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Introduction

The Town of Maynard is committed to the inclusiveness of all regardless of ability and in accordance with Federal and State Law and the Americans with Disabilities Act and always strives to follow current laws and regulations.

Acknowledgements

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Maynard ADA Committee **To be appointed Summer 2018**

Michelle Brown-Droese, MBA - Consultant

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Section 1: Policy, Framework, and General Requirements

1.1 ADA Transition Plan Requirements and Status

In 1973, Section 504 of the Rehabilitation Act required that any recipient of federal funds must make their “program or activity”¹ accessible to people with disabilities. For the purpose of this ADA Transition Plan (herein referred to as Plan), this phrase “program or activity” refers to all of the operations of the Town of Maynard.

A more sweeping regulation, The Americans with Disabilities Act (ADA) was passed by Congress in 1990 and amended in 1992 and is the nation's first comprehensive civil rights law addressing the needs of people with disabilities, prohibiting discrimination in employment, public services, public accommodations, and telecommunications. The ADA’s fundamental goal is to assure access to civic life by people with disabilities through the following five sections:

Title I of the ADA is the section that prohibits private employers, State and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment.

Title II of the ADA is the portion that requires state and local governments to make their programs and services accessible to persons with disabilities. This is the portion that requires the Town of Maynard to extend physical access at government facilities, programs, and events - and also requires the Town to enact policy changes ensuring that all people with disabilities can take part in, and benefit from, the programs and services of our town. In addition, the Town of Maynard is required to ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that all with disabilities can participate in civic life.

Title III of the ADA is the portion that requires businesses to be accessible and further requires state and local governments to monitor and enforce these requirements.

Title IV of the ADA is the section that Title IV addresses telephone and television access for people with hearing and speech disabilities. It requires common carriers (telephone companies) to establish interstate and intrastate telecommunications relay services (TRS) 24 hours a day, 7 days a week including the use of TTYs (also known as TDDs), and callers who use voice telephones to communicate with each other through a third party communications assistant. Title IV also requires closed captioning of federally funded public service announcements.

¹ Section 504, Rehabilitation Act of 1973, <https://www.dol.gov/oasam/regs/statutes/sec504.htm>

Title V of the ADA Title V includes miscellaneous provisions that apply broadly across all the other titles such as “the ADA does not invalidate or override any other laws (federal, state, or local) that provide equal or greater protections or remedies for people with disabilities.”²

In addition to strict federal mandates on accessibility, the Commonwealth of Massachusetts has its own regulations mandating access to all. Article 114 of the Massachusetts Constitution states: “No otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.”³ In addition, the Massachusetts Architectural Access Board is charged with ensuring public buildings are designed for and accessible to people with disabilities.

1.2 ADA Transition Plan Process

The ADA and these other laws allow for plans and processes to achieve accessibility, including the mandate to complete a self-evaluation, and in June 1993 the Town of Maynard conducted the first component of these in the form of a Self-Evaluation (*see Appendix*). Since that time, many changes have taken place including demolition of the high school, refurbishing of other buildings and relocation of the library. These changes as well as status and plans to meet accessibility standards will be addressed through this new ADA Transition Plan. In general the Town of Maynard is required by law to:

1. Complete a Self-Evaluation (*see Appendix #*)
2. Develop ADA Grievance Procedures (*see Appendix #*)
3. Post an official Notice of Nondiscrimination (*see Appendix #*)
4. **Designate a person responsible to ensure ongoing ADA compliance**
5. Develop an ADA Transition Plan to reflect the evaluation and the established processes to ensure Town of Maynard programs are accessible.

Title II of the ADA 28 CFR (Code of Federal Regulations) 35.107 specifically requires that the Town of Maynard designate an employee to coordinate ongoing compliance with the ADA. This includes any investigation of any complaint of noncompliance. The Town of Maynard has designated the following as its ADA Coordinator:

Town Administrator or designee to be determined
Maynard, MA 01754
Phone: (978) 897-1375

² <http://www.adainfo.org/content/more-title-v>

³ Massachusetts Office on Disability,

<http://archives.lib.state.ma.us/bitstream/handle/2452/127542/ocn805201285.pdf?sequence=1>

1.3 Discrimination and Accessibility

The Town of Maynard is committed to ensuring that people with disabilities have full accessibility, including program and physical accessibility, to all of the town's programs and services. Unless fundamental alteration (changing the nature of the business or causing direct threat to the health and safety of others) or undue burden (significant difficulty or expense) is determined, the Town of Maynard will continue to make changes to increase accessibility

Physical Accessibility: Physical accessibility requires that a facility be barrier-free. Barriers include any obstacles that prevent or restrict the entrance to or use of a facility. The ADA requires the Town of Maynard to ensure that buildings and facilities are accessible to and usable by people with disabilities.

