



TOWN OF ACTON, MA

ACCESSIBILITY

ADA SELF-EVALUATION SUMMARY

DESIGNATION OF ADA COORDINATOR

ADA GRIEVANCE PROCEDURE

RECREATION EVALUATIONS AND INVENTORIES

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Town of Acton Open Space and Recreation Plan 2014-2021

APPENDIX G: ADA SELF-EVALUATION AND COMPLIANCE SUMMARY

Summary

The accessibility of Town conservation and recreational facilities was determined through a self-evaluation process for the OSRP by members of the Natural Resources Department, the Recreation Department, the Land Stewardship Committee, the Commission on Disabilities and the Recreation Commission. The two members of the Recreation Department who surveyed the playgrounds are Playground Safety Instructors certified by the National Recreation and Playground Association. The Board of Directors of the Friends of the Acton Arboretum, Inc. assisted in compiling the Arboretum inventory. Two members of the Commission on Disabilities (COD) have visited the Acton Arboretum and assessed the improved trails and boardwalks. The COD and Land Stewardship Committee were consulted on the transition plans for improvement to conservation lands, the "ADA Self Evaluation Inventory Matrix," and the ADA Grievance policy. Three members of the Acton Building Department are certified building officials and are consulted for review of new trail boardwalk plans. All documents for this Appendix G are kept on file in the town offices of the Conservation Commission and the Town Administrator.

Current Accessibility in Acton

Acton has made many improvements to its open space and recreation facilities to make them more universally accessible. The town is in the process of creating a State-sponsored "Complete Streets" policy, which will make connecting conservation land trails, future rail trails and safe, on-street amenities a priority. The goal of Complete Streets is to design and operate streets to provide safety, comfort and access for users of all ages and abilities for users of the roads, trails and transit systems, including pedestrians, bicyclists, Other Power-Driven Mobility Devices (OPDMDs) and wheelchairs. Trails at the Acton Arboretum have been paved in recent years for a universal, more enjoyable experience to visitors. Old boardwalks at the Arboretum are being upgraded. From the outset when NARA Park was created in 1999, a paved trail circumnavigating the park was installed for maximum usability by park patrons.

The crowning universal access achievement in Acton, as well as for the entire State of Massachusetts, was the building and opening of the first Miracle Field, which is annexed to NARA Park. This field is universally accessible to children and adults with disabilities, and has the Miracle League of Massachusetts running regular baseball games each season. (See <http://www.miracleleagueofma.com/>) The Miracle League of Massachusetts is ***"...an all volunteer, non-profit organization that gives children with disabilities a chance to play baseball as part of a team in an organized league at no cost to their family...It's hundreds of dedicated players, parents, coaches, buddies, fans and volunteers who come together...to support, encourage and inspire each other. It's what happens when everyone is included and diversity is embraced."*** The Conceptual plan has been designed for a universal, "comfort station" at NARA, in close proximity to the Miracle Field, with restrooms and a snack bar. Improvements continue to be made at NARA, such as an universal picnic pavilion under construction and scheduled for 2014 completion, for sheltered gatherings. The Friends of the Acton Arboretum, Inc. and the Recreation Department are always thinking of ways to include persons of all ability levels in Arboretum and other recreational programming. All buildings used for programs are ADA accessible. Public meetings for the Recreation Commission, Land Stewardship Committee, Open Space Committee and Conservation Commission are all held in ADA accessible buildings such as the Acton Town Hall and the Acton Memorial Library.

Potential for Water Access

NARA Park has a paved, universal, ½ mile trail around the pond, and a one mile, paved, loop trail around the perimeter of the park. There is a universally accessible wooden boardwalk with railings where persons in wheelchairs can fish. The beach is accessible via paved trail and the facility lends a beach wheelchair, which is free for use by patrons. There is also an ADA compliant boat ramp with railings and a dock for enjoyment of the water views and/or for fishing. The dock has toe bumpers to prevent wheelchairs from rolling off the edge.

The Town has a public swimming pool at the high school. It is ADA compliant with an automated lift to accommodate persons with limited mobility. It is available to citizens through publicly noticed hours (<http://comed.ab.mec.edu/openswims.shtml>) and a nominal fee. The Community Education program offers a full Red Cross Swim Program at this pool throughout the year. Parking lots at NARA, the Miracle Field, and the Acton Arboretum have the appropriate number of handicap accessible parking spaces in proportion to the total number of spaces. Information kiosks and signage at NARA, the Miracle Field and the Acton Arboretum are also accessible.

