

# ADA ACTION PLAN

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This Action Plan outlines will assist you in identifying the steps and Resources needed to comply with the Americans with Disabilities Act Of 1990.

Beginning Date: January 9, 2005

Participant's Name: Eunice Torres

Title: Disability Access Coordinator and members of the Disability Access Advisory Committee (DAAC)

Agency/Dept: Town of Amherst

City: Amherst State: MA Zip: 01002

Telephone #: (413) 259-3079 Fax #: 413-259-2413

## 1. Background Information To determine Compliance

**Yes No**

1. Does your local government have more than 50 employees?

Yes

2. Does Your Local government operate a public transit or Para transit service?

No

3. Have you complied with Section 504 to the best of your knowledge?

4. Name of the ADA Coordinator: Eunice Torres

Telephone Number: (413) 259-3079

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**Complying with the Americans with Disabilities Act**

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**11. Coordinator of ADA Compliance**

List persons of influence:

Name	Position	Agency/Dept	Date Contacted
Larry Shaffer	Town Manager	Town of Amherst	1/9/06
Gerry Weiss	Chair	Amherst Select Board	1/06
Roy Rosenblatt	Director	Community Services	1/9/06
Guilford Mooring	Superintendent	Dept. of Public Works	1/9/06
Jere Hochman	Superintendent	Amherst School District	8/06
Cindy Jones	President	Amherst Chamber of Commerce	10/06
Linda Chalfant	Leisure Services Director	Town of Amherst	1/9/06
Epi Bodhi	Health Director	Town of Amherst	1/9/06

**11.1. Disabled Resource Persons who can Assist**

Name	Position	Phone #	Date Contacted
Pamela Ledoux	DAAC Chair	(413) 549-5005	1/06
Deb Waldron	Community Member	(413) 549-4359	1/06
Madeline Peters	DAAC Member	(413) 549-5097	1/06
Jean Smyser	DAAC Member	(413) 549-1583	1/06
Dana Goddard	Community Member	(413) 549-1948	1/06
Joe Tringali	Stavros Center	(413) 256-0473	8/06
Becky Hurwitz	DAAC Member	(413) 253-3248	1/06
Gerald Weiss	Select Board Liaison	(413) 253-2816	1/06

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**IV. Action Steps**

	Exists	Date in Place	Reexamine
1. Self-Evaluation Plan	<u>504/ADA</u>	<u>1982?/in process</u>	<u>1/09</u>
2. Transition Plan	<u>X</u>	<u>1992/in process</u>	<u>1/09</u>
3. Grievance Procedure	<u>X</u>	<u>adopted 1993</u>	<u>1/09</u>
4. Sensitivity Training	<u>X</u>	<u>Planned for spring 2007</u>	
5. Public Notice Procedures	<u>X</u>	<u>4/06</u>	<u>1/09</u>
6. Review of Building/ Code State Statutes	<u>X</u>	<u>2006</u>	<u>1/09</u>
7. Auxiliary	<u>TTY's*, large print materials available on request</u>		
8. Review of Employment Policies and practices	<u>Yes</u>	<u>ongoing</u>	

**V. Problem Identification** (list and check one category)

As a result of completing the self evaluation checklist and/or the transition plan, problem areas were identified and will be summarized in the section provided below.

	Current Problem	Potential Problem
<u>See Attached</u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		
<u> </u>		

\*Telecommunication Device for the Deaf

# **ADA Self Evaluation**

**Preliminary Plan  
December 31, 2006**

The evaluation of Amherst's programs, services, buildings and other facilities for accessibility for all residents and visitors should be seen as an ongoing process. This report is a step in that process. It does not claim to be fully inclusive nor conclusive in its recommendations. Rather it should be seen as a tool to be used by all interested citizens and officials in moving forward toward a fully inclusive and accessible Community.

So that the report can be most useful it will be written in outline format. We will separate, as much as possible, issues of buildings and facility accessibility from the programmatic accessibility.

## **Program Accessibility**

All Town departments have been endeavoring to serve individuals with disabilities. Following is an overview of town departments, their services, observations and recommendations for improvements

## **Town-wide Recommendations & Priorities**

- Public Notice of Amherst's non-discrimination policy regarding rehiring and services offered should be prominently obvious on all written materials. That the format of radio, cable television, and the town website be used more freely to announce services and programs and the accommodations we will make.
- To immediately train all staff on the identification of TTY phone calls and the locations and use of TTY's. That we offer public notification of the availability and how to access TTY's. We print that TTY's are available each time we print phone numbers.
- All departments make available written materials in alternate formats such as Braille, large print, cassettes, and disc. That the availability of these alternatives be widely disseminated in local papers, local radio, cable television and the town website. That we work with outsider providers of materials to ensure their availability in alternate formats.
- To offer ongoing training for all staff to increase the effectiveness of the services they provide to individuals with disabilities.
- To continue to make improved accessibility a goal of all employees by encouraging on going discussion and integration of accessibility goals on work objectives of all departments.
- To publish an informational pamphlet outlining special and adaptive services and resources for disabled residents.

- To continue conducting a through physical assessment of all town buildings.

<b>Departments</b>	<b>Services</b>	<b>Observations &amp; Recommendations</b>
Accounting	Payroll, Accounts Auditing, budgeting	<b>Observations:</b> No TTY available Limited interaction with the public
Assessor	Real Estate Assessments, motor vehicle excise. Abatement & exemptions	<b>Observations:</b> No TTY available, Information available in digital format only. Specialized accommodation available in alternate formats upon request through the Human Rights Director's office
Amherst Community Service Department	Childcare info& referral, Administers human service contracts, administer emergency funds	<b>Observations:</b> No TTY available <b>Recommendations:</b> Ensure referred agencies comply w/ADA
Town Clerk	Election & voter registration. Maintain vital records, issue licenses and certificates	<b>Observation:</b> No TTY available The forms that the public has access are generated by the state, therefore, the Clerks' office have no authority to provide alternative formats, Alternate format of other documents that the Clerks' office provides are available in large print, CD, and diskette
Conversation	Protection of land, wetlands, Provide & maintain informal outdoor recreational space	<b>Observation:</b> No TTY available Maintain a number of trails that are accessible Some trails are marked for visually impaired. <b>Recommendations:</b> Continue to improve trails make sure that trail maps and pamphlet are in alternate format to increase visibility and to indicate outdoor opportunities for disabled.
Council on Aging	Group & individual services to seniors, Coordinate volunteer opportunities for seniors	<b>Observation:</b> No TTY available, staff utilizes the Massachusetts Relay Services when it is necessary to call a person who uses a TTY machine. Other than digital availability, none of the programmatic services are available in alternate format upon request information can be provided in large print, Braille, tape or diskette through the Human Rights Office.
Department of Public Works	Maintain public streets & roads. Recycling and solid waste. Sewage collection & treatment	<b>Observation:</b> No TTY available Have been working on-going to improve curb cuts, sidewalks, and parking. Have made some improvement on walkways on trouble spots identified by the DAAC. <b>Recommendations:</b> Continue prioritizing the clearing of snow & ice from downtown

		sidewalks, curb cuts, & parking lots which render impossible independent travel by disabled individuals.
Fire Department	Respond to fires and emergency medical situation	<b>Observation:</b> Able to respond to the individual needs of all citizens. Referral resources available for adaptive alarm systems.
Health Department	Community Health, Environmental inspections, school health programs	<b>Observation:</b> No TTY available, staff uses relay when necessary. With advance notice materials can be available in alternate formats
Human Resources	Recruitment of employees. Administer personnel policies & employee benefits.	<b>Observations:</b> No TTY available. Records and documents that are available to the public are currently in printed and digital format, and will be made available in alternate format upon request through the Human Rights Director office. <b>Recommendations:</b> Have an informal affirmative action policy for applicants with disabilities. Make it a priority of continuing analysis of job descriptions as per EEOC guidelines.
Human Rights	Address issues of violation of human and civil rights, Affirmative Action, Sexual Harassment, and disability access	<b>Observations:</b> No TTY available, Records and documents are available in alternate format upon request
Inspection Services	Issue permits Administer zoning by laws	<b>Observations:</b> No TTY available Meet individuals on site to discuss issues, Works with the DAAC, and encourage compliance
IT Department	Select, implement, maintain and support all things technology related to meet the individualized service objectives of all departments, boards, and committees for the Town	<b>Observations:</b> No TTY available. IT Department does not have adaptive computer hardware or software available for public use and is not in ADA compliance. <b>Recommendations:</b> The IT Department make an on-going commitment to find funding through grants and other means to bring the Town's IT department to full ADA compliance

Leisure Services & Supplemental Education (LSSE)	Recreational programs	<p><b>Observations:</b> No TTY available, Summer camps are open to all children in an integrated setting. Accommodations through Special Needs Funding for One on One Assistance are available for recreational programs when requested. Swimming Pools are equipped with Hoyer Lifts. Staff is routinely trained in ADA regulations.</p> <p><b>Recommendations:</b> Produce Program brochure in alternate format. Improve accessibility in all parks and playground areas.</p>
Libraries	Library services, ESL programs, Meetings and public exhibits	<p><b>Observations:</b> Main Library has TTY and trained staff. Materials are provided in alternative formats, e.g. Large print Audio Books on tape and CD, Videos /DVD with subtitles, specialized equipment to assist readers, such as lighted magnifiers, and close circuit TV magnifiers. The library provides homebound delivery services by volunteers and information on the federally funded Talking Book program from the Reference Librarians. Staff has been trained to offer assistant to any individuals. Has employed individuals with disabilities.</p> <p><b>Recommendations:</b> Work with the IT Department regarding Adaptive computer hardware and software to meet needs of computer users with physical disabilities.</p>
Planning	Planning, Community & economic development	<p><b>Observation:</b> No TTY available, None of the public documents are currently in alternate format, can be made available upon advance request through the Human Rights Department. Dept. has secured CDBG monies for many accessibility projects.</p>
Police	Public Safety	<p>Emergency dispatch services have integrated TTY into 911line. The police department has on staff several Spanish speaking employees and several different dialects of Chinese and the emergency dispatch services has immediate access to language interpreters, must be able to secure sign language interpreters on an emergency basis.</p>
Treasure & Collectors	Collection of all monies paid to town by residents	<p><b>Observation:</b> No TTY available Records and documents available in alternate format upon request through the Human Rights Department.</p>

		<p><b>Recommendations:</b> Offer bills in alternative formats. Work with state department that offer forms for other formats.</p>
Town Manager/Select Board	Manages the Town of Amherst/Chief Elected officials	<p><b>Observations:</b> No TTY available does use IP-Relay Communication when necessary. Currently none of the documents are in alternative format can be made available upon request through the Human Rights Director. The Select Board Meetings, Town Meeting, seminars, etc are cablecast live and replayed during the week by the local access television station.</p> <p><b>Recommendations:</b> The Select Board and the Town Managers Office works with the IT Department to secure grants and other funding to make all meetings accessible through audio visual and closed captured. To offer sign language interpreter And foreign language interpreters, thus making Amherst inclusive of all citizens regardless of ability.</p>
Veteran's Services	Administer Veteran Benefits	<p><b>Observation:</b> No TTY available, no records are available in alternate format, can be made available by request through the Human Rights Director. Work one on one with veterans. Offer flexibility &amp; support to complete necessary forms.</p> <p><b>Recommendations:</b> Encourage federal government to offer materials in accessible formats.</p>



## **BUILDING ACCESSIBILITY:**

The accessibility of town buildings was addressed in the 504 Transition Plan completed in the early 1980's. Additional points about the accessibility were offered in the summer of 1990 in a preliminary transition plan. Offered here is an overview of town buildings.

### **Town-wide Recommendations**

- Continue conducting a through assessment of all town buildings.
- Maintain in operable condition all accessible features. Upgrade signage and other features as appropriate.
- Seek alternative arrangements for leased buildings that will increase their accessibility.

<b>Department/Building</b>	<b>Notes</b>
Bangs Community Center	<p><i>accessible</i></p> <ul style="list-style-type: none"><li>• Elevator needs to be upgraded to meet new ADA requirement</li><li>• Need better signage</li><li>• New door openers by LSSE and South entrance plus the men's and ladies room on all floors need to be brought into compliant</li><li>• Restrooms need new counters and changing tables for babies</li><li>• Counters needs to be lowered in the Senior Center</li><li>• Top floor has no alternative egress for people in wheelchairs when elevators cannot be used</li></ul>
Amherst Parking Garage	<p><i>fully accessible</i></p>
Town Hall	<p><i>fully accessible</i></p> <ul style="list-style-type: none"><li>• Need better signage</li><li>• Areas need title replacement</li><li>• HP parking space need to be reassessed</li></ul>
Amherst Police Department	<p><i>fully accessible</i></p> <ul style="list-style-type: none"><li>• Needs signage in public areas</li><li>• New door closers to meet ADA requirement</li></ul>

Munson Library

***accessible***

- Lift not accessible without assistance, key to operate lift is not always available without arrangements
- No signage
- The basement entrance is not ADA compliant because of 4" step by the door, need ramp to meet requirements

Amherst Community Child Center

***accessible***

- Need signage
- Door closers to meet requirements

North Amherst School Building  
**(Head Start)**

***accessible***

- Need signage

**Survival Center**

***accessible***

- Need signage
- Ramp need repairs
- With current programs does not meet ADA requirement for aisles
- Ladies room not in compliant , changing table blocks space hindering access

FIRE DEPARTMENT

Central Fire Station

***fully accessible***

- With accessible meeting rooms

North Fire Station

***fully accessible***

- With accessible meeting rooms

DEPARTMENT OF PUBLIC WORKS

Waste Water Treatment Plant

***accessible***

- Accessible meeting rooms

Public Works Building

***accessible***

- To main lobby only & with difficulty
- Entrance does not meet Accessibility code not often frequented by public

Sidewalks & Parking

***accessible***

- Minor repairs are on-going
- CDBG monies has enable the town to address areas of greatest needs in downtown

- Priority needs are being addressed in applying for CDBG monies for the next fiscal year

Jones Library

*fully accessible*

- Meeting room with audio assist available
- Computers not ADA accessible

North Amherst

*not accessible*

## **CONVERSATION LANDS**

**Field Office Rt. 63 at Cherry Hill Golf Course** *not accessible*

**Hitchcock Center**

*first floor fully accessible*

- Unpaved parking area
- Need outdoor lighting
- Need signage
- Elevator for 2<sup>nd</sup> floor access

## **Conversation Land and Trails**

Puffers Pond

*accessible*

- Additional Parking spaces
- Improved signage
- Accessible bathroom facilities
- Expansion of the ADA Trail
- Possible collaboration with other groups to provide universal access programs and opportunity (canoes/Kayaks. Etc.)
- Improvement to waterfronts to allow better access
- Accessible benches and picnic tables

Kevin Flood Memorial Trail

*accessible*

- Marked for visually impaired
- Needs improvement to parking area
- Installation of new kiosk
- New signage
- Reworking of the surface of the trail
- Extend the trail east of the Cushman Brook

Larch Hill

*accessible*

- New surface for parking area
- Improve signage
- Addition of accessible viewing platform for wildlife viewing