Program Accessibility: Program accessibility requires that individuals with disabilities be provided an equally effective opportunity to participate in or benefit from the Town of Maynard's programs and services. Program accessibility may be achieved by either structural or non-structural methods. Non-structural methods include acquisition or redesign of equipment, assignment of aides to beneficiaries, and provision of services at alternate sites.

1.4 Undue Burden Exemption for Programs or Activities

The ADA does not mandate that the Town of Maynard take any action that would cause an undue burden, meaning significant difficulty or expense. In determining whether an action would result in an undue burden, factors to be considered include:

- (1) The nature and cost of the action needed under this part;
- (2) The overall financial resources of the site or sites involved in the action; the number of persons employed at the site; the effect on expenses and resources; or legitimate safety requirements;
- (3) The geographic separateness, and the administrative or fiscal relationship of the site(s);

1.5 Town of Maynard Non-Discrimination and ADA Policies and Complaint Procedures

The Town of Maynard will adhere to the ADA's non-discrimination policies from 28 CFR 35.130, as outlined below:

28 CFR 35.130 General Prohibitions against discrimination

(a) No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.

(b)(1) A public entity, in providing any aid, benefit, or service, may not, directly or through contractual, licensing, or other arrangements, on the basis of disability -

(i) Deny a qualified individual with a disability the opportunity to participate in or benefit from the aid, benefit, or service;

(ii) Afford a qualified individual with a disability an opportunity to participate in or benefit from the aid, benefit, or service that is not equal to that afforded others;

(iii) Provide a qualified individual with a disability with an aid, benefit, or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others;

(iv) Provide different or separate aids, benefits, or services to individuals with disabilities or to any class of individuals with disabilities than is provided to others unless such action is necessary to provide qualified individuals with disabilities with aids, benefits, or services that are as effective as those provided to others;

(v) Aid or perpetuate discrimination against a qualified individual with a disability by providing significant assistance to an agency, organization, or person that discriminates on the basis of disability in providing any aid, benefit, or service to beneficiaries of the public entity's program;

(vi) Deny a qualified individual with a disability the opportunity to participate as a member of planning or advisory boards;

(vii) Otherwise limit a qualified individual with a disability in the enjoyment of any right, privilege, advantage, or opportunity enjoyed by others receiving the aid, benefit, or service.

(2) A public entity may not deny a qualified individual with a disability the opportunity to participate in services, programs, or activities that are not separate or different, despite the existence of permissibly separate or different programs or activities.

(3) A public entity may not, directly or through contractual or other arrangements, utilize criteria or methods of administration:

(i) That have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability;

(ii) That have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the public entity's program with respect to individuals with disabilities; or

(iii) That perpetuate the discrimination of another public entity if both public entities are subject to common administrative control or are agencies of the same State.

(4) A public entity may not, in determining the site or location of a facility, make selections :

(i) That have the effect of excluding individuals with disabilities from, denying them the benefits of, or otherwise subjecting them to discrimination; or

(ii) That have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the service, program, or activity with respect to individuals with disabilities.

(5) A public entity, in the selection of procurement contractors, may not use criteria that subject qualified individuals with disabilities to discrimination on the basis of disability.

(6) A public entity may not administer a licensing or certification program in a manner that subjects qualified individuals with disabilities to discrimination on the basis of disability, nor may a public entity establish requirements for the programs or activities of licensees or certified entities that subject qualified individuals with disabilities to discrimination on the basis of disability. The programs or activities of entities that are licensed or certified by a public entity are not, themselves, covered by this part.

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

(ii) A public entity is not required to provide a reasonable modification to an individual who meets the definition of “disability” solely under the “regarded as” prong of the definition of “disability” at § 35.108(a)(1)(iii).

(8) A public entity shall not impose or apply eligibility criteria that screen out or tend to screen out an individual with a disability or any class of individuals with disabilities from fully and equally enjoying any service, program, or activity, unless such criteria can be shown to be necessary for the provision of the service, program, or activity being offered.

(c) Nothing in this part prohibits a public entity from providing benefits, services, or advantages to individuals with disabilities, or to a particular class of individuals with disabilities beyond those required by this part.

(d) A public entity shall administer services, programs, and activities in the most integrated setting appropriate to the needs of qualified individuals with disabilities.

(1) Nothing in this part shall be construed to require an individual with a disability to accept an accommodation, aid, service, opportunity, or benefit provided under the ADA or this part which such individual chooses not to accept.

(2) Nothing in the Act or this part authorizes the representative or guardian of an individual with a disability to decline food, water, medical treatment, or medical services for that individual.

(e) A public entity may not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide that individual or group with the nondiscriminatory treatment required by the Act or this part.

(f) A public entity shall not exclude or otherwise deny equal services, programs, or activities to an individual or entity because of the known disability of an individual with whom the individual or entity is known to have a relationship or association.

(g) A public entity may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities. However, the public entity must ensure that its safety requirements are based on actual risks, not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

Designation of a responsible employee

The Town of Maynard is required to designate an employee to coordinate all ADA compliance.

Town Administrator or designee to be determined

Maynard, MA 01754
Phone: (978) 897-1375

Notice

The Town of Maynard recognizes the requirement to publish and publicize the following ADA notice on an ongoing basis, whenever necessary. This includes in all Town of Maynard facilities, website, job applications, employee handbooks, radio, newspaper, local television, or mailings. The following notice follows the Department of Justice model and will be reposted periodically.

Town of Maynard American with Disabilities Act Public Notice

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

Employment: The Town of Maynard does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the US EEOC under Title I of the ADA.

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

Modifications to Policies and Procedures: The Town of Maynard will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Town of Maynard offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Maynard, should contact the office of the **Town Administrator or designee to be determined, the ADA Coordinator** (195 Main Street, Maynard, MA 01754; Phone: (978) 897-1375; Email: as soon as possible but no later than 48 hours before the scheduled event.

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

Complaints that a program, service, or activity of the Town of Maynard is not accessible to persons with disabilities should be directed to **Town Administrator or designee to be determined, the ADA Coordinator** (195 Main Street, Maynard, MA 01754; Phone: (978) 897-1375; Email:

The Town of Maynard will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Grievance Procedures

The Town of Maynard recognizes the importance to provide a process for resolution of any action or inaction prohibited by law. Any individual who feels aggrieved may avail her/himself of the Town of Maynard's grievance process below or may file a complaint with any appropriate state or federal agency. The following notice follows the Department of Justice model and will be reposted periodically.

Town of Maynard Grievance Procedure under The Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Town of Maynard. The Town of Maynard's Personnel Policy governs employment-related complaints of disability discrimination.

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

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

Town Administrator or designee to be determined, the ADA Coordinator (195 Main Street, Maynard, MA 01754; Phone: (978) 897-1375; Email:

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

calendar days of the meeting, **ADA Coordinator** 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 Maynard and offer options for substantive resolution of the complaint.

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

Within 15 calendar days after receipt of the appeal, the **Town Administrator** or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the **Town Administrator** or 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 *ADA Coordinator*, appeals to the **Town Administrator**, and responses from these two offices will be retained by the Town of Maynard for at least three years.

Reasonable Accommodation

The ADA requires that the Town of Maynard reasonably modify their rules, policies, and procedures to avoid discriminating against people with disabilities. The Town of Maynard is committed to make reasonable modifications to ensure people with disabilities have access to services and programs. The exception to this is when providing the modification would fundamentally alter the nature of the program, service, or activity. The final decision as to whether a requested modification is reasonable will be made jointly by the ADA Coordinator and ADA Committee

Eligibility and Safety Requirements Assurance

The Town of Maynard may not impose eligibility requirements for its programs, activities or services which would screen out individuals with disabilities, unless such requirements are necessary for safety.

Assurance regarding surcharges

The Town of Maynard may not charge additional costs to staff, participants, or the general public to provide accommodations. This includes but is not limited to ASL interpreters, CART services, architectural accessibility, Braille, accessibility hardware or software or other means of reasonable accommodations.

