

**Town of**  
**Topsfield**

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**Self-Evaluation**

**In Compliance with Title II of  
The Americans with Disabilities Act**

**2017 EDITION**



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## EXECUTIVE SUMMARY

The Town of Topsfield is very much aware of the legal, service and program, and physical requirements of the Americans with Disabilities Act. Over the past fifteen years, the Town has been working to meet these requirements. Because of staffing constraint, reliance on volunteer boards, and financial constraints, issues are being addressed serially. Some issues are being addressed more aggressively than others. Over the past fifteen years, due to the constraints placed on Town finances relative to levy capacity, lack of new growth, the economy, the Town's infrastructure has suffered from a condition of deferred maintenance. See Section 1.3 for Topsfield's Standing, and Section 6 Physical Access for further details.

The major issue for the Town is physical accessibility to its facilities of which the Town Hall, Police Station, Fire Station and Proctor School require major modifications. The Town is continuing on its program to address the physical access problems to the Town's infrastructure. However, the high cost of the modifications, as is the case with Town Hall, would trigger the building code requirement to bring the entire facility up to code. As a result, the processes for infrastructure modifications to the building facilities are costly and must be financed within the Capital Master Plan and subject to taxpayers' approval. The Topsfield Board of Selectmen and the Finance Committee are committed to incorporating the cost estimates developed by Drummey Rosane Anderson, Inc., Waltham, MA relative to physical accessibility for all town facilities into the Town's Capital Master Plan.

In reference to above, in 2016, the Town approved the financing for a total renovation/addition project for Town Hall in the amount of \$9,859,000. The Town Hall houses thirteen town departments including the Council on Aging which will now have handicapped accessible offices, permanent program space and use of the Public Hall for large functions. This massive project is scheduled for completion in November of 2018.

The Town has improved government practices, services and programs, employment practices and communications in its awareness to disabled citizens, many of which are senior citizens. There are still a few issues to be addressed and the Town will endeavor to address them.

The Town plans to use this Self-Evaluation Plan as its tool to improve access to services, programs, practices, better communications and building accessibility. Town officials will review cost estimates, and work to implement needed requirements.

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### **Self-Evaluation Results**

The findings of the Town's Self-Evaluation are summarized as follows:

<b>Area</b>	<b>Findings</b>
Government Practices	Practices have been improved relative to awareness and sensitivity to potential disabled citizens and seniors by implementing the senior tax work-off program; annually approving tax abatement for the senior citizens and veterans. Citizens need to be informed relative to program assistance and reasonable accommodations for i.e. public hearings.

	There is lack of equipment for hearing/visual impaired to attend public meetings and Town Meeting or in town offices. ADA Coordinator is investigating forming a local Commission on Discrimination.
Services and Programs	Public safety services and Town elder services are in relatively good positions to serve disabled and elderly population. Safety checks are made by both Police, Fire and COA on known disabled and disable seniors.
Employment Practices	The Town has made a conscientious effort to improve and document non-discrimination policies, regulations and practices relative to employment. See Personnel Rules, Regulations and Procedures which includes an ADA Discrimination Policy. ADA compliant job descriptions are in place. There is a lack of job interview training for supervisors.

Communications	<p>Major improvement have been made in communications with the development of the Town’s website including a community calendar and government calendar; department web pages; posting of town documents, bylaws and notices, E-Alerts, Cable and YouTube links; Police and Fire introduction of the Nixel Alert System for mobile phone subscribers program; COA monthly newsletter forwarded to all seniors 60 years+. Citizens may also pay real estate taxes on line.</p> <p>The Town’s website was just converted (October 2017) to Virtual Towns &amp; Schools which is fully ADA compliant.</p> <p>An ADA web page should be developed on this website with basic information and contact information. Should include links to notice, grievance policy and steps to file a grievance.</p> <p>The Essex County Regional Emergency Communication Center (ECRECC) will be implementing a “reverse 911 system” for land lines, and mobile users may subscribe upon request of service.</p> <p>The only TTY phone service available is at the Essex County Regional Emergency Communication Center, Middleton MA and Police Station.</p> <p>The town needs to improve communications for public meetings and offices.</p> <p>The Town also needs to improve communication to the public that reasonable accommodations will be made upon request.</p>
Facility Accessibility	<p>The Town’s infrastructure has suffered from a condition of deferred maintenance which includes addressing ADA compliance. Due to the deteriorating conditions of the facilities, a number of ADA physical issues are tied to building rehabilitation which means costly structural renovations.</p>

The Town of Topsfield is involved in an ongoing effort to ensure non-discrimination and inclusion of people with disabilities as required by the Americans with Disabilities Act of 1990 (ADA). The Self-Evaluation process assesses services, programs, activities and employment practices for state and local governments (and other public entities with 50 or more employees). This report will be kept on public file for at least three (3) years.

The 504 Plan Coordinator is the Town Administrator, Kellie A. Hebert. Ms. Hebert coordinated the Self-Evaluation process and republished a notice of non-discrimination and the complaint procedures established by the Board of Selectmen, which are included in Section 7 of this report. She can be reached in her office at Town Hall at (978) 887-1500 or email [khebert@topsfield-ma.gov](mailto:khebert@topsfield-ma.gov).

The designated employee assigned to ensure compliance is the ADA Coordinator, Jenifer Collins-Brown. Ms. Collins-Brown recently has been appointed Fire Chief. Previously, Ms. Collins-Brown served as a Captain and Training Officer, paramedic for the Topsfield Fire Department as well as a licensed occupational therapist. She can be reached at (978) 887-5148 or email [jcbrown@topsfieldfire.com](mailto:jcbrown@topsfieldfire.com), and can also be reached at her home at (978) 887-6618.

### **1.1 Legal Requirements**

The Americans with Disabilities Act (ADA) of 1990 requires a wider array of organizations to comply with essentially the same regulations that were required of Federal programs in the Rehabilitation Act of 1973. Section 504, as the Rehabilitation Act is known, and the ADA, requires public entities to examine their policies, practices and procedures to identify potentially discriminatory practices and barriers to people with disabilities. Cities and towns have obligations under the ADA's Title II Public Entities and, if they receive Federal funds, also under Section 504.

Municipalities must eliminate potentially discriminatory policies, modify practices and ensure full and equal participation of people with disabilities in local government activities and programs. Public notices must be published and effective communication aids and services made available upon request.

The requirements mentioned thus far are not related to structure of buildings. That is because the emphasis of the ADA Title II is on programmatic access. The program must be accessible. There are many instances when a program may be accessible even though the building associated with it is not.