Orchard Arboretum

*accessible*

- Designated parking
- Additional signage
- Accessible benches and picnic tables

## **PARKS & RECREATION**

Park areas

*most areas are accessible*

- **War Memorial** is accessible , needs many improvements in all areas
- Pool meets accessibility standards, Hoyer Lift available
- The deck around the pool need complete resurfacing, (cracking and uneven)
- Need accessible drinking fountains
- Need signage
- **Mill River** is accessible, needs many improvements in all areas
- Pool meets the accessibility requirement, Hoyer Lift available
- Pool Building door handles needed
- Boys changing area not accessible
- Accessible signage needed
- **Groff Park** is accessible, needs many improvements
- No accessible bathroom
- Wading Pool requires slope access ramp
- Pavilion not accessible, needs resurfacing
- Fields requires an accessible route
- Tables do not meet ADA standards
- Lack of accessible route connecting all of the routes to the park
- Telephone, not accessible
- **Kiwanis Field** is accessible
- Fields are not accessible
- No accessible bathrooms available
- **North Amherst Field** not accessible
- No accessible parking
- No accessible routes
- **Middle School Pool**
- Access to pool area, ramp from the parking lot to the pool building is in need of resurfacing and repair. The surface is very uneven
- Pool , the deck area complies with ADA standards, the area is not surfaced in a non-slip surfacing

- Hoyer lift available
- **Boys** changing stall does not meet ADA requirements
- No available accessible shower
- Inadequate signage
- The **girls** changing area has no accessible bathroom
- No accessible shower
- Inadequate signage
- No accessible bathroom in the girls locker room
- **Plum Brook Recreation Area**
- There will be accessible parking
- No permanent restroom will be available. Handicapped accessible portable restroom will be brought in when necessary
- Filed/Routes
- Routes to the field will require that an accessible pathway be constructed.
- None of the fields will be accessible
- (not a requirement, per the United States Access Board)
- **Cherry Hill Golf Course**
- No designated HP spaces
- **Clubhouse** accessible
- **Bathrooms**, signage is needed
- **Course Access**
- No accessible golf Carts available

## **MISSION STATEMENT OF THE TOWN OF AMHERST DISABILITY ACCESS ADVISORY COMMITTEE**

The mission of the town of Amherst Disability Access Advisory Committee is to enhance the community by the contributions of persons with disabilities; to make a positive difference in the lives of persons with disabilities in their relationship with the Town of Amherst and businesses that serve it by working toward providing access to facilities, programs, and employment; to assist persons with disabilities in achieving maximum personal independence by enabling them to participate in the social and economic life of the Town of Amherst

### **TOWN OF AMHERST ADA POLICY**

#### **I. ADMINISTRATION**

##### **A. ADA Coordinator:**

Human Rights Director, Town of Amherst  
Eunice Torres  
Bangs Community Center  
70 Boltwood Walk  
Amherst, MA 01002  
413-259-3079 (VOICE)  
413-259-3060 (TTY)  
413-259-2413 (fax)  
[Torrese@amherstma.gov](mailto:Torrese@amherstma.gov)

##### **B. Town of Amherst ADA Policy**

The Americans with Disabilities Act shall be afforded the same respect and compliance as all other civil rights laws. Accordingly, it shall be the policy of the Town of Amherst to include information on ADA rights and requirements in documents posted in prominent locations and on all program brochures and manuals produced and/or distributed by the Town.

**The Town of Amherst  
PUBLIC NOTICE  
AMERICANS WITH DISABILITIES ACT**

The TOWN OF AMHERST does not discriminate on the basis of disability. Program applicants, participants, members of the general public, employees, job applicants, and other are entitle to participant in and benefit from all agency programs, activities, and services without regard to disability.

Copies of this notice are available, upon request, in alternate print formats (large print, audio tape, Braille, computer disk, etc.) Our grievance procedure, self evaluation as well as ADA policies, practices and procedures are available upon request.

The TOWN OF AMHERST has designated the following person to coordinate it efforts to comply with the ADA. Inquiries, requests, and complaints should be directed to:

**Eunice Torres,  
Human Rights Director  
Town of Amherst  
Bangs Community Center  
70 Boltwood Walk  
Amherst, MA 01002  
413-259-3079 (VOICE)  
413-259-3060 (TTY)  
413-259-2413 (FAX)  
[torrese@amherstma.gov](mailto:torrese@amherstma.gov)**

**Signed:**

**C. Town of Amherst ADA Grievance Procedure:**

This Grievance Procedure is set forth to comply with the requirements of the American with Disability Act. It may be used by any individual who wishes to file a complaint alleging discrimination on the basis of disability in employment practices, and policies of the provision of services, activities, or benefits by the Town of Amherst.

*Please note: persons may choose to file with the Massachusetts Commission Against Discrimination (MCAD), located at 436 Dwight Street, Springfield, MA 01103, 413-739-2145, or One Ashburton Place, Boston, MA 02108, 617-727-3990;  
[www.state.ma.us/mcad](http://www.state.ma.us/mcad).*

*The office the Human Rights Director will yield jurisdiction in maters pending before MCAD and/or any state or federal agency or court having jurisdiction in the matter.*

The complaint should be submitted in writing or on audio tape to the Human Rights Director named below. The complaint should include the name, address, and phone number of the complainant along with the location, date, and description of the problem. Complaints filed under variant formats will also be accepted.

The Complaint should be submitted by the grievant and/or her/his designee as soon as possible but no later than 60 days after the alleged discriminatory incident.

**Human Rights Director  
Eunice Torres  
Town of Amherst  
Bangs Community Center  
70 Boltwood Walk  
Amherst, MA 01002  
413-259-3079 (VOICE)  
413-259-3060 (TTY)  
413-259-2413 (FAX)  
[torrese@amherstma.gov](mailto:torrese@amherstma.gov)**

Within 15 calendar days after receipt of the complaint, the Human Rights Director will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Human Rights Director 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 Amherst and offer options for substantive resolution of the complaint.

If the response by the Human Rights Director does not satisfactorily resolve the issue, the complainant and/or her/his designee may appeal the decision of the Human Rights Director within 30 calendar days after receipt of the response of the Amherst Town Manager or her/his designee.

Within 15 calendar days after receipt of the appeal to the Town Manager or her/his designee will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting the Town Manager or her/his designee 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 Human Rights Director, appeals to the Town manager or her/his designee, and responses from the Human Rights Director and Town Manger or her/his designee will be kept by the Town of Amherst for at least three years. All reasonable efforts to protect the privacy interests of each party shall be made in accordance with public records laws. All parties shall be afforded due process under the law. The Human Rights director shall inform complainants of their rights to alternative dispute resolution forums.

## **II. EMPLOYMENT**

### **A. Reasonable Accommodation Policy**

It is the policy of the Town of Amherst that no otherwise qualified individual with a disability shall, solely by reason of her/his disability, be excluded from employment at any Town of Amherst agency. Employment review and hiring will be based on the employee/prospective employee's ability to perform what the Town of Amherst determines to be essential functions of a job.



The Town of Amherst's Reasonable Accommodation Policy, in compliance with the Americans with Disabilities Act, is not subject to change by any state or local law or other requirements that would impose prohibitions or limits upon the eligibility of qualified individuals with disabilities to practice any occupation or profession.

Further, it is the policy of the Town of Amherst that reasonable accommodations shall be made for any **applicant or employee** with a disability, unless the Town of Amherst can demonstrate that the accommodation imposes an undue financial or administrative hardship on the operation of its programs.

Notice of the available of reasonable accommodations for job applicants will be included in postings and advertisements and will be made available upon request to applicants with disabilities during the pre-employment process if necessary to provide equal opportunity to secure employment with the Town of Amherst.

All prospective employees will be informed at the initial interview that the Town of Amherst does not discriminate on the basis of disability and that requests for reasonable accommodations needed for the performance of essential jobs functions or for the enjoyment of other benefits of employment should be made by prospective employees following receipt of a conditional offer of employment, preferably at the post employment offer meeting.

Requests for reasonable accommodation should be made verbally and in writing describing the nature and purpose of the requested accommodation. Assistance will be made available upon request to any individual who need assistance in identifying or documenting the reasonable accommodations will be assessed as needed.

A decision regarding reasonable accommodation requests will be made within five business days of the submission of the request along with any supporting documentation as maybe required by the Town of Amherst. The effectiveness of the accommodations and need for additional accommodation will be accessed as needed.

Current employees seeking reasonable accommodations should make requests to their immediate supervisor and the Human Rights Director. Requests for accommodation can be made at any time when they become necessary to the performance of essential job functions or the enjoyment of benefits of employment. A decision regarding the requested accommodation will be made within ten working days of the submission of the request and any supporting documentation required.

The final decision concerning any requested accommodation that may represent any undue financial or administrative hardship will be made by the Town Manager in consultation with the Human Rights Director. Applicants or employees have the right to appeal the denial of any accommodation request by submitting a written appeal to the Amherst Human Rights Commission.

The Town of Amherst shall assure equal rights and opportunity to all qualified employees. This includes, though not exclusively, benefits and training, travel, and promotion opportunities.

The Town of Amherst will no make any pre-employment verbal or written inquiries or conduct a medical exam regarding the existence, nature, or severity of an applicant's

disability. Hence, there shall be no attempt to “pre screen” applicants with disabilities or to circumvent the essential job functions mandate.

No medical examinations shall be required for prospective employees unless such is an unavoidable necessity for the position in questions. In such instances, a medical examination may only be conducted **after** a conditional offer of employment has been made. The medical information of all employees shall be separate from their general file and locked under confidential protection. Access to medical information in such instances shall be limited to supervisory personnel and others who are determined and documented to have a legitimate need for the information, as determined by the Town Manager in consultation with the Human Rights Director and the Human Resource Director. A written Record of these individuals in each instance will be maintained by the Human Rights Director.

The Town of Amherst may, however, make reasonable pre-employment inquiries regarding an applicant’s ability to perform job-related functions. A clear description of the essential job function shall be made available to the applicant in such instances.

### **B. Employment Training Assurance**

It is the policy of the Town of Amherst that staff training and development activities provided by Town personnel and volunteers include information about ADA employment requirements. Our staff training and orientation manual shall include a detailed explanation of our ADA policies, procedures, and practices regarding employment, including all materials including information on confidentiality requirements, reasonable accommodation, grievance procedures and clear explanation of essential v. nonessential job functions, and permissible and impermissible inquiries. All employees shall receive fundamental training on the ADA and the organization’s ADA policies and procedures by the end of their orientation period. This will include their rights and responsibilities as employees of the organization.

## **III. NON-DISCRIMINATORY OPERATIONS**

### **A. Equal Opportunity Policy**

No qualified person with a disability shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any of the Town of Amherst’s programs or activities.

In providing its services, programs, activities and government functions, the Town of Amherst shall not:

1. Deny a qualified individual with a disability the opportunity to participate in, or benefit from, any service, program, activity or governmental function made available to non-disable persons.
2. Afford a qualified individual with a disability the opportunity to participate in, or benefit from, any aid, benefit, or service that is not equal to that afforded to others.

3. Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards, commissions, or any other entity of the Town of Amherst.
4. Otherwise limit a qualified individual with a disability the enjoyment of any right, privilege, advantage, or opportunity enjoyed by other qualified individuals receiving aid, benefits, or services.

As aforementioned, it is the policy of the Town of Amherst to ensure that persons with disabilities are provided maximum opportunity to participate in and benefit from programs, services, and activities. Moreover, it is our objective that such participation is in the same manner as those of non-disable persons and in fully integrated settings. Toward this goal, the Town of Amherst shall make a good faith effort to identify and remove those barriers which prevent persons with disabilities from realizing the maximum opportunity to participate in and benefit from programs, services, and activities.

### **B. Reasonable Modification Policy**

The Town of Amherst shall make reasonable modification to policies and procedures necessary to accommodate the needs of a person with a disability whenever an otherwise qualified person with a disability requests such modification, unless it can be demonstrated by the Town Manger that such an accommodation would impose an undue burden or fundamental alteration of the program. These modifications will be monitored and updated by the Human Rights Director and the policy and procedures of new programs will be subject to the Human Rights Director's approval concerning there adherence to ADA requirements and the Town of Amherst's equal opportunity policy.

The Town of Amherst shall comply with all applicable Federal and State laws and regulations relative to the use of assistive equipment and trained service animals. Moreover, no arbitrary or otherwise unlawful restrictions or limitations will be placed on the type of assistive equipment or trained service animals that consumers may bring with them to Town of Amherst facilities.

Furthermore, it shall be the policy of the Town to maintain an active and regular risk management/safety program, which shall be a component of employee orientation.

### **C. Eligibility Requirements Assurances**

Said policy shall prohibit any limitations paced upon the eligibility of qualified individuals with disabilities to receive services or practice any occupation of profession. Eligibility requirements shall be reviewed by the Human Rights Director and shall be monitored and updated to meet ADA requirements as programs grow and new programs are implemented. Whenever programs formulate new eligibility policies or new programs are developed, policies will be reviewed by the Human Rights Director to ensure compliance. Staff will be informed of and trained on any changes in eligibility requirements that may arise.

Reasonable risk factors that pose a significant and direct threat to any person shall be grounds for denial of services. The Human Rights Director shall be promptly notified of such circumstances and she/he shall make all reasonable effort to remedy the situation.

#### **D. Assurance Regarding Surcharges.**

It is the policy of the Town of Amherst that under no circumstances will surcharges be issued to any person or persons for the provision of reasonable accommodations or modifications, auxiliary aids and services, or any other cost related to the participation of a person with a disability.

#### **E. Integrated Assurance.**

It is the policy of the Town of Amherst that all of our services, programs, and activities are provided in the most integrated setting possible. People with disabilities will not be required to participate in separate programs. Persons who object to participation in separate programs are still entitled to reasonable modifications.

Services will not be provided to any person with a disability in a manner or at a location different from that available to other service recipients unless the potential for removal of architectural barriers or use of assistive devices and equipment have been found to be inadequate or inappropriate to the needs of the individual. In all cases, the affected individuals (family members and other representative when appropriate) will be fully involved in the consideration and decision-making processes.

#### **F. Significant Assistance Assurance.**

The Town of Amherst will not knowingly support, monetarily or otherwise, any agency or program known to discriminate against people with disabilities. All contracts and all programs sites are regularly assessed to ensure nondiscrimination against people with disabilities. All new contracts and programs are assessed prior to approval to ensure they do not discriminate against people with disabilities.

#### **G. Accessible Transportation Policy**

It shall be the policy of the Town of Amherst to make every reasonable effort to provide accessible transportation services, whenever transportation services are made available to non-disabled person.

Individuals in need of accessible transportation should make their requests in writing to the Human Rights Director. Requests must be made at least ten business days in advance. As with all transportation services, all requests are subject to the availability of space. When a request cannot be met, notice will be given as soon as possible and at least one day before requested date of trip: FOTA-774-2262, PVTA – 586-336, Stavros 256-0473.

## **H. Community Referral Assurance.**

It shall be the policy of the Town of Amherst to determine whether primary referral agencies (those commonly used) are accessible to persons with disabilities and that such agencies are aware of their obligations under the ADA, whenever such referrals are made. When making referrals the Town of Amherst shall provide persons with disabilities information regarding community programs that – to the best of our knowledge—are accessible and/or compliance with ADA, and those which are not.