Integrated Services Assurance

The Town of Maynard requires that all services, programs, and activities be provided in the most integrated setting appropriate to the needs of people with disabilities. This enables individuals with disabilities to interact with non-disabled persons to the fullest extent possible. All reasonable modifications will be provided, unless such modifications would fundamentally alter the nature of the service, program or activity.

Significant Assistance Assurance

The Town of Maynard further requires that all external programs or contractors which the town supports, financially or otherwise, ensure nondiscrimination against individuals with disabilities. Any complaints of violations will be promptly investigated and immediate action taken to end the discrimination, including the termination of any relationship or contract if necessary.

Contracts, Licenses and Certifications

The Town of Maynard does not discriminate on the basis of disability in contracting for the purchase of good or services. This includes its licensing, certification and regulatory activities.

Communication Accessibility

The Town of Maynard is required to ensure that town communications with people with disabilities are as effective as communications with others. It is required except where a state or local government can show that providing effective communication would fundamentally alter the nature of the service or program in question or would result in an undue financial and administrative burden.

TTY Assurance

Public entities that use telephones must provide equally effective communication to individuals with disabilities. There are two ways: TTY or utilizing telephone or video relay services. **Insert Maynard Public Safety Dispatch TTY /VRS information here.**

Interpreter Services Policy, Assistive Listening Device Assurance, TV Captioning and Video Assurance, Website Accessibility, Effective Communication Training Assurance . **Insert Maynard Public Safety Dispatch TTY /VRS or Town services option information here.**

Title II of the ADA requires government entities to make appropriate auxiliary aids and services available to ensure effective communication. You also must make information about the location of accessible services, activities, and facilities available in a format that is accessible to people who are deaf or hard of hearing and those who are blind or have low vision.

Generally, the requirement to provide an auxiliary aid or service is triggered when a person with a disability requests it. Not all ways work for all people with disabilities or even for people with one type of disability. You must consult with the individual to determine what is effective for him or her.

Accessible Routes

In accordance with ADA guidelines, the Town of Maynard will develop timelines and corresponding budgets to ensure all sidewalks, curb ramps, and signals provide safe, unimpeded routes for persons with disabilities.

Section 2: Self-evaluation

Since its last self-evaluation in 1993 (*See Appendix #*), the Town of Maynard has made significant strides in improving access and removing barriers for persons with disabilities. This ADA Transition Plan will continue and delineate this progress to ensure compliance with the law and access to the fullest extent possible for persons with disabilities.

2.1 Pavement Management and Pedestrian Management

In 2014, the Town of Maynard had a pavement management program (PMP) *See Appendix #* completed to assess roadway inventory and repair strategies. This included GIS Mapping and analysis and culminated in capital planning for these road improvements. An update of the PMP is planned for 2018-2019 and will be integrated into this plan when completed.

2.2 Staff Training

The Town of Maynard is committed to a fully trained staff, knowledgeable about the requirements of the ADA. This can be accomplished through either training sessions coordinated by the ADA Coordinator or a manual detailing rights and responsibilities.

Section 3: Public Meeting Access Policies and Procedures

The Town of Maynard is required to provide all of its activities, programs and services in a space and manner that is compliant with the ADA and does not exclude any person with a disability. The Town has a legal obligation to ensure all facilities in which public meetings are held are fully accessible to individuals with disabilities. All public hearings and meetings must be held in a space accessible to people with disabilities. All meeting announcements should indicate that the meeting is being held in an accessible location and that attendees can request auxiliary aids and services for effective communication. Please see Public Meeting Policy below.

Town of Maynard Public Meeting Access Policy

The ability to access and participate in local government, including participating in public meetings, is a fundamental right protected by both State and Federal law. The Massachusetts Public Accommodation Law and the Americans with Disabilities Act mandate that persons with disabilities must not be denied participation in public meetings, and that reasonable accommodation requests made by attendees shall be honored. For these reasons, when planning and executing public meetings, Town of Maynard personnel must ensure that all aspects of the meeting are accessible to persons with disabilities.

General Considerations: Public meeting planners shall identify at least one person who is responsible for making sure that the public meeting is accessible for all attendees. This individual shall serve as the contact for attendees requesting reasonable accommodations.

- Public meetings should be planned and publicized as early as possible—ideally, at least 21 calendar days, but no less than 14 days in advance.
- Meeting notices should include a date by which attendees should request reasonable accommodations—typically ten days before the meeting.
- Attendees shall not be charged for any reasonable accommodation provided.

Meeting notices should be displayed in multiple formats including Town of Maynard website.

All meeting notices shall include:

- The statement “This location is accessible to persons with disabilities”
- A brief listing of accessibility features that either are available or may be made available upon request during the public meeting (e.g. sign language, assistive listening devices and/or foreign language interpreters).
- Information on how to request reasonable accommodations by phone, e-mail or fax and the deadline for requests.

Section 4: Technical Infeasibility Determination Process and Policy

Facilities in the public rights-of-way should, to the extent possible, be constructed to the specifications of the 2010 ADA Standards for Accessible Design and usable by people with disabilities. However, if the Town of Maynard can demonstrate that it is structurally unwise or impossible to fully meet these requirements, the town will comply to the maximum extent feasible. The Town of Maynard’s current process to determine limitations and infeasibility

consists of a joint meeting and decision of the ADA Coordinator, Facilities Manager, Town Engineer, and Building Commissioner.

Section 5: Definition and Policy for Resurfacing Projects

The Town of Maynard complies with the 2010 standard on all new projects in accordance with Title II of the ADA, which requires local government to ensure that people with disabilities have access to pedestrian routes in the public right-of-way. There are two ADA specifications followed by the town, which guide this area:

28 CFR 35.151 New Construction and Alterations (i) Curb ramps

“(1) Newly constructed or altered streets, roads, and highways must contain curb ramps or other sloped areas at any intersection having curbs or other barriers to entry from a street level pedestrian walkway.

(2) Newly constructed or altered street level pedestrian walkways must contain curb ramps or other sloped areas at intersections to streets, roads, or highways.”⁴

Section 6: Accessible Pedestrians Signal Policy

Five traffic signals in Maynard will be upgraded to audible beginning in 2018 as part of already planned traffic signal upgrades.

Section 7: Multiyear Plan Methodology to Achieve Overall Accessibility

The town will add physical upgrades to its capital planning process. This process will include an annual report to the ADA Committee on progress.

Section 8: Transition Plan Public Outreach

In accordance with 28 CFR 35.150(d)(1) public review of the Town of Maynard’s Transition Plan is required. The law states in part, “a public entity shall provide an opportunity to interested person, including individuals with disabilities or organizations representing individuals with

⁴ 28 CFR 35.151 New Construction and Alterations,
<https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm#curbramps>

disabilities to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.”

The Town of Maynard shall provide multiple opportunities for public input on the transition plan. All ADA documents shall be made available on the town website.

Section 9: Facilities/Program Barrier Removal/Transition Schedule

Facility/Program	Meets ADA standards as of adoption	Responsibility	Transition Plan
Police Station	Yes	Town	
Town Hall	Yes	Town	
Fire Station	No	Town	New one being considered, adaptations to existing may occur dependent on timeline for new construction.
Green Meadow Elementary School	partially	Town	Facilities Department is working with school department on short and long term accommodations
Fowler School	Yes	Town	
Maynard High School	Yes	Town	
Library	Yes	Town	
DPW Building	No	Town	Accommodations being planned
Fields	Partial	Town	To be determined
Council on Aging	Yes/ partial	Town	
Golf Course	Yes	Mtg Co./Town	
Artspace	Partial		To be determined
Water/WWTP Plants	Yes	Town	

Section 10: Public Rights of Way/Program Barrier Removal/Transition Schedule and Approximate Costs

- Curb Ramp Transition Schedule - 5 year plan being updated in new PMP
- Ramp Reconstruction Update - 5 year plan being updated in new PMP
- Sidewalk Transition Schedule – 5 year plan being updated in new PMP
- Accessible Pedestrian Signals Transition Schedule – Anticipated completion Fall 2019
- Street Level Crossing Deficiency Removal Schedule - 5 year plan being updated in new PMP

Section 11: Budget Allocation

Budget Projection

Budget Evaluation Method throughout Life of Transition Plan

Impact of Increase beyond Threshold Amount: Undue Financial and Administrative Burden

Budget Modes: Impact of Funding at Higher Levels

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GLOSSARY

Resources:

https://www.ada.gov/regs2010/titleII_2010/title_ii_primer.html

<https://www.ada.gov/pcatoolkit/chap2toolkit.htm>

<https://www.ada.gov/comprob.htm>

https://www.fhwa.dot.gov/resourcecenter/teams/civilrights/cr_ppp7.ppt

<https://www.ada.gov/smtown.htm>

[http://www.umasstransportationcenter.org/ ADA Transition Plans Training 11-15-17](http://www.umasstransportationcenter.org/ADA%20Transition%20Plans%20Training%2011-15-17)

