

# ADA Self-Evaluation and Transition Plan

## For the Town of Sunderland

June 2019

Prepared by the Franklin Regional Council of Governments



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## Part A – Introduction

The Town of Sunderland hired the Franklin Regional Council of Governments (FRCOG) to conduct a comprehensive evaluation of the Town's compliance under Title II of the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Specifically, Title II requires that:

*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 [35 CFR Part 35.130 (a)].*

Title II of the ADA applies to state and local governments, while Title III of the ADA applies to the private sector such as business and non-profit organizations.

In 2018, the Town of Sunderland secured a grant from the Massachusetts Division of Local Services and hired the Franklin Regional Council of Governments (FRCOG) to conduct the ADA Self-Evaluation and prepare the ADA Transition Plan. The FRCOG assessed all Town-owned buildings and sidewalks as well as the Town's programs, services, and activities to determine their accessibility to people with disabilities.

Like many communities in Massachusetts, Sunderland is faced with a number of aging municipal buildings and facilities that may pose obstacles to residents with disabilities. The cost and work that is required to remove these barriers and bring them into compliance can be overwhelming to smaller communities like Sunderland with less than 3,700 residents. This ADA Self-Evaluation and accompanying Transition Plan makes this daunting task a bit easier by identifying the issues, prioritizing them, and sorting out the high cost actions from the simpler, less expensive tasks.

Title II of the ADA sets administrative requirements on state and local governments and also requires that all Town's programs, services, and activities be accessible to people with disabilities. Part B of this document summarizes the findings regarding the administrative requirements and access to programs, activities, and services. Part C discusses the evaluation and findings of the physical facilities owned by the Town of Sunderland. Part D is the ADA Transition Plan, which catalogs all accessibility issues of the Town facilities that were found during the evaluations and recommends potential solutions. These recommendations have been prioritized, given an estimated timeframe, and assigned relative costs and responsible departments.

## Recent Progress

Sunderland has been proactive in implementing ADA improvements. These include both large and small projects. Below is a summary of some of the projects that the Town has completed to upgrade its facilities:

- Created a Notice of Non-Discrimination;
- Designated an ADA Coordinator;
- Installed an accessible entrance with elevator at Town Hall;
- Constructed a newer, accessible public library;
- Constructed a newer, accessible Safety Complex; and
- Installed accessible street crossings, bus shelter, and multi-use paths.

## Methodology

To conduct the ADA Self-Evaluation of the Town's programs, services, and activities, the FRCOG staff distributed checklists designed by the New England ADA Center (a project of the Institute for Human Centered Design) to all Department Heads that assessed three requirements of Title II of the ADA for each Department's programs and services:<sup>1</sup>

- Effective Communication practices
- General Nondiscrimination practices
- Website accessibility

The FRCOG also used the latest 2010 ADA Standards for Accessible Design (ADAAG 2010) to evaluate all of the Town's buildings. To assess the Town's sidewalks and crossings, the FRCOG staff used the Proposed Accessible Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) as published July 26<sup>th</sup>, 2011.

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<sup>1</sup> Self-Evaluation Form Checklists from the New England ADA Center, <https://www.adaactionguide.org/resources#faq>.

# **Part B – Evaluation of Non-Discriminatory Policies and Practices in Programs, Services, and Activities**

## **Introduction**

Title II of the ADA also places administrative requirements on local governments in addition to ensuring the accessibility of the Town's programs, activities, and services. These administrative requirements include the appointment of a Town ADA Coordinator, the creation of a public notice regarding nondiscrimination policies, and the adoption of a grievance procedure. The FRCOG staff, with the assistance of Sunderland staff, evaluated the Town's compliance with these administrative requirements as well as the Town's policies related to nondiscrimination, effective communication, and website accessibility.

The findings of this evaluation are discussed in this section along with recommendations to ensure compliance with Title II of the ADA.

## **Analysis**

The FRCOG evaluated each of Sunderland's Departments and the overall Town governance with regard to accessibility requirements. Checklists from the New England ADA Center were provided to each Department Head to complete that evaluated a Department's policies related to General Nondiscrimination, Effective Communication, and Website Accessibility.<sup>2</sup> The findings of these completed checklists are summarized below and recommendations are provided to ensure that people with disabilities are provided the same opportunities as others to participate in programs, services, and activities in the Town of Sunderland.

### **1. Designation of Responsible Employer**

Title II of the Americans with Disabilities Act requires that a local government designate a responsible employee to coordinate compliance with the ADA and ensure that there is a person at the Town who is knowledgeable with the many requirements of the ADA. The Town of

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<sup>2</sup> Self-Evaluation Form Checklists from the New England ADA Center, <https://www.adaactionguide.org/resources#faq>.



Sunderland has met this requirement by designating Sherry Patch, the Town Administrator, as the ADA Coordinator.

## **2. Complaint Procedures**

In addition to designating an ADA Coordinator, a local government is required to provide a complaint procedure that offers ways for people to file complaints alleging discrimination on the basis of disability with regard to employment or in the provision of services, activities, and programs. Sunderland has not yet created a formal “ADA Complaint Procedure.”

It is recommended that the Town create a complaint procedure that outlines how a person can contact the ADA Coordinator, a detailed description of the procedure for submitting a complaint, and the reasonable time frames for review and resolution of the complaint that a person filing a complaint may expect.

## **3. Notice**

Title II also requires that a local government provide public notice of the provisions of the ADA to members of the public that may participate in the Town’s program, services, and activities. The Town of Sunderland has not yet created a Notice of Nondiscrimination.

It is recommended that they create one that states Sunderland’s obligations under the ADA and includes procedures for persons with a disability to contact the Town should they require an auxiliary aid or services for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town. At a minimum, the Town should post the Notice to their website and at Town Hall.

## **4. Effective Communication**

Under Title II of the Americans with Disabilities Act, the Town must communicate effectively with people who may have hearing, vision, or speech disabilities. To do so, this may require Sunderland to provide auxiliary aids and services to meet its responsibility of effective communication. This may include, but is not limited to: providing sign language interpreters, Computer-Assisted-Real-time-Translation (CART), written materials for persons who are deaf or have difficulty hearing, Braille or large print information in digital format for people who are blind or have difficulty seeing.

All Town of Sunderland Department Heads completed checklists from the New England ADA Center that evaluated each department’s practices and policies regarding their knowledge and ability to provide effective communication for their programs, services, and activities to allow equal participation for persons with disabilities. The completed checklists show that Town staff



are very willing to comply with Title II, but may not know exactly how to do so in all elements of practice. In particular, most staff members do not know:

- how to go about arranging for different types of auxiliary aids and services to provide for effective communication when needed;
- if there is a policy or procedure for handling requests for auxiliary aids; or
- what the procedure is for determining when the provision of an auxiliary aid or service is an undue financial or administrative burden.

Appendix A provides a summary of the answers to the checklist's questions regarding effective communication practices.

To ensure that Town staff comply with Title II, it is recommended that Sunderland develop and distribute clear processes for employees as to how to arrange for auxiliary aids and services. A written informational handout on Effective Communication Procedures will help staff understand their responsibilities and clarify what to do in the event a person needs assistance with communication.

## **5. Reasonable Modifications of Policies, Practices, and Procedures**

Title II of the ADA also requires that local governments ensure that people with disabilities have an equal opportunity to participate in the services, programs, and activities that the Town provides. This may require that the Town of Sunderland provide "reasonable modifications" to policies and practices to allow equal participation. When applying to Town staff, this requirement may include modifying work schedules; job restructuring; and making facilities used by employees readily accessible to an employee with a disability. When applying to members of the public to be able to participate in a program, service, or activity, this requirement may include allowing service animals in locations where animals are not typically permitted; allowing the use of motorized devices in places where they are not allowed; or providing assistance with application completion.

The results of the completed checklists from the Town's Department Heads show that with respect to the general nondiscrimination requirements of Title II, Sunderland staff members are very willing to comply and have a good, general understanding of the many responsibilities and requirements that they have as a local government. However, there are topics with which Department staff could be more familiar. For example, some departments did not know that they are supposed to notify and require assurances from contractors to fulfill Title II requirements. Appendix A provides a summary of the answers to the checklist's questions regarding general nondiscrimination practices.

A written and distributed summary of nondiscrimination policies will help staff ensure that all participants have the opportunity for equal participation.

## **6. Website Accessibility**

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

To evaluate the Town of Sunderland’s websites, a checklist was sent to each Department that maintained its own website. The completed checklists show that most webmasters were aware of their responsibilities regarding accessibility and that most of the webpages have been updated and tested for compliance with the latest standards. The one exception is the Fire Department’s website, which has been managed and funded by the Sunderland Volunteer Firemen’s Association. The Fire Department plans to transition their website to the Town’s website so that it is also compliant with the latest accessibility standards.

Sunderland should develop a written policy stating that the Town websites should be accessible to ensure that existing and future staff members who have website administrative privileges maintain the accessibility of the website. In addition, staff should be provided guidance about the requirements of the Web Content Accessibility Guidelines 2.0 AA. It would also be very helpful to the Town if people with disabilities who use screen reading software and other assistive technology periodically evaluate the website.

# Part C – Evaluation of Facilities and Infrastructure

## Introduction

FRCOG staff evaluated all Town-owned facilities for this ADA Self-Evaluation in May of 2019 according to the 2010 ADA Standards. These include the following facilities:

### Facilities owned by the Town of Sunderland

- Town Hall
- Public Library
- Sunderland Elementary School
- Public Safety Complex
- Highway Garage
- Graves Memorial Library
- Old Fire Station
- Riverside Park
- Town Park
- Playing Fields

## Analysis of Building Accessibility

Sunderland's Town-owned buildings range in levels of accessibility. For this report, the FRCOG has assigned categories of "functional accessibility" to each facility for ease of reference. These categories are:

- **Accessible** – the facility is accessible to a wheeled mobility device user or person with mobility challenges;
- **Mostly Accessible** – A wheeled device user or person with mobility challenges can enter the facility, access the primary function with the facility, and access the bathroom;
- **Moderately Accessible** – A wheeled device user or person with mobility challenges can enter the facility, access the primary function within that facility;
- **Minimally Accessible** – A wheeled device user or person with mobility challenges can enter the facility;
- **Inaccessible** – A physical barrier exists that would prevent a wheeled device user from entering the facility.

The following table places each building into one of these categories:

<b>Accessible</b>	<b>Mostly Accessible</b>	<b>Moderately Accessible</b>	<b>Minimally Accessible</b>	<b>Inaccessible</b>
Public Library	Town Hall	Town Park		Graves Memorial Library
	Sunderland Elementary School	Riverside Park		Highway Garage
	Public Safety Complex	Playing Fields		Old Fire Station

The above assessment rates each building's accessibility based on the ability of people with disabilities to access the programs, services, and activities that are offered within those buildings. However, it should be noted that many Town buildings have areas within them that are not accessible at all (ex. basements or staff-only storage areas). Making these spaces accessible according to the 2010 ADA Standards may be structurally difficult and/or practically infeasible. Despite these potential obstacles, this accompanying Transition Plan identifies issues within these spaces and recommends ways to improve accessibility in ways that may be feasible – at least for users who do not require wheeled mobility devices – while acknowledging the inaccessibility these spaces pose for some persons with disabilities.

An important caveat to this rating system is that it primarily evaluates the Town facilities from a member of the public's perspective, not necessarily from the perspective of an employee who must work in these facilities and access non-public spaces on a regular basis. However, all of the deficiencies in the buildings with respect to the 2010 ADA Guidelines have been noted in the ADA Transition Plan that is included in this Report.

## **Summary of Building Evaluation Findings**

### **1. Town Hall**

While this building is mostly accessible, it does have some issues that need to be addressed in order to make it fully accessible. Fortunately, many of these issues are relatively simple and inexpensive, such as properly locating tactile/Braille signage and ensuring clear maneuvering space in bathrooms. The front exterior of the building and front parking lot should have signage installed directing people to the rear of the building where the accessible parking and entrance is located.

## **2. Public Library**

The Sunderland Public Library was built in 2004 and because of its recent construction, is an accessible building. There are a few issues that may restrict a person with a wheeled mobility device from fully using everything in the building. However, for each issue, there are either alternatives or easy and inexpensive fixes.

## **3. Sunderland Elementary School**

The Sunderland Elementary School is also rated as mostly accessible in that users can access the primary function of the building and use the bathrooms. However, there is a more extensive list of issues that should be addressed to bring the building into full ADA compliance. This includes: ensuring that all classroom doorways have enough clearance to the sides to pull open or push shut the doors, lowering in-class phones/intercoms, moving bathroom grab bars, providing clearance under sinks, making sure that hallways are free of obstructions, and securing carpets. Fortunately, most of these issues are relatively easy or inexpensive to correct. The more costly issues include the upgrade of drinking fountains and repairing ADA bathroom stalls.

Another issue with the Sunderland Elementary School is the accessibility of its playground. While there are accessible routes leading to the playground areas, there are not accessible routes leading to each of the ground level playground components.

## **4. Public Safety Complex**

The Public Safety Complex includes two departments: the Fire Department and Police Department. The entire complex was constructed in the early 2000s and has been rated as mostly accessible. While people with mobility challenges can enter the main entrance, access each department, and use the bathrooms; they may have difficulty using some of the Police Department's facilities. If a person with mobility challenges or a wheeled mobility device is brought to the Police Department's sally port entrance, they would face two six-inch steps to enter the station. In addition, the Police Department's holding cells that are designated as accessible with accessible sinks have doorways that are too narrow for a wheeled mobility device to enter.

## **5. Highway Garage**

The Highway Garage has been rated as inaccessible for two main reasons: 1) there is no designated accessible parking, and 2) the main entrance has an 8-inch step and the door has a turn knob fixture that cannot be operated with a closed fist. If a person is able to enter the building, maneuvering in its tight space and accessing the bathroom may be difficult or impossible for individuals with wheeled devices or mobility challenges, due to its small size.

## **6. Graves Memorial Library**

The Graves Memorial Library is the historic library building in Sunderland Center now used by the Historical Commission. It is rated as inaccessible due to the fact that the entrance must be accessed by a long staircase. The only bathroom in the building is located in the basement via a narrow, steep flight of stairs. The construction of a ramp and elevator would be needed to make the building and the offerings of the Historical Commission moderately accessible. A new bathroom would need to be constructed on the main floor for the building to be accessible.

## **7. Old Fire Station**

The Old Fire Station is owned by the Town and is used by the Water District, which is a private entity and not affiliated with the Town of Sunderland. The building once served as Sunderland's fire station. It is considered to be inaccessible. Persons with a mobility challenge or wheeled mobility device would find it to be very difficult to enter the building due to the rough pavement, slope, and door threshold leading to the main entrance. If they are able to enter the building, they would not be able to use the bathroom facilities due to its location up a flight of stairs.

## **8. Town Park**

The Town Park has been rated as moderately accessible because users may have difficulty using the bathrooms and there is no designated accessible parking spaces near the pavilion. In addition, there are currently no picnic tables available for wheelchair users. Adding a few picnic tables with spaces for a wheelchair to slide under would help enable full accessibility for users. To further improve accessibility, the Town should provide connecting paths to the pavilion and the bathrooms.

## **9. Riverside Park**

Riverside Park has a walking trail that is newly constructed in 2019 and meets all current ADA requirements. The playing field has been rated as moderately accessible because users can access the site without too much difficulty (although connecting paths would greatly improve the accessibility of the site), but the bathrooms are not accessible and need to be improved.

## **10. Merritt Field at Sunderland Elementary School**

These playing fields have been rated as moderately accessible because users can access the site without too much difficulty (although connecting paths would greatly improve the accessibility of the site). The portable bathroom facilities are not accessible and need to be improved.

## **Program Accessibility**

There are two Town programs/activities that are inaccessible from a structural perspective: the Historical Commission at the Graves Memorial Library and the Highway Department at the Highway Garage.

The Historical Commission's exhibits and artifacts from the Town's history are displayed at the Graves Memorial Library and cannot currently be viewed by individuals with mobility challenges. Unless the building is renovated or the exhibits are moved to a different location, the Historical Commission's offerings are not accessible.

The Highway Department's services are not currently accessible within the Highway Garage building. Depending on the nature of the service required, the Highway Department staff could meet with individuals with mobility challenges off-site at a more accessible location, such as the Town Hall. However, if the service needed is related to the Department's equipment or something that has to take place at the Highway Garage, then its services would not be accessible. The designation of accessible parking and the construction of ramp to the main entrance would allow users to access the Highway Department's services.

Technically the Old Fire Station is inaccessible, which means that the individuals with mobility challenges cannot access the Water District's services. However, because the Water District is not a town entity, this ADA Self-Evaluation is not concerned with access to this program.



## Sidewalk Accessibility

For this ADA Self-Evaluation, FRCOG staff assessed all sidewalks and street crossings that were under the Town of Sunderland's jurisdiction in October 2018. There are some sidewalks in Sunderland that are owned and maintained by MassDOT, such as on Route 116. These non-municipal sidewalks were not assessed for this Report. The FRCOG also incorporated information from the recently completed Complete Streets Prioritization Plan that Sunderland completed in 2017 into this assessment.

Sunderland Center, where the Town's sidewalks are located, has a flat topography making the slopes of most of the sidewalks accessible. While there are places throughout town in which the sidewalks are in poor condition, with missing curb cuts, or faded crossings; the majority of sidewalks and crossings leading to municipal buildings are accessible.

### Summary of Sidewalks Findings

In general, the most common issues with sidewalks and crossings in town include: missing visual/tactile strips at curb ramps and deteriorating sidewalk surfaces. There are specific locations in Sunderland in which sidewalks and street crossings pose particular accessibility challenges to users. These sites are noted below. Other detailed issues can be found in the following Part D of the ADA Self-Evaluation.

School Street: this sidewalk leads from Sunderland Center to the Town Hall, Public Library, ballfields, boat ramp, and the newly constructed Riverside Trail. The primary issue on this segment is located near the Town Hall where there is a culvert directly next to the sidewalk. Due to its placement, there is a very steep drop-off of 16 inches from the sidewalk surface to the culvert creating a dangerous fall hazard - particularly for individuals that are sight impaired or who use mobility aids. A railing along this section should be installed or the sidewalk moved away from the culvert.

North Main Street: the sidewalk on both sides of this section is in poor condition with many tripping hazards and no visual/tactile strips at curb ramps. Fortunately, these sidewalks will be reconstructed in 2020 as part of the North Main Street resurfacing work that has been planned.

## Part D – ADA Transition Plan

The ADA Transition Plan for Sunderland catalogs every issue that the FRCOG staff discovered during the Self-Evaluation of the Town’s buildings and facilities in October 2018-April 2019. The Transition Plan recommends solutions to bring these identified issues into compliance with the 2010 ADA Guidelines and then prioritizes them, provides relative costs, estimates a feasible timeframe of implementation, and assigns the issue to the appropriate implementing department. In addition, the majority of issues have been documented with photographs, which can be found in an accompanying CD-ROM and Appendix B. Photographs of the sidewalk conditions can be viewed at the following link, which is an interactive, online map that displays the exact location of each photograph:

<http://frcog.maps.arcgis.com/apps/View/index.html?appid=f25ba13e20f1438996470ae2bbef5787>.

The following categories were used for the Transition Plan’s prioritization:

- 1) Priorities: High  
Medium  
Low
- 2) Timeframe: Short (0-4 years)  
Medium (5-9 years)  
Long (10+ years)  
Ongoing
- 3) Cost: \$\$\$\$ (Major capital project)  
\$\$\$  
\$\$  
\$ (Maintenance)

Issues were assigned a “High” priority if they:

- Made it difficult and/or prevented a person with a disability to enter a room in which a service is provided;
- Made it difficult and/or prevented a person with a disability to use the bathroom facilities; or
- If a sidewalk connects to a public service.



# Sunderland ADA Self-Evaluation & Transition Plan

Town Hall (12 School Street)

Location	Floor	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances										
Front of Building		Signage	1893	There is no signage on front of building directing people towards the accessible entrance and parking.	0	Place signage on front of building and near front parking directing users to rear of building for accessible parking and entrance.	High	Short	\$\$	Highway
Accessible Entrance		Doorway	1853	Door to accessible entrance is difficult and heavy to open.	0	Install an automatic door opener for exterior door.	High	Short	\$\$\$	Highway
Elevator	G	Signage		There is no tactile star on the elevator door jamb identifying the main entry level.		Install a tactile star on ground floor door jambs of the elevator.	Low	Short	\$	Highway
Parking										
Rear parking lot		Parking	1854	Space marked van accessible is too narrow.	8'	Van accessible spaces much be 11 ft wide with a 5ft wide aisle OR 8ft wide with a 8ft wide aisle.	Medium	Short	\$	Highway
Access to Goods and Services										
Basement Bathrooms	B	Signage	1859	Signage for bathrooms is not posted properly.		Relocate signage to the walls on the latch side of the doors. Ensure a clear space within 3 inches of signage.	High	Short	\$	Highway
Women's Bathroom	B	Accessible Toilet	1866	Flush control is on the wrong side of the toilet.		Relocate flush control to the open side of the toilet.	Medium	Medium	\$\$	Highway
	B	Doorway	1865	Trash can blocks clear access to doorway.		Relocate trash can so that there is at least 18" of clear space to the side of door on the latch side to pull open.	High	Short	\$	Highway
Recreation Office	B	Doorway	1867	Form holder is too high.	65"	Lower form holder to a maximum height of 54".	High	Short	\$	Highway
Selectmen's Office	1	Accessible Route	1871	Not enough room on pull side of door latch for maneuvering due to file cabinet.	3"	Relocate file cabinet so that there is a minimum of 18" to latch side of door to pull open.	Low	Short	\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

Public Library (20 School Street)

Location	Floor	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Parking										
Bicycle Parking		Accessible Route	1996	Bike racks are not located on an accessible route.		Ensure bike racks are connected to an accessible route via a smooth, stable pathway.	Medium	Short	\$\$	Highway
Access to Goods and Services										
Exterior Book Return		Accessible Route	1897	Trash can blocks clear path to book return.		Relocate trash can so that there is a clear path of 30"x48" to book return.	High	Short	\$	Highway
Main Lobby		Bathroom	1901	There is insufficient maneuvering space to the side of the push side of door.	10"	Replace signs indicating that these bathrooms are accessible. Instead install signage directing users to the Children's Room bathroom which is accessible.	High	Short	\$	Library
Children's Room		Accessible Route	1909	Furniture/table placement prevents a clear accessible route.	30"	Maintain clear pathways of at least 36" wide.	High	Short	\$	Library
Teen Room		Computers	1919	Computers are too high.	42"	At least 1 computer should be no more than 36" high.	Low	Long	\$\$	Library
Kitchen		Sink	1920	Sink does not have toe/knee clearance.	0"	Create toe/knee clearance under sink with depth of 17"-25" and a clear space 27" tall from floor.	Medium	Medium	\$\$	Library

# Sunderland ADA Self-Evaluation & Transition Plan

Sunderland Elementary School (1 Swampfield Road)

\*Used as Town's Polling Center

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main entrance	Accessible Route	1754	There is a 2" gap between brick and concrete surfaces.	2"	Fill gap to create a smooth surface.	High	Short	\$	School District
Main entrance	Doorway	1753	The intercom is placed too high on wall.	55.5"	Lower intercom to a maximum of 54" above ground.	High	Short	\$\$	School District
Side entrance near cafeteria	Accessible Route	1847	There is a 4" gap between brick and concrete surfaces.	4"	Fill gap to create a smooth surface.	Medium	Short	\$	School District
Parking									
Main parking lot	Accessible parking	2036	Signs marking accessible parking are too low to the ground.	49"	Move signs higher to a minimum of 60" above the ground.	Medium	Short	\$	School District
	Accessible parking	2035	With approximately 87 spaces in the parking lots, there should be 4 accessible spaces.	3	Designate an additional accessible space for a total of 4 spaces.	High	Short	\$	School District
Bicycle Racks	Accessible Route	2058	Not all bike racks are located on an accessible route.		Relocate bike racks next to an accessible route via a smooth, stable route.	Low	Short	\$	School District
Playground									
Front Playground	Accessible Route	2046	Surface is covered in pea stones making access difficult.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	Medium	Medium	\$\$\$	School District
	Accessible Route	2059	Brick walkway connecting to playground is uneven with cracks.	4.5" Gp	Repair walkway to create a smooth surface.	Medium	Medium	\$	School District
	Accessible Route	2044	There is not an accessible route to each of the play structures.		Provide an accessible route with smooth surface to each ground level play component.	Medium	Medium	\$\$\$	School District
Rear Playground	Accessible Route	2069	Surface is covered in mulch and large stone making access difficult.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	Medium	Medium	\$\$\$	School District
	Accessible Route	2071	There is not an accessible route to each of the play structures.		Provide an accessible route with smooth surface to each ground level play component.	Medium	Medium	\$\$\$	School District
	Water Fountain	2075	Fountain does not have clearance underneath and is too tall. There is also not an accessible route connecting to it.		Upgrade fountain and connect it with a smooth, stable pathway.	Medium	Medium	\$\$\$	School District

# Sunderland ADA Self-Evaluation & Transition Plan

Sunderland Elementary School (1 Swampfield Road)

\*Used as Town's Polling Center

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Access to Goods and Services									
Entire building	Controls - phones	1759	The in-classroom phones are too high on walls.	60"	Lower phones to a maximum height of 54".	Medium	Medium	\$\$	School District
All Classrooms	Sinks	1765	Classroom sinks do not have toe or knee clearance positioned for a forward approach.		Provide a sink with toe and knee clearance for a forward approach.	Medium	Medium	\$\$	School District
	Accessible Route	1766	Most classrooms entrances do not have 18" of clearance to side of latch on pull side of door or 12" of clearance to side of latch on push side of door due to furniture.		Rearrange furniture to create appropriate clearances.	High	Short	\$	School District
	Accessible Route	1770	Area rugs in classrooms are not always securely attached.		Ensure that all area rugs in classrooms are securely attached to minimize tripping hazards.	High	Short	\$	School District
	Accessible Route	1768	Classrooms need to maintain an accessible route that is 36" wide to various destinations in room.		Rearrange furniture to create appropriate clearances.	High	Short	\$	School District
	Controls - light switches, phones	1774	There is not sufficient space for a forward or parallel approach to light switches and phones due to obstruction by furniture in most classrooms.		Rearrange furniture to create approach area of 30"x 48".	Medium	Short	\$	School District
Cafeteria	Entrance	1848	Entrance to cafeteria kitchen is missing signage.		Install signage with visually contrasting/tactile lettering and braille on the wall on latch side of door no higher than 60".	High	Short	\$\$	School District
Girl's Main Bathroom	Accessible Route	1792	There is not 18" to the latch side on the pull side of the door.	12"	Move door so that there is 18" to the side of the latch so that door can be pulled open or install automatic door opener.	High	Medium	\$\$\$	School District
	Shelving	1793	The shelf protrudes 10" from wall and could be an obstruction to visually impaired.	10"	Remove shelving or reduce its depth to a maximum of 4".	High	Short	\$	School District
	Toilet Room	1796	There is exposed piping under the sink.		Cover the piping with insulation to protect against contact.	Medium	Short	\$\$	School District
	Grab bars	1797	The side grab bars do not extend far enough from rear wall.	48"	Relocate grab bar so that it extends at least 54" from rear wall.	High	Short	\$	School District
	ADA stall	1798	ADA stall door is not self-closing.		Replace hinge so that door self-closes.	High	Short	\$	School District



# Sunderland ADA Self-Evaluation & Transition Plan

Sunderland Elementary School (1 Swampfield Road)

\*Used as Town's Polling Center

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
	ADA stall	1798	Stall door lock is not operable with one hand and without tight grasping, pinching, or twisting of the wrist. There is no pull handle.		Replace door lock and install a door pull that is operable with one hand and without tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	School District
Boy's Main Bathroom	Accessible Route	1802	There is not 18" to the latch side on the pull side of the door.	12"	Move door so that there is 18" to the side of the latch so that door can be pulled open or install automatic door opener.	High	Medium	\$\$\$	School District
	Sink	570	There is exposed piping under the sink. The sink that does have covered piping has access blocked by trash can.		Cover the piping of other sinks with insulation to protect against contact.	Medium	Short	\$\$	School District
	ADA stall	1798	ADA stall door is not self-closing.		Replace hinge so that door self-closes.	High	Short	\$	School District
	ADA stall	1798	Stall door lock is not operable with one hand and without tight grasping, pinching, or twisting of the wrist. There is no pull handle.		Replace door lock and install a door pull that is operable with one hand and without tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	School District
	Toilet in ADA stall	1801	Flush control is not on the open side.		Reconfigure flush control to be on the open side of the stall.	Medium	Medium	\$\$	School District
Main Office	Accessible Route	1810	Door is heavy to open and closes fast.		Adjust closer so that less pressure is needed to open the door and so that door takes at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees.	Medium	Short	\$	School District
	Accessible Route	1812	Counter of service desk protrudes at least 5" from desk causing a striking hazard in the pathway.	5"	Remove corner of desk or place object no more than 27" from ground so that a visually impaired person could detect it with a cane.	Low	Medium	\$	School District
Nurse's Office	Accessible Route	1813	Door does not have 18" of clear space beyond the latch on the pull side of the door due to furniture.	12"	Move furniture to ensure 18" of maneuvering space to side of door.	High	Short	\$	School District
	Sink	1814	Sink does not have toe or knee clearance for a forward approach and walls prevent a parallel approach.		Reconfigure cabinetry to allow a forward approach with sufficient toe and knee clearance with depth of 17"-25" and clear space of 27" from floor.	Medium	Medium	\$\$	School District
	Bathroom	1815	There is exposed piping under the sink.		Cover the piping with insulation to protect against contact.	Medium	Short	\$\$	School District
	Bathroom	1815	The side grab bars do not extend far enough from rear wall.	48"	Relocate grab bar so that it extends at least 54" from rear wall.	High	Short	\$	School District

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Sunderland Elementary School (1 Swampfield Road)

\*Used as Town's Polling Center

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Hallway outside of Nurse's Office	Defibrillator box	1819	Defibrillator box protrudes too far into accessible route.	10"	Install a barrier at floor of beginning/end of shelves to warn the visually-impaired of protrusion. OR embed box to create a smaller profile of no more than 4".	Medium	Medium	\$\$	School District
Hallway outside of Library	Water Fountain	1803	Water fountain does not have clearance underneath nor space for a parallel approach.		Install an accessible water fountain with clearance underneath to allow for a forward approach.	Low	Long	\$\$\$	School District
Library/Media Room	Signage	1804	There is no signage for the Library at entrance.	0	Install signage with visually contrasting/tactile lettering and braille on the wall on latch side of door no higher than 60".	High	Short	\$\$	School District
Former OTP Room	Toilet	1834	Flush control handle is not on the open side.		Relocate flush control to open side of toilet.	Medium	Medium	\$\$	School District
	Sink	1833	There is exposed piping under the sink.		Cover the piping with insulation to protect against contact.	High	Short	\$\$	School District
Staff Lounge	Sink	1836	Sink does not have toe or knee clearance for a forward approach and walls prevent a parallel approach.		Reconfigure cabinetry to allow a forward approach with sufficient toe and knee clearance with depth of 17"-25" and clear space of 27" from floor.	Medium	Medium	\$\$	School District
Girl's Bathroom Near Gym	Accessible Route	1842	There is not 18" to the latch side on the pull side of the door.		Move door so that there is 18" to the side of the latch so that door can be pulled open or install automatic door opener.	Medium	Medium	\$\$\$	School District
	Toilet Room	1845	There is exposed piping under the sink.		Cover the piping with insulation to protect against contact.	Medium	Short	\$\$	School District
	ADA stall	1844	ADA stall door is not self-closing.		Replace hinge so that door self-closes.	High	Short	\$	School District
	ADA stall	1844	Stall door lock is not operable with one hand and without tight grasping, pinching, or twisting of the wrist. There is no pull handle.		Replace door lock and install a door pull that is operable with one hand and without tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	School District
Boy's Bathroom Near Gym	Accessible Route	1842	There is not 18" to the latch side on the pull side of the door.		Move door so that there is 18" to the side of the latch so that door can be pulled open or install automatic door opener.	Medium	Medium	\$\$\$	School District
	Sink	1845	There is exposed piping under the sink.		Cover the piping with insulation to protect against contact.	Medium	Short	\$\$	School District

# Sunderland ADA Self-Evaluation & Transition Plan

Sunderland Elementary School (1 Swampfield Road)

\*Used as Town's Polling Center

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
	ADA stall	1844	ADA stall door is not self-closing.		Replace hinge so that door self-closes.	High	Short	\$	School District
	ADA stall	1844	Stall door lock is not operable with one hand and without tight grasping, pinching, or twisting of the wrist. There is no pull handle.		Replace door lock and install a door pull that is operable with one hand and without tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	School District
	Toilet	1834	Flush control handle is not on the open side.		Relocate flush control to open side of toilet.	Medium	Medium	\$\$	School District
Gymnasium/Stage	Elevator Lift	1841	Elevator lift to the stage is not accessible due to storage items.		Remove items so that the lift is accessible.	Medium	Short	\$	School District

# Sunderland ADA Self-Evaluation & Transition Plan

Public Safey Complex - Fire Station (105 River Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Door	1982	Front door closes too fast.		Adjust closer so that door takes at least 5 seconds to close from an open position to 12 degrees from latch.	High	Short	\$	Highway
Parking									
Front Parking	Accessible Parking	1984	Paint is peeling from accessible space.		Repaint ADA space to make clear its designation as accessible.	High	Short	\$	Highway
Access to Goods and Services									
Kitchen	Sink	2009	Sink does not have toe/knee clearance.	0"	Create toe/knee clearance under sink with depth of 17"-25" and a clear space 27" tall from floor.	Medium	Medium	\$\$	Highway
Locker Room	Shower	1999	The route to the showers is blocked by a 3" step.	3"	Remove all steps to showers and provide shower that is ADA compliant with grab bars and seat.	Low	Long	\$\$	Highway
Locker Room	Benches	2001	There is no bench with back support and is not deep enough.	10"	Install a bench with back support or affix one to a wall. Seat should be between 20-24" in depth.	Low	Long	\$\$	Highway
Mens ADA Bathroom	Accessible Path	1990	A cabinet in the bathroom blocks pathway.		Remove cabinet so that a clear maneuvering space of 30" x 48" is maintained.	High	Short	\$	Highway
Womens ADA Bathroom and Locker Room	Shower	1990	The route to the showers is blocked by a 3" step.	3"	Remove all steps to showers and provide shower that is ADA compliant with grab bars and seat.	Low	Long	\$\$	Highway
Womens ADA Bathroom and Locker Room	Accessible Path	1990	A cabinet in the bathroom blocks pathway.		Remove cabinet so that a clear maneuvering space of 30" x 48" is maintained.	High	Short	\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

## Public Safey Complex - Police Station (105 River Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Door	1982	Front door closes too fast.		Adjust closer so that door takes at least 5 seconds to close from an open position to 12 degrees from latch.	High	Short	\$	Highway
Main Entrance	Service Counter	1981	Service counter is too narrow in depth.	10"	Install a service counter that is at least 17-25" in depth with corresponding clearance underneath.	High	Short	\$\$	Highway
Parking									
Front Parking	Accessible Parking	1984	Paint is peeling from accessible space.		Repaint ADA space to make clear its designation as accessible.	High	Short	\$	Highway
Access to Goods and Services									
Kitchen	Sink	2009	Sink does not have toe/knee clearance.	0"	Create toe/knee clearance under sink with depth of 17"-25" and a clear space 27" tall from floor.	Medium	Medium	\$\$	Highway
Locker Room	Shower	1999	The route to the showers is blocked by a 3" step.	3"	Remove all steps to showers and provide shower that is ADA compliant with grab bars and seat.	Low	Long	\$\$	Highway
Locker Room	Benches	2001	There is no bench with back support and is not deep enough.	10"	Install a bench with back support or affix one to a wall. Seat should be between 20-24" in depth.	Low	Long	\$\$	Highway
Mens ADA Bathroom	Accessible Path	1990	A cabinet in the bathroom blocks pathway.		Remove cabinet so that a clear maneuvering space of 30" x 48" is maintained.	High	Short	\$	Highway
Womens ADA Bathroom and Locker Room	Shower	1990	The route to the showers is blocked by a 3" step.	3"	Remove all steps to showers and provide shower that is ADA compliant with grab bars and seat.	Low	Long	\$\$	Highway
Womens ADA Bathroom and Locker Room	Accessible Path	1990	A cabinet in the bathroom blocks pathway.		Remove cabinet so that a clear maneuvering space of 30" x 48" is maintained.	High	Short	\$	Highway
Sally Port	Accessible Path	2014	Steps from the sally port into the station prevent accessible route.	two 6" steps	Replace steps with ramp of maximum slope of 10% to make accessible route	High	Medium	\$\$	Highway
Booking Room	Bench	2017	Bench is too narrow in depth.	10"	Replace bench with one that is 20-24" in depth.	Medium	Medium	\$\$	Highway
Booking Room	Sink	2018	Sink does not have toe/knee clearance.	0"	Create toe/knee clearance under sink with depth of 17"-25" and a clear space 27" tall from floor.	Medium	Medium	\$\$	Highway
Accessible Holding Cells	Door	2023	Doorway width is too narrow to accommodate a wheelchair.	29"	Reconfigure doorway width to be at least 32".	Medium	Medium	\$\$\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

Public Safey Complex - Police Station (105 River Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Staff Bathroom	Accessible Path	2028	A cabinet in the bathroom blocks pathway.		Remove cabinet so that a clear maneuvering space of 30" x 48" is maintained.	High	Short	\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

## Highway Garage (111 River Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Door	1968	Front door step is too high.	8"	Install ramp to doorway with a maximum slope of 8.33%	High	Medium	\$\$\$	Highway
Main Entrance	Door	1969	Door hardware is a turn knob that cannot be operated with a closed fist.		Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	Highway
Parking									
Parking	Accessible Parking	1978	There are no parking spaces designated as accessible.	0	Designate 1 space as accessible that is 8' wide with a 5' wide aisle.	High	Short	\$	Highway
Access to Goods and Services									
Entire Highway Building	Doors		Door hardware is a turn knob that cannot be operated with a closed fist.		Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$\$	Highway
Hallway	Accessible Route	1970	Pathway past desks to bathroom/break room is too narrow.	30"	Widen pathway to a minimum of 32".	Medium	Short	\$	Highway
Bathroom	Grab bars	1972	There are no grab bars.		Install rear and side grab bars 33-36" from floor.	Medium	Medium	\$\$	Highway
	Sink	1972	There are exposed pipes underneath the sink.		Cover exposed pipes underneath the sink	Medium	Medium	\$\$	Highway
	Accessible Route	1971	There is insufficient maneuvering room in the bathroom.		Reconfigure bathroom to have a clear floor space of 60" in diameter.	High	Long	\$\$\$\$	Highway



# Sunderland ADA Self-Evaluation & Transition Plan

Graves Memorial Library (109 N. Main Street)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Accessible Route	1923	Only entrance is via a staircase.		Install elevator/lift to main floor.	Medium	Long	\$\$\$\$	Selectmen
Main Entrance	Doorway	1924	Door hardware is a turn knob that cannot be operated with a closed fist.		Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Medium	\$\$	Historical Commission
Parking									
Parking	Accessible Parking	1978	There are no parking spaces designated as accessible.	0	Designate 1 space as accessible that is 8' wide with a 5' wide aisle.	High	Short	\$	Highway
Access to Goods and Services									
Main floor	Accessible Route	1932	Pathways between stacks are too narrow.	30"	Ensure a clear path of at least 36" wide.	Low	Long	\$	Historical Commission
Bathroom	Accessible Route	1958	Only bathroom is located down a flight of stairs and therefore inaccessible.		Construct accessible bathroom on main floor.	Low	Long	\$\$\$\$	Selectmen

# Sunderland ADA Self-Evaluation & Transition Plan

Old Fire Station (Warner Drive)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Accessible Route	1946	Path to main entrance is not smooth and full of cracks making access through door very difficult, if not impossible for wheeled mobility user.		Repave pavement so that route to door is smooth.	Medium	Long	\$\$	Highway
Parking									
Parking	Accessible Parking	1978	There are no parking spaces designated as accessible.	0	Designate 1 space as acessible that is 8' wide with a 5' wide aisle.	High	Short	\$	Highway
Access to Goods and Services									
Office	Accessible Route	1951	Pathways around desks and tables are too narrow.	30"	Ensure a clear path of at least 36".	Medium	Short	\$	Highway
Bathroom	Accessible Route	1958	Only bathroom is located up a flight of stairs and therefore inaccessible.		Construct accessible bathroom on ground floor.	Low	Long	\$\$\$\$	Selectmen

# Sunderland ADA Self-Evaluation & Transition Plan

## Sidewalks and Crossings

\*Sidewalk assessment follows PROWAG Guidelines (2011)

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
School Street	In front of Town Hall	Sidewalk	1129	Greater than 1" of elevation change between asphalt and concrete sidewalks posing a tripping hazards.	1"	Fill gap to create a smooth surface.	High	Short	\$	Highway
	In front of Town Hall	Sidewalk	1127	Culvert along sidewalk creates a steep drop-off off edge of sidewalk.	16"	Sidewalk should have railing or relocate sidewalk away from culvert. Curb heights should not exceed 8" in height.	High	Medium	\$\$	Highway
North Main Street	Corner of School and North Main St.	Curb Ramps	110313	Large gaps between concrete panels preventing smooth travel.	1"	Fill gaps to create smooth travel surface.	High	Short	\$	Highway
		Curb Ramps	1124	There is no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at end of sidewalk.	Medium	Short	\$\$	Highway
	West side	Sidewalk	1136	Root upheaval causes tripping hazards.		Remove tree strump and repair sidewalk.	Medium	Short	\$\$	Highway
	West side (near 199 N. Main St.)	Sidewalk	1138	Sidewalk is very uneven causing tripping hazards.		Reconstruct asphalt sidewalk to create a smooth travel surface.	Medium	Short	\$\$	Highway
	West side	Sidewalk	1139	Sidewalk is very overgrown by vegetation.		Cut back vegetation for a clear pathway.	Medium	Short	\$	Highway
	East side	Sidewalk		Sidewalk is very uneven causing tripping hazards in front of the Blue Heron.		Reconstruct asphalt sidewalk to create a smooth travel surface.	Medium	Short	\$\$	Highway
	Corner of Warner Ave.	Curb Ramps	1145	There is no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at end of sidewalk.	Medium	Short	\$\$	Highway
South Main Street	East side	Sidewalk		The asphalt surface is beginning to show cracks and has some root upheaval. Could cause accessibility issues soon.		Monitor asphalt sidewalk and maintain as needed to prevent larger issues.	Medium	Ongoing	\$	Highway
Riverside Cemetery		Sidewalk	1156	Sidewalk is uneven causing tripping hazards.		Reconstruct asphalt sidewalk to create a smooth travel surface.	Low	Long	\$\$\$	Highway
Old Amherst Road		Sidewalk		Sidewalks dip down as they cross driveways.		Reconstruct sidewalks so that sidewalks remain at same height as they cross driveways.	High	Short	\$\$\$	Highway
		Bicycle parking	1165	Bike racks are not located on an accessible route.		Ensure bike racks are connected to an accessible route via a smooth, stable pathway.	Medium	Short	\$	Highway
Garage Road	In front of Post Office	Sidewalk	1167	Sidewalk is uneven causing tripping hazards.		Reconstruct asphalt sidewalk to create a smooth travel surface.	High	Long	\$\$\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

## Town Park (Park Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
Main Entrance	Accessible Route	1176	There is no path connecting the pavilion.	0	Create a smooth, path from roadway to pavilion.	Low	Long	\$\$	Highway
Parking									
Parking	Accessible Parking		There are no parking spaces designated as accessible.	0	Designate 1 space as acessible that is 8' wide with a 5' wide aisle near pavilion.	High	Short	\$	Highway
Access to Goods and Services									
Pavilion	Tables	1176	The picnic tables are not accessible for wheelchair users.	0	Provide at least one accessible picnic table or bench.	Low	Short	\$\$	Highway
Bathroom	Accessible Route	1178	There is no path connecting the batrrooms.	0	Create a smooth, path from roadway to bathrooms.	Low	Long	\$\$\$\$	Highway
	Signage	1177	There is no tactile signage on bathroom doors.		Install signage with visually contrasting/tactile lettering and braille on the wall on latch side of door no higher than 60".	Low	Short	\$	Highway

## Riverside Park (School Street)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
	Accessible Route	1946	There is no accessible route to the dugouts.		Create a smooth, path from roadway to dugouts	Low	Long	\$\$	Highway
Access to Goods and Services									
Bathroom	Accessible Route	1958	There is no path connecting the batrrooms.	0	Create a smooth, path from roadway to bathrooms.	Low	Long	\$\$\$\$	Highway
	Signage	115012	There is no tactile signage on bathroom doors.	0	Install signage with visually contrasting/tactile lettering and braille on the wall on latch side of door no higher than 60".	Medium	Short	\$	Highway
	Toilet Room	115012	Bathrooms are not accessible.		Remodel bathrooms to meet ADA requirements.	Medium	Long	\$\$\$\$	Highway

# Sunderland ADA Self-Evaluation & Transition Plan

Merritt Field (Swampfield Road)

Location	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Approach and Entrances									
	Accessible Route	114221	There is no accessible route to the bleachers.	0	Create a smooth, path from roadway to bleachers	Low	Long	\$\$	Highway
Access to Goods and Services									
Dugouts	Accessible Route	114248	Threshold to dugouts is too high.	3"	Regrade approach to dugout entrances so that threshold does not exceed 1/4" in height.	Low	Short	\$	Highway
Bathroom	Accessible Route	114308	Portable toilet is not accessible.		Provide a portable toilet that is accessible.	High	Short	\$\$	Highway

# **Appendix A**

Summary of responses by Sunderland Department Heads regarding ADA Policy Requirements

Effective Communication Checklists

General Nondiscrimination Checklists

Website Checklists





# Sunderland ADA Self-Evaluation

Effective Communication Checklist		Total Responses	
	Questions	Yes	No
1)	Does the public entity know how to provide the following for people who are deaf or hard of hearing?		
	a. Sign language, oral, and cued speech interpreters	3	2
	b. Video remote interpreting (VRI) services	1	1
	c. Computer-assisted real-time transcription (CART) services	2	2
	d. Assistive listening devices	3	1
	e. Open and closed captioning of videos	2	
	f. Real time captioning of television programs	1	1
	g. Other	2	
2)	Does the public entity know how to provide documents in the following formats for people how are blind or visually impaired and others with print disabilities?		
	a. Braille	2	1
	b. Large print	4	
	c. Audio recordings	3	
	d. Accessible electronic formats that can be accessed by screen reading software (plain text or html)	5	
	e. Screen reader software installed on a computer that is used by the public (ie. library)	1	2
	f. Magnification software installed on a computer that is used by the public (ie. computer lab)	1	2
	g. Optical readers	2	1
	h. Other	1	
3)	Does the public entity have a policy or procedure to handle requests for auxiliary aids and services?	2	2
4)	Are employees and officials aware of the public entity's obligation to provide auxiliary aids and services?	4	
5)	Do employees and officials know how to arrange for auxiliary aids and services? Arrangements could be made directly or through the ADA coordinator or another staff person.	2	1
6)	Does the public entity give primary consideration to the person with a disability when determining what type of auxiliary aid or service to provide?	4	
7)	Are employees and officials aware that it is inappropriate to request that family members and friends of people who are deaf serve as sign language interpreters, except in emergencies or if the individual wants the family member or friend to interpret and it's appropriate to do so?	5	
8)	Are employees and officials aware that a companion of a program participant has a right to auxiliary aids and services if the companion has a communication disability and is an appropriate person with whom the public entity should or would communicate?	4	
9)	Are captions and audio description provided on videos and television programs the public entity produces and videos on its website?	2	1
10)	Does the public entity have a policy or procedure for determining if an auxiliary aid or service would be an undue financial and administrative burden?		3

# Sunderland ADA Self-Evaluation

Effective Communication Checklist		Total Responses	
	Questions	Yes	No
11)	Do employees and officials know how to respond to telephone calls made through Video Relay Services and Telecommunication Relay Services so that the calls are responded to in the same manner as other telephone calls?	1	2
12)	Where telephones are available to the public for making outgoing calls, such as in hospital waiting rooms, are TTYs available for people with hearing and speech disabilities?	1	4
13)	Do telephone emergency services, including 911, provide direct access to people who use TTYs and computer modems?	2	3

# Sunderland ADA Self-Evaluation

General Nondiscrimination Checklist		Total Responses	
	Questions	Yes	No
1)	Do policies, practices and procedures provide an equal opportunity for people with disabilities to participate in services, programs and activities; that is, do policies not discriminate against people on the basis of disability?	5	
2)	Are there circumstances in which the participation of a person with a disability would be excluded or restricted?	1	4
3)	If yes, are the exclusions or restrictions necessary to the operation of the program or to the safety of other participants?	1	2
4)	Are there separate services, programs or activities for people with disabilities or a class of people with disabilities?	2	3
5)	Do all employees who contract with outside agencies, organizations or businesses know that the public entity's obligations apply whether the public entity provides the service, program or activity directly or contracts for it?	5	
6)	Does the public entity notify each contractor of its responsibilities for providing contracted services in a nondiscriminatory manner?	2	3
7)	Does the public entity require assurances from contractors of their fulfillment of Title II requirements?	2	2
8)	Are there procedures to ensure that contractors provide the services, programs and activities in a nondiscriminatory manner consistent with the Title II requirements?	1	3
9)	Are employees and officials aware that the public entity is obligated to make a reasonable modification in policies, practices, or procedures if the modification is necessary for a person with a disability to participate?	5	
10)	Are employees and officials aware that:		
	a. The public entity must allow service animals to accompany people with disabilities in all areas where people without service animals are allowed to go?	5	
	b. Only two questions may be asked: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?	5	
	c. The public entity may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task?	5	
	d. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken and, in these circumstances employees must offer the person with the disability the opportunity to obtain goods or services without the animal's presence?	5	
	e. The public entity must permit a miniature horse to accompany a person with a disability where reasonable?	4	
11)	Are employees and officials aware that:		
	a. People with mobility disabilities may use wheelchairs, scooters and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use?	5	
	b. People with mobility disabilities may use other power-driven mobility device in any areas open to pedestrian use unless the public entity can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements?	5	

# Sunderland ADA Self-Evaluation

General Nondiscrimination Checklist		Total Responses	
	Questions	Yes	No
	c. They may not ask about the nature and extent of the individual's disability, but may ask an individual to provide a credible assurance that the mobility device is required because of the person's disability?	5	
12)	Are employees and officials aware that the public entity may not place a surcharge on people with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide nondiscriminatory treatment?	5	
13)	Are tickets for accessible seats sold during the same hours; through the same methods of purchase (by telephone, on site, through a website, or through third-party vendors); and during the same stages of sales (pre-sales, promotions, general sales, wait lists, or lotteries) as non-accessible seats?	1	
14)	If accessible seating is not available in areas of the venue with lower prices, is lower priced accessible seating available in higher priced locations?	1	
15)	Do venues and third-party sellers provide the same information about accessible seats as provided about non-accessible seats?	1	
16)	Can ticket sellers describe accessible seating in enough detail to permit the purchaser to determine if a seat meets his or her needs?	1	
17)	Do ticket sellers know that people purchasing a ticket for a wheelchair space may purchase up to three additional seats for their companions as close as possible to the wheelchair space and that these companion seats may include wheelchair spaces?	1	
18)	Do ticket sellers know that unsold accessible seats may be released and sold to members of the general public in only one of three circumstances: when all non-accessible seats have been sold (excluding luxury boxes, club boxes, suites, and seats the venue holds been sold; or when all non-accessible seats in a particular price category have been sold back when declaring a sell-out); or when all non-accessible seats in a particular seating section have been sold; or when all non-accessible seats in a particular price category have been sold?	1	
19)	If the venue permits patrons to give or sell their tickets to others, does the venue know that the same right must be extended to patrons with disabilities and that those tickets may be sold to someone who does not have a disability?	1	
20)	Do ticket sellers know that for single event tickets, venues may ask purchasers to state that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?	1	
21)	Do ticket sellers know that for series of events tickets, purchasers may be asked to attest in writing that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?	1	
22)	Is information about the public entity’s accessible services, activities and facilities available to the public and to current and future program participants?	4	

# Sunderland ADA Self-Evaluation

## Website Accessibility Checklist

		Total Responses	
	Questions	Yes	No
1)	Is there a policy that the public entity's webpages will be accessible, that is, in compliance with the W3C Web Content Accessibility Guidelines (WCAG) 2.0 or Section 508 Standards?	1	3
2)	Are the staff and contractors who are responsible for webpage and content development aware of the policy?	3	
3)	Are the staff and contractors who are responsible for webpage and content development knowledgeable about these standards?	3	
4)	Has the website been tested for compliance with either of these standards?	2	2
5)	If yes, have people with disabilities who use screen reading software and other assistive technology participated in the evaluation?	1	2
6)	Is there a plan for making the existing web content accessible?	4	
7)	Is there a plan for making future web content accessible?	4	

## **Appendix B**

Photographs documenting issues found in the Transition Plan

## Sunderland Town Hall (12 School Street)



IMG\_1854



IMG\_1856



IMG\_1857



IMG\_1859



IMG\_1860



IMG\_1861



IMG\_1862



IMG\_1863



IMG\_1865



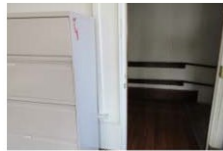
IMG\_1866



IMG\_1867



IMG\_1868



IMG\_1871



IMG\_1872



IMG\_1873



IMG\_1875



IMG\_1876



IMG\_1877



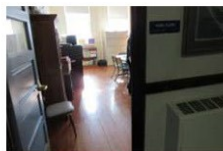
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IMG\_1879



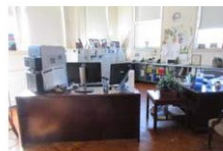
IMG\_1880



IMG\_1881



IMG\_1882



IMG\_1883



IMG\_1884



IMG\_1885



IMG\_1886



IMG\_1887



IMG\_1888



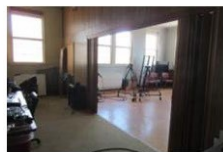
IMG\_1889



IMG\_1890



IMG\_1891



IMG\_1892



IMG\_1893



IMG\_1853







## Sunderland Elementary School (1 Swampfield Road)



IMG\_1753



IMG\_1754



IMG\_1755



IMG\_1756



IMG\_1757



IMG\_1758



IMG\_1759



IMG\_1760



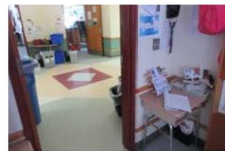
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IMG\_1762



IMG\_1763



IMG\_1764



IMG\_1765



IMG\_1766



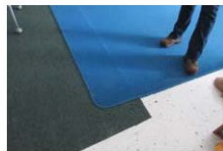
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IMG\_1768



IMG\_1769



IMG\_1770



IMG\_1771



IMG\_1772



IMG\_1773



IMG\_1774



IMG\_1775



IMG\_1776



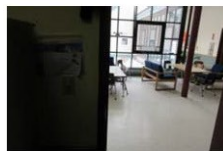
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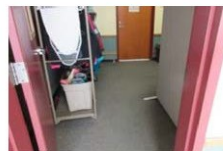
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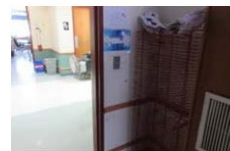
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IMG\_1781



IMG\_1782



IMG\_1783



IMG\_1784



IMG\_1785



IMG\_1786



IMG\_1787



IMG\_1788



IMG\_1789



IMG\_1791



IMG\_1792



IMG\_1793



IMG\_1794



IMG\_1796



IMG\_1797



IMG\_1798



IMG\_1799



IMG\_1800



IMG\_1801



IMG\_1802



IMG\_1803



IMG\_1804



IMG\_1805



IMG\_1806



IMG\_1808



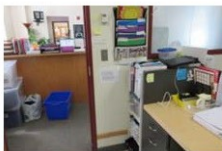
IMG\_1810



IMG\_1811



IMG\_1812



IMG\_1813



IMG\_1814



IMG\_1815



IMG\_1816



IMG\_1817



IMG\_1819



IMG\_1820



IMG\_1821



IMG\_1822



IMG\_1823



IMG\_1824



IMG\_1825



IMG\_1826



IMG\_1827



IMG\_1828





IMG\_1829



IMG\_1830



IMG\_1831



IMG\_1832



IMG\_1833



IMG\_1834



IMG\_1835



IMG\_1837



IMG\_1838



IMG\_1839



IMG\_1840



IMG\_1841



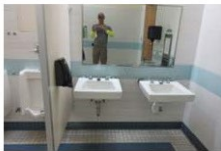
IMG\_1842



IMG\_1843



IMG\_1844



IMG\_1845



IMG\_1846



IMG\_1847



IMG\_1848



IMG\_1849



IMG\_1850



IMG\_1852



IMG\_2033



IMG\_2034



IMG\_2035



IMG\_2036



IMG\_2037



IMG\_2038



IMG\_2039



IMG\_2040



IMG\_2041



IMG\_2042



IMG\_2043



IMG\_2044



IMG\_2045



IMG\_2046



IMG\_2047



IMG\_2048



IMG\_2049



IMG\_2050



IMG\_2051



IMG\_2052



IMG\_2053



IMG\_2054



IMG\_2055



IMG\_2056



IMG\_2057



IMG\_2058



IMG\_2059



IMG\_2060



IMG\_2061



IMG\_2062



IMG\_2063



IMG\_2064



IMG\_2065



IMG\_2066



IMG\_2067





IMG\_2068



IMG\_2069



IMG\_2070



IMG\_2071



IMG\_2072



IMG\_2073



IMG\_2074



IMG\_2075



IMG\_2076



IMG\_2077



IMG\_2078



IMG\_2079



IMG\_2080



IMG\_2081



IMG\_2032

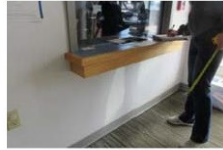
# Sunderland Public Safety Complex (105 River Road)



IMG\_1979



IMG\_1980



IMG\_1981



IMG\_1982



IMG\_1983



IMG\_1984



IMG\_1985



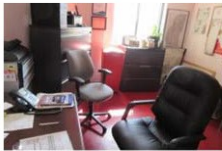
IMG\_1986



IMG\_1987



IMG\_1988



IMG\_1989



IMG\_1990



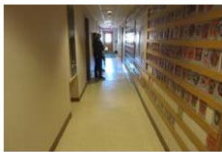
IMG\_1992



IMG\_1993



IMG\_1994



IMG\_1995



IMG\_1996



IMG\_1997



IMG\_1998



IMG\_1999



IMG\_2001



IMG\_2002



IMG\_2003



IMG\_2004



IMG\_2005



IMG\_2006



IMG\_2007



IMG\_2008



IMG\_2009



IMG\_2010



IMG\_2011



IMG\_2012



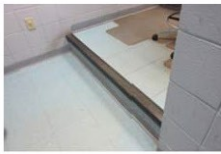
IMG\_2015



IMG\_2016



IMG\_2017



IMG\_2019



IMG\_2020



IMG\_2021



IMG\_2022



IMG\_2023



IMG\_2024



IMG\_2025



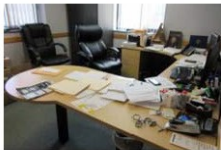
IMG\_2026



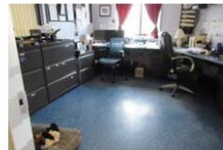
IMG\_2027



IMG\_2028



IMG\_2029



IMG\_2030



IMG\_2031

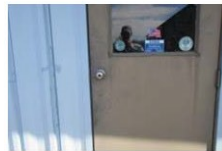
## Highway Garage (111 River Road)



IMG\_1967



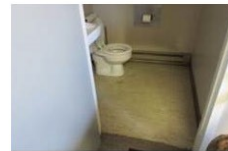
IMG\_1968



IMG\_1969



IMG\_1970



IMG\_1971



IMG\_1972



IMG\_1973



IMG\_1974



IMG\_1976



IMG\_1978



## Graves Memorial Library (109 North Main Street)



IMG\_1923



IMG\_1924



IMG\_1926



IMG\_1928



IMG\_1929



IMG\_1930



IMG\_1931



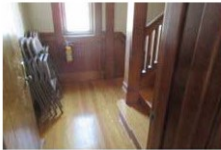
IMG\_1932



IMG\_1933



IMG\_1934



IMG\_1935



IMG\_1936



IMG\_1937



IMG\_1938



IMG\_1939



IMG\_1940



IMG\_1941



IMG\_1942



IMG\_1943



IMG\_1944



## Old Fire Station (Warner Drive)



IMG\_1945



IMG\_1946



IMG\_1947



IMG\_1948



IMG\_1950



IMG\_1951



IMG\_1952



IMG\_1953



IMG\_1954



IMG\_1955



IMG\_1956



IMG\_1957



IMG\_1958



IMG\_1959

## Town Park (Park Road)



## Riverside Park (School Street)



IMG\_1960



IMG\_1961



IMG\_1962



IMG\_1963



IMG\_1964



IMG\_1965



## Playing Fields (Riverside Park and Merritt Field)