### **I. Training Assurance regarding Non-Discriminatory Program Operation.**

It shall be the policy of the Town of Amherst that all in-service trainings and orientations include all essential information about requirements of the ADA. Staff development programs conducted by either Human Rights Director or the Human Resources Director shall include updates on the ADA.

## **IV. EFFECTIVE COMMUNICATION**

### **A. Effective Communication Policy**

It shall be the policy of the Town of Amherst to make all reasonable efforts to facilitate effective communication among all persons. A requested aid or service will be given primary consideration. Effective communication requests shall be made to the Human Rights Director, who, in consultation with the appropriate Department Head, shall assess and determine whether an undue burden is imposed and the appropriateness of alternative but equally effective facilitative efforts, which shall be made.

### **B. TTY/TDD Assurance.**

It shall be the policy of the Town of Amherst to provide on-going staff training on TTY use and to include the TTY number on all Town documents, letterheads, and mailings. The TTY number will appear in telephone directory listings.

### **C. Alternative Format Policy and Procedures.**

It shall be the policy of the Town of Amherst to make all documents, publications, and material used in agency programs available to persons with disabilities who need them in alternate formats. These include Braille, large print, audio-tape, and computer disc. Preparation of long tapes and Braille materials will be purchased through the Massachusetts Association of the Blind (1-800-682-9200).

The procedure for requesting alternate formats is:

1. The person making the request should identify the materials desired and specify her/his preferred alternate format to the Human Rights Director either in person, by phone, or in writing at least ten business days in advance of the event or activity for which the material is needed. *(Every reasonable attempt will be made to meet the requests made less than ten days before an event or activity.)*

2. If, after primary consideration has been given to the preferred format, the request cannot be met, an alternative effective format will be offered. If a request cannot be met, the person making the request will be informed as soon as possible but at least two days in advance of the event of the activity. Final determination on such matters shall be made by the Human Rights Director after consideration with the Department Head in question.

#### **D. Interpreter Services Policy**

It is the policy of the Town of Amherst that sign language interpreters will be provided upon request to any person needing interpreter services in order to participate in any meeting, program, or activity of the Town of Amherst.

The procedure for any one requesting sign language interpreter services as follows:

1. The person requesting interpreter services must do so in person, over the phone, or in writing to the Human Rights Director at least two weeks prior to the event.
2. Upon receipt of the request, the Human Rights Director or appointed employee will contact the Massachusetts Commission for the Deaf and Hard of Hearing (1-800-882-1185) to schedule the interpreter services, or local interpreter services obtained by the Human Rights Director, Local Listings: UMass Disability Services (413-545-0892), Stavros (413-256-0473).
3. If the services cannot be obtained by the Human Rights Director, the Director will offer the requester an alternative effective form of communication or the opportunity to postpone the meeting until such can be obtained, at no charge to the requester.

#### **E. Assistance Listening Device Assurance.**

It shall be the policy of the Town of Amherst to provide assistive listening devices upon requests to persons needing such devices to participate in programs, services, and activities of the agency. Assistive listening devices will be rented through ADCare Educational Institute (ADC). The procedure for requesting an assistive listening device follows the same format as the interpreter services policy.

#### **F. TV Captioning**

All Televisions used by the Town of Amherst agencies shall exercise closed captioning capabilities.

**G. Video Assurance**

It shall be the policy of the Town of Amherst that staff training and other staff development activities provided by agency personnel and volunteers including training On the use of a TTY, the operator relay service and other equipment necessary to assure effective communication, personnel also receive training in procedures and policies on receiving and handling requests for auxiliary aids and services and for ensuring that primary consideration is given to the type of services or format preferred by the person with a disability. Training on effective communication shall be given during orientation and on a regular basis.

**V. PROGRAM AND FACILITY ACCESSIBILITY**

Our program site is operated by the Town of Amherst Human Rights Department. Facility checklists have been submitted and were given an acceptable rating by the ADA Project Coordinator of the Massachusetts Office of Disability and the Justice Department.

This ADA compliance policy for the Town of Amherst has been reviewed and approved by the Town Manager,

Signed: \_\_\_\_\_  
*Town Manager*

Date: \_\_\_\_\_

## **Amherst Assessing Department – ADA checklist**

Prepared by David Burgess, Principal Assessor

### **Office Information Access**

- The Amherst Assessing Department had jurisdiction over all Real Estate, Personal Property and Motor Vehicle Excise assessments, also responsible for scheduling Board of Assessors meetings, agendas and maintaining minutes.
- Other than digital availability, none of the public documents or sources of information over which the Assessing Department has jurisdiction are currently available in specialized accommodation formats such as Braille. Centralizing a source for such formats through the Human Rights Director's office would be helpful.
- The Assessing Department does not have a functioning TTY machine, nor are any of our personnel recently trained in its use.
- Assessing staff understand the need to provide all citizens with reasonable programmatic access to the public documents, information and process over which the Department jurisdiction.

### **Physical Access**

- The Amherst Assessing Department meets the basic ADA/AAB requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - restrooms/drinking fountains/telephone
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress



## **Amherst Community Services Department – ADA check list**

### **Program Access:**

The Amherst Community Services Department maintains public documents and other sources of information regarding regulations, meeting notices, agendas, minutes, reports, etc. Most of the current documents are available electronically and or on the Town's website.

None of these documents are available in alternative format; however, all documents can be made available in alternative format upon request and with reasonable notice.

The office does not have a TTY and is therefore not equipped to communicate with the hearing impaired.

### **Physical Access:**

The Community Service Department meets the basic ADA/AAB requirements for physical accessibility as the office space is located in the Bangs Community Center; a fully accessible building.

The office, however, is not identified by any alternative signage.

**TO:** Eunice Torres  
**FROM:** Susan Audette, Town Clerk  
**RE:** ADA checklist  
**DATE:** June 6, 2006

Upon review of the ADA checklist which deals mostly with the structure of the town hall building, we have determined that the only sections that pertain to the Town Clerk's office are **Signage for Goods and Services** and **Seats, Tables and Counters** sections. The signs and counters at the Town Clerk's office have already been brought into compliance with ADA standards.

The forms that the public has access to through our office include:

1. Passport applications
2. Voter registration forms
3. Absentee ballot applications
4. Marriage intention forms
5. Business Certificate forms
6. Census forms
7. Certified copies of vitals (births, deaths and marriages)

All of the above forms are generated by the State, therefore, we do not have the authority to provide alternative formats.

We do sell copies of the annual street listing book. Last year it was 265 pages, small print. This is also available on a CD (it is too large to fit on a diskette). The Town's General By-Laws book is also available through our office and could be put on diskette or CD as well.

We also offer magnifying sheets for those needing to enlarge the print on any document. Similarly, documents that are generated by our office could be printed in larger font provided it can fit on an 8.5 x 11" or 11 x 17" sheet of paper.

I hope the information in this memo will help in creating the survey for the Town Clerk's department.

# **Amherst Conservation Department**

## **ADA Checklist**

August 30, 2006

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Completed by: David Ziomek – Director

### **1. Main Office- 4 Boltwood Walk, Town Hall**

The Conservation Department works extensively with many Town boards and committees and our records are accessed regularly by citizens, students, consultants and visitors to Amherst. Conservation shares the second floor of Town Hall with the Planning Department and therefore the two ADA checklists for our offices are similar in many respects. Unlike Planning, the Conservation Department oversees land and building assets throughout Amherst.

#### *Public Access*

The Department is responsible for conducting any/all public meetings related to the activities of the Conservation Commission, Farm Committee and Public Shade Tree Committee as well as coordinating inter-departmental public meetings. The Department and Commission oversee all conservation land in Amherst, enforce local and state wetland laws and educate the public about the natural environment in Town. With the exception of field site visits, all meetings take place in Town Hall, the Bangs Community Center or the Hitchcock Center; spaces that meet the basic ADA requirements. The Department is also responsible for maintaining an extensive archive of materials related to the wetlands regulatory process. In recent months, some of these records have been added to the Town of Amherst website including meeting postings, agendas and minutes. Use of the web for public information and outreach will likely increase during the next 2-4 years. At present, the Conservation Commission, Farm Committee and Public Shade Tree committees do not televise their meetings.

Like the Planning Department, Conservation does not currently have access to a TTY machine.

#### *Physical Access*

The Conservation Department offices are physically connected to the Planning Department and both spaces meet the basic ADA requirements for physical accessibility in the following categories: parking, building entry, building layout/vertical circulation, signs, rest rooms/drinking fountains/telephones, office access, rooms & spaces and emergency egress. Specifically, the office space occupied by Conservation Department staff is currently undergoing a major reorganization and some access ways have been reduced to 3 feet or less. This situation will be addressed by the planned reorganization.

## 2. Buildings

- *Field Office- Rt. 63 located at Cherry Hill Golf Course*

The Conservation Department has a small workshop and storage building used primarily by field staff and seasonal employees. The shop is heated and was designed as a place for employees to complete woodworking projects during inclement weather. It includes a small office and enough space to work on conservation vehicles and equipment. There is a very small office in the building but no bathrooms. This is a work station and members of the general public are generally not invited to visit.

The Conservation shop does not currently meet even the basic ADA requirements for accessibility.

### ADA Needs

1. Designated parking- 2008
2. Signage- 2008
3. Lighting- 2009
4. Building approach, layout and interior to ADA standards- 2010
5. Restrooms- 2012

Estimated Cost: \$15,000

- *Hitchcock Center for the Environment- 525 South Pleasant Street*

The Hitchcock Center for the Environment (HCE) is a not-for-profit organization that occupies an old converted carriage house owned by the Town at the Larch Hill Conservation Area. HCE has worked collaboratively with Amherst for more than forty years to develop and deliver creative environmental education programs to children, families and schools throughout the region. The Center has planned carefully to create learning and working spaces that are accessible to people with disabilities. HCE has collaborated with the MA Department of Conservation and Recreation to offer universal access programs for birders. Visitor reception and any/all business takes place on the first floor and the education staff are always

willing to move meetings to make their services more accessible to everyone. The Board of Directors and staff have conducted 2-3 accessibility audits during the past 15 years and have completed many of the recommendations presented in those reports. The Center's two classrooms and restrooms meet the basic ADA requirements as does the walkway leading to the front door. The unpaved parking area creates ADA challenges, especially in winter. The greatest obstacles for HCE in reaching better ADA compliance are the age of the building and lack of adequate access to the second floor.

### ADA Needs

1. Paved or equivalent parking lot- 2011
2. Complete outdoor lighting- 2011
3. New signs- 2010

4. Elevator for 2<sup>nd</sup> floor access- uncertain

Estimated Cost: \$200,000

### **3. Conservation Land And Trails**

Under the guidance of the Conservation Commission, the Department oversees close to 2000 acres of public conservation land including more than 80 miles of trails. Amherst conservation areas include a mosaic of different habitats including wetlands, ponds, streams, fields and upland forests. Trails are found in all parts of Amherst, providing residents and visitors alike with opportunities to walk and cycle through habitats on everything from basic woodland trails to elaborate elevated boardwalks. The Department maintains hundreds of bridges of all shapes and sizes- some made of wood, telephone poles and more complex structures made of steel. Most of these areas provide visitors with basic unimproved parking on grass or dirt. With the exception of those referenced below, none of the Amherst conservation trails would meet ADA requirements.

Given topography, wetlands, stream crossings and other factors it is highly unlikely that many Amherst Trails will ever meet ADA requirements. Instead, it seems prudent to continually assess where new trails might be added to make other conservation lands accessible.

#### ADA Needs

1. Full assessment of possible new accessible trails- Amethyst Brook, Gull Pond and Wentworth Farm- 2007
2. Designation of accessible trails/opportunities on all Town outreach materials including conservation maps, guides and web sites- 2007

Estimated Cost: \$2500

- *Puffer's Pond*

The Puffer's Pond Conservation Area is a lovely place that provides habitat for a wide variety of wildlife while also functioning as a swimming area during the summer months. Fishing, canoeing and kayaking are also allowed. Puffers currently offers two parking spaces for users with disabilities. Recent ADA related improvements have included the addition of a paved trail, fishing access and a railing to the water's edge. There are currently no sanitary facilities at the Puffer's Pond.

#### ADA Needs

1. Additional parking spaces- 2007
2. Improved signs- 2007
3. Accessible bathroom facilities- uncertain
4. Expansion of ADA trail- 2009
5. Possible collaboration with other groups to provide universal access programs and opportunities (canoes/kayaks, etc.)- 2008
6. Improvements to waterfront to allow better access- 2008

7. Accessible benches and picnic tables- 2008

Estimated Cost: \$25,000 (not including bathrooms)

- *Kevin Flood Memorial Trail*

The Kevin Flood Trail parallels the Cushman Brook above Puffer's Pond and was designed to provide visually impaired people with a safe environment to walk and enjoy the outdoors. A series of posts with a connecting guide rope follows the trail approximately 1/8 mile into the upland forest before terminating at a large bridge over the brook.

ADA Needs

1. Improvement to existing parking area- 2008
2. Installation of new kiosk-2008
3. Signs- 2008
4. Reworking of the surface of the trail-2008
5. Extend the trail east of the Cushman Brook-2011

Estimated Cost: \$35,000

- *Larch Hill*

The Larch Hill Conservation Area contains approximately 30 acres of upland forest with extensive wetlands and at least three ponds. This is the main teaching site for the Hitchcock Center for the Environment. During the past 15 years the Town of Amherst and HCE have successfully created a series of accessible trails on Larch Hill which include raised boardwalks, bridges and crushed stone (TRG) paths. Amherst was recently awarded a \$30,000 grant to help expand the trails at Larch Hill and that work has been ongoing during summer 2006.

ADA Needs

1. Consider new surface for parking area- 2011 (see HCE above)
2. Improved signs- 2010
3. Addition of accessible viewing platform for wildlife viewing- 2009

Estimated Cost: \$15,000 (does not include paving)

- *Orchard Arboretum*

The Orchard Arboretum is a small conservation area located just south of the Applewood Retirement Community off of Bay Road. For many years members of the Orchard Arboretum Committee have raised private funds to improve and expand the plantings in the gardens while committing to making the area more accessible. In spring 2006 a paved walkway was added to the grounds, making passage easier for all visitors to enjoy this beautiful area.

## ADA Needs

1. Designated parking- 2007
2. Additional signage- 2007
3. Accessible benches and picnic tables- 2007

Estimated Cost: \$1000

*\*Note: Dates after entrees in sections on ADA Needs indicate approximate timeframe for implementation. Ultimately, implementation will depend on funding and staffing.*

## **Council on Aging ADA Checklist**

### **Program Access**

- The Amherst Senior Center has a wide variety of programs, classes, activities, and services that are available to Amherst residents age 55 and above, and younger residents with disabilities.
- Other than digital availability, none of the programmatic, service, class, and activity paperwork are currently available in any other accessible format i.e. Braille, large print, tape/disc. When an elder requests information in an accessible format, they are referred to Eunice Torres, Human Rights Director.
- The Computer Room of the Senior Center, which has Town computers, does not have any accessible means for computer usage for elders with disabilities.
- The Senior Center does not have a functioning TTY machine; staff utilizes the Massachusetts Relay Service when it is necessary to call a person who uses a TTY machine.

