

APPENDIX A

Town of Wendell

ADA Self-Evaluation Report

TOWN OF WENDELL
ADA INVENTORY OF TOWN RECREATIONAL FACILITIES
AND COMMONS

The following briefly describes Town-owned recreational facilities and two common areas and includes each site's resources, accessibility needs, and recommendations for modifications. A recommendation for modification is intended to help in providing access for mobility-disabled individuals. The standards by which the park facilities are judged are used by the Massachusetts Division of Conservation Services and are based on state and federal guidelines.

PLAYGROUND/BASKETBALL COURT AT THE TOWN LIBRARY

There is a ¼ acre playground and a fenced-in basketball court adjacent to the Town Library's parking lot at the address of 7 Wendell Depot Road. The playground contains two picnic tables, neither of which is accessible. The playground itself is on an uneven lawn and contained areas with wood chips. It includes a swing set, slide, two sandbox bucket loaders, and a spinning deck. No access exists between play areas for individuals with mobility disabilities. A fence and gate that had been along the parking area has been removed, allowing greater access. A climbing structure was also removed after an inspection by our insurance company deemed it unsafe. The parking area contains one van accessible space located directly next to the playground. The path to the basketball court is dirt/grass, and a berm or lip of greater than ½ inch exists along the edge of the paved court. The entrance to the court is 32 inches wide. The court's surface is smooth asphalt and is well marked. The chain link fence surrounding the court is approximately ten feet high and in good condition.

It is recommended that the Town of Wendell work to make the area more accessible for individuals with mobility disabilities by doing the following: create paths of packed stone dust between play areas; replace wood chips with an organic material called "fibar," or comparable material, that allows for more mobility; install some accessible picnic tables; construct a path of crushed stone or asphalt between the edge of the parking area and the basketball court so that no lip or berm is present to impede a person in a wheel chair.

NORTH COMMON

The North Common is a three-acre, rectangular shaped open space bordered by Center Street to the north and east, Wendell Depot Road to the west, and Morse Village Road to the south. To the east is also the Center Cemetery. There is a bandstand and veterans' memorial on the southern end of this Common. There are no parking areas around the common. A bike path along Wendell Depot Road would prohibit parking there. Parking near the bandstand is likely to offer the best option. The bandstand is accessible, although the open space surrounding it is not.

It is recommended that the Town of Wendell establish a handicapped parking space near the bandstand entrance. In addition, a paved path or one of crushed stone (if properly maintained) should be created to access a part of the three-acre open space.

SOUTH COMMON

The South Common is an open space area of approximately one acre in size, which is bordered by Morse Village Road to the north, Center Road to the east and south, and Lockes Village Road to the west. Picnic tables are not accessible and the granite benches have neither armrests nor backs. A handicapped parking space is located in front of the Town Hall not too distant from a beveled ramp to the common. This ramp, however, has an uneven cobblestone surface, and the grass area of the common is inaccessible.

It is recommended that the Town of Wendell fill the spaces between the cobbles to as to create a surface that can be easily traversed by a wheelchair. It is also recommended that a path of crushed stone (if properly maintained) or pavement be built from the ramp to the area where the benches are located, such that someone in a wheelchair could sit next to someone else sitting on a bench.

FISKE POND

The Fiske Pond Conservation Area is located in the southwest corner of Wendell. It includes a 125-acre parcel of land and a 10-acre pond. There are no town-operated swimming facilities, play areas, fishing facilities or formal programming at this site. There is a gravel parking area with no delineated parking spaces or handicap space. There is one picnic table adjacent to the trail. This trail is a minimum of three feet wide, does not require the use of stairs, and is for the most part stable and firm, although there are some areas which have changes in level greater than ½ inch. We know of only one wheelchair user who uses the trail from the parking area to the pond; she has expressed satisfaction with the facility.

We recommend the Town of Wendell designate and install a sign for a handicap parking space near the primary trail to the pond. Where feasible within the parameters of conservation restrictions, ensure that the trails are smooth and do not impede a person in a wheelchair.

ADA Transition Plan - Town of Wendell

Playground/Basketball Court

Physical Obstacles	Type of Action to be Taken	Date to be Completed*	Responsible Party
Difficulty traveling between play areas and from parking lot to basketball court.	Create a path of packed stone dust between areas; construct a path of crushed stone or asphalt between the edge of the parking area and the basketball court.	2012	Playground Committee, Highway Dept.
Wood chips under play structures do not allow easy mobility.	Replace wood chips with an organic material called "fibar," or comparable material, that allows for more mobility.	2012	Playground Committee

Fiske Pond

Physical Obstacles	Type of Action to be Taken	Date to be Completed	Responsible Party
There is no handicap parking space	Install a sign to indicate handicap parking adjacent to main trail	2012	Highway Dept.
Primary trail has some uneven areas	Level out areas of trails where possible	2012	Conservation Commission

ADA Transition Plan - Town of Wendell

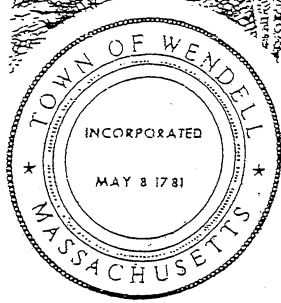
North Common

Physical Obstacles	Type of Action to be Taken	Date to be Completed	Responsible Party
No marked handicapped-accessible parking space	Designate 1 space as handicapped accessible near bandstand entrance	2011	Highway Dept.
Open space surrounding bandstand not accessible	Install an accessible path through a portion of open space to bandstand	2012	Selectboard

South Common

Physical Obstacles	Type of Action to be Taken	Date to be Completed	Responsible Party
Ramp to Common has uneven cobblestones	Fill in cobblestones to provide even surface		Selectboard
There are no paths from the parking lot to common	Install an accessible path to each of these items from the parking area.	2011	Selectboard
Wood chips under play structures do not allow easy mobility.	Install an accessible path through a portion of open space to area near benches	2012	Selectboard
		2012	

* Due to the current fiscal situation within the State and local governments, it has become increasingly difficult to fund the improvements that are necessary to comply with the ADA requirements. However, the Town of Wendell will move towards correcting these issues as funding becomes available. In the meantime, municipal staff will make accommodations upon request in order to facilitate services and programs to ensure accessibility to all citizens.



TOWN OF WENDELL

MASSACHUSETTS

01379

TOWN OFFICE BUILDING

978-544-3395

fax: 978-544-7467

PUBLIC NOTICE

This Notice is provided as required by Title II of the Americans with Disabilities Act (ADA) of 1990.

The Town of Wendell does not discriminate on the basis of disability with respect to the admission to, access to, or operation of its programs, services or activities. The Town of Wendell does not discriminate on the basis of disability in its hiring or employment practices.

Questions, concerns, complaints, or requests for additional information regarding the Americans with Disabilities Act may be forwarded to the Town of Wendell's designated ADA Compliance Coordinator.

Information regarding the Town's ADA Compliance Coordinator is presented below:

Name: Nancy Aldrich, Town Coordinator
Address: Wendell Town Offices
P.O. Box 41
Wendell, MA 01379
Phone: 978-544-3395
Email: towncoord@crocker.com
Days Available: Tuesdays and Thursdays

Individuals who need auxiliary aids for effective communication with respect to programs and services of the Town of Wendell are invited to make their needs and preferences known to the ADA Compliance Coordinator.

Approved:

Christine Heard
Chair, Wendell Selectboard

Updated and reposted on December 14, 2010

GRIEVANCE PROCEDURE

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

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

For complaints received with respect to services, activities, programs, benefits and employment practices of the Town of Wendell, 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:

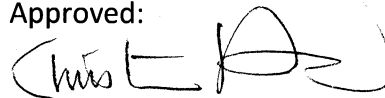
Name: Nancy Aldrich, ADA Coordinator
Address: Wendell Town Offices
P.O. Box 41
Wendell, MA 01379
Phone: 978-544-3395
Email: towncoord@crocker.com
Days Available: Tuesdays and Thursdays

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will attempt to meet with the complainant to discuss the complaint and possible solutions. Within 15 calendar days after the meeting, the ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Town of Wendell and where possible will offer options for substantive resolution of the complaint. If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days to the Wendell Selectboard.

Within 15 days of the appeal, the Wendell Selectboard will attempt to meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Wendell Selectboard will respond, in writing, and, where appropriate, in a format accessible to the complainant, with a final attempt at resolution of the complaint.

All written complaints received by the ADA Coordinator, appeals to the Wendell Selectboard and response will be kept by the Town of Wendell for a period of at least three years.

Approved:



Christine Heard
Chair, Wendell Selectboard

COMPLAINT FORM FOR PERSONS ALLEGING DISCRIMINATION ON THE BASIS OF DISABILITY

DATE OF COMPLAINT: _____

NAME: _____
Last name First Name

MAILING ADDRESS: _____
Street

Town State Zip

PHONE NUMBER: _____

BEST TIME TO REACH YOU AT THIS NUMBER? _____

If the ADA Coordinator can not reach you to discuss this complaint, is there another individual who could be contacted on your behalf?

NAME: _____
Last name First Name

MAILING ADDRESS: _____
Street

Town State Zip

PHONE NUMBER: _____

BEST TIME TO REACH THIS PERSON? _____



Is this complaint related to one or more of the following: (Check all that apply)

Employment practices: _____

Program or service activities: _____

Facility access issues: _____

PLEASE DESCRIBE YOUR DISABILITY: _____

PLEASE DESCRIBE YOUR COMPLAINT:

What is the situation or action that you wish to complain about?

When did this occur? _____

Who do you allege discriminated against you? If known, give the name of the institution, department, program and/or individual.

Have you filed a complaint about this matter before? Yes No

If yes, when? _____

To whom did you complain? _____

Was the complaint in writing? Yes No

Have you, or do you intend to file a complaint with respect to this matter with any other Federal, State, or Local agency, or with an attorney? Yes No

If yes, please list a contact's name, address, and phone: _____

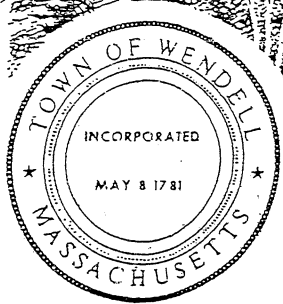
OTHER COMMENTS:

Signature of Complainant

RETURN COMPLETE COMPLAINT FORMS TO:

Nancy Aldrich, ADA Coordinator
Wendell Town Offices
P.O. Box 41
Wendell, MA 01379
978-544-3395
towncoord@crocker.com
Tuesdays and Thursdays

Updated December 8, 2010



TOWN OF WENDELL

MASSACHUSETTS

01379

TOWN OFFICE BUILDING

978-544-3395

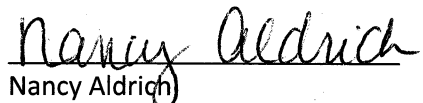
fax: 978-544-7467

The Town of Wendell's employment practices are in compliance with the Americans with Disabilities Act. Issues regarding recruitment, personnel action leave administration, training, tests, medical exams/questionnaires, wage and salary administration, and fringe benefits are covered under one or more of the following methods:

The Town of Wendell Personnel Policy
The Wendell Selectboard
Contracts and/or Memorandums of Understanding

At this time, there are no social or recreational opportunities offered by the Town of Wendell for employees.

Signed:



Nancy Aldrich
Wendell Town Coordinator
ADA Coordinator