This Self-Evaluation does include, however, an evaluation of facilities by the Galante Architecture Studio, Boston, MA in 2004 and more recently by Drummey Rosane Anderson, Inc., Waltham, MA part of a Town Building Assessment Study and Capital Master Plan which included the physical modifications that should be made in order to eliminate barriers to people with disabilities. The structural survey information is located in Chapter 6.

### **1.2 This Report**

The Self-Evaluation summarizes the requirements and needed work in the areas of non-discriminatory policies and procedures, communication of written and oral information, employment practices and removal of architectural barriers to municipal services.

This working document will be reviewed and updated regularly. The Town of Topsfield has an ADA Coordinator who is involved in that process. Although making all town services useable by people with disabilities is rarely over, this report will serve to organize some of the current achievements and areas that will be improved now and in the future.

### **1.3** ***Topsfield's Standing***

All cities and towns with 50 or more employees were to have completed a Self-Evaluation by January 1993. This is the Town's latest effort in a comprehensive written self-evaluation process relative to the requirements of the Americans with Disabilities Act. In 1997, the Board of Selectmen appointed an ADA Coordinator who developed a grievance procedure and notice which were adopted by the Board of Selectmen in 2002, and duly posted. Said documents have recently been updated.

The Board of Selectmen are committed as one of its objectives to evaluate governmental practices on an on-going basis to improve said ADA practices and program delivery and to be sensitive to the needs of the disabled citizens of the community.

ADA program delivery for the elementary schools is overseen by the school principals as part of the education process. Children whose needs exceed ADA accommodations are met under the special education program at each school.

The Town has made extensive gains in the area of communications access. A key objective of the Board of Selectmen is to improve communications with Town Residents so that public services can be delivered efficiently and communicated effectively. The town has purchased a new telephone system for Town Hall with calling tree and voicemail. A new ADA compliant website went online October 3, 2017 and a reverse 9-1-1 program will be installed shortly. However, the town requires improvement for communication within public meetings and Town Meeting by providing equipment for the hearing impaired. Personal devices should be purchased for Town Hall to be available for use as needed.

In 2013, the Town hired the personnel consulting firm Human Resource Services Inc. (HRS), North Andover to perform a comprehensive review of the pay plan and classification plan for all positions. Job descriptions were updated and developed to be ADA compliant. Due to staffing constraints and the reliance for years on volunteer Personnel Advisory Committee, training of supervisors regarding the interview process and selection for job positions has been lacking. ADA awareness training for department heads and board members should be implemented.

Relative to physical accessibility, a preliminary review of the physical barriers was originally performed by the ADA Coordinator Jenifer Collins Brown, who has served in this position since the original appointment, and assisted by Dr. Paul Spiers, a disabled resident and Mr. Charles Brown, a physical therapist. Klock Park has been professionally reviewed for physical accessibility issues in 1995 as part of the Town's Open Space Plan. Since 1997, with the commencement of the Town's infrastructure program, Topsfield has concentrated on the removal of structural barriers to its facilities and programs. The Town Library was renovated and expanded, both the Proctor & Steward Elementary Schools were renovated and expanded, and a new Public Works Facility was constructed. The Town Hall currently has building accessibility issues, and the delivery of program services is one of accommodation for the town administrative offices. Due to the condition of the structure, the Town in 2016 approved a complete renovation and addition project for the Town Hall which will address all the ADA physical needs. The Fire and Police Stations also have building infrastructure accessibility issues. Although the elementary schools underwent extensive renovations, it has now been determined through this process and DRA's Assessment that not all physical

accessibility issues, specifically the need for chair lifts to the stages, were addressed. Proctor School has additional accessibility requirements which are noted in Chapter 6.

For the purposes of the Self-Evaluation and Transition Plan, the Town of Topsfield contracted the professional architectural services of The Galante Architectural Studio, Boston, MA in 2004. More recently in 2013 the Town hired the services of Drummey Rosane Anderson Inc., Waltham, MA to perform a comprehensive Town Building Assessment Study and Capital Master Plan which included a detailed physical ADA assessment component. These findings are reviewed under Chapter 6.

**Chapter 2 SELF-EVALUATION of GENERAL GOVERNMENT PRACTICES**

Public entities are required to review both written policies and the actual operating practices used in programs and activities, to ensure that people with disabilities are not discriminated against. Title II contains broad prohibitions against discrimination, addressing issues of equal opportunity, integration eligibility, methods of administration, and relationships with contractors, locations of facilities, licensing, and others.

The responses given throughout this report are representative of all of the programs unless specified otherwise. The word Town is often used to encompass all the services and departments other than the one being singled out.

**2.1 General Policies and Practices Review**

In order to facilitate the gathering of information and the communication of these complex legal requirements to the municipal staff, this section groups the majority of the prohibitions into four sets of questions addressing internal program operations and two sets of questions addressing external relationships. The topics covered are:

**Internal Program Operations:**

- Equal opportunity to benefit
- Reasonable program modifications
- Surcharges and additional requirements
- Integrated settings and separate programs

**External Relationships:**

- Contracting with external organizations
- Licensing and certification

This section reviews the written policies and actual operating procedures of each program and activity to identify potentially discriminatory practices. Information was solicited from Department Heads, and Personnel Board regarding their services and programs. The information from all the departments listed in Chapter 2 has been synthesized into one Self-Evaluation Report.

All of the following facilities are occupied by Town government staff and are located in Topsfield, Massachusetts.

Facility	Use	Address
Town Hall	Board of Selectmen, Town Clerk, Town Treasure & Collector, Town Accountant, Assessors, Council On Aging, Inspectional Services, Conservation Commission, Board	8 West Common Street



	of Health, Planning Board, Zoning Board and Veteran's Agent	
Park & Cemetery Bldg.	Park & Cemetery Administration	8 Haverhill Street
Police Station	Police	210 Boston Street
RECC	Communications	18 Manning Ave, Middleton MA
Fire Station	Fire and EMS Services	27 High Street
Town Library	Library services and events	1 South Common Street
Public Works Facility and Salt Shed	Highway Department, Water Department includes business offices	279 Boston Street
Proctor Elementary	Public School, grades 4-6	60 Main Street
Steward Elementary	Public school, grades K- 3	261 Perkins Row

Topsfield currently has three parks, Klock Park, the Town Common, Pye Brook Community Park. The town also has a tot lot and a tennis court located behind Proctor School. The Pye Brook Community park, located at the former sanitary landfill officially opened in the spring of 2003 and meets the accessibility requirements of the ADA. All parks have been assessed and updated to be compliant.