### **Physical Access**

1. The differences in the levels of flooring (approximately 1.5 cm) between the ceramic tiled hallway outside the main door to the Senior Center and the carpeted floor in the lounge area, presents a very difficult bump for people who use wheelchairs and walkers when they are leaving the Senior Center.
2. The main entrance to the Senior Center and the Reception Desk are situated in a manner that is not accessible to anyone who uses a wheel chair, and if an able-bodied person is standing in front of the Reception Desk s/he blocks the passage for any other person, able bodied or not, who wants to enter/leave the Senior Center. The Reception Desk has a tall front that is a visual barrier for a person using a wheel chair. Additionally, the desk does not have a lower section for people who use wheel chairs to be able to speak to the receptionist, sign papers or place items. Finally, the doorway is not wide enough to accommodate more than one person and when the door is open it cannot swing back any farther into the Senior Center for a wider passage way.
3. The access to the back offices, through two offices is difficult for people who use walkers and wheel chairs as the travel way has been constricted by book cases, storage of materials, etc. There is another door off the hallway with more direct and accessible access, but it is usually kept locked in the afternoons as there is not a designated staff person, or volunteer, available to greet and direct people who enter through that door.
4. The passage way from the lounge through the kitchen area to the Gallery is difficult for people who use wheel chairs and walkers as the kitchen



peninsula and the large table are situated in such a way that if people are sitting at the table, their chairs can constrict the passage to less than 3 feet. This is a large table that is used for Senior Center programs, for elders who need a work/writing space and for staff and elder lunches. Additionally, there is a floor level change, a bump, leaving the lounge going into the kitchen area that is difficult for people using walkers and wheelchairs to get over.

5. The doors in the Garrabrants Room are difficult to open/close because they stick and could cause a person with limited physical strength or a disability to become stuck in that room.

# AMHERST *Massachusetts*

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OFFICE OF THE SUPERINTENDENT OF PUBLIC WORKS  
586 SOUTH PLEASANT STREET  
AMHERST, MA 01002  
TEL. 413-256-4050 FAX 413-256-4054

December 15, 2006

## **Town of Amherst Sidewalk Assessment Summary**

### **Introduction:**

The sidewalk system in Amherst serves many purposes, from recreation to a primary transportation system. The ability to have sidewalks that are accessible and usable to all is a top priority in Town. As part of the Amherst Department of Public Works pavement management system, the DPW has inventoried and assessed the condition of the Town's sidewalk system. The information collected will allow the DPW to make informed and subjective decisions concerning maintenance priorities for the Town's sidewalk system.

### **Findings:**

Attached is the sidewalk inventory for the Town. The overall condition index (OCI) shows the numerical grade given to each sidewalk section. This grade is based on factoring the various distresses in the sidewalk surface. The distresses are such things as cracks, potholes, root intrusions, and depressions.

The OCI is a 100-point scale with 0 being the worse and 100 being the best. Any sidewalk that has a rating of 75 or less needs some type of attention to make the entire sidewalk more accessible.

### **Plan:**

The DPW's plan to bring all the sidewalks up to an OCI of 75 or better includes several funding sources:

1. Chapter 90 funds for roads that are scheduled for resurfacing
2. DPW maintenance funds for minor repairs
3. Town Capital funds when available
4. CDBG funds when available
5. Other funds when available

# Department of Public Works – Sidewalk Assessment

**Excel Export**

Friday, December 15, 2006

**Scenario**  
**Protocol**  
**Budget**  
**Description**

All SW  
 SW overlay all  
 Unlimited

**Time Frame**  
**Inflation**  
**Interest Rate**  
**Network OCI**

1  
 0.00  
 0.00  
 87.10

ID	Segment	From	To	Area	Functional Classification	Plan Activity
00195SWR	MAPLEWOOD CIR	END	MAPLEWOOD DR	258 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00367SWL	TRIANGLE ST	MAIN ST	LESSEY ST	200 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00273SWL	GAYLORD ST	SOUTH PROSPECT ST	LINCOLN AVE	206 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00221SWR	NUTTING AVE	END	FEARING ST	302 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00205SWR	ALLEN ST	FEARING ST	PHILLIPS ST	208 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00336SWR	SUNDERLAND RD	MONTAGUE RD	PINE ST	89 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00269SWR	SUNSET AVE	AMITY PL	FEARING ST	1,286 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00254SWR	GRANTWOOD DR	BLACKBERRY LN	HOUSE #211	421 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00268SWL	SUNSET AVE	NORTH HADLEY RD	FEARING ST	1,194 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00220SWR	LINCOLN AVE	NORTH HADLEY RD	FEARING ST	324 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00212SWR	SPRING ST	CHURCHILL ST	DICKINSON ST	644 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00352SWR	HIGH POINT DR	Town Line	FLAT HILLS RD	1,538 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00133SWR	WEBSTER ST	SPRING ST	MAIN ST	174 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00186SWR	BLACKBERRY LN	CUL-DE-SAC	GRANTWOOD DR	869 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00194SWL	NORTH PROSPECT ST	AMITY ST	HALLOCK ST	683 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00032SWR	ELM ST	SUNSET AVE	LINCOLN AVE	213 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00103SWL	RAMBLING RD	WEST BAY RD	COUNTRY CORNERS	1,041 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00252SWR	GRANTWOOD DR	BLACKBERRY LN	EAST PLEASANT ST	344 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00267SWL	COSBY AVE	PAIGE ST	LINCOLN AVE	218 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00367SWR	TRIANGLE ST	MAIN ST	EAST PLEASANT ST	1,204 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00121SWR	TAYLOR ST	MATTOON ST	GRAY ST	249 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00071SWR	IDUNA LN	STATION RD	STATION RD	853 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overlay
00206SWL	PHILLIPS ST	NUTTING AVE	NORTH PLEASANT ST	302 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00255SWR	HITCHCOCK RD	WOODSIDE AVE	SOUTH PLEASANT ST	467 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay
00125SWR	GRAY ST	MATTOON ST	MAIN ST	349 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overlay

00204SWR	KELLOGG AVE	HOUSE #53	NORTH PLEASANT ST	280 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00125SWL	GRAY ST	MATTOON ST	MAIN ST	581 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00184SWL	SPAULDING ST	END	MAIN ST	382 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overla
00211SWL	SPRING ST	CHURCHILL ST	BOLTWOOD AVE	242 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00157SWL	NORTH WHITNEY ST	GROVE ST	MAIN ST	582 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00346SWR	STRONG ST	NORTH EAST ST	EAST PLEASANT ST	1,362 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00351SWR	SUMMER ST	HOUSE #81	MONTAGUE RD	417 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00119SWL	SOUTH WHITNEY ST	COLLEGE ST	MAIN ST	337 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00039SWL	SOUTH ORCHARD DR	BLOSSOM LN	MIDDLE ST	533 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overla
00204SWL	KELLOGG AVE	HOUSE #53	NORTH PLEASANT ST	284 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00231SWR	BUTTERFIELD TER	CLARK HILL RD	NORTH PLEASANT ST	587 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00221SWL	NUTTING AVE	END	FEARING ST	165 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00347SWR	MEADOW ST	ROUTE 116	NORTH PLEASANT ST	762 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00286SWR	OVERLOOK DR	HIGH POINT DR	HIGH POINT DR	822 yd <sup>2</sup>	Sidewalk Minor	AC - 2" Combo SW Overla
00360SWL	SHAYS ST	WENTWORTH MANOR DR	MIDDLE ST	1,551 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00314SWL	UNIVERSITY DR	AMITY ST	NORTHAMPTON RD	1,442 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00175SWR	BOLTWOOD AVE	SPRING ST	COLLEGE ST	299 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00395SWR	WEST ST	POMEROY LN	SHAYS ST	704 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla
00323SWL	MILL LN	PAVEMENT END	WEST ST	171 yd <sup>2</sup>	Sidewalk Major	AC - 2" Combo SW Overla

00194SWR	NORTH PROSPECT ST	AMITY ST	HALLOCK ST	547 yd <sup>2</sup>	Sidewalk Major	AC - 2
00205SWL	ALLEN ST	FEARING ST	PHILLIPS ST	167 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00235SWL	00120SWR	TAYLOR ST	HIGH ST	GRAY ST	187 yd <sup>2</sup>	5
00073SWL	CORTLAND DR	CUL-DE-SAC	STATION RD	138 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00310SWL	PINE ST	STATE ST	NORTH PLEASANT ST	833 yd <sup>2</sup>	Sidewalk Major	AC - 2
00224SWR	DANA ST	NORTHAMPTON RD	AMITY ST	211 yd <sup>2</sup>	Sidewalk Major	AC - 2
00323SWR	MILL LN	PAVEMENT END	WEST ST	131 yd <sup>2</sup>	Sidewalk Major	AC - 2
00137SWL	COTTAGE ST	TRIANGLE ST	CHESTNUT ST	516 yd <sup>2</sup>	Sidewalk Major	AC - 2
00253SWR	GRANTWOOD DR	HOUSE #211	BLACKBERRY LN	849 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00312SWL	PINE ST	BRIDGE ST	SAND HILL RD	578 yd <sup>2</sup>	Sidewalk Major	AC - 2
00354SWR	PELHAM RD	Town Line	MAIN ST	2,169 yd <sup>2</sup>	Sidewalk Major	AC - 2
00035SWL	HALLOCK ST	NORTH PROSPECT ST	NORTH PLEASANT ST	269 yd <sup>2</sup>	Sidewalk Major	AC - 2
00196SWL	MAPLEWOOD DR	END	MAPLEWOOD CIR	556 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00218SWR	LINCORN AVE	NORTHAMPTON RD	AMITY ST	640 yd <sup>2</sup>	Sidewalk Major	AC - 2
00197SWR	COWLES LN	NORTH PLEASANT ST	NORTH PROSPECT ST	296 yd <sup>2</sup>	Sidewalk Major	AC - 2
00266SWL	WHIPPLETREE LN	CUL-DE-SAC	EAST HADLEY RD	772 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00336SWL	SUNDERLAND RD	MONTAGUE RD	PINE ST	89 yd <sup>2</sup>	Sidewalk Major	AC - 2
00300SWR	North Pleasant St	TRIANGLE ST	MASSACHUSETTS AVE	506 yd <sup>2</sup>	Sidewalk Major	AC - 2
00378SWR	SOUTH EAST ST	SHAYS ST	MIDDLE ST	116 yd <sup>2</sup>	Sidewalk Major	AC - 2
00081SWL	DWIGHT CIR	CUL-DE-SAC	LOGTOWN RD	63 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00419SWL	SOUTH EAST ST	MAIN ST	SOUTH EAST ST	390 yd <sup>2</sup>	Sidewalk Major	AC - 2
00219SWR	LINCORN AVE	FEARING ST	AMITY ST	1,031 yd <sup>2</sup>	Sidewalk Major	AC - 2
00256SWL	WENTWORTH MANOR DR	END	SHAYS ST	369 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00394SWR	WEST ST	SHAYS ST	EAST HADLEY RD	925 yd <sup>2</sup>	Sidewalk Major	AC - 2
00298SWR	NORTH PLEASANT ST	AMITY ST	EAST PLEASANT ST	704 yd <sup>2</sup>	Sidewalk Major	AC - 2
00080SWR	CURTIS PL	CUL-DE-SAC	LOGTOWN RD	103 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00207SWL	MCCLELLAN ST	NORTH PLEASANT ST	LINCORN AVE	93 yd <sup>2</sup>	Sidewalk Major	AC - 2
00417SWR	NORTHAMPTON RD	DANA ST	SOUTH PLEASANT ST	687 yd <sup>2</sup>	Sidewalk Major	AC - 2
00377SWL	SOUTH EAST ST	MILL LN	MIDDLE ST	1,251 yd <sup>2</sup>	Sidewalk Major	AC - 2
00134SWL	CHURCHILL ST	SPRING ST	MAIN ST	156 yd <sup>2</sup>	Sidewalk Major	AC - 2
00197SWL	COWLES LN	NORTH PLEASANT ST	NORTH PROSPECT ST	237 yd <sup>2</sup>	Sidewalk Major	AC - 2
00365SWL	AMITY ST	UNIVERSITY DR	NORTH PLEASANT ST	1,958 yd <sup>2</sup>	Sidewalk Major	AC - 2
00066SWR	LARKSPUR DR	WILDFLOWER DR	HOUSE #54	591 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00104SWL	COUNTRY CORNERS	CUL-DE-SAC	WEST ST	411 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00389SWRa	POMEROY LN	MIDDLE ST	COACH LN	213 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00100SWR	DEEPWOODS DR	CUL-DE-SAC	FARMINGTON RD	496 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00051SWL	WILDFLOWER DR	LARKSPUR DR	TEABERRY LANE	529 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00391SWR	MATTOON ST	Parking Lot	TRIANGLE ST	147 yd <sup>2</sup>	Sidewalk Major	AC - 2
00056SWR	OLD FARM RD	WILDFLOWER DR	HOP BROOK RD	347 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00335SWR	SUNDERLAND RD	ROUTE 116	MONTAGUE RD	553 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00104SWR	COUNTRY CORNERS	CUL-DE-SAC	WEST ST	240 yd <sup>2</sup>	Sidewalk Minor	AC - 2