There is much room for improvement at our conservation lands. Of the 18 individual parcels with marked, maintained trail systems, only one has marked and designated handicap accessible parking. We have created a plan for improvement that will provide a better level of enjoyment of these open space parcels than there is today, either by increasing the parking and providing a handicap parking space; adding a bench for resting; or paving a section of trail from the parking lot to a scenic vista. These types of projects require the work of several town departments (Engineering, Conservation, Natural Resources and Highway) to design and build, and can be costly. We strive to complete one improvement project per year. Sites selected were determined by the slope, drainage, surface condition and practicality of building a universal trail. All conservation land kiosks are equipped with QR ("Quick Response") codes, downloadable maps when scanned by a smart phone and map boxes stocked with paper maps. A subcommittee of the Land Stewards and the Friends of the Acton Arboretum are currently working to create an improved trail map prototype that provides detailed trail information for the comfort, safety and convenience of all visitors.

Signage

Conservation land trail systems utilize rectangular "blazing" on trees along the trail. Kiosks at trail heads explain the color-coded system with colored maps and notices. Trails are generally well-marked and cleared of large obstructions. A few of the more complex trails have "You Are Here" notice boards at confusing trail junctions. Some trail systems have large wooden signs that indicate the distance to a parking lot or a major road. Most trails have painted arrows indicating the direction the trail may take a sharp turn. A committee comprised of Natural Resources Staff, Land Stewards and Friends of the Acton Arboretum, Inc. board members are designing better maps and experimenting with the creation of interactive web pages that can give more detailed trail information to visitors. Once that prototype is created, town staff and Land Stewards will complete similar maps for the other 17 maintained parcels.

Interpretive programs and Alternative Experiences

The Natural Resources Department, the Recreation Department and the Community Education programs in Acton all provide interpretive programs, hikes, outings and events. Every effort is made to be sensitive and inclusive of interested participants of all abilities. Programs can be adapted as needed for universal access. The Natural Resources Director goes into the public schools to teach about birds, construct bird houses, and show the students how to draw owls. This program is universally accessible. The Acton Conservation Trust and the Friends of the Acton Arboretum provide events, speakers and meetings at the Acton Town Hall, a fully ADA compliant building. The Town should also make an effort to make all programs more

accessible for individuals with a range of disabilities through trained interpreters, technologies, or devices as necessary and appropriate.

Other Power-Driven Mobility Devices

Acton does not yet have an OPDMD policy. Trails are in the process of being assessed for width, slope and cross slope. We foresee the time is coming when we will be ready to create an OPDMD policy in the near future. Trails at the Acton Arboretum and NARA are certainly able to accommodate OPDMD's now. Visitors to the Miracle Field can access the trail around the entire NARA park using an OPDMD.

Communication

Town officials and volunteer committees are looking forward to publicizing the designation of our new ADA Coordinator, notices, policies and procedures for future use by all citizens and employees. Town staff and volunteers will look into implementing regular outreach to and inclusion of the disabled community. Staff and volunteers are looking into possible website links (i.e. Town, Friends of the Acton Arboretum, Land Stewardship Committee) to provide opportunities for questions to be asked and answered and other feedback to be provided.

Individuals Involved in the Self-Evaluation Process

The following people have assisted in the self-evaluation process: Tom Tidman, Jim Snyder-Grant, Joe Will, Cathy Hatfield, Cathy Fochtman, Maura Haberman, Melissa Rier, Frances Portante, Bettina Abe, Frank Ramsbottom, Mark Barbadoro, Steve Ledoux, Janet Adachi, Maryjane Kenney, Marianne Fleckner, Bernice Baran, Steve Baran, Cindy Patton, Daniel Factor, Lisa Franklin, Leslie Johnson, Madeleine Harvey, Wen Li.



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6611
Fax (978) 929-6350

Michael J. Gowing
Chairman, Board of Selectmen

April 29, 2014

RE: Designation of ADA Coordinator

To Whom it May Concern:

This letter shall serve as notice that Town Manager Steven Ledoux has been duly designated and appointed as the Town ADA Coordinator for the purpose of compliance with the Americans with Disabilities Act.

Please feel free to contact this office with any questions.

Respectfully,

Michael J. Gowing
Chairman, Board of Selectmen



April 16, 2014

To: Acton Board of Selectmen; Steve Ledoux

From: Bettina Abe, Natural Resources Dept.

Re: ADA Coordinator Designation for 2014-2021 Open Space and Recreation Plan

Acton does not currently have an officially designated ADA Coordinator.

Designation of an ADA Coordinator is required for the State required update of the Town of Acton Open Space and Recreation Plan.

The purpose of the ADA Coordinator is to ensure civil and human rights of disabled citizens in the community by providing architectural and communication accessibility of public buildings and by ensuring the equal opportunity hiring and inclusion of them in local job offerings and programs.

APPROVED

APR 28 2014

Board of Selectmen



TOWN OF ACTON
472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6431
Fax (978) 929-6340

Office of the Board of Selectmen

May 1, 2014

To Whom It May Concern:

As Town Manager/ADA Coordinator for the Town of Acton, I hereby attest to the fact that the Town's employment practices are in compliance with the Americans with Disabilities Act with respect to the following: Recruitment, Personnel Actions, Leave Administration, training, testing, needed exams/questionnaires, social and recreational programs, fringe benefits, collective bargaining agreements and wage and salary administration.

Additionally, I have attached to this statement a copy of the Town's Personnel Policy regarding Equal Employment Opportunity.

Sincerely,

Steven L. Ledoux
Town Manager



Appendix G5. Equal Employment Opportunity

G5-1 Policy. The Town of Acton commits itself to the principles and practices of equal employment opportunity, in compliance with Titles VI and VII of the Civil Rights Act of 1964; Executive order No. 227 as amended; MGL Chapter 151B; and all other applicable Federal and State laws and regulations.



TOWN OF ACTON

472 Main Street
Acton, Massachusetts, 01720
Telephone (978) 929-6431
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Office of the Board of Selectmen

MEMORANDUM

TO: File

FROM: Steven L. Ledoux, Town Manager

RE: Equal Employment Opportunity

DATE: March 14, 2014

Attached please find examples of notices advertising positions available within the past three years and the notations that the Town of Acton is an Equal Employment Opportunity/Affirmative Action employer.

The Town of Acton does not discriminate in its' employment practices on the basis of disability. Public Notices and other information is made available in accessible format upon request.



APPENDIX G: Recreation Commission: Grievance Policy: Equal Access

ACTON RECREATION COMMISSION **GRIEVANCE POLICY FOR THE GENERAL PUBLIC**

1. The Recreation Commission is committed to providing maximum opportunity to receive citizen comments, complaints and to resolve grievances or inquiries.
2. The Recreation Director will be available during office hours to meet with citizens and employees to discuss complaints.
3. When a complaint, grievance or request for program policy interpretation or clarification is received, every effort will be made to create a record regarding contact information, nature of the complaint, program policy interpretation, clarification and resolution.
4. All complaints, grievances or request for program policy interpretation will be responded to by telephone or in writing within ten working days.
5. If the issue is not resolved at this level, complaint can be forwarded to the Recreation Commission in writing or in person at the next scheduled monthly Commission meeting. The Recreation Commission will deliberate the matter during their meeting and respond to the complaint within ten working days.
6. If the grievance is not satisfactorily resolved, citizens will be informed of the opportunity to bring their complaint before the Board of Selectmen.
7. A copy of the complaint and its disposition will be provided to the Town ADA Coordinator so that a complete record of the ADA grievances will be compiled in one central location.

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(See <http://www.miracleleagueofma.com/>)

The Miracle League of Massachusetts is "...an all volunteer, non-profit organization that gives children with disabilities a chance to play baseball as part of a team in an organized league at no cost to their family...It's hundreds of dedicated players, parents, coaches, buddies, fans and volunteers who come together...to support, encourage and inspire each other. It's what happens when everyone is included and diversity is embraced." The Conceptual plan has been designed for an accessible, "comfort station" at NARA, located in close proximity to the Miracle Field, with restrooms and a snack bar. Improvements continue to be made at NARA, such as an accessible picnic pavilion under construction and scheduled for 2014 completion, for sheltered gatherings. The Friends of the Acton Arboretum, Inc. and the Recreation Department are always thinking of ways to include persons of all ability levels in Arboretum and other recreational programming. All buildings used for programs are ADA accessible. Public meetings for the Recreation Commission, Land Stewardship Committee, Open Space Committee and Conservation Commission are all held in ADA accessible buildings such as the Acton Town Hall and the Acton Memorial Library.

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Appendix G: ADA Access Self-Evaluation Matrix

Recreation Facility or Conservation Land	Entrance	Parking	Entry Path	Toilets	Tables	Benches	Water Features	Alternative Programs	Responsibility	Abuts	Transition Plan	Comments
	If more than one	On street (O), Unpaved (U), Paved (P), ADA	Bumpy (B), Unpaved (U), Paved (P), Steep > 10% (S), ADA	Yes, ADA	Total number, Number ADA compliant	Distance to nearest Total number	Obstacles to access or Special accommodations	Focused on needs of some disability community	Recreation Conservation, Other Municipal, Schools		Planned Accessibility Upgrades	Other Accessibility Features or Issues
Arboretum	Concord Road Sidewalk	O	BU/S				Wet areas with and without boardwalks; Boardwalk over bog; Drinking fountain					
	Minot Avenue	O	BU/S			20 ft. 1			Conservation		ADA parking and ADA access to and over new bog boardwalk	
	Taylor Road	U	ADA	Yes, ADA	7, 1 ADA	75 feet E, 10+					ADA parking upgrade	
	Wood Lane	O	U			600 feet S, 1						
	Main Street	O	U	Yes		300 feet E, 10+					Paved sidewalk	
Bullette/Town Forest		O	BU/S				Wetlands Crossing		Conservation			
Camp Acton		U	BU/S	Yes	8				Conservation	Spring Hill		
Caouette/Simsone		O							Other Municipal			
Canoe Launch		U	U/S				Canoe Launch		Conservation			
Conant School: Hart Field		ADA	ADA	ADA in school		Bleachers only			Recreation			
Conant School: MacPherson Field			BU/S						Recreation			in the woods
Concord Rd Field		ADA	U	Yes					Recreation	Morrison Farm		sidewalk to field
Douglas School Field		ADA	P	ADA in school		20 ft. 4	Marsh Boardwalk		Schools	Elm St. facilities		
Elm St. Fields, Playground, Basketball and Tennis Courts		ADA P/U	B, U, P, ADA	ADA in school		100 ft. 7	Marsh Boardwalk, Drinking Fountain		Recreation	Douglas School Field, Gates School Field	playground ADA upgrade 2014	ADA boardwalk to Gates School
Gardner Field and Playground		O/P/U/ADA	BU			10 ft. 4	Drinking Fountain		Recreation			
Gates School Field		ADA	P	ADA in school	2	2	Marsh Boardwalk	Yes	Schools	Douglas School Field, Elm Street facilities		School playgrounds
Goward Playground		ADA	P	ADA, in library	ADA	10 ft. 5			Recreation	Library	Playground ADA, upgrade 2014	
Grassy Pond	Nagog Hill Road	U	U				Dock for viewing or fishing bridge over wetlands, wetlands crossing		Conservation	Nagog Hill		
	Newtown Road	U	BU/S			0.5 miles S, 1 0.7 miles N, 1						
Great Hill							Ponds, streams, bridge over stream		Recreation/Conservation			
	Kelley Road	O	BU/S						Conservation			
	Main Street	U	BU/S						Conservation			
	Piper Road North	O	U						Conservation			
	Piper Road South	O	U/S						Conservation			

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	School Street (Recreation Entrance)	ADA	ADA	Yes	2,0				Recreation			
Guggins Brook	Central Street	U	BU				Stream, Wetlands crossing		Conservation	Jenks		
	Mass Ave	O	U									
Heath Hen Meadow	Billings Street	O	BU									
	Mt Hope Cemetery	U	U				Boardwalks over wetlands		Conservation			
	Robbins Street	O	BU									
	Prescott Road	O	BU/S									
High School Baseball Fields (2)		P, ADA	U, B			10ft, 1			Schools			
High School Lower Fields		P, ADA	P, ADA	Yes, ADA	6		ADA Drinking Fountain		Schools	Skate Park		ADA artificial turf
High School Tennis Courts		P, ADA	P, U	In school ADA		10 ft, bleachers			Schools			
High School Leary Field (and track)		P, ADA	P, U, B, ADA	Yes, ADA		50 ft, 2		ADA turf	Schools	Junior High	new track under constr. 2014	ADA artificial turf
High School Pool (indoor)		P, ADA	ADA in school	In school	n/a	n/a	Public swimming hours	ADA lift	Schools			
Ice House Pond		U, B	U, B			10 ft, 1	Pond, canoe launch		Recreation	Morrison Farm	ADA parking, boardwalks	
Jenks Land		U	BU/S				Stream crossing		Conservation	Guggins		
Jones Field and Playground						100 ft, 1			Recreation			
Junior High School Front Field		ADA	ADA	ADA in school		200 ft, 2			Schools			
Miracle Field		ADA	ADA	Nearby at NARA (ADA)		1 ft, 4	ADA drinking fountain, NARA Pond	Yes	Recreation	NARA Will's Hole	New comfort station with ADA toilets	
Morrison Farm				Yes			Irrigation facility for gardens	Yes	Recreation	Ice House Pond, Concord Rd Field		
									Conservation			
Nagog Hill	Hazelnut Street	O	P then U/S									
	Nagog Hill Road South (next to Hybrid Farm)	U	BU				Bridges over streams, bridges over wetlands, stream crossings					
	Nagog Hill Road North (Grassy Pond Parking)	U	BU/S							Grassy Pond		

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NARA	Ledge Rock Way, including playground	P, ADA	P, ADA	ADA	2 ADA, 17 total	25 ft, 3	ADA dock, ADA showers, ADA drinking fountains, trail around pond	yes	Recreation	Miracle Field, Will's Hole	New picnic pavilion 2014, 20 tables, 2 ADA	Beach wheelchair available
	Quarry Road (near Amphitheater)	ADA	P, ADA	ADA (portable)				yes				
Nashoba Brook	Davis Road	U	U			0.2 Miles N	Bridges over brooks, boardwalks over wetlands, crossings over wetlands		Conservation	Spring Hill		
	Northbriar Road	O	BU			0.2 Miles N						
	Wheeler Lane	U	ADA		Yes	30 Yards E						
North Acton Community Gardens		U	B, U	1					Recreation			
Pacy Land	Central Street	O	U				Crossing over wetland		Conservation			
	Tupelo Way	U	U									
Parker Damon Field		ADA	P	ADA in school	2	2		yes	Schools			school playground
Pratt's Brook	Brewster Lane	U	BU/S						Conservation			
	Parker Street	U	BU/S									
	Valley Road	O	BU/S									
Robbins Mill Conservation Land		ADA	BU				Wetlands crossings		Conservation	Spring Hill, Robbins Mill Rec Area		The rec area is the entrance to the Conservation land
Robbins Mill Rec Area and Playground		ADA	ADA	Yes	2,0	100 ft, 2			Recreation	Robbins Mill Conservation Land		
School St Fields		O, U	B, U						Recreation			
Spring Hill	Jay Lane	U	BU/S				Boardwalk over wetlands		Conservation	Camp Acton, Nashoba Brook, Robbins Mill		
	Spring Hill Road	O	BU/S									
Stonemead		P	BU				Bridge over stream		Conservation	Annarsnac Conservation (Concord)		
TJ O'Grady State Park		ADA	P	ADA	1,0	100ft, 2	ADA drinking fountain		Recreation	HS Lower Flds		Adding features 2014-15
Veteran's Field and Playground		ADA	P	yes	2, 0	150ft, bleachers			Recreation			Very old playground
Wetherbee Land		O	U						Conservation			Access is on edge of agricultural fields
	Captain Handley Road	U	BU									
	Sachem Way	ADA, residents only	BU/S									

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Willis Hole/Town Forest	Napog Park Drive	O	U			800 ft, 3	boardwalk to bog, Crossing over Wetlands		Conservation			
	Quarry Road North	U	U							Miracle Field		Parking and facilities at Miracle Field
	Quarry Road	P	U	ADA						NARA		Parking and facilities at NARA