Park	Use	Location
Town Common	Band concerts, Holiday Ceremonies, Strawberry Festival, occasional public and private events, senior picnics and activities	Intersection of Main Street w/East, South, North and West Common Streets
Klock Park	Recreational area for baseball, softball, soccer, lacrosse	North Street
Tot Lot	Toddler play-yard	Grove Street
Grove Street Tennis Court	Two tennis Courts	Grove Street
Pye Brook Community Park	Recreational area for baseball, softball, soccer, lacrosse, football, picnic area, walking trails, horseback riding field, disk golf	124 Haverhill Street

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### Description of Town Services and Programs

All departments are designed to serve the citizens of Topsfield, Massachusetts by providing the services, programs and activities described here and further identified in section 2.2.

The Town of Topsfield provides the following services:

- Public Safety: Police, Fire protection and emergency medical services
- Veterans' and Senior Citizen services: Veterans Agent and Council on Aging
- Public Health: Board of Health regulatory protection
- Building Safety: Building, Electrical, Plumbing and Gas inspections. Also, oil burners and smoke detector inspections by the Fire department
- Road Safety Maintenance: Highway Department road repair and maintenance, including snow removal, sanding and object removal

- Educational, Cultural and Recreational: Schools, public library services, local cultural events through the Cultural Council and recreational programs<sup>1</sup>
- Facilities Ground Maintenance: Park & Cemetery Department maintains the Pine Grove Cemetery, and all Town facility grounds including the elementary schools, and parks and other recreational areas
- Town Water: Water Department maintains the infrastructure for the town's water system, monitors water quality

**Equal Opportunity to Participate and Benefit**

A public entity may not deny a qualified individual with a disability an opportunity to participate in and benefit from any program. (Example: A public library may not refuse to allow a person with a cognitive disability the use of library facilities.)

A public entity may not afford an opportunity that is not equal to or not as effective as that provided others. (Example: A public recreation facility may not restrict the hours during which people with limited vision may use the facility to be less than the hours open to the general public.)

A public entity may not impose eligibility criteria for participation in programs that screen out people with disabilities either directly or indirectly, unless such criteria are necessary for the provision of the program activities. (Example: A scuba diving class cannot exclude people who use wheelchairs based on the assumption that people who use wheelchairs cannot swim well enough. However, the scuba class may require that all participants pass a swimming test if swimming is needed for safe participation in the class.)

Are there any circumstances in which the participation of a person with a disability in the program would be restricted or excluded?  Yes  No

If so, please describe.

*Topsfield's Town Hall, Park & Cemetery Building, Police & Fire Stations have suffered from deferred maintenance. Consequently all services and programs that are facility dependent in these buildings restrict participation to those individuals who can physically access them.*

*The Elementary schools' stages need to be addressed and Proctor School has other accessibility issues related to bathrooms doorways, door hardware. The Public Works Facility and Library are fully accessible.*

*Accommodations are made for program services. Staff on the second floor of Town Hall meets with residents in the first floor meeting room. All public hearings are held at the Town Library. Selectmen and Finance Committee meetings are held at the Proctor School library. There is program access for all regular Selectmen's meetings by cable television.*

*Town needs to make accommodation for the hearing impaired for Town Meeting and public hearings and in department offices. Topsfield does not provide Braille copies of Town Meeting warrant and other written notices. However, there is a public address system and each article is read out loud to assist all attendees.*

Are there any of these exclusions or restrictions necessary to the operation of the program or to the safety of the participants who do not have disabilities?  Yes  No

<sup>1</sup> Recreational programs at Town facilities and parks are sponsored through the Topsfield Athletic Association, a non-profit volunteer group

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**Reasonable Program Modifications**

Public entities are required to make reasonable modifications to policies or practices in order to avoid discrimination towards people with disabilities. A modification is not required, however, if it would fundamentally alter the nature of the program or activity.

Is staff aware that it may be necessary to modify program policies or practices to enable people with disabilities to participate in and benefit from Town programs?

Yes  No

*Information and guidance will be developed and made available to all staff with general information and a list of resources to call for assistance in accommodating citizens with disabilities.*

Is the public informed that the program is prepared to make reasonable modifications?

Yes  No

*In the future there will be a notice on the Town's website, on public meeting notices and Town publications such as the Town's Annual Report.*

Does the program have a formal or informal process for responding to requests for modifications?

Yes  No

*Informally, modifications have been requested for board meetings, which have been accommodated.*

Does the program have a process for determining whether a policy or practice modification would fundamentally alter the nature of the program?

Yes  No

*Although there is no need anticipated in this area, this issue must be addressed in the future.*

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**Surcharges and Additional Requirements**

Public entities may not impose extra charges upon people with disabilities to cover the costs of effective communication, program modifications, or access features, and may not impose any additional requirements or burdens on people with disabilities that they do not require of all other participants in the program. (Example: A public park may not require that a person with a disability bring a personal assistant in order to participate in a recreational program.)

Are there any circumstances in which a person with a disability would be asked to pay a fee or meet any other requirements not imposed on other program participant?

Yes  No

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**Integrated Settings and Separate Programs**

Promoting integration is a fundamental principle of the ADA and public entities are required to provide programs and activities in the most integrated settings appropriate to the needs of people with disabilities.

Separate programs or activities are permitted only when necessary to ensure equal opportunity. When separate programs are provided, qualified people with disabilities still cannot be excluded from participating in regular programs if they choose to do so. (Example: A town recreation program offers a swimming session once a week in which volunteer instructors provide individualized assistance to people with physical disabilities. People with physical disabilities may choose to participate in the assisted program or in the regular swim session where no individual assistance is provided.)

Does the program provide any separate activities for people with disabilities?

Yes  No

Are there any circumstances in which a person with a disability would be prohibited from participating in regular (non-separate) activities because of the provisions of separate activities?

Yes  No  N/A

*There are no separate activities for people with disabilities.*

### **Contracting with External Organizations**

When a public entity contracts with another organization to provide programs and services to the entity's constituents the public entity retains responsibility for ensuring that the contractor provides the services and activities in a nondiscriminatory manner consistent with the requirements of Title II.

Some of the contractors are listed below. Other vendors who provide services, benefits or activities over \$5000 are also listed here.

Type of Contractor	Name of Contractor
Architects	McGinley Kalsow & Associates Inc.
Road Materials	Aggregate Industries, E. J. Paving, Brox Industries
Construction Contract	Consigli Construction Co, Kinsmen Corporation
Legal	KP Law
Computer	Tyler Technologies Inc., Appletree Networks, LLC, Patriot Properties
Copier	Cameron Office Products
Professional Consulting	Human Resources Services Inc, Collins Center, Cook & Company
Waste Disposal and Recycling	JRM Inc., Black Earth Compost, LLC

Has the Program notified each contractor of its responsibilities for providing contracted services in a nondiscriminatory manner and has the program required assurances from contractors of their fulfillment of Title II nondiscrimination and access requirements?