00255SWL	HITCHCOCK RD	WOODSIDE AVE	SOUTH PLEASANT ST	467 yd <sup>2</sup>	Sidewalk Major	AC - 2
00140SWL	SALEM ST	END	MAIN ST	82 yd <sup>2</sup>	Sidewalk Major	AC - 2
00416SWL	NORTHAMPTON RD	UNIVERSITY DR	DANA ST	969 yd <sup>2</sup>	Sidewalk Major	AC - 2
00053SWL	SHUMWAY ST	COLLEGE ST	MAIN ST	431 yd <sup>2</sup>	Sidewalk Major	AC - 2
00167SWL	TUCKERMAN LN	CUL-DE-SAC	SACCO DR	245 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00390SWL	BRIDGE ST	LEVERETT RD	PINE ST	940 yd <sup>2</sup>	Sidewalk Major	AC - 2
00309SWR	SNELL ST	SOUTH PLEASANT ST	BAKER ST	369 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00333SWL	MAIN ST	TRIANGLE ST	SOUTH PLEASANT ST	824 yd <sup>2</sup>	Sidewalk Major	AC - 2
00369SWR	EAST HADLEY RD	Town Line	WHIPPLETREE LN	144 yd <sup>2</sup>	Sidewalk Major	AC - 2
00357SWL	PRAY ST	TRIANGLE ST	EAST PLEASANT ST	194 yd <sup>2</sup>	Sidewalk Major	AC - 2
00384SWL	NORTH EAST ST	STRONG ST	MAIN ST	469 yd <sup>2</sup>	Sidewalk Major	AC - 2
00244SWL	HITCHING POST RD	CUL-DE-SAC	PINE ST	382 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00302SWL	NORTH PLEASANT ST	PAVEMENT CHANGE	EASTMAN LN.	1,558 yd <sup>2</sup>	Sidewalk Major	AC - 2
00211SWR	SPRING ST	CHURCHILL ST	BOLTWOOD AVE	297 yd <sup>2</sup>	Sidewalk Major	AC - 2
00270SWR	HILLCREST PL	CUL-DE-SAC	SOUTH PLEASANT ST	347 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00069SWL	TEABERRY LANE	WOODLOT RD	WILDFLOWER DR	511 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00249SWR	MT HOLYOKE DR	CUL-DE-SAC	WEST ST	729 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00182SWL	KINGMAN RD	TUCKERMAN LN	SACCO DR	340 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00393SWL	SOUTH PLEASANT ST	SNELL ST	COLLEGE ST	1,407 yd <sup>2</sup>	Sidewalk Major	AC - 2
00134SWR	CHURCHILL ST	SPRING ST	MAIN ST	156 yd <sup>2</sup>	Sidewalk Major	AC - 2
00313SWL	PINE ST	HENRY ST	BRIDGE ST	342 yd <sup>2</sup>	Sidewalk Major	AC - 2
00395SWL	WEST ST	POMEROY LN	SHAYS ST	1,729 yd <sup>2</sup>	Sidewalk Major	AC - 2
00287SWL	JUNIPER LN	CUL-DE-SAC	HIGH POINT DR	317 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00135SWR	SEELYE ST	SPRING ST	COLLEGE ST	98 yd <sup>2</sup>	Sidewalk Major	AC - 2
00087SWL	LOGTOWN RD	BELCHERTOWN RD	BELCHERTOWN RD	998 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00035SWR	HALLOCK ST	NORTH PROSPECT ST	NORTH PLEASANT ST	269 yd <sup>2</sup>	Sidewalk Major	AC - 2
00327SWR	BELCHERTOWN RD	SOUTH EAST ST	GATEHOUSE RD	816 yd <sup>2</sup>	Sidewalk Major	AC - 2
00394SWL	WEST ST	SHAYS ST	EAST HADLEY RD	150 yd <sup>2</sup>	Sidewalk Major	AC - 2
00064SWL	OLD FARM RD	HOUSE #211	CROSSBROOK	460 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00379SWR	SOUTH EAST ST	POTWINE LN	SHAYS ST	638 yd <sup>2</sup>	Sidewalk Major	AC - 2
00398SWL	SOUTH PLEASANT ST	EAST HADLEY RD	HILLCREST PL	904 yd <sup>2</sup>	Sidewalk Major	AC - 2
00272SWL	SOUTH PROSPECT ST	NORTHAMPTON RD	AMITY ST	633 yd <sup>2</sup>	Sidewalk Major	AC - 2
00388SWR	POMEROY LN	COACH LN	WEST ST	480 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00373SWR	SOUTH EAST ST	COLLEGE ST	MAIN ST	489 yd <sup>2</sup>	Sidewalk Major	AC - 2
00114SWR	FARMINGTON RD	END	LONGMEADOW DR	187 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00089SWL	EDGEHILL PL	CUL-DE-SAC	LOGTOWN RD	249 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00082SWL	MIDDLE ST	S EAST ST	POMEROY LN	300 yd <sup>2</sup>	Sidewalk Major	AC - 2
00397SWL	SOUTH PLEASANT ST	HILLCREST PL	SNELL ST	1,089 yd <sup>2</sup>	Sidewalk Major	AC - 2
00365SWRa	AMITY ST	UNIVERSITY DR	NORTH PLEASANT ST	1,144 yd <sup>2</sup>	Sidewalk Major	AC - 2
00366SWR	TRIANGLE ST	EAST PLEASANT ST	NORTH PLEASANT ST	147 yd <sup>2</sup>	Sidewalk Major	AC - 2
00209SWR	RAILROAD ST	RR CROSSING	COLLEGE ST	320 yd <sup>2</sup>	Sidewalk Major	AC - 2

00174SWR	BOLTWOOD AVE	MAIN ST	SPRING ST	200 yd <sup>2</sup>	Sidewalk Major	AC - 2
00050SWL	WILDFLOWER DR	OLD FARM RD	TEABERRY LANE	893 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00208SWR	ARBOR WAY	CUL-DE-SAC	NORTH EAST ST	462 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00186SWL	BLACKBERRY LN	CUL-DE-SAC	GRANTWOOD DR	111 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00365SWRb	AMITY ST	UNIVERSITY DR	NORTH PLEASANT ST	311 yd <sup>2</sup>	Sidewalk Major	AC - 2
00207SWR	MCCLELLAN ST	NORTH PLEASANT ST	LINCOLN AVE	627 yd <sup>2</sup>	Sidewalk Major	AC - 2
00203SWL	KELLOGG AVE	HOUSE #53	TRIANGLE ST	209 yd <sup>2</sup>	Sidewalk Major	AC - 2
00334SWL	MAIN ST	SOUTH EAST ST	TRIANGLE ST	1,489 yd <sup>2</sup>	Sidewalk Major	AC - 2
00143SWR	TAMARACK DR	CUL-DE-SAC	STANLEY ST	718 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00333SWR	MAIN ST	TRIANGLE ST	SOUTH PLEASANT ST	1,031 yd <sup>2</sup>	Sidewalk Major	AC - 2
00271SWR	SELLEN ST	SOUTH PROSPECT ST	SOUTH PLEASANT ST	208 yd <sup>2</sup>	Sidewalk Major	AC - 2
00202SWR	JENKS ST	CUL-DE-SAC	SIDEWALK END	204 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00331SWR	EAST HADLEY RD	SOUTH PLEASANT ST	WHIPPLETREE LN	818 yd <sup>2</sup>	Sidewalk Major	AC - 2
00200SWL	BAYBERRY LN	CUL-DE-SAC	PELHAM RD	276 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00267SWR	COSBY AVE	PAIGE ST	LINCOLN AVE	220 yd <sup>2</sup>	Sidewalk Major	AC - 2
00300SWLasph	NORTH PLEASANT ST	TRIANGLE ST	MASSACHUSETTS AVE	497 yd <sup>2</sup>	Sidewalk Major	AC - 2
00228SWL	WOODSIDE AVE	HITCHCOCK RD	NORTHAMPTON RD	861 yd <sup>2</sup>	Sidewalk Major	AC - 2
00198SWL	HEDGEROW LN	CUL-DE-SAC	NORTH EAST ST	467 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00140SWR	SALEM ST	END	MAIN ST	292 yd <sup>2</sup>	Sidewalk Major	AC - 2
00136SWL	SEELYE ST	MAIN ST	SPRING ST	167 yd <sup>2</sup>	Sidewalk Major	AC - 2
00275SWL	PUFFER CIR	CUL-DE-SAC	SAND HILL RD	222 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00389SWRb	POMEROY LN	MIDDLE ST	COACH LN	1,000 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00324SWL	LILAC LN	CUL-DE-SAC	ROSEMARY ST	297 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00052SWL	WILDFLOWER DR	STATION RD	LARKSPUR DR	962 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00158SWL	NORTH WHITNEY ST	RED GATE LN	GROVE ST	437 yd <sup>2</sup>	Sidewalk Major	AC - 2
00396SWL	WEST ST	GLENDALE RD	POMEROY LN	362 yd <sup>2</sup>	Sidewalk Major	AC - 2
00329SWLasph	COLLEGE ST	DICKINSON ST	SOUTH EAST ST	662 yd <sup>2</sup>	Sidewalk Major	AC - 2
00217SWL	CHESTNUT ST	EAST PLEASANT ST	HARVARD AVE	500 yd <sup>2</sup>	Sidewalk Major	AC - 2
00156SWR	EMILY LN	CHERRY LN	SHERMAN LN	172 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00347SWL	MEADOW ST	ROUTE 116	NORTH PLEASANT ST	784 yd <sup>2</sup>	Sidewalk Major	AC - 2
00227SWR	ORCHARD ST	WOODSIDE AVE	NORTHAMPTON RD	444 yd <sup>2</sup>	Sidewalk Major	AC - 2
00384SWR	NORTH EAST ST	STRONG ST	MAIN ST	333 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00417SWL	NORTHAMPTON RD	DANA ST	SOUTH PLEASANT ST	854 yd <sup>2</sup>	Sidewalk Major	AC - 2
00216SWL	HIGH ST	HARVARD AVE	MAIN ST	789 yd <sup>2</sup>	Sidewalk Major	AC - 2
00098SWL	GREENWICH RD	LONGMEADOW DR	FARMINGTON RD	791 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00099SWR	LONGMEADOW DR	WEST ST	FARMINGTON RD	1,116 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00217SWR2	CHESTNUT ST	EAST PLEASANT ST	HARVARD AVE	78 yd <sup>2</sup>	Sidewalk Major	AC - 2
00293SWR	EAST PLEASANT ST	TRIANGLE ST	NORTH PLEASANT ST	356 yd <sup>2</sup>	Sidewalk Major	AC - 2
00229SWR	WALNUT ST	SOUTH PLEASANT ST	WOODSIDE AVE	133 yd <sup>2</sup>	Sidewalk Major	AC - 2
00334SWR	MAIN ST	SOUTH EAST ST	TRIANGLE ST	1,489 yd <sup>2</sup>	Sidewalk Major	AC - 2
00068SWR	WOODLOT RD	CUL-DE-SAC	OLD FARM RD	1,071 yd <sup>2</sup>	Sidewalk Minor	AC - 2

00366SWL	TRIANGLE ST	EAST PLEASANT ST	NORTH PLEASANT ST	220 yd <sup>2</sup>	Sidewalk Major	AC - 2
00185SWL	SACCO DR	KINGMAN RD	BLACKBERRY LN	413 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00328SWL	COLLEGE ST	DICKINSON ST	SOUTH PLEASANT ST	1,157 yd <sup>2</sup>	Sidewalk Major	AC - 2
00272SWR	SOUTH PROSPECT ST	NORTHAMPTON RD	AMITY ST	172 yd <sup>2</sup>	Sidewalk Major	AC - 2
00400SWL	KINGMAN RD	SACCO DR	GRANTWOOD DR	71 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00383SWL	OLD SOUTH EAST ST	SOUTH EAST ST	MAIN ST	338 yd <sup>2</sup>	Sidewalk Major	AC - 2
00070SWL	TRILLIUM WAY	WILDFLOWER DR	CUL-DE-SAC	378 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00183SWR	DICKINSON ST	MAIN ST	COLLEGE ST	224 yd <sup>2</sup>	Sidewalk Major	AC - 2
00331SWL	EAST HADLEY RD	SOUTH PLEASANT ST	WHIPPLETREE LN	704 yd <sup>2</sup>	Sidewalk Major	AC - 2
00057SWR	OLD FARM RD	PINE GROVE	WILDFLOWER DR	362 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00046SWL	KESTREL LN	CUL-DE-SAC	OLD FARM RD	609 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00302SWR	NORTH PLEASANT ST	PAVEMENT CHANGE	EASTMAN LN.	1,870 yd <sup>2</sup>	Sidewalk Major	AC - 2
00303SWL	NORTH PLEASANT ST	PAVEMENT CHANGE	PINE ST	1,508 yd <sup>2</sup>	Sidewalk Major	AC - 2
00327SWL	BELCHERTOWN RD	SOUTH EAST ST	GATEHOUSE RD	2,178 yd <sup>2</sup>	Sidewalk Major	AC - 2
00258SWL	KENDRICK PL	END	NORTHAMPTON RD	227 yd <sup>2</sup>	Sidewalk Major	AC - 2
00299SWL	NORTH PLEASANT ST	TRIANGLE ST	EAST PLEASANT ST	675 yd <sup>2</sup>	Sidewalk Major	AC - 2
00305SWR	ROSEMARY ST	CUL-DE-SAC	PINE ST	372 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00217SWR1	CHESTNUT ST	EAST PLEASANT ST	HARVARD AVE	918 yd <sup>2</sup>	Sidewalk Major	AC - 2
00055SWL	SUMMERFIELD DR	CUL-DE-SAC	WILDFLOWER DR	467 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00116SWL	GLENDALE RD	WEST ST	FARMINGTON RD	1,259 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00305SWL	ROSEMARY ST	CUL-DE-SAC	PINE ST	250 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00160SWR	CANTERBURY LN	CUL-DE-SAC	BAY RD	252 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00048SWR	TANGLEWOOD RD	CUL-DE-SAC	WILDFLOWER DR	529 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00061SWL	HOP BROOK RD	OLD FARM RD	KESTREL LN	969 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00021SWL	GATEHOUSE RD	OLD BELCHERTOWN RD	STONY HILL RD	316 yd <sup>2</sup>	Sidewalk Major	AC - 2
00090SWL	OLD BELCHERTOWN RD	BELCHERTOWN RD	BELCHERTOWN RD	624 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00141SWR	WILLOW LN	TAMARACK DR	STANLEY ST	270 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00329SWLconc	COLLEGE ST	DICKINSON ST	SOUTH EAST ST	317 yd <sup>2</sup>	Sidewalk Major	AC - 2
00191SWR	CHERRY LN	CUL-DE-SAC	HOUSE #98	1,235 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00149SWR	WEAVER CIR	CUL-DE-SAC	CHERRY LN	411 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00236SWL	LESSEY ST	END	CHURCHILL ST	178 yd <sup>2</sup>	Sidewalk Major	AC - 2
00230SWL	CHURCHILL ST	LESSEY ST	MAIN ST	113 yd <sup>2</sup>	Sidewalk Major	AC - 2
00303SWR	NORTH PLEASANT ST	PAVEMENT CHANGE	PINE ST	1,508 yd <sup>2</sup>	Sidewalk Major	AC - 2
00300SWLconc	NORTH PLEASANT ST	TRIANGLE ST	MASSACHUSETTS AVE	233 yd <sup>2</sup>	Sidewalk Major	AC - 2
00300SWRconc	NORTH PLEASANT ST	TRIANGLE ST	MASSACHUSETTS AVE	225 yd <sup>2</sup>	Sidewalk Major	AC - 2
00358SWR	GREENLEAVES DR	NORTHAMPTON RD	HADLEY TOWN LINE	733 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00293SWL	EAST PLEASANT ST	TRIANGLE ST	NORTH PLEASANT ST	356 yd <sup>2</sup>	Sidewalk Major	AC - 2
00241SWR	OWEN DR	CUL-DE-SAC	EAST PLEASANT ST	678 yd <sup>2</sup>	Sidewalk Minor	AC - 2
00375SWL	SOUTH EAST ST	STANLEY ST	COLLEGE ST	172 yd <sup>2</sup>	Sidewalk Major	AC - 2
00375SWR	SOUTH EAST ST	STANLEY ST	COLLEGE ST	172 yd <sup>2</sup>	Sidewalk Major	AC - 2
00328SWR	COLLEGE ST	DICKINSON ST	SOUTH PLEASANT ST	964 yd <sup>2</sup>	Sidewalk Major	AC - 2





## Traffic Light Inventory

Traffic Light List			Date Installed /Upgraded	Value
Location				
1	West Street	Pomeroy	2004	\$20,000.00
2	West Street	East Hadley		\$20,000.00
3	South Pleasant St.	Route 9	2003	\$20,000.00
4	College Street	South East St		\$20,000.00
5	Route 9	Gatehouse Dr.	2003	\$20,000.00
6	Main St.	North East St		\$20,000.00
7	Main St.	Triangle St		\$20,000.00
8	Main St.	South Pleasant St	2003	\$20,000.00
9	Amity St	University Drive		\$20,000.00
10	North Pleasant St	Kellogg St	2005	\$20,000.00
11	East Pleasant St	Triangle St		\$20,000.00
12	North Pleasant St	Eastman Lane		\$20,000.00
13	St	Pine St	2002	\$20,000.00

JUNE 2006  
Amherst Health Department ADA survey

How do we serve people?

Telephone

In office

Home visits

Written Material

In Office:

- Have 2 wheel chair accessible counters
- Elevator, hallways and office doors meet ADA standards and are not within our control
- Office staff will ask for an interpreter if told in advance that a resident is deaf and requires a sign language interpreter. **Cost- approx. \$30 an hour.**

Telephone:

- Staff will use relay if needed.

Home Visits:

- Office staff will ask for an interpreter if told in advance that a resident is deaf and requires a sign language interpreter. **Cost- approx. \$30 an hour.**

Written Material:

- Most written material is available on our computers and , if asked, can be produced in alternate formats; i.e. e-mailed to a resident who has a voice computer at home; printed with large print, read onto a tape recorder (**Cost - approximately \$20 an hour of staff time.**), or changed to braille format. (**Cost??**)

## **ADA Checklist – Human Resources**

### **Program Access**

- The majority of documents and other sources of information in Human Resources are individual employment records and not subject to public examination.
- Records and documents which are available to the public are currently in both printed and digital format. They are not currently available in specialized accommodation formats such as Braille. Should a specific accommodation be needed it would be the department's preference to refer to a central locations such as the Human Rights Director for fulfilling the accommodations such a attaining a reader, interpreter or sign language.
- Human Resources staff understands and will do whatever possible to ensure the rights that all citizens have to be provided reasonable access and accommodations.

### **Physical Access**

- The Human Resources Department is housed in the Town Hall which meets the basic requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - rest rooms/drinking fountains/telephones
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress
- The Human Resources office is a cubicle layout. Placement of files, desks and chairs has been done to ensure at least 3 feet of access throughout the office.

## **The Amherst Human Rights Department – ADA check list**

### **Program Access:**

The Amherst Human Rights Department address issues of violation of human and civil rights, affirmative action, sexual harassment, and disability access. Maintain records and documents which are presently available electronic.

None of these documents are available in alternative format; however, all documents can be made available in alternative format upon request and with reasonable notice.

The office does not have a TTY and is therefore not equipped to communicate with the hearing impaired.

### **Physical Access:**

The Human Rights Department Office is physically accessible, but is not identified by alternative signage.

ADA Survey  
Inspection Services

Accessible Entrance:

The accessible entrance to Town Hall is on the North End of the Building on the Main Street Side.

There are two sets of stairs from the sidewalk to the entry. One set from the West side and a lower set from the North side. Both sets of stairs have handrails on each side of the stairs that extend past the top and bottom treads. The North stair also has a central rail.

The door(s) can be accessed from the sidewalk by walking around the North set of stairs.

The doors have pulls but can also be opened automatically. The door opener is located within the reach requirements and is available on both the interior and exterior side of the double set of doors in the entry vestibule.

The doors take at least 3 seconds to close.

The thresholds meet the requirements at this entrance and the mat has a non-slip surface in contact with the floor and a low pile.

Once inside the entrance lobby, the elevator is in the main entry area opposite the entry doors. The elevator provides access to all public areas within the building.

The Inspection Services office is at the level of the accessible entrance. The lower level within the Inspection Services office can be reached using the elevator or stairs.

The public bathrooms on the lower level can be accessed using the elevator or a set of stairs.

Parking:

Parking for the Town Hall consists of the Down Town Parking areas and a small lot behind Town Hall.

There are curb cuts unto the sidewalks that lead to the accessible entrance.

I would recommend that any new parking assessment for public parking in the Down Town area take into consideration the ADA and Architectural Access Board requirements.

The lot behind Town Hall has 23 spaces one of which is an accessible space with a 5' access aisle. There is signage for the accessible space including a sign with regards to enforcement.

There are parking enforcement personnel who ticket for unauthorized parking.

## Interior Doors:

The doors into Inspection services all have the required hardware and open easily. They meet the width requirements and have 18" on the pull side of the door next to the handle.

Currently the door out of the interior office of Inspection Services has a desk placed too close to the door on the pull side (10" clearance). A reconfiguration of the furniture layout may be required.

There is a 36" access to each of the desks within inspection services. There is not 36" clearance in front of all the files. Public record files are accessed by staff and provided to the public at one of the desks. If a member of the staff requires accessibility the files will have to be reconfigured.

There are places on the accessible route within the Inspection Services office that provide a 5' turning radius.

The door to the stairs does not have 18" on the pull side where the latch is located. There is 14" at this location. This is a fire door. It could be put on a magnetic hold open device that would release on alarm to provide the required protection to the stairwell.

## Signage:

The characters on the room signage are within the required size and have Brailled text with the same information. The bathroom signage has pictogram, raised characters and Braille.

Where ever possible the signs are mounted on the walls adjacent to the latch side of the door within 60 inches of the floor.

There are a few cases where the signage is on the door and slightly lower than the 60" because of the glass lites in the doors. These are mostly on the corridor doors marked "Personnel only"

The sign for Inspection Services is on the hinge side. The door is recessed and there is no room for a sign on the latch side. The sign is on the "leading" wall as you approach the office door.

The sign for the men's bathroom on the lower level is on the wall at right angles to the bathroom door. Because the sign is actually on a (locked) door in that wall an arrow should be added indicating the location of the bathroom door.

The elevator controls are at the correct height and include raised and Braille lettering. There are both visible and audible door opening/closing devices, and both jambs on each floor identify the floor in both raised and Braille letters

I did not see signage at the Boltwood Ave. entrance providing direction to the accessible entrance.

The TDD sign indicates there is a TDD at the counter but there is not a TDD available at the Inspection Services Counter.

Telephone: There is one pay phone in the accessible entrance lobby. The highest operable part of the phone is 54" from the floor. The phone has push button controls, and it is adapted with volume control.

#### Drinking Fountain:

The drinking fountains are set with the spout no more than 36" off the ground, with controls mounted on the front, operable with a closed fist.

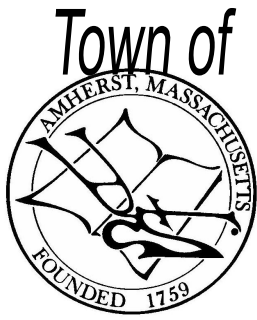
The bottom edges of the drinking fountains are slanted back to the wall. The fountain located on the lower level is recessed behind a protruding wall, and the edge of the fountain extends about 3-1/2" beyond the wall.

There is the required 30 x 48" clear floor space in front of the fountains.

#### Rest Rooms:

There are two accessible rest rooms on the lower level, two on the first floor and two restrooms with accessible stalls on the second floor.





# Amherst Massachusetts

INFORMATION TECHNOLOGY DEPARTMENT

Town Hall  
4 Boltwood Avenue  
Amherst, MA 01002-2351  
www.amherstma.gov

Phone: 413-259-3098  
Facsimile: 413-259-2405  
itd@amherstma.gov

Eunice Torrez, Human Rights Director

**FROM:** Kristopher Pacunas, Information Technology Director

**DATE:** December 12, 2006

**RE:** **ADA Transition Plan Information for Technology Systems**

**Web-based Access: \$50,000 Year 1, \$25,000 Year 2**

**Year 1, \$50,000**

The Town's main website, [www.amherstma.gov](http://www.amherstma.gov), is not compliant by ADA standards and is a top priority for any website accessibility funding. All of the development work could be done within one year of receiving the \$50,000 needed for a complete redesign.

**Year 2, \$25,000**

The Town also maintains a Police Department website and a Leisure Services website, both of these sites could be redesigned using similar design elements as the [www.amherstma.gov](http://www.amherstma.gov) website for \$25,000 in year 2.

**Telephony Access: \$8,000 Year 1**

The following departments are in need of TTY devices and staff training.

Senior Center, Bangs Community Center: \$800

Collector's Office, Town Hall: \$800

Town Clerk's Office, Town Hall: \$800

Public Works Office, DPW: \$800

Health Department, Bangs Center: \$800

Inspection Services, Town Hall: \$800

Human Rights and Resources, Town Hall: \$800

Information Technology, Town Hall: \$800

Community Services, Bangs Center: \$800

Amherst Community Television: \$800

Deployment of TTY devices could be done within 1 year of receiving the \$8,000 needed.

**Public Computer Access: \$45,000 Year 1, \$30,000 Year 2, \$30,000 Year 3**

The Town maintains computers for public use in the Jones Library and Branches, in the Town Hall and in the Senior Center. Currently we do not have any dedicated computers compliant by ADA standards for use by individuals with disabilities.

**Year 1: \$45,000**

Jones Library: \$15,000

Senior Center: \$15,000

Town Hall: \$15,000

**Year 2: \$30,000**

Jones Library (second ADA compliant computer): \$15,000

Munson Library: \$15,000

**Year 3: \$30,000**

Senior Center (second ADA compliant computer): \$15,000

North Amherst Library: \$15,000

**Public Meeting Access: \$40,000 Year 1, \$65,000 Year 2, \$65,000 Year 3**

Public meetings are regularly held by departments, boards, committees and citizens in the Town Hall, the Middle School, the Bangs Community Center, the Jones Library and the Munson Library. Equipment and personnel is needed to make these meetings truly accessible to individuals with visual and hearing disabilities. The equipment for each facility will cost \$20,000 and starting in year 2 a part-time staff person trained to operate and maintain the equipment will be needed for \$25,000 annually.

**Year 1: \$40,000**

Auditorium, Middle School: \$20,000 (Town Meeting 25-30 days per year)

Town Room, Town Hall: \$20,000 (Most board and committee meetings including the Select Board)

**Year 2: \$65,000**

Pole Room, Bangs Community Center: \$20,000

Large Activity Room, Jones Library: \$20,000

Part-time Staff Person Salary: \$25,000

**Year 3: \$65,000**

Auditorium, High School: \$20,000

Large Meeting Room, Munson Library: \$20,000

Part-time Staff Person: \$25,000

**TO:** Eunice Torres, Human Rights Director

**FROM:** Kristopher Pacunas, Information Technology Director

**DATE:** August 20, 2006

**RE: ADA Self Evaluation Summary**

Information Technology (IT) Department mission statement: To select, implement, maintain and support all things technology related including wired and wireless telephony systems, security and video systems, software and database systems, message and collaboration systems, geographic information systems, websites and public access systems, computers and server systems and wired and wireless network infrastructure systems to meet the individualized service objectives of all departments, boards and committees.

**Information Access:**

The IT Department, nor the Town, has a functioning TTY device or dedicated phone number. The IT Department maintains several Town websites that in most ways do not meet ADA requirements. The IT Department maintains computers for public access within the Town Hall, Senior Center and the public libraries, most of which are wheelchair accessible only; none which are completely ADA compliant. Additionally, the IT Department does not have adaptive computer hardware or software available for public use.

**Physical Access:**

The IT Department meets the basic ADA/AAB requirements for physical accessibility in the following categories: parking, building entry, building layout/vertical circulation, signs, rest rooms/drinking, fountains/telephones, office access (exterior counter, interior seats, tables), rooms & spaces and emergency egress. A number of passages within the IT Department, which has a mixed open floor plan/cubicle layout, have been constricted to less than 3 feet by storage of equipment and boxes. The IT Department could, with minor modifications, meet the requirements of any employee with a disability.

**Massachusetts**

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INFORMATION TECHNOLOGY DEPARTMENT

**TOWN OF AMHERST LEISURE SERVICES AND SUPPLEMENTAL EDUCATION ADA  
CHECKLISTS****INCLUDES:**

- **COMMUNITY FIELD/WAR MEMORIAL POOL**
- **MILL RIVER RECREATION AREA**
- **GROFF PARK**
- **KIWANIS PARK**
- **NORTH AMHERST FIELD (ADJACENT TO THE SURVIVAL CENTER)**
- **MIDDLE SCHOOL POOL**
- **PLUM BROOK RECREATION AREA**
- **CHERRY HILL GOLF COURSE**
- **LSSE OFFICE**
- **LSSE PROGRAM LOCATIONS**
- **LSSE PROGRAM POLICIES**

## COMMUNITY FIELD/WAR MEMORIAL POOL

### 1. PLAYGROUND AREA WITH SWINGS

- The area has a wheelchair accessible route that connects all of the ground components. This play area needs additional safety surfacing as what is there has decomposed.  
*Accessibility Modifications- Adding additional accessible safety surfacing is a routine maintenance objective. Cost estimate- \$2,500 every three years.*

### 2. SLIDE AREA

- This area has an accessible route, but the equipment is not accessible.  
*Accessibility Modifications-Add one ground level play component. Cost estimate- \$1,600*

### 3. WADING POOL

- The wading pool requires a sloped access.  
*Accessibility Modifications- Add a custom designed pool access ramp. Cost estimate- \$1,750.*
- The area also requires an accessible route for maintenance. The fenced area around the maintenance shed is too small for a wheel chair to turn in and the gate is less than 36" wide.  
*Accessibility Modifications- Excavate around the grassy bank in order to provide greater clearance, reseed, possible retaining wall needed. Pave a pathway to the maintenance shed. Cost estimate-\$3,000- 8,000.*

### 4. BASKETBALL COURT

- There is an accessible route to the basketball court. The court needs to be resurfaced for overall safety provisions as large cracks would contribute to tripping, falls etc.  
*Accessibility Modification- Resurface 1 full size Basketball Court-cost estimate \$23,000.*

### 5. ROUTES TO FIELDS

- The fields lack an accessible route.  
*Accessibility Modifications- 1<sup>st</sup> step requires a design with specifications that will create routes that would enter/exit the field from three directions. Cost estimate for design- \$7,000.*

### 6. PARKING

- The number of handicapped accessible parking spaces comply with required regulations. There is no 5' access or sign denoting the International Symbol of Accessibility.  
*Accessibility Modifications- Add a sign. Cost estimate- \$65.*

### 7. TABLES

- The picnic tables do not meet the accessibility requirements.  
*Accessibility Modifications- Add 2 accessible 8' picnic tables. Cost estimate- \$2040.*

### 8. ROUTES TO POOL/PLAYGROUND

- The routes are accessible, except to the Triangle Street entrance and bathrooms. The path up the hill is too steep (it is 85' long and raises a total of about 18'). There is funding in

place to have the Field Restrooms renovated which may require relocation. Accessibility will be addressed at that time.

#### 9. POOL

- The pool meets the accessibility standards for a pool of its size. It is equipped with a Hoyer Lift. The concrete deck around the pool is in need of a complete resurfacing. It is cracking and uneven.

*Accessibility Modifications- Resurface the concrete deck to eliminate the uneven condition. Cost estimate- \$20,000.*

#### 10. POOL BUILDING

- Entrances to the building and doors within are accessible. Some doors require handles that are operable with a closed fist. Benches (in showers or otherwise) are the correct height. The changing rooms have grab-bars that meet accessibility standards. The bathroom stalls do not have a full 5' X 5' area clear of the doors, but they do provide greater accessibility than a typical stall (they are equipped with grab-bars). The sinks are also accessible. The drinking fountains are not accessible. There is appropriate signage bearing the universal symbol for accessibility, but it is not in Braille (though the characters are raised).

*Accessibility Modifications- Replace the 2 drinking fountains. Cost estimate-\$2,800. New hardware and signage- \$1000.*

### MILL RIVER RECREATION AREA

#### 1. PARKING

- The parking lot meets the ADA standards and includes the one van accessible space.
- 

#### 2. BASKETBALL COURTS

- The basketball courts meet the ADA standards for accessibility.
- 

#### 3. TENNIS COURTS

- The tennis courts meet the ADA standards for accessibility.

#### 4. ROUTES

- The existing routes are accessible. The slope of the ramps connecting the accessible public bathrooms to the route must be rechecked for possible noncompliance. There is no accessible route connecting the baseball fields to the rest of the park areas. Likewise, there are no routes that connect the swing area or the picnic areas to anything within the park. All of the areas covered by safety surfacing should be replenished with additional surfacing as much of it has decomposed. The current safety surfacing (mulch) is accessible. The playground resurfacing is scheduled to occur in FY 07 and the funding is available.

*Accessibility Modifications-Add accessible pathways that connect the fields to other areas. Depending on material used, the cost for this could vary widely. Cost estimate- for 6' wide x 1,275' long area of accessible bark mulch- \$800 or accessible rubber mats 4' x 6' x 1,275' total cost- \$9126.*

#### 5. PLAY GROUND AREA FOR YOUNGER CHILDREN

- This play area complies with the ADA standards for accessible play areas.

## 6. PLAY AREA FOR OLDER CHILDREN

- This play area complies with the ADA standards for accessible play areas. The accessible route requires repair and/or resurfacing.

*Accessibility Modifications- Patching the current asphalt is needed in places. Adding safety surfacing mulch to the areas around all playgrounds is a routine maintenance item. Cost estimate for patching and the addition of accessible safety surfacing-\$3,500 every three years.*

## 7. PAVILLION

- The pavilion is accessible; tables can be rearranged to provide compliance with standards.
- The picnic tables do not meet the ADA standards for tables. The larger picnic tables are tall enough, but not wide or deep enough.

*Accessibility Modifications- Add ten handicap accessible picnic tables. Cost estimate for 8' tables - \$10,200.*

## 8. POOL

- The pool meets the accessibility requirements for a pool of its size. A Hoyer Lift is available at this site.

•

## 9. POOL BUILDING

- The entrance to the building and the doors within are accessible. Some doors require handles operable with a closed fist. The accessible changing stalls meet the ADA standards; accessible stalls provide greater accessibility than a regular stall. The Boys changing area needs to have an accessible dressing stall added. The drinking fountains are not accessible. Accessible signage is needed on restroom doors at a minimum.

*Accessibility Modifications- Add two handicap accessible drinking fountains. Cost estimate- \$2,800. Add an accessible changing stall in the boys locker room, replace some door handle hardware, signage- \$4,000.*

## GROFF PARK

### 1. PARKING

- The parking lot contains 3 accessible spaces including one van accessible space.

•

### 2. ROUTES

- There are a lack of accessible routes connecting any of the areas (Baseball fields, play areas, pavilion, and wading pool). The slope of the hill is especially problematic (it is very steep). Attention should also be given to the slope of the hill leading to the Baseball/Softball/Football fields. To remedy this, a route should be created of the appropriate width, surface, and slope that connect all the elements.

*Accessibility Modifications-Provide design and engineering funds to determine the appropriate routes because of the extreme grades. Cost estimate for design for entire park. \$15,000*

### 3. TABLES

- The picnic tables do not meet the ADA standards for tables.  
*Accessibility Modifications-Add 7 handicap accessible 8' picnic tables. Cost estimate-\$7,140.*

### 4. LARGE PLAYGROUND AREA/SMALL PLAYGROUND AREA

- The large play area complies with ADA standards, but has no accessible route connecting it to the other areas.
- The large play area was recently resurfaced, but it needs to be routinely raked and leveled.
- The lower small play area does not have any accessible play equipment  
*Accessibility Modification- Add one accessible ground component to the small playground. Cost estimate-\$1,600.*

### 5. RESTROOMS

- There is one accessible portable toilet. There appears to be no sign designating it as such, however this is an interim measure as a new accessible restroom is currently under construction and funds have been secured.

•

### 6. WADING POOL

- The wading pool requires a sloped access.  
*Accessibility Modifications- A sloped access ramp is needed however, long term goals for this water feature include replacing the wading pool with a spray pool which would be fully accessible. Cost estimate for a ramp – \$1,750*

### 7. LOWER AREAS

- The lower areas (pavilion, sandbox, and the small play area) require an accessible route connecting them. The pavilion should be resurfaced.  
*Accessibility Modifications- See note above to provide design funds to master plan all routes.*

### 8. FIELDS

- The fields require an accessible route.  
*Accessibility Modifications-Provide design funds to master plan all routes.*

### 9. TELEPHONES

- There is one public telephone. It cannot be accessed by a wheelchair.  
*Accessibility Modifications- Provide a pathway to the telephone. This would fall under the design funds for the master plan for all routes.*

## **KIWANIS FIELD**

### 1. PARKING

- The parking lot meets the ADA standards.

### 2. FIELDS

- The fields are not accessible. There is no accessible route connecting the sports fields. The seating would be accessible if an accessible route were created.  
*Accessibility Modifications- Provide an accessible route. Cost estimates will vary depending on the material used. To create a pathway that was 6' wide and 750' long with safety surfacing mulch- \$550. If using 4' x 6' rubber mats, cost estimate-\$5,408.*

### 3. RESTROOMS

- There are no permanent restrooms available except for portable facilities.  
*Accessibility Modifications- Build permanent restrooms to replace portable facilities. Cost estimate- \$140,000.*

## **NORTH AMHERST FIELD**

### 1. PARKING

- There is no accessible parking (only on-street parking). (There is some potentially shared parking in the building that houses the Survival Center.)  
*Accessibility Modifications-Because of the slopes and proximity to the road, the best solution for this park might be to designate with signage some handicap parking as a part of the current Survival Center shared parking lot and to create an accessible route to the fields. Because of the slope some engineering design work will be required for the route/slope. Cost estimate- \$7,000 for signs and design.*

### 2. ROUTES

- There is no accessible route.  
*Accessibility Modifications- This modification would be the same as above.*

## **MIDDLE SCHOOL POOL**

### 1. ACCESS TO POOL AREA

- The ramp from the parking lot to the pool building is in need of resurfacing and repair. The surface is very uneven.
- There is an accessible elevator that is used to reach the pool area from the Middle School Lobby instead of the stairs.

### 2. POOL

- The deck area complies with the ADA standards. The area is not surfaced in a non-slip surfacing.
- Pool entry meets accessible guidelines. A Hoyer Lift is available.
- There is space for a wheelchair at the end of the bleachers and they meet the height standards.

### 3. LOCKER ROOMS/RESTROOMS

- The Boys changing area meets the accessibility guidelines except that the accessible bathroom stall does not provide enough accessibility (there is not enough room to pivot a wheelchair in the stall). There is also a lack of available accessible showers in the Boy's area. Also, there is some signage, but it is inadequate.



- The Girls changing area has no accessible bathroom stall. Also, there is a 6” protrusion in the hall that directly connects the Girls changing area and the Pool Area. This protrusion needs to be removed so that a wheelchair could maneuver through. There are also no showers accessible to the public in the Girl’s area. These showers are only accessible from the Physical Education Teacher’s Office. The Girls changing area has a lack of proper signage as well. There is no handicap accessible bathroom in the Girl’s Locker Room.

## **PLUM BROOK RECREATION AREA**

### 1. PARKING

The proposed paved parking lot will meet the ADA standards as per parking spaces.

### 2. RESTROOMS

Permanent restrooms are not a part of this phase of the project and are not required. Handicap accessible portable restrooms will be brought in when needed.

*Possible Accessibility Modifications-A new handicap accessible restroom to replace portable restrooms. Cost Estimate- \$180,000.*

### 3. FIELDS/ROUTES

The slope from the accessible parking lot to the fields meets the handicap accessible requirement of 1:12. The entryway from the parking lot to the fields will be of an accessible material. Routes to the fields will require that an accessible pathway be constructed. Fields themselves are not required to be accessible as per the United States Access Board, Accessible Sports Facilities publication, June 2003, page 8. **“For example, an accessible route is required to connect to the boundary of a soccer field, but there is no requirement to change the surface of a field to an accessible surface.”**

*Accessibility Modifications- any number of products could provide route accessibility. The perimeter of all fields is approximately 2,414 feet. Privacy Long Life Lattice retails for \$20 per section (4’ x 8’) for an approximate cost of \$6040. Accessible safety surfacing that’s 6’ wide x 2,414’ long- \$1,037.35. Other rubber mats available include 4’ x 6’ mats that would cover this area and sell for \$17,069. Other products may be more suitable and engineering and design work will be needed to determine best product.*

## **CHERRY HILL GOLF COURSE**

### 1. PARKING

There are no designated handicap parking spaces.

*Access Modifications-Designate handicap parking spaces with appropriate signs. Cost estimate-\$250.*

### 2. CLUBHOUSE

There is a handicap accessible ramp allowing access to the Cherry Hill Club House.

### 3. RESTROOMS

The Club House Restrooms are accessible. Accessible signage is need. *Access Modifications- Provide tactile signs on restroom doors. Cost estimate pending.*

### 4. COURSE ACCESS

There are no handicap accessible golf carts available.

*Access Modifications-Provide handicap accessible golf carts. Cost estimates will vary depending on the style of cart chosen- \$3,700 per cart and up.*

## LSSE OFFICE

### 1. REGISTRATION AREA

There is a handicap accessible counter that is available for individuals in wheel chairs. This area often becomes partially blocked with files, notebooks, etc.

*Accessibility Modification- Provide a small shelving unit on the wall to facilitate some of the overflow that's covering the accessible counter. Cost estimate- \$125.*

### 2. STAFF OFFICES

These areas often have overflow sports, playground, aquatics, community theater, field maintenance, camp program, special events etc. equipment and supplies blocking the offices and routes to the offices due to insufficient storage space. This extreme need exists, even though some off site storage locations are currently utilized.

*Accessibility Modification- Build or purchase a number or one central additional storage facilities at parks, recreation area, school, the Bangs Community Center, etc. Cost estimate- \$160,000.*

## LSSE PROGRAM LOCATIONS

### 1. INACCESSIBLE NON TOWN BUILDINGS

Some inaccessible non town buildings are used for youth and adult education programs. The variety and number of activities often necessitates the use of these additional areas and parking, restroom and pathway issues often apply.

*Accessibility Modifications- Plan for and build a full scale recreation center that can accommodate all recreation needs under one roof. Cost estimate-8- 10 million. In the interim we will strive to hold additional youth and adult classes in Town buildings that are accessible or in private businesses that provide accessibility.*

## LSSE PROGRAM POLICIES

### 1. SPECIAL NEEDS ASSISTANCE BUDGET

Special Needs Funding for One on One Assistance-LSSE provides one-on-one assistance for recreational programs when requested. This could include areas such as providing an extra camp counselor for a summer camper or providing a sign language interpreter for a

supplemental education class. This important tax supported budget is often inadequately funded for the need  
*Access Modification-Increase the size of this budget in order to meet all requested needs. Cost estimate- \$10,000.*

## 2. TRAINING

Staff is routinely trained in ADA regulations on the part time level for many of our programs- aquatics, summer camps, after school, however, many of our volunteer led programs could benefit from this training. Also there is a continuing need to provide updated training for full time staff at all levels.

*Access Modification- Increase the number of opportunities available for full time staff, part time staff and volunteer training in the area of Special Needs. Cost estimate- \$3,500.*

Based on “Checklist for Existing Facilities version 2.1; The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal, August 1995”

## LIBRARIES

Survey conducted at Jones Library on April 25, 2006 with help from Deb Waldren, Chair of the Disability Access Committee

Summarized June 23, 2006 by Bonnie Isman, Library Director

### **Priority 1. Accessible approach and entrance**

A. The ramped library entrance allows the public to enter without requiring use of stairs, and the doorways are 34” wide. The door with ramp has 18” clearance on the side next to the handle. Exterior and inside doors have motorized door openers. Ramp access is level with the driveway. The ramp is more than 3 feet wide, is sloped at the appropriate angle, and there is a 5 foot long level landing at top and bottom. A sturdy metal railing is provided along one side of the ramp. The entrance door and thresholds meet handicapped access requirements.

B. The staff parking area in the driveway includes 2 parking places posted with the international symbol for handicapped access, though they are somewhat narrower than regulation. These spaces are located close to the entry ramp. The public parking lot across the street offers 2 spaces for handicapped parking, including space for lift-equipped vans. Library maintenance personnel monitor the driveway parking area and alert the Amherst Police Department for enforcement.

Needed:

- Sign at the center entrance directing people to accessible ramped entry.
- Hand railings at center entrance.
- Non-slip flooring at center entrance.

## **Priority 2. Access to goods and services**

A. All inside public spaces are on an accessible route of travel, and five-foot circles or T-spaces are provided for wheelchairs to reverse direction. Doorways have at least 32” clear openings. Most aisles and pathways to materials and services are at least 36” wide. Carpeting is low pile and secured to the floors.

B. Two elevators provide access to all public floors in the library. Elevator controls meet access requirements. An emergency intercom automatically dials 911 for assistance. An interior ramp connects two levels on the ground floor for access to non-fiction book stacks and meeting rooms.

C. There are seven sets of stairs in the library. All but the emergency stairs are carpeted. Non-slip treads are located at the top of three stairs in the new addition to alert people with low vision of the change in floor level. Handrails are provided.

D. Emergency alarm systems include both flashing lights and audible signals. Permanent signs are mounted 60” or higher from the floors, next to doorways, and at the tops of doorways. Signs mounted over 80” are in letters at least 3” high.

E. Seating space for wheelchairs is available in all reading rooms. Reading tables and service counters, including Check out Desks, are between 28” and 36” high. One wide study carrel is available in the AV Department for fully motorized wheelchairs needing extra clearance.

Exceptions: A waiver has been granted by the Architectural Access Board for narrower aisles in the fiction/mystery book stacks, due to the support pillars used in the original construction of the building in 1928. Also, one of the two public elevators was granted a waiver due to the historic nature of the main entry into the library building. It is narrower than required for new construction.

Needed:

- Pathways in the children’s rooms must be cleared to create 36” aisles free of chairs and toys blocking the way.
- The reading chairs in fiction to must be positioned to provide 36” aisle access.
- Change floor coverings on all stairs to a non-slip surface. Consider second handrail for stairs in the 1928 portion of the building, especially stairs to staff bathrooms.
- Permanent floor plan signs for the building are needed, as well as improved room signage with Braille text and raised characters. Signs at ends of book stacks should be larger (see below).
- Adjustable tables for wheelchairs are needed at computer stations to accommodate newer, fully motorized chairs.
- Study chairs must be on wheels if positioned in front of magnifiers or computers that are provided for people with special needs.
- Replace carpet in traffic aisles with hard floor surfaces to accommodate wheelchair users, baby carriages, and book carts.

## **Priority 3. Access to rest rooms**

Accessible rest rooms for both men and women are provided on the ground floor marked with appropriate signage. An accessible rest room in the Children’s Library on the first floor is open for use by all family members. Doorways are at least 32” wide with doors that open easily. Stall space is provided for wheelchair users.

Needed:

- Tactile sign for the Children's rest room needs to be mounted on the side wall next to the door handle.
- Toilet handle in the Children's rest room should be on the side away from the wall.

#### **Priority 4. Other measures**

A. An accessible drinking fountain is located in the entry lounge, with a spout 33" from the floor and controls located on the front edge. Clear floor space is in front of the fountain and it is outside of foot traffic in the hallway.

B. An accessible pay phone is provided by Verizon on the outdoor landing next to the ramped entry. There is clear floor space in front of the phone, and the push buttons are 48" from the floor. The phone has volume control.

#### **Priority 5. Library Facilities, Resources, and Staffing**

A. Public Access Catalog and Internet Computers can be used in a seated position. Both standing and seated catalogs are provided.

B. Periodical Display shelving is no more than 50" from the floor. The highest display shelf is 46" from the floor.

C. Book stack signage is located on ends of book stacks. Lettering size varies, but most stack signs are more than 1" but less than 3" high.

D. Copy machine access is slightly above the recommended 36" height for the copy plate. The vendor was only able to provide a copier with the plate 39" from the floor. Staff assistance is available.

E. Meeting Rooms offer a microphone available for meetings of 25 people or more and a hearing amplification system on request. Signing service is available for library sponsored events, if requested two weeks in advance.

Needed:

- Larger signage on book stacks. Easy to read floor plans to find library services.
- Improved air quality in the library meeting rooms. Recommend removal of carpeting to improve air quality in the large meeting room downstairs.

#### **Collections and Services:**

F. The Library provides materials in alternative formats, e.g. Large Print books for adults and children, Audio Books on tape and CD, Videos/DVDs with subtitles; specialized equipment to assist readers, such as lighted magnifiers, telephone devices for the deaf, and closed circuit TV magnifiers. The Library provides homebound delivery service by volunteers and information on the federally funded Talking Book program from the Reference Librarians. The Library website is designed and reviewed for accessibility.

G. The Library does not provide Braille Books or Tactile Picture Books, designated computers equipped with screen reading programs, enlargement, and synthetic speech or computers with screen adapters and adaptive keyboards. Outreach service is not available to residential institutions, except for the homebound delivery service.

Needed:

- Adaptive computer hardware and software to meet needs of computer users with physical disabilities.
- The Library needs to produce and distribute promotional information produced in alternative formats, e.g. brochures in Large Print and information on an accessible website.

**Service Protocols:**

H. Library professional and support staff participate in on-going training to provide service to people with physical and mental disabilities. All new employees receive training in customer service guidelines which require that all library patrons be treated with maximum courtesy regardless of ability. Training is given yearly on how to assist patrons in case of medical, fire, and weather related emergencies at the Library. Office and Reference personnel receive training on operation of Telephone Devices for the Deaf.

Needed:

- On-going cooperation with the Amherst Disabilities Advisory Committee and other community groups to design and present staff training programs.

## **Amherst Planning Department - ADA checklist**

### **Program Access**

- The Amherst Planning Dept. has jurisdiction over a very extensive set of public documents, plans, and other sources of information including regulations, meeting notices, agendas, minutes, etc. The Planning Dept. also has responsibility for overseeing the public processes—including permit procedures—undertaken by a long list of Town boards and committees. Most of the current working documents and procedural information are available on the Town of Amherst website on the Planning Dept. webpage or those of its boards/committees (Planning Board, ZBA, DRB, Historical Commission, etc.).
- Other than digital availability, none of the public documents or sources of information over which the Planning Department has jurisdiction are currently available in specialized accommodation formats such as Braille. Centralizing a source for such formats through the Human Rights Director's office would be helpful.
- The Planning Department does not have a functioning TTY machine, nor are any of our personnel recently trained in its use.
- The Planning Board is considering allowing its public meetings to be telecast, with some conditions ensuring sufficient quality. Other boards/committees may follow.
- Planning Dept. staff understand the need to provide all citizens with reasonable programmatic access to the public documents, information, and process over which the Department has jurisdiction.

### **Physical Access**

- The Amherst Planning Department meets the basic ADA/AAB requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - rest rooms/drinking fountains/telephones
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress
- Interior floor surfaces of the Planning Dept. office have a number of areas of broken linoleum floor tiles, which represent a tripping hazard.
- A number of passages within the Planning Dept. office, which has a mixed open floor plan/cubicle layout, have been constricted to less than 3 feet by storage of materials, encroachment by file cabinets, etc.
- The Planning Dept. office could, with minor modifications, meet the requirements of any employee with a disability.

July 14, 2006

TO: Eunice Torres, ADA Coordinator

FROM: John P. Musante, Treasurer/Collectors/Finance Director  
David Burgess, Principal Assessor  
Claire McGinnis, Collector  
Sonia Aldrich, Comptroller

SUBJECT: ADA Checklist - Finance Department

Please see our responses below related to office information access and physical access.

### **Office Information Access**

- The Finance Director/Treasurer's Office has jurisdiction over information related to Town banking and investments, debt financing, delinquent real estate taxes, and operating and capital budget development.
- The Amherst Assessing Department has jurisdiction over all Real Estate, Personal Property and Motor Vehicle Excise assessments, also responsible for scheduling Board of Assessors meetings, agendas and maintaining minutes.
- The Collector's Office has jurisdiction over payment information related to taxes, utilities, parking violations and other general bills.
- The Accounting Department has jurisdiction over all financial records, contracts, payrolls and employee benefit information.
- Other than digital availability, none of the public documents or sources of information over which the Finance Department has jurisdiction are currently available in specialized accommodation formats such as Braille. Centralizing a source for such formats through the Human Rights Director's office would be helpful. Information is shared through traditional methods of voice and print, with increasing use of email and website communications with the public. All information is currently stored in formats as required by law and following standard recommendations of municipal audit.
- The Finance Department does not have a functioning TTY machine, nor are any of our personnel recently trained in its use.
- Finance staff understand the need to provide all citizens with reasonable programmatic access to the public documents, information and process over which the Department has jurisdiction.



## Physical Access

- The Finance Department meets the basic ADA/AAB requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - restrooms/drinking fountains/telephone
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress

## **Amherst Select Board/Town Manager Office - ADA checklist**

### **Program Access**

- The Select Board/Town Manager's Office has jurisdiction over a very extensive set of public documents and other sources of information including policies, regulations, meeting notices, agendas, minutes, etc. The Select Board, as the chief elected officials, are the Local Licensing Authority and are responsible for permit procedures for certain permits and licenses. They are also responsible to the citizens of Amherst for policies and for the administration of the Town government and the oversight of the public processes undertaken by a long list of Town boards and committees. Most of the current working documents and procedural information are available on the Town of Amherst website on the Select Board/Town Manager's Office webpage or those of its boards/committees.
- Other than digital availability, none of the public documents or sources of information over which the Select Board/Town Manager's Office has jurisdiction are currently available in specialized accommodation formats such as Braille or large print format. Centralizing a source for such formats through the Human Rights Office would be helpful.
- The Select Board/Town Manager's Office does not have a TTY machine and the staff has not been recently trained in its use. The office staff has had experience in IP-Relay phone communications.
- The Select Board meetings, seminars, etc. are cablecast live and replayed during the week by the local access television station.
- Select Board/Town Manager's Office understands the need to provide all citizens with reasonable programmatic access to the public documents, information, and processes over which the Select Board/Town Manager has jurisdiction.

### **Physical Access**

- The Select Board/Town Manager's Office meets the basic ADA/AAB requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - rest rooms/drinking fountains/telephones
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress
- The Select Board/Town Manager's Office has a mixed open floor plan/cubicle layout with wide passage ways and cubicle openings. However, on the mezzanine, the file room, IT Director's office and Human Resources Director's office have doorways with openings less than 3 feet with raised thresholds which represent a tripping hazard.
- The Select Board/Town Manager's Office could, with minor modifications, meet the requirements of an employee with a disability.

## **Amherst Veteran' Services - ADA checklist**

### **Program Access**

- The Amherst Department of Veterans' Services offers aid and assistance to veterans and their families. All records are readily available and accessible.
- The Department does not have a functioning TTY machine, nor are any of our personnel recently trained in its use.

### **Physical Access**

- The Amherst Department of Veterans' services meets the basic ADA/AAB requirements for physical accessibility in the following categories:
  - parking
  - building entry
  - building layout/vertical circulation
  - signs
  - rest rooms/drinking fountains/telephones
  - office access (exterior counter, interior seats, tables)
  - rooms & spaces
  - emergency egress

## **Building Maintenance Department – ADA checklist**

### **Bangs Community Center:**

All floors are accessible by elevator. The elevator needs to be up graded to meet the new ADA requirements. Signage is the other area that needs to be addressed in that the only ADA signs at this time are for the restrooms. Other places that need to be upgraded are the door openers by LSSE and the South entrance plus the men's and ladies rooms on all floors. The restrooms need new counters, partitions and all of the water pipes covered. Also there is no alternate plan for people with a disability to leave the top floor when the elevator cannot be used.

### **Amherst Parking Garage:**

The parking garage is in compliant with ADA requirements.

### **Town Hall:**

Is in compliant with the ADA requirements, but some of the signs need to be corrected to match the office space that been changed. There is only one handicap parking space in the parking lot behind the town hall and it is not near the door for convenience of person who needs it. There are spaces on Main Street that would be more convenient and are near the handicap entrance of the town hall. There are areas need tile replacement which is being done as time permits.

### **Amherst Police Department:**

Needs signs in the public areas and the entrance doors need to be set up with new door closers to meet ADA requirements for pull of 5 lb.

### **Munson Library:**

The lift that is at the Munson Building is not easy to use by someone who cannot bend and let down the platform that people would ride on. Also the key to operate the lift is not available at times and this makes the lift unavailable unless arrangements are made to get the key. There is no signage in this building. The water pipes under the sinks in the restrooms are not covered. The entrance to the basement is not ADA compliant because of a 4" step by the door. This can be fixed by making a ramp that meets the requirements.

### **Amherst Community Child Center:**

This building needs signage and a change of the door closer to meet ADA pull requirements.

### **North Amherst School Building:**

The head start part (upper floor) needs signage. There is a lift and all of the rooms are setup for small children and meet the ADA requirements.

The lower level is the Survival Center and is in need signs and ramp repair. Because more room is needed when lunch or food distribution is in progress they cannot meet to meet the minimum ADA requirements for aisles. The ladies restroom is not in compliant because of a changing table that dose not fold up and blocks part of the space needed to turn a wheelchair around. Both the men's and ladies restrooms are minimal as far as floor space. Other parts where the public can go are setup so there is minimal aisle width but no space for turning of a wheel chair. This level of the building would need extensive remodeling to fix some of the problems to meet the minimal ADA requirements.

**The cost estimate:**

**Bangs Community Center:**

The elevator will run between \$40,000.00 and \$50,000.00 to bring up to ADA standers.

Door operators for the four doors will cost around \$10,000.00.

Men's and ladies rooms to bring up to date will be about \$15,000.00 per floor for the main restrooms and another \$800.00 each for two smaller restrooms for a total of \$61,000.00. This would bring all up to ADA requirements.

Signs for the Bangs would be around \$3,000.00 for ADA compliant.

**Town Hall:**

There some signs that need to be changed for about \$500.00 to \$600.00.

Fixing problem spots in the floor is ongoing.

**Police Department:**

Signs in the public arias would be in the range of \$500.00 to \$700.00.

**Amherst Community Child Center:**

Signs are in the \$1000.00 to \$1500.00

**North Amherst School Building:**

Signs for the Head Start and Survival Center would be in the range of \$1500.00 to \$2000.00.

The fixing or redesign the ramp for the Survival Center \$40,000.00 to \$50,000.00, repair will be less.

Bringing the restrooms up to code will cast \$1,000.00 to \$1,500.00.

## Amherst-Pelham Schools – ADA Checklist Summary

The majority of the school buildings are in ADA compliance or up to date since the last renovations. There are a few commonalities throughout the buildings. They are signage to direct people to access points and services such as elevators. The other is fixtures that protrude out from a wall above the floor such as defibrillator storage cabinets.

### Amherst High School

Entrance Mat Trip Hazard  
D-Fib Cabinet protrudes  
Pay phones protrude / TDD  
Signage  
Blue Mats Trip Hazard

**Cost: \$10,000**

**Timeline: TBD**

### Amherst Middle School

Drinking Fountains  
D-Fib Cabinet protrudes  
Phones Protrudes / TDD  
Parking signs  
Floor Mats  
Signage  
South Elevator control panel  
Sink Height  
Curb Cut by Gym  
Floor Magnets for doors trip hazard

**Cost: \$30,000**

**Timeline: TBD**

### Amherst Marks Meadow School

Throw carpets in entrance way  
D-Fib Cabinet protrudes  
4" Ramp North Entrance  
Coat Hook that hangs Back Packs  
Signs  
**Cost: \$5000.00** **Timeline: TBD**

### **Amherst Wildwood School**

D-Fib Cabinet protrudes  
Phone Height  
Signage

**Cost: \$ 2000.00**

**Timeline: TBD**

### **Amherst Crocker Farm School**

D-Fib Cabinet protrudes  
Signage

**Cost: \$500.00**

**Timeline: TBD**

### **Amherst Fort River School**

D-Fib Cabinet protrudes  
Interior / Exterior Signage

**Cost: \$500.00**

**Timeline: TBD**

### **Amherst East Street School**

Not ADA accessible however, met standards when build in the early 1900s.

**Cost: \$100,000**

**Timeline: TBD**

### **South Amherst Campus School**

The school was built in the early 1900's with an addition in '50s. Since then there has not been a renovation to the building.

Means of Egress  
Restrooms  
Signage  
Parking  
**Cost: \$50,000**

**Timeline:** TBD

**This Checklist/Report pertains to Room 307 of the Bangs Community Center only: Parking, building entry, layout and circulation, signage, restrooms/fountains/public phones, emergency egress and office access are all as reported for the Bangs Community Center itself.**

The Interior floor space of Rm. 307 is carpeted with low pile, tightly-woven carpet, attached securely along its edges and has no areas that would represent any tripping hazard.

There are no aisles or pathways less than 36 inches which could not, with minor (virtually instantaneous) modifications, be altered to the 36 inch limit.

There are no interior doors for which access would be an issue.

There are no obstacles that are not cane detectable.

There is a 5-foot circle, easily accessed, for turning a wheelchair completely.

There is no TTY machine and no one is currently trained in its use.

As to documents, all records are confidential and, therefore, not subject to public access.

(Employment applications, forms, etc. are not currently in alternative format. It is understood that all citizens should be provided with reasonable access to such forms, information and processes that are open to public use. Coordination of such formats with the Human Rights Director's office would be useful in that regard.)