<https://www.dol.gov/oasam/regs/statutes/sec504.htm>

<https://www.law.cornell.edu/cfr/text/28/35.133>

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Appendices:

Self-Evaluation from 1993

Pavement Management Program from 2014

Town of Maynard Accessibility Checklist for Meeting Planners

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Town of Maynard Accessibility Checklist for Meeting Planners⁵

Meeting Date:

Meeting Time:

Subject of Meeting:

Location:

Town of Maynard Attendees:

- Is there at least one person or Department who is responsible for ensuring that the public meeting is accessible for all attendees?

Print Name/Department: _____

Publicizing Meeting:

- Has the public meeting been publicized at least 3 weeks in advance?
- Has the meeting been publicized on the Town of Maynard website?
- Has the meeting been publicized in the required foreign languages and ethnic newspapers for the relevant populations in the community where the meeting is to be held?
- Does the public meeting notice include accessibility information, how to request a reasonable accommodation, relevant dates for making requests and information on whom to contact to request a reasonable accommodation?
- Does the public meeting notice include information on how to request foreign language interpreters?

Facility:

Date of Facility Assessment: _____

⁵ Adapted from Mass DOT ADA Office of Civil Rights,
https://www.massdot.state.ma.us/Portals/0/docs/CivilRights/ADA/10_17_transition/Attach_14.pdf

Town of Maynard

Americans with Disabilities Act Title II Transition Plan Outline

- Where applicable (in areas where public transportation is available), is the meeting location 1/4 mile or less from the nearest accessible bus stop or rail station?
- Where applicable, is there an accessible path of travel provided from the public transportation stop to the meeting location and meeting room?
- If parking will be available at the meeting location, are there accessible parking spaces available (review # of car and van accessible spaces)?
- Is there an accessible path of travel provided from the accessible parking area to the meeting area?
- If the main entrance to the building is not accessible, is there directional signage towards the accessible entrance?
- Is the accessible entrance unlocked and able to be used independently? If the meeting is taking place at night, is the path leading to the alternate entrance well lit?
- If there are restrooms that are open to the public, is there a pair of accessible restrooms available within close proximity of the meeting area? If not, is there at least one accessible gender neutral restroom?
- If there are public phones, is there at least one accessible (TTY and within appropriate height range) telephone available?
- If a stage or platform will be used during the public meeting, is it accessible?
- If a podium will be used during the public meeting, is the podium height- adjustable? If not, is there a small table (between 28 and 34 inches in height) provided to the side of the podium?
- Is there a high speed internet connection within the meeting space?

Ensuring Appropriate Accommodations:

- Have sign language and foreign language interpreters, if requested, been reserved for the public meeting?
- Are Assistive Listening Devices available for the public meeting? Does someone know how to use the device? Have you checked the devices at least 24 to 48 hours before the meeting and rechecked immediately before the meeting starts? (Note: For large meetings, to avoid the loss of equipment, it is reasonable to ask for a driver's license or other ID as collateral.)
- Are at least five large print copies of meeting handouts available?
- Are printed materials available upon request, in alternative formats and/or relevant foreign languages?
- Are film or video presentations closed captioned and audio described?

Facility/Room Setup (prior to meeting):

- If the main entrance to the building is not accessible, is the accessible entrance unlocked?
- Is there an integrated seating area for individuals who use a wheeled mobility device in the meeting room?
- Is there seating available for attendees who are deaf or hard of hearing, and have requested an accommodation, near the front of the meeting room so that attendees may see the interpreter/captioner, or lip read?
- Is there an appropriately lit area in the front of the room for sign/foreign language interpreters and/or CART providers?
- Are the aisles at least three feet wide and clear of obstacles or tripping hazards?
- If microphones are used during the public meeting, are adjustable microphone stands available for attendees? Can staff be used as floaters with microphones as an alternative?

For recordkeeping and reporting purposes, please submit a copy of this completed checklist to:

Town of Maynard ADA Coordinator

195 Main Street

Maynard, MA 01754

Phone: (978) 897-1375

DRAFT