Yes  No

### **Procurement Contracts**

In selecting procurement contractors, a public entity may not discriminate on the basis of disability. (Example: A food supplier could not be denied a contract to supply the entity's cafeteria because a delivery person had AIDS.)

Are there any circumstances in which a consideration related to disability would influence the choice of a procurement contractor?

Yes

No

*All procurement contracts include an affirmative action statement including a person with a disability.*

**Licenses and Certification**

Public entities may not deny a license or certification to any person with a disability who meets the essential eligibility requirements for that license or certification. Eligibility requirements cannot include criteria that directly or indirectly screen out people with disabilities unless the criteria are necessary to the performance of the activity which is the object of the license or certificate.

What are the licenses or certifications that the programs issue?

*The Town issues, list is not inclusive, vehicle Class I and II licenses, firearms permits, food permits, health inspection permits, business permits, sign permits, installer permits, street opening permits, fire permits, septic permits, building permits, gas permits, electrical permits.*

List any eligibility criteria that may tend to screen out people with disabilities – for example, criteria related to physical or mental fitness or performance, safety standards, or insurability requirements.

*There are no criteria that would screen out people with disabilities.*

For each potentially exclusionary criterion, identify how the criterion is necessary to the performance of the activity to which the license or certificate applies.

*There are no exclusionary criteria, which are not related to the performance of the licensed activity, which screen out people with disabilities. For example, health requirements for a restaurant license would apply regardless of whether the applicant had a disability.*

**2.2 Primary Services, Programs and Activities by Department**

*Section 1 Department and Program Listing*

Department	Contact Person	Primary Programs/Functions	Employment Nondiscrimination Communication
Police Department & Communications	Chief Evan Haglund	Cruiser patrols Security checks Firearms permits Accident & criminal investigations DARE program Community Elder Alerts & Checks Nixel Alerts	√

Regional Essex Communications Center	Shad Ahmed	Essex County Regional Emergency Communication Center (911)	√
Fire Department	Chief Jenifer Collins-Brown	Fire suppression EMS services Chile & Elderly Fire Safety Smoke detector/building Inspections	√
Library Trustees	Laura Zalewski, Library Director	Provide Library Services to Town residents Special programs i.e. Children's reading hour	√
Park & Cemetery	Stephen Shepard, Superintendent	Maintenance of cemetery, town parks, tennis courts, grounds for all town facilities	√
Highway Department	David Bond, Superintendent	Highway Repairs & Maintenance Snow, Ice and Objects Removal	√
Water Department	Gregory Krom, Superintendent	Maintenance of water system Monitoring of water quality	√
Board of Selectmen	Boyd R. Jackson, Chair	General Government Operations Management	√
Town Administrator	Kellie A. Hebert	General Government Operations, Personnel Director, Chief Procurement Officer	√
Community Development Coordinator	Donna Rich, Coordinator	Coordinates Land Use Development	√
Procurement	Donna C. Rich, Purchase Agent	Procurement for the Town	√
Planning Board	Martha Morrison, Chair	Zoning Bylaw Approval Not Required review Elderly Housing Stormwater & Erosion Control	√
Zoning Board	Robert Moriarty, Chair	Appeals Board for Zoning	√
Conservation Commission	Cheryl Jolley, Chair	Enforcement of Wetlands Protection Act and Local By-law Overseer of Conservation land	√
Conservation Administrator	Heidi Gaffney, Administrator	Administrator of Enforcement of Wetlands Protection Act and Local By-law Overseer of Conservation land	√
Board of Health	Cheryl Knutsen, Chair	Septic system oversight Public Health inspections and enforcement	√
Board of Health	John Coulon, Health Agent / Sanitarian	Agent for the Septic system oversight Public Health inspections and enforcement	√

Inspectional Services	Glenn Clohecy, Inspector of Buildings	Building Permits Zoning Enforcement Plumbing & Gas, Electrical, Building inspections	√
Assessors	Lynn Conant, Chair	Property Valuation/Assessments Abatements Statutory Exemptions	√
Assessor	Toula Guarino, Principle	Administers Property Valuation/Assessments Abatements Statutory Exemptions	√
Treasurer & Collector	Barbara Michalowski,	Tax Billings & Collection of Revenues Receive Town Funds Cash Management	√
Town Accountant	Catherine Gabriel	Financial Records State and Federal Reporting	√
Town Clerk	Mary E. Willis,	Historical research Dog Licensing Maintenance of Town Code Birth, Death, Marriage Certificates Voting/Residency Records	√
Veteran's Agent	Richard Cullinan	Veterans' Services & Benefits	√
Council on Aging	Paula Burke, Executive Director	Information & Referral Social/Recreational Activities/Luncheons Educational Seminars Transportation Van Services Advocacy Services	√

*Section 2 Appointed Committees and Program Listing (n/a denotes no employees in the department)*

Cultural Council	Kathleen Hunt, Chair	Grant Funds for Local Cultural Events	n/a
Historical Commission	Elizabeth Mulholland, Chair	Classification of Historic sites and enforcement of Historic District and Demo Delay Bylaws	n/a
Finance Committee	Karen Dow, Chair	Town Budget Preparation Reserve Fund	n/a
Computer Technology	Robert Sundburg	Technology Planning	n/a
Commissioners of Trust Funds	David Strachan	Financial Management of Gifts	n/a
Agricultural Commission	Trudi Perry	Preservation & Revitalization of Agricultural Industry	n/a
Alcohol Advisory	Stan Ragevelsky	Advises on Licenses and Drafts policies	n/a
Open Space	Joe Geller	Maintenance and Implementation of Plan	n/a

Rail Trails	Joseph Geller	Extension and Maintenance of Linear Common	n/a
Renewable Energy/Green Commu	Chip Goudreau	Improve energy efficiency and promote renewable energy	n/a

The following individuals were involved in the self-evaluation process for the Town of Topsfield:

Name	Affiliation
Roberta M. Knight	Former employee
Jenifer Collins-Brown	ADA Coordinator
DRA & Associates Inc.	Consultant/Architect
Galante Architectural Studio	Consultant/Architect
Doug Manley, architect	McGinley Kalsow Associates
Kellie A. Hebert	Personnel Director
Donna C. Rich	Community Development

*Town Department Heads or their designees were the primary source for the information contained in this report.*

**Chapter 3 SELF-EVALUATION OF DEPARTMENT SERVICES AND PROGRAMS**

This section highlights key services and programs provided by Town departments. The summaries here are not comprehensive, but are intended to convey the general nature of services in order to evaluate all citizens’ degree of access to them.

**3.1 Police Department**

The Topsfield Police Department performs typical police functions including but not limited to the following: patrol, investigative, enforcement, education, prosecution, community awareness, crime prevention, emergency response, and training. The Police Station is located at 210 Boston Street (Route 1).

**3.2 Essex Regional Emergency Communication Center**

The Town of Topsfield joined the State’s first regional communication center in 2015 and is an original member of this regional organization whose facility is located on 18 Manning Ave, Middleton, MA. The E-911 operators handle all emergency requests for Police-Fire-EMS responses. Regular business calls are handled at the Police Station & Fire Station. The E-911 operators functions includes but is not limited to the following: data entry, CJS/NCIC Access, voice mail-paging-Email, use/monitor multiple radio channels.



### 3.3 Fire Department

The Fire Department responds to all requests for assistance throughout the Town and in neighboring towns as requested. Training for firefighters occurs in the station and at off site locations. Inspections of heating systems and smoke detectors are done by the Fire Department. The Topsfield Fire Department is a combination department with four full-time employees and twenty-one call firefighters. The Fire Station is located at 27 High Street, 1/2 mile east of the Town Hall.

### 3.4 Emergency Medical Services

Emergency Medical Services are provided by the Topsfield Fire Department at the site of the medical emergency. The Topsfield Fire Department provides first responder to paramedic level service. The Department holds a paramedic ambulance license through the Commonwealth. The Town has a service Zone Plan approved by the Department of Public Health. Typically ambulance transport is provided by a private vendor.

### 3.5 Library

The Topsfield Town Library is a full service library for all patrons with the ability to access additional information and services for those with special needs. The Library has as part of its permanent collection books-on-tape and CD format, large print volumes and musical CD's. In addition, the Library can request and receive special equipment and other library material tailored for special needs. The computer terminals can be adapted to certain special needs. There is also a reader for magnification of documents. The Town Library is located at 1 South Common Street, on the Town Common.

### 3.6 Park & Cemetery Department

The Park & Cemetery Department is in charge of the maintenance and improvements of the Pine Grove Cemetery, Klock Park, the Town Common, the Grove Street Tot Lot, the Grove Street Tennis Courts, and the recreational fields at Pye Brook Community Park. The department also maintains the grounds for all town facilities including the two elementary schools. The Park & Cemetery Building is located within the Pine Grove Cemetery on 9 Haverhill Street.

### 3.7 Highway Department

The Topsfield Highway Department is responsible to maintain Topsfield's roads, sidewalks, and bridges which include repair work, appropriate drainage, removal of snow, ice and other objects that would hinder safe passage. It also maintains the salt shed. The Highway Department is located in the Public Works Facility located at 279 Boston Street (Route 1).

### 3.8 Water Department

The Water Department is responsible for providing water to the town residents, as well as maintains the system's infrastructure, and monitors the ground water, and quality of the drinking water. Billing services are performed by the business office which is shared with the Highway Department. The Water Department is located in the Public Works Facility located at 279 Boston Street (Route 1).

## TOWN HALL DEPARTMENTS

### 3.9 Board of Selectmen

The Board of Selectmen provides general oversight of the Town services and executive management as the chief elected officials. They appoint the Town Administrator and set general policy for Topsfield's Town government. The Board approves warrants for the payment of all Town bills and payroll, appoint police officers and various board and committee members and legal counsel, issue licenses under its statutory authority, and approves all contractual agreements for the Town.

### 3.10 Town Administrator

The Town Administrator is appointed by the Board of Selectmen to oversee and administer the activities and services of town departments under the jurisdiction of the Board of Selectmen. The Town Administrator serves as the Personnel Director and the Chief Financial Officer to coordinate town wide services, budget planning and capital improvements with the Financial Management Officers of the Town, the appointed Finance Committee and various other departments under elected boards in accordance with federal and state regulations. The Town Administrator serves as Personnel Director and provides supervisory work in the management of overall town services, develops policy for the Selectmen's approval, and prepares the selectmen's and town hall budgets, town-wide capital investment plan, warrants for Town Meeting and, liaisons with Town Counsel. The Town Administrator serves as Chief Procurement Officer to administer the town's procurement process, contract oversight and insurance plans for the Town of Topsfield. The Selectmen's office is temporarily located 461 Boston Street Topsfield MA. The Board of Selectmen meets bi-weekly on Monday evenings at 7:30pm in the Proctor School Library at 60 Main Street.

### 3.11 Community Development/Land Use Coordinator

This Office provides develops, coordinates and administers grant funded programs. The Land Use coordinator tracks and facilitates land use development activities for the land use boards and also issues approved permits, and accepts and reviews applications applicable to the statutory purviews of the Planning Board and Zoning Board of Appeals. The Community Development/Land Use Coordinator's office is temporarily located 461 Boston Street, Topsfield MA.

### 3.12 Purchasing Agent

This position serves as the central purchasing agent for general government. The Purchasing Agent's office is temporarily located 461 Boston Street, Topsfield MA.

### 3.13 Planning Board

The Planning Board handles the Town's growth plans and the Town's Zoning By-laws. It proposes regulations and specification for residential and commercial properties, streets, sub-division control, and other municipal land planning. It is currently undertaking the development of the Town's Master Plan. The Planning Board's activities are administered by the Community Development Coordinator. The

Planning Board holds its meetings and public hearings at the Town Library located at 1 South Common Street. Records are housed at Town Hall.

#### **3.14 Zoning Board of Appeals**

The Zoning Board of Appeals grants special permits and variances to residents who file applications for relief relative to the Town's Zoning By-laws, as well as reviews and permits 40B Comprehensive Permit applications. The Zoning Board of Appeals' activities are administered by the Community Development Coordinator. The Zoning Board of Appeals holds its meetings in the Town Library located at 1 South Common Street. Records are housed at Town Hall.

#### **3.15 Conservation Commission**

The Conservation Commission is responsible for the administration of the State Wetland's Protection Act and the Town's Local By-laws, rules and regulations. It is responsible for the protection of the Town's natural resources; water shed areas, and storm water management. It also oversees all conservation land owned by the Town. The Conservation Commission's office is temporarily located 461 Boston Street, Topsfield MA.

#### **3.16 Board of Health**

The Board of Health provides public health services such as setting regulations in conjunction with the State Sanitary Code, and administering the laws relative to health and sanitation. The Board governs permits relating to septic systems, food permits, and other public health matters. The Board of Health Office is temporarily located at 461 Boston Street. Meetings are at the same location in the conference room.

#### **3.17 Inspectional Services Department**

The Inspectional Services Department provides public safety in the form of permits and inspections of buildings to ensure compliance with state laws. Topsfield has an Inspector of Buildings, an Electrical Inspector, and a Plumbing & Gas Inspector. The Inspector of Buildings is the Zoning Enforcement Officer for the Town. The Inspectional Services Department is temporarily located at 461 Boston Street, Topsfield, MA.

#### **3.18 Board of Assessors**

The Board of Assessors is responsible for determining the full and fair cash market valuation of all real and personal property as of January 1<sup>st</sup> of each year for ad valorem tax purposes. The Board is also the abatement and exemption granting authority for the Town. As one of the financial departments the Assessors are responsible for the annual calculation of new growth, determining levy capacity and submission of tax recapitulation sheets. The Board of Assessors' office is temporarily located at 461 Boston Street, Topsfield, MA.

### 3.19 Town Treasurer

The Town Treasurer receives all money belonging to the Town and accounts for it. The Treasurer is custodian for all other funds of the Town, including the stabilization funds, trust funds, and tax titles. The Treasurer ensures that provisions are made for adequate funds to cover current obligations and manages the funds of the Town so that all obligations such as payroll, bills, and payment on bonds or notes can be paid in a timely manner. In order to fulfill these responsibilities the Treasurer must know and keep a record of the Town's cash position daily. When necessary, short-term borrowing may be done to meet these expenses. When it is necessary for the Town to issue long-term debt, the treasurer prepares for the sale by working with the financial advisor, bond counsel and other local officials.

### 3.20 Town Collector

The Town Collector serves the Town by collecting its revenues, such as taxes, excises, betterments, water and special assessments. The Collector's primary function entails the collection of taxes in accordance with the commitment list and warrant proposed by the Assessors. The Collector maintains an effective and reliable record-keeping system for all receipts. The Town Treasurer & Collector's office is temporarily located at 461 Boston Street Topsfield, MA.

### 3.21 Town Accountant

The Town Accountant serves as the Town's financial accounting officer in developing, implementing and supervising procedures for the control and accountability of the Town's assets, assists town officials in the preparation of budgets and the setting of the tax rate. Supervises the expenditures and revenues of all town and school funds, examines all voucher, department bills and payrolls for accuracy, legality and availability of funds before payment by the Treasurer; oversees preparation and authorizes weekly town and school warrants for payroll and bills before submitting to the Board of Selectmen for approval. Prepares year-end financial statements as required by the DOR for the certification of Free Cash; prepares and submits federal, state, and town reports. The Town Accountant's office is temporarily located at 461 Boston Street, Topsfield, MA.

### 3.22 Town Clerk

The responsibilities and duties of the Town Clerk are multi-faceted. The Town Clerk fulfills five discreet administrative roles: Legislative Administrator, Chief Elections Officer; Clerk Officio of the Board of Registrars, Chief Public Information Administrator, Public Records and Licensing Administrator and Census/Voter Registration Administrator. Further, the Town Clerk acts as the local arm of the Secretary of State's Office. Responsibilities and duties are too numerous to list. The detail can be found in 73 Chapters and 451 sections of the Massachusetts General Laws and the Town of Topsfield By-Laws, Rules and Regulations where applicable. The Town Clerk's office is temporarily located at 461 Boston Street, Topsfield, MA.

### 3.23 Veteran's Agent

Veterans' services are provided to all Topsfield veterans in the form of counseling and coordination by the Veteran's Agent. These services include assistance with: Veteran's Administration (VA) compensation and pension matters, hospitalization, insurance matters, medical problems, service records, retirement

matters, and reference materials. The Topsfield Veteran's Agent meets with residents in the Veteran's office at Town Hall. The Veteran's office is temporarily located at 461 Boston Street, Topsfield, MA.

### 3.24 Council on Aging

Topsfield's Council on Aging provides services and programs to the Town's senior citizens. The Council is a six (6) member committee and may include up to eleven (11) members with an Executive Director, Meals Coordinator/Secretary and Van Drivers. The Council is responsible for coordinating or implementing programs designed to meet the needs and challenges of the aging, including advocacy and outreach services, social and recreations needs, education programs, and referrals. The Council on Aging office is temporarily located at 461 Boston Street, Topsfield, MA. and programs located temporarily at the Trinity Episcopal Church, River Road, in Topsfield

## Appointed Committees

### 3.25 Cultural Council

The Cultural Council is concerned with the availability of various cultural events in Topsfield, and awards grant funding for local cultural events and activities. The committee does not have a regular meeting schedule, and holds its posted meetings at the Town Library.

### 3.26 Historical Commission

The Historical Commission is responsible for the preservation, protection and development of the historical assets of the Town. It conducts researches for places of historic value and applies for certifications of such places as historical landmarks. The Commission has the powers and duties to administer the regulations of the Town's Local Historic District and By-law as well as the Town's Demolition and Delay Bylaw. The Historical Commission meets in the Town Library and the conference room at the temporary Town Hall Offices. Records are housed at the Town Hall.

### 3.27 Finance Committee

The Finance Committee is essentially the budgeting agent that serves in an advisory capacity to the Town Meeting. Its primary function is the preparation of the Town's annual operating budget by evaluating estimates requested by department heads and formulating them into spending recommendations for inclusion in the Town Meeting Warrant. The Finance Committee also administers the Reserve Fund for emergency appropriations during a fiscal year. The Finance Committee holds its meetings during the budget process at the Proctor School, 60 Main Street. Records are housed at the Town Hall.

### 3.28 Commissioners of Trust Funds

The Commissioners administer and manage the financial gift donations in perpetuity given to the Town for general and specific purposes. Distributions of funds follow the specific instructions of the trusts or gifts. Funds are also invested. The Commissioners hold meetings on an as need basis at the temporary town hall.

### 3.29 Agricultural Commission

The Commission preserves, revitalizes and sustains the Topsfield agricultural integrity of the Town. The Commissioners hold meetings on an as need basis at the temporary town hall.

### 3.30 Alcohol License Advisory Committee

The Alcohol Advisory Committee advises the Board of Selectmen on the award of liquor licenses by reviewing all applications that come before the Board for licensing. In addition, the Committee serves as a research resource for the drafting of alcohol policies and regulations for review and adoption by the Board of Selectmen. The committee hold meetings on an as need basis at the temporary town hall.

### 3.31 Open Space Committee

The Open Space Committee is responsible for writing, maintaining and implementing an "Open Space Plan" that reflects our town's commitment to protecting natural spaces while providing a blueprint for sustainable development. Preserving open space can deliver profound economic benefits by helping communities avoid the costly mistakes of misusing or overwhelming precious resources. The Commissioners hold meetings on an as need basis at the temporary town hall.

### 3.32 Rail Trail Committee

Created in April, 2005, the committee's purpose is to lay the groundwork for construction of a recreational path in Topsfield. Responsibilities of the committee include working with the trail owners, the MBTA and National Grid, funding aspects, community outreach, design, building, and maintenance of the trail. The Commissioners hold meetings on an as need basis at the temporary town hall.

### 3.33 Renewable Energy/Green Community Committee

The purpose of the Renewable Energy/Green Community Committee is to investigate the application of the provisions of the Green Communities Act to the Town of Topsfield and to advise the Board of Selectmen on ways in which the Town can prepare to participate in State and Federal programs aimed at improving energy efficiency and developing alternative and renewable energy sources. The Commissioners hold meetings on an as need basis at the temporary town hall.

## CHAPTER FOUR SELF-EVALUATION of EMPLOYMENT PRACTICES

Title II entities are subject to all the employment provisions in Title I of the ADA. This chapter facilitates review of policies and practices related to all aspects of employment.

#### **Selection**

- Recruitment
- Advertising
- Interviewing
- Job Application Procedures
- Hiring
- Upgrading

#### **Job Assignment**

- o Job Assignments
- o Job Classifications
- o Organizational Structures
- o Position Descriptions
- o Lines of Progression
- o Seniority Lists

- Promotion
- Demotion
- Award of Tenure
- Transfer
- Layoff
- Termination
- Right of Return from Layoff
- Rehiring

**Training Opportunities**

Selection and Financial Support for training, including professional meetings, apprenticeships, conferences, other related activities and selection for leaves of absences to pursue training

**Compensation**

- Rates of Pay
- Other Compensation
- Changes in Compensation
- Fringe Benefits by virtue of employment whether or not administered by the entity

**Activities**

- o Activities sponsored by the entity
- o Social or recreational programs
- o Other Conditions, Terms, or Employment

**Special Note**

*Regarding employment practices, there are some inconsistencies among the different Town departments. Additional training is needed on the requirements of the ADA Employment provision in order to avoid unintentional discrimination on the basis of disability.*

*Each department has responsibility for many of its own recruitment and hiring functions. The individual departments screen applications, conduct interviews and make final hiring decisions with the approval of the Town Administrator/Personnel Director. Therefore all personnel with supervisory responsibility will be trained in the legal requirements of the ADA employment (Title I) provisions. There are several policies and procedures that need to be developed by the Town and understood by all employees. Especially pertinent is the procedure for handling requests for reasonable job accommodations. Another priority is to review union job descriptions and identify essential and marginal job functions. See "Guidelines for Identifying Essential Functions" at the end of this chapter.*

*The answers to the Evaluation Questions below are based on the self-report of the Town Administrator/Personnel Director unless otherwise noted.*

**Evaluation Questions**

1. Have all employment policies been reviewed to ensure non-discriminatory treatment of all applicants and employees who have disabilities?

Yes  No

2. Have all employment practices been reviewed to ensure they do not restrict, segregate or classify job applicants or employees in ways that adversely affect their employment opportunities?

Yes  No

3. Have employment contracts and other relationships or arrangements been reviewed to ensure that those agreements do not subject applicants or employees with disabilities to discrimination? (This includes relationships with employment agencies, referral agencies, and labor unions, organizations that provide fringe benefits, training, or apprenticeship programs.)

Yes  No

4. Have employment practices been reviewed to ensure standards, criteria or methods of administration are not used which would have the effect of discrimination on the basis of disability?

Yes  No

5. Have employment practices been reviewed to ensure that applicants and employees who have an association with a person with a disability are not being discriminated against because of that relationship? (This includes the partner or roommate of someone who has HIV or AIDS and parents of children with disabilities.)

Yes  No

6. What is the process used to decide at which point a request for reasonable accommodation would be denied because it would create an undue hardship?

*There is a formal discrimination grievance procedure incorporated in the Town's Personnel Rules, Regulations and Procedures. Once a grievance is made, it is submitted in writing to the Department Head, if not resolved, the grievant should submit the grievance in writing to Town Administrator who has 15 days to meet with the grievant and must respond within 15 days thereafter. See Section 5.3. for procedure details.*

7. What is the policy concerning reasonable accommodation which specifies the decision making process for identifying, arranging and/or paying for accommodations, and determining undue hardship?

*The Board of Selectmen, Town Administrator and Department Head would authorize expenditures for employee accommodations. A special reserve fund transfer would be requested from the Finance Committee if additional funds were required.*

8. How is a decision not to promote or hire because of undue hardship documented?

*All Departments would seek the assistance of the Town Personnel Director. Detailed records would be created and maintained in the applicant/employee file.*

9. Have job requirements been reviewed (job descriptions, employment tests, other selection criteria) to be sure no criteria would discriminate against an individual with a disability—unless such criteria is job-related and consistent with business necessity?

Yes  No

10. Do job descriptions spell out "essential" and "marginal" functions?

Yes  No

*Job descriptions list essential functions and preferred qualification or functions for all salaried, wage and non-union wage positions. The Town hired the services of a professional personnel consulting firm HRS Consulting for a comprehensive review of the pay plan and classification plan for all positions. As a result of this extensive review of all town positions new ADA compliant job descriptions were developed.*

11. Have interviewing techniques been reviewed to be certain interviewers concentrate on how essential functions would be performed and do not elicit information about the applicant's physical or mental condition?

Yes  No

*The Personnel Director will provide training to meet this objective.*



12. How have you evaluated workplace accessibility?

*The Town hired an architect, The Galante Architectural Studio to complete an evaluation of all municipal spaces for accessibility and compliance with ADA requirements in 2004 and most recently hired DRA & Associates to do a reassessment of municipal accessibility within an overall Town Building Assessment Study and Capital Master Plan.*

13. Have you considered barriers to advancement for people with disabilities?

Yes  No

14. Are fringe benefits and leave policies giving non-discriminatory treatment to people with disabilities? Policies include medical, accident, life insurance, retirement; fringe benefits include transportation and day care, etc.

Yes  No

*The Town Personnel Rules, Regulations and procedures include all policies listed above which also govern the union personnel unless and the respective collective bargaining agreement overrides. All employees are offered the same benefits whether non-union or union.*

15. Are social and recreational activities accessible to employees with disabilities?

Yes  No

*The town offers very few social and recreational activities.*

16. Application forms do not include any questions as to whether an applicant is an individual with a disability.

Yes  No

17. If medical or other kinds of pre-employment inquiries are made that could elicit information about an applicant's disability, do those inquiries and tests occur after a conditional job offer?

Yes  No

18. Employees are not asked if they are a person with a disability nor about the nature or severity of a disability.

Yes  No

19. If the job requires a medical examination, only job-related questions that may elicit information about the nature and severity of a disability may be asked and the information obtained must be kept in separate and confidential files. Supervisors, managers, first aid and safety personnel and government officials may be informed, if appropriate, only on a need-to-know basis. How is compliance with these requirements ensured?

*The Town Administrator and Department Heads maintain separate, confidential files. All medical records are kept confidential. Full time Fire and Police Department employees are required to have standard medical exams, which are done by a vendor. It is recommended that the medical exam be based on the job for which the person has been conditionally hired.*

### **Guideline for Identifying Essential Functions**

The following are some questions to consider when identifying the essential function of a job.

Are employees in the position actually required to perform the function?

If a job announcement or description states that a particular task is a function of the job, when the employer has actually never or seldom required an employee in that position to perform it, this task could not be considered an essential function.

Would removing that function fundamentally change the job? Removing a function would fundamentally change a job if:

- The position exists to perform the function.
- There are a limited number of other employees available to perform the function, or among whom the function can be distributed.
- A function is highly specialized, and the person in the position is hired for special expertise or ability to perform it.

Position	Job Description or Announcement	Essential Function
Proofreader	Proofreading	Proofread accurately
Floating Supervisor	Substitute for absent supervisors on all three shifts	Be available to work 24 hours a day
File Clerk	Perform clerical duties for three-person office	Answer telephones when needed
Cashier in college bookstore	Run cash register and stock shelves when needed	Lift boxes of books during first weeks of school year, when students are buying books
Sales person	Expand sales to Japan	Speak Japanese fluently

Other Evidence of Essential Function:

- The Employer’s Judgment
- Job Description
- Purpose and Result

An employer’s judgment is a factor to be considered along with other relevant evidence. It is not the only evidence, or the prevailing evidence. However, an employer will not be second-guessed on quality or production standards.

In the following cases, the employer would not be required to justify these functions as “essential”. However, if a person with a disability were disqualified by such a standard, the employer should be prepared to show that it does in fact require employees to perform at this level, that these are not merely paper requirements and that the standard was not established for a discriminatory reason.

Position	Job Description	Essential Function
Typist	Type correspondence and reports to meet deadlines	Accurately type 75 words per minute
Housekeeper	Clean hotel rooms	Clean 16 rooms/day

The ADA does not require an employer to develop or maintain job descriptions. A written job description will be considered as evidence along with other relevant factors, provided the description is prepared before advertising or interviewing applicants for a job. A job description prepared after an alleged discriminatory action will not be considered as evidence. If the job description is considered as evidence, it will not be the only, or the prevailing evidence.

Review of actual work performed: A job description identifying a particular function as essential will be evidence that the function is essential, but if individuals currently performing the job do not in fact perform this function, or perform it very infrequently, a review of the actual work performed will be more relevant evidence than the job description. Written job descriptions should be reviewed to be sure that they accurately reflect the actual functions of the current job, and are not in fact outdated.

Position	Essential Function	Outdated Function	Updated Function
Word Processor	Type documents on word processor; manage computer files.	Be proficient in word Perfect Use DOS to manage files	Be able to learn, or proficient in other software owned by the company Use/learn to use a file management software package
Machine Operator	Operate and monitor machines	Monitor temperature gauges	Check new computer monitoring system periodically

Content of job description: The ADA does not require that written job descriptions being used as evidence be limited to a description of essential functions, or that “essential functions” be identified. However, if an employer wishes to use a job description as evidence of essential functions, it should in some way identify those functions that the employer believes to be important in accomplishing the purpose of the job.

**Purpose and Result**

The employer should focus on the purpose of the function and the result to be accomplished, rather than the manner in which the function presently is performed. An individual with a disability may be qualified to perform the function if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose an undue hardship. Although it may be essential that function be performed, frequently it is not essential that it be performed in a particular way.

Position	Essential Function	Alternative ways of performing the essential function
Data Entry Clerk	Access, input, and retrieve information from computer database.	Work on a home computer Use software that enlarges print screen Use keyboard with levers or extension
Shipping/Receiving Clerk	Receive and ship out heavy boxes of materials	Use a wheeled dolly or cart to move boxes

**Other Relevant Factors:**

- Time spent performing the function
- Consequences of not requiring a function
- Collective bargaining agreement
- Current and past work experience
- Work operation and organizational structure
- Changing essential job functions

A determination that an employee spends most of the time or a majority of the time performing a particular function would be evidence of essential function. Examples of these kinds of functions are operating a jackhammer, answering telephones, or driving.

It is considered evidence of essential function if not performing a task that is required infrequently would have serious consequences.

<b>Position</b>	<b>Job Description or Announcement</b>	<b>Essential Function</b>
Airline Pilot	Fly big planes full of people	Land a plane
Lifeguard	Watch swimmers in a defined area, and protect them from drowning and other accidents	Swim through deep water while pulling another person Perform first-aid and CPR
Firefighter	Fight fires and get people out of burning buildings	Carry an adult down a ladder
Clerical worker in a social service agency	Perform various clerical duties as required in a busy office	Answer phones while other people are not available to do so

Where a collective bargaining agreement lists duties to be performed in particular jobs, the terms of the agreement may provide evidence of essential functions. The agreement would be considered along with other evidence, such as the actual duties performed by people in these jobs.

The work experience of previous employees in a job and the experience of current employees in similar jobs provide pragmatic evidence of actual duties performed. The employer should consult such employees and observe their work operations to identify essential job functions, since the tasks actually performed provide significant evidence of these functions.

The nature of the work operation and the employer’s organizational structure

The way in which an employer structures production and operations and organizes work will have an impact on which functions are considered essential to a particular job.

<b>Operation/Organization Structure</b>	<b>Job Description or Announcement</b>	<b>Essential Function</b>
Textbook warehouse/store on a large college campus receive large orders for books at the beginning of each semester	Production worker to help fill orders	Process orders and billing, enter orders on computer, unload boxes of books, stack shelves, help students find books
A team of production workers in a printing company perform a number of functions on a rotating basis to produce printed copy	Production team worker for small, busy printing business	Operation of printers, typesetting, quality control, maintenance and cleaning of printer, delivery
Assembly line for a car manufacturer	Door installer	Install doors on cars

The ADA does not limit an employer’s ability to establish or change the content, nature, or functions of a job. It is the employer’s province to establish what a job is and what functions are required to perform it.

The ADA simply requires that an individual with a disability's qualifications for a job be evaluated in relation to its essential function.

There may be some aspect of each function that is not "essential" to the job, or some possible modification in the way these functions are performed, that would enable a person employed as a "checker" whose disability prevented performance of all the bagging operations to do the new job.

Employer	Old Position(s) and Essential Functions	Changed Position	Possible Modifications to Changed Essential Functions
Supermarket	1. Cashier: run cash register 2. Bagger: bag groceries	Cashier/bagger: run computer scanner, bag groceries, place full bags in grocery cart	Person cannot lift more than twenty pounds. Fill bags to not more than 20 lbs Have another employee fill bags

**Job Analysis and Essential Functions**

Types, Uses, and Drawbacks Guidelines

The ