATED IN APPENDIX B, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

## Article 2 Commission on Disabilities

The Town of South Hadley recently had an ADA Self Evaluation and Transition Plan performed by Center for Living and Working which will be reported to the SB on November 19. This report is an essential requirement in respect to numerous grant and program applications for both the Federal and State government.

There were many items identified in the report which will need attention. The place to start is by establishing a COD under the provisions of MGL Chapter 40 section 8J which will establish a “Commission” to assist in making South Hadley accessible by structural changes or by way of providing accommodations.

Please access the full report on the Selectboard page of the town website. There will be a COD page once established. The Commission would be a five-member board appointed by the SB in accordance with the warrant article and MGL chapter 40 section 8J.

More information at https://www.southhadley.org/462/Redevelopment-Authority

ARTICLE 3. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM UNRESERVED FREE CASH THE SUM OF $25,000 FOR THE PURPOSE RESEARCHING AND DEVELOPING A PROCESS FOR DETERMINATION AND PREPARATION FOR ACCEPTANCE OF STREETS AND WAYS IN THE TOWN OF SOUTH HADLEY, OR TAKE ANY ACTION RELATIVE THERETO.

## Article 3 Street Acceptance

This request is meant to create a process to research street acceptance throughout the Town of South Hadley. In doing so, the town will determine what the status of said acceptance is, and if a road or a street is unaccepted or otherwise not a “town accepted way” (county, military, private) what the process and requirements should be to be accepted by the Town.

The murky status of these streets has caused issues with title transfers, investment of tax dollars or Chapter 90 money in streets. The issue is complex and we have found in almost every case there a significant nuanced difference for each road or street.

It does cause confusion, River Lodge Road is the most discussed example of the existing problem. Some of you may recall the acceptance of 67 feet at the end of Lawrence Ave. at a recent TM as another example of surprise inaccuracy in need of correction.

There are troubling inconsistencies between the MassDOT list of accepted ways and the town list. Even Town Meeting articles going back to the 1920s have defects. The study may include survey, legal, research and mapping beyond our internal capacity.

It is something which should no longer be ignored for a host of reasons. Planning, Assessors, Treasurer/Collector, DPW, Building, Clerk and Administration are all affected regularly by this shortcoming and will be involved in the project.

A transfer from the $2.5 million certified unreserved free cash.

ARTICLE 4. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM THE CABLE STUDIO FUND THE SUM OF $28,000 FOR THE PURPOSE OF CAPITAL IMPROVEMENTS AT THE STUDIO, OR TAKE ANY ACTION RELATIVE THERETO.

## Article 4 Cable Studio Updates

This request is funded by a transfer from the Cable Studio Fund (P.E.G. Access) to update and renovate the studio located at South Hadley High School. This was previously approved by the Capital Planning Committee, but I neglected to include it in the FY 2020 budget. I apologize for the error. This account is presently at $345K and we receive about $125K in cable fees annually to replenish the account.

ARTICLE 5. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM UNRESERVED FREE CASH IN THE SUM OF $18,000 TO FUND A TRAFFIC CALMING SIGN PROJECT THROUGH THE DEPARTMENT OF PUBLIC WORKS, OR TAKE ANY OTHER ACTION THERETO.

Article 5 Traffic Calming

This is a request to fund a pilot program for a series of traffic calming measures meant to increase traffic safety through out South Hadley.

There was a report produced by the Traffic Sign Committee (Police Chief, DPW Director and Town Administrator) which outlines seven trouble spots identified by Sgt. Barry O'Connor and Officer Josh Helems (both trained "Traffic Specialists"). The $18K requested is from Unreserved Free Cash ($2.5m) to pilot various traffic tools to calm traffic.

There were also several reports from the Federal government as well a few states in regard to the positive effects of these tools.

These tools would include placing solar powered LED speed-reduction units, LED dangerous curve signs, and LED "STOP" signs in various locations. This is not going to answer all the problems or situations every neighborhood faces, but it will help us understand the needs.

https://www.southhadley.org/DocumentCenter/View/5866/Traffic-Control-and-Signage-Requests-from-the-South-Hadley-Traffic-Sign-Committee-August-2019-Report

ARTICLE 6. TO SEE IF THE TOWN WILL VOTE TO AMEND THE TOWN OF SOUTH HADLEY GENERAL BYLAWS BY ADDING A NEW CHAPTER 245, EARTH REMOVAL INCIDENTAL TO CONSTRUCTION ACTIVITIES, WHICH ADDRESSES EARTH REMOVAL AND RELATED ACTIONS AS MORE FULLY SET FORTH IN APPENDIX C, OR TAKE ANY ACTION RELATIVE THERETO.

## Article 6 Earth Removal General By-law

This article was requested by a group of interested citizens. The Selectboard directed Administration to work with the group and town counsel to craft a bylaw which would be considered by Town Meeting.

This bylaw intends to protect natural resources (minerals, sand, gravel, ground water, etc.) from possible damage or exploitation beyond the existing Zoning Bylaws.

It sets up an enforcement process and articulates a schedule of fines for violations.

There is a clause which would allow existing properly licensed/permitted sand and gravel operations to continue, as long as they keep current and within the terms of their existing permit.

This will not materially affect developers who are seeking to excavate for the purpose of building a house or for doing general landscaping.

ARTICLE 7. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM THE SENIOR CENTER STABILIZATION FUND $900,000 TO THE SENIOR CENTER BUILDING ACCOUNT FOR THE PURPOSE OF FUNDING CONSTRUCTION, DESIGN OR OTHER ACTIONS RELATED TO THE BUILDING OF A NEW SENIOR CENTER AT 45-47 DAYTON STREET, OR TAKE ANY OTHER ACTION  RELATIVE THERETO.

# Article 7 Senior Center Stabilization Fund

This article is a procedural requirement for funds now held in the “Senior Center Stabilization Fund,” and by acceptance would be applied to the new Senior Center Project.

There is presently $929K in the fund and the schedule articulated at previous Town Meetings would be to add another approximately $300K to the Senior Center Stabilization Fund (SCSF) in May 2020 (ATM).

The final amount will be effected by the project cash flow, interest rates and timing of the bonding. We are working with our bond advisor and expect we to seek a bond in July 2020 for a substantial portion of the project.

It was discussed widely that the project would receive $1 million from the SCSF, and $10.4 million in borrowing, for a total of $11.4 million of municipal funds. The Friends of the South Hadley Elderly are working to raise additional funds for incidentals and other “extras”.

# ARTICLE 8. TO SEE IF THE TOWN WILL TO RAISE AND APPROPRIATE OR TAKE FROM AVAILABLE FUNDS THE SUM OF $66,438 TO THE SCHOOL BUDGET TO ADJUST FOR SHORTFALLS IN THE FY 2020 BUDGET OR TAKE ANY OTHER ACTION RELATIVE THERETO.

In the FY20 budget process it was clear the available funds would be insufficient. School administration was assured if there is any money the town could find we would try to add it to the FY20 budget. The funding requested is by way of taxation ("raise and appropriate"), not URFC which is more appropriate for recurring costs.

The monies are from higher-than-expected growth and increased local aid from the state. It will be used for Special Ed costs, which continue to rise. I would expect that the shortfalls in the 2021 school budget may be more dire still. The district has already made cuts in areas which could impact quality of education long term. $66K is not going to dramatically impact future budget problems, but it will make a difference to the present in a small way.

ARTICLE 9. TO SEE IF THE TOWN WILL VOTE TO AMEND CHAPTER 18 SECTION 18-1 AND 18-7 OF THE TOWN OF SOUTH HADLEY GENERAL BYLAWS TO ALLOW A LOCAL ELECTION ON MARCH 3, 2020 AND AS FURTHER ARTICULATED IN APPENDIX D, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

Article 9 Election Day Bylaw

This article is to allow the town to hold the 2020 Annual Election on March 3, 2020. This will allow having the local elections (Selectboard, Planning Board, Library Trustees, etc.) to be held in conjunction with the federal primary.

The estimate savings is about $16K. There is always a more robust turnout for national elections. If this is passed the town clerk has already consulted with the AG on the language in hopes of expediting the approval process from the AG.

The clerk will announce when nomination papers will be available, as soon as reasonable, in consultation with town counsel and the AG. Thank you to the Selectboard and the clerk for recognizing this opportunity to streamline and save money.

Please note there was a scrivener error in the warrant, but will be corrected in the motion. It should say 2020 not 2019.

# ARTICLE 10. TO SEE IF THE TOWN WILL VOTE TO RAISE AND APPROPRIATE OR TAKE FROM AVAILABLE FUNDS THE SUM OF $16,438 TO LINE ITEM COUNCIL ON AGING 15411-51044 CLERK/TYPIST, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

| | | | | | |
|---|---|---|---|---|---|
| 15411-51044 Clerk/Typist | $11,427 | $13,579 | $15,142 | $0 | $0 |

This appropriation was simply left out of the FY20 budget. Budgeted personnel resources within the budget were temporarily allocated to fund the position, but will need to be re-allocated before the end of the year. There was no lay-off or change in duties resulting from this error. This a “raise and appropriate” request.

ARTICLE 11. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM UNRESERVED FREE CASH THE SUM OF $9,000 TO LIABILITY INSURANCE 19457-57850 DEDUCTIBLES, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

Article 11 Liability Insurance

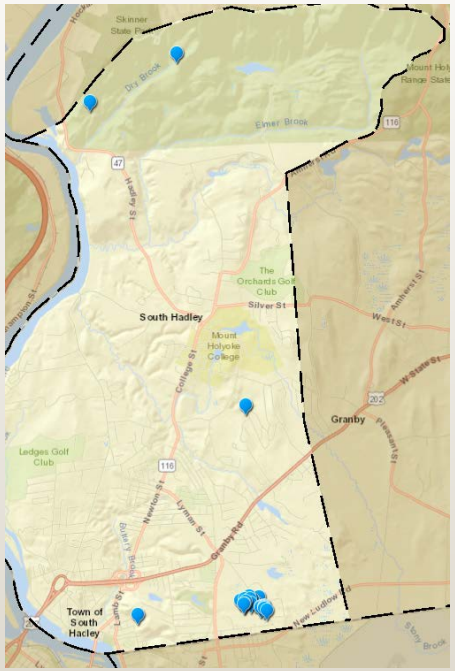
This transfer is due to a shortfall in our budgeting, as we have added to our cyber insurance premium. It is a growing issue with communities and agencies. That was an additional $7K increase to our costs. We also have had a couple of large deductibles, including lightning strikes at Ledges and at the high school which added up to $2,000 in deductibles. We continue to earn training points through our carrier which may offset some of the overrun.

| 9450 Liability Insurance | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| 19457 57410 Property Insurance | $266,494 | $241,303 | $264,360 | $262,360 | $262,360 |
| 19457 57850 Deductibles | $0 | $0 | $6,000 | $5,000 | $5,000 |

ARTICLE 12. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM UNRESERVED FREE CASH THE SUM OF $15,000 TO UNDERTAKE A LAND OF LOW VALUE PROCESS AND/OR OWNER UNKNOWN IN A JOINT PROJECT OF THE ASSESSOR AND COLLECTOR/ TREASURER DEPARTMENTS , OR TAKE ANY OTHER ACTION RELATIVE THERETO.

Article 12

## Land of Low Value/Owner Unknown




This article asks to fund a pilot project to begin to address two problems which have several manifestations and as many or more complexities.

The first is “Owner Unknown.” These are 22 properties throughout the Town of South Hadley which are taxable but have no owner. Some are buildable lots and some are not, but all need to be researched so the town can make them productive – or in some cases protected.

The second is “Land of Low Value.” This is a designation where a parcel does have an owner who has not been paying taxes, but the parcel is of such low taxable value it is exceeding the cost to process through the normal “Tax Title Taking.”

# ARTICLE 13. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM UNRESERVED FREE CASH THE SUM OF $4,000 TO INSTALL A NSA 3600 FIREWALL FOR THE STONY BROOK SERVER , OR TAKE ANY OTHER ACTION RELATIVE THERETO.

This article speaks for itself. We recently moved some of our servers out of town hall to a more protected and secure area developed by SHELD.  This firewall device is recommended to be installed to help prevent attacks and/or hacks.

# ARTICLE 14. TO SEE IF THE TOWN WILL VOTE TO TRANSFER FROM RETAINED EARNINGS THE SUM OF $88,000 AS A GRANT MATCH FOR IMPROVEMENTS TO THE WASTE WATER PLANT SCADA SYSTEM AND INSTALLATION OF AN AMMONIA MONITORING SYSTEM AS REQUIRED, OR TAKE ANY OTHER ACTION RELATIVE THERETO.

This match is expected to garner a $200,000-plus grant from DEP to update the system.  It is prudent to take advantage of this opportunity as it is fairly certain the upgrades will be mandated in the near future - perhaps without any financial assistance.

”Supervisory Control and Data Acquisition” system or SCADA. You never know about future trivia questions.

ARTICLE 15. To see if the Town will vote to transfer from WWTP Retained Earnings the sum of $35,000 to update a mandated inflow and infiltration study throughout the municipal sewer system, or take any other action relative thereto.

Article 15 I&I Study

“The Water Pollution Control Department (WPC) is requesting $35,000 to begin Inflow & Infiltration (I/I) monitoring of the sewer system to comply with MassDEP requirements stipulated in an I/I conditional approval letter dated March 28, 2019. The approval was in response to a required I/I report submitted to MassDEP in 2017. The monitoring is necessary to meet specific conditions in the approval, specifically, providing a baseline to measure the results of the current five-year plan, identify average and peak daily flows, peak inflow and peak infiltration, and identify areas of concern for the next five-year plan, which will be required in 2022. The last comprehensive I/I study was completed in 1992, although smaller location and project specific studies have been undertaken since then. As part of the 2017 I/I submittal to MassDEP, the Town was divided into 5 basins, and WPC is recommending that we continue to utilize the basin approach going forward, targeting areas in the current 5-year plan first”. WWTP Director Melissa Labonte

ARTICLE 16. To see if the Town will to raise and appropriate or take from available funds the sum of $35,000 19131-51172 Unemployment Compensation to adjust for unexpected shortfalls in the FY 2020 budget or take any other action relative thereto.

Article 18 Unemployment Insurance

This article asks Town Meeting to add money to the UI line for the FY 20. This also is a “raise and appropriate” request.

We had hoped at the time the budget was developed that we would be lowering the need for UI by eliminating Ledges employees. That has worked well. However, due to some of the changes in the Meals on Wheels program at COA, School lay-offs and DPW/WWTP probationary period separations, we have become concerned we will not have budgeted sufficiently. We have used about $35K of the $65K budgeted in the first four months of the year.

| | | | | | |
|---|---|---|---|---|---|
| **Total Unemployment Compensation** | **$81,979** | **$65,378** | **$100,000** | **$100,000** | **$65,000** |

On advice of town counsel, Articles 17 and 18 will be considered by the Planning Board to not be acted upon at the November 20 Special Town Meeting.

The Planning Board will consider a formal vote on this advice on Monday (November 18).

The Attorney General is still considering and reviewing some changes to these and to related Zoning Bylaws which are foundational to these articles which were passed at the 2019 Annual Town Meeting.

The Attorney General has requested a second 90-day extension on October 26, 2019 to town counsel.  Town counsel granted the extension after consulting with Administration and the town clerk.

Both town counsel and the AG suggested strongly that acting on additional changes at this time would add unnecessary complexity to the subject.

# Thank you all for your participation and your service to South Hadley!

**Please send any additional questions to**

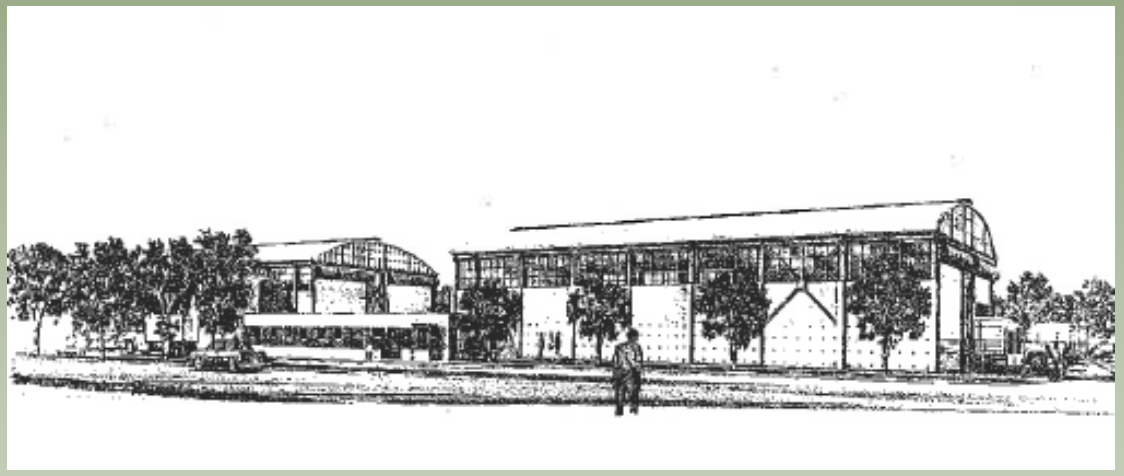
msullivan@southhadleyma.gov

or call

413 538 5017 ext 136

## Please drive safely!

# Springfield MRF Contract Expiration June 30, 2020



# Background Information

**February 7, 2019**
- Mandatory Pre-bid Meeting

**May 9, 2019**
- Bid submittal deadline

**May - July 2019**
- Bid reviews and interviews

**October 15, 2019**
- Award Date

**October 15, 2019**
- Contract Distribution

**January 31, 2020**
- Signed agreements due

# Strategic Sourcing Team

- Gregg Cooper, MaDEP Division Director, Business Compliance and Recycling
- Steve Ellis, MaDEP Deputy Regional Director, BAW, WERO
- Brook Nash, MaDEP Branch Chief, Municipal Waste Reductions Programs
- Tracy DeMaio, MRF Advisory Board  Chair
- Arlene Miller, MRF Advisory Board (Dual Stream Community)
- Gregg Supernault, City of Springfield (Single Stream Community)

# What is the same?

MRF Operator

* Waste Management Recycle America, LLC

Locations

* Single Stream; Automated Materials Handling, Tremont Street
* Dual Stream; Springfield MRF, Birnie Ave

Delivery of Recycling

* Communities must deliver all recycling on their behalf

MAB

* City and Town Representation
* Public Education and Outreach

Public Education Fee

* 5 cents per capita

# What is Different?

# Length of Contracts

## Single Stream

* 3 year contract term, with four, 3 year extension options

## Dual Stream

* 5 year contract term with two, 5 year extension options

➢ Why the difference in contract lengths?

# Minimum Tonnage Requirements

## Single Stream

* 15,000 tons per year

## Dual Stream

* 17,000 tons per year

- Why is there a tonnage requirement?
- What happens if we don't meet the required minimum tonnage?

# Processing Fees (PF)

Payment made by Designated Communities to the Operator

## Single Stream

* $145.00 per ton
* 2.5% escalator per year

## Dual Stream

* $93.50 per ton
  2.5% escalator per year

➢ Why the difference between SS / DS?

# Average Market Value (AMV)

- Why are material lists different?

| TABLE 2: Average Market Value (AMV) - Single Stream | | | | |
|---|---|---|---|---|
| **Recovered Material** | **Recovered Material Index *** | **Recovered Material Composition/Ton** | **Index Value/Ton** | **AMV Value** |
| OCC (Cardboard) | PS 11 Corrugated Containers | 14.19% | $ | $ |
| Mixed Paper (All other paper) | PS 54 Mixed Paper (MP) | 44.65% | $ | $ |
| Aluminum Beverage Cans | SMP for Aluminum Cans (Sorted, Baled, cents/lb. picked up) minus $.25 per pound | 0.48% | $ | $ |
| Steel/Tin Cans | SMP Steel Cans (Sorted, Baled, $/Gross ton, picked up) | 2.37% | $ | $ |
| PET (Plastic #1) | SMP for PET (baled, cents/lb. picked up) | 4.29% | $ | $ |
| Natural HDPE (Plastic #2) | SMP for Natural HDPE (baled, cents/lb. picked up) | 0.42% | $ | $ |
| Colored HPDE (Plastic #2) | SMP for Colored HDPE (baled, cents/lb. picked up) | 1.69% | $ | $ |
| Tubs and Lids (Plastic #5) | SMP for Plastics PP Post Consumer (baled, cents/lb. picked up) | 0.78% | $ | $ |
| Glass | Actual Value | 21.13% | $ | $ |
| Residue | Residue Fee | 10.00% | $ | $ |
| | | 100.00% | $ | $ |

| TABLE 1: Average Market Value (AMV) - Dual Stream | | | | |
|---|---|---|---|---|
| **Recovered Material** | **Recovered Material Index *** | **Recovered Material Composition/Ton** | **Index Value/Ton** | **AMV Value** |
| OCC (Cardboard) | PS 11 Corrugated Containers | 21.17% | $ | $ |
| Mixed Paper #54 | PS 54 Mixed Paper (MP) | 8.59% | $ | $ |
| Sorted Residential Paper #56 | PS 56 Sorted Residential Papers (SRNP) | 31.16% | $ | $ |
| Aluminum Beverage Cans | SMP for Aluminum Cans (Sorted, Baled, cents/lb. picked up) minus $.25 per pound | 0.83% | $ | $ |
| Steel/Tin Cans | SMP Steel Cans (Sorted, Baled, $/Gross ton, picked up) | 3.87% | $ | $ |
| PET (Plastic #1) | SMP for PET (baled, cents/lb. picked up) | 2.15% | $ | $ |
| Natural HDPE (Plastic #2) | SMP for Natural HDPE (baled, cents/lb. picked up) | 1.09% | $ | $ |
| Colored HPDE (Plastic #2) | SMP for Colored HDPE (baled, cents/lb. picked up) | 1.19% | $ | $ |
| Commingled Plastics, #3-7 | Actual Value | 7.42% | $ | $ |
| Glass | Actual Value | 17.54% | $ | $ |
| Residue | Residue Fee | 5.00% | $ | $ |
| | | 100.00% | $ | $ |

# Processing Costs -Single Stream

AMV greater than 0, less than Processing Fee

100% credited to DC

Example:

AMV $10

PF $145

$145 - $10 = $135 PF

AMV less than Processing Fee

100% charged to DC

Example:

AMV -$10

PF $145

$145 – (-$10) =

$145 + $10 = $155.00 PF

AMV greater than Processing Fee – **Revenue Shared***

70% of AVM credited to DC

Example:

AMV $155

PF $145

$155 - $145 = $10

$10 x .70 = $7.00 paid to DC

*Revenue Share; Payment made by the Operator to the Designated Community

Processing Fee (PF) Designated Community (DC)

# Calculating Revenue Share and Processing Costs - Dual Stream

AMV greater than 0, less than Processing Fee

100% credited to DC

Example:

AMV $10

PF $93.50

$93.50 - $10 = $83.50 PF

AMV less than Processing Fee

100% charged to DC

Example:

AMV -$10

PV $93.50

$93.50 – (-$10) =

$93.50 + $10 = $103.50 PF

AMV greater than Processing Fee

**Revenue Shared***

70% of AVM credited to DC

Example:

AMV $155

PV $93.50

$155 - $93.50 = $61.50

$61.50 x .70 = $43.05 paid to DC

*Revenue Share; Payment made by the Operator to the Designated Community

Processing Fee (PF) Designated Community (DC)

# Changes in Recycling Collection

Single Stream ⇨ Dual Stream

Dual Stream ⇨ Single Stream

* SS DC must notify operator no less than 180 days prior to changing to DS
* Term length continues within new agreement
* DS DC may NOT change from Dual Stream to Single Stream without the written consent of the operator

# Contamination

* Facility Manager to immediately isolate load
* Document contamination
* Notify DC and/or Contract Officer (CO)
* Hold load for a minimum of 2 hours, allowing DC/CO time to inspect contamination
* Determine course of action

* Contamination may not exceed levels above 15% by weight
* $120 per ton disposal charge for all tons of contamination greater than 15%

  OR
* $300 per load, if entire load is rejected and reloaded
* Both fees increase 2.5% per year

# Acceptable Material Changes

## Paper Stream

* NO Shredded Paper

Recycle Smart PARTNER

Recyclesmartma.org

## Bottles and Cans

* NO Aerosol Cans

* YES clear egg cartons,
* YES clear plastic cups

# Removal of glass from recycling stream

* Should discuss in detail plan with DEP before making any changes to program
* Must receive approval from Commonwealth
* Must demonstrate alternative disposal options
* Loads substantially free of glass shall receive $5 per ton credit toward processing fee

- Grant opportunities
- Model programs
- Regional Program opportunities

# Deadline to sign agreement

January 31, 2020

- What if our community doesn't sign the agreement?
- Can I re-enter the contract after 1/31/20?
- Is it possible for non-designated communities to enter into the contract at the 3 year or 5 year window of the contract?

# What are our options?

# Round Table Discussions

## Dual Stream

Thursday, November 21

1:30pm – 3:30pm

Northampton City Hall – Hearing room

Contact:

Susan Waite

413-587-1059

## Single Stream

Date and Time

TBA

Springfield DPW

Contact:

Cristina Ferrera

413-787-6075

Andrea Miles, Chair
Jeff Cyr, Vice-Chair
Christopher Geraghty, Clerk
Sarah Etelman
Bruce Forcier

Michael J. Sullivan
Town Administrator

November 15, 2019

Honorable Selectboard;

This report is an abridged accounting of some of the activities in Town Hall over the past two weeks. Thank you for your support and guidance!

**Dog Park Update;** I have been working diligently with Berkshire Design (Jeff Squire and Doug Serril) and the Stanton Foundation attempting to resolve the funding abyss between what was bid and what we have available.

As you are aware, we have a $100K-plus gap to overcome nearly 50% more than what was budgeted. We have discussed and are working on serval cost centers including the stormwater plan (about $45K), the fence (going from a six to a four-foot and bidding separately), reducing the size, using other materials for the pathways and using volunteer labor.

Stanton is not enamored with using volunteer labor, based on their historical experiences. They also did not like the idea of using mulch in place of the very expensive rice stone. We also have to work through restrictions the grant applies to completion of a project. I am confident we will be able to get everyone on the same page and within the budget. It may be some benches and other "amenities" be put on hold and subject to fundraising.

The goal is to get a modified design and narrative to the Stanton Foundation for their consideration in the next couple of weeks, and if accepted to put it out to bid in December which was suggested by Stanton.

**Legion Paper;** Legion is the newest business to move to South Hadley and has taken over the former Canson Paper on New Ludlow Road. Legion has an excellent reputation in the specialized art paper industry with office facilities in California and New York. They have partnerships with various manufacturers, including Mohawk Papers which also has a growing facility in town.

Initially Legion will only be adding around five jobs, but like Mohawk Paper we will do what we can to help them grow. Welcome Joshua Levine and his team to South Hadley.

**Officer Kelsey Davey;** On Tuesday. Nov. 12, 2019, the Town of South Hadley swore in Officer Davey. Town Clerk Carlene Hamlin administered the oath of office under the watchful eye of Officer Davey's father.

Officer Davey completed the training academy and was awarded a leadership position in her class voted on by her peers and received the top fitness award, as well. She comes with previous experience and will be a great addition to an already fine department.

**Probate Court;** Register of Probate Michael Carey visited recently to inform us of a new service the Register of Probate is providing the first and third Thursday of each month from 9 to 1 in the Belchertown Facility (205 State Street).

Probate staff will be in Belchertown at those times to counsel people and in some cases to allow administrative orders. People seeking or needing a trial would still have to get a date in NoHo. However, this is a nice new service which may provide more accessibility. For more information call 413 586-8500.

**PVTA Monthly Meeting;** The most recent meeting provided information about a new app (see PVTA website) which will allow a customer to track a bus in real time. The app can be used for other transit systems when the customer is in those areas (MBTA, Worcester RTA etc.)

We now have the title to the new van and hopeful will take full possession in the next week. The intent is to get an estimate on getting the PVTA decal removed, getting it wrapped with a SoHa Senior Center theme, registered, insured and on the road.

The next consideration for a vehicle should be a smaller, perhaps an ev-car. There is a number of situations where a large vehicle is excessive. I also am learning more how successful a new program is in East Longmeadow, Northampton and soon Agawam

where essentially the PVTA supplies the vehicles and the town covers the cost of insurance and drivers. It may be the only way to truly expand service in SoHa.

There may be room to create a transit management association for South Hadley/Granby/Belchertown....maybe Ludlow, but we have a long way to that goal. In both cases there is possible implementation grants from the state and fed.

**Materials Recycling Facility (Springfield);** There is information in your packet and the time is drawing near to make a decision. I recently, along with Selectboard member Forcier, attended a very informative round table at the PVPC on this subject.

You may recall at the ATM in May Town Meeting voted to allow the Selectboard to sign an agreement with the MRF to continue our relationship for recycling. I would recommend staying with a dual stream system. It is considerably more economically appealing and will not force the town to re-educate for a lesser, more expensive, single stream system.

The agreement must be signed by January 31, 2020, but I would encourage signing as soon as possible allowing this to be put behind us, so we can focus on some of the other trashy issues, such as the contract for household waste, organic and building materials.

**Town Hall Re-pointing Update;** Facilities, Safety &Health Coordinator Matt Cowie and I recently met with Lise Keith (architect) and Kevin Riordan (Engineer) to discuss the final plans and drawings for the re-pointing project.

The plan more clearly defines the phases and demonstrates as predicted that $285K will not be enough. As I stated at Town Meeting and Capital Planning when this was getting approved, we will get more than a skosh done with what we have been given and then come back for more if we do not have enough (we do not have enough).

I thank Capital Planning and the Selectboard for supporting and recognizing the importance of this project.

Hope to see you at the Bike-Walk Toth Trek on Sunday!

Respectfully submitted,

Michael J. Sullivan
Town Administrator, South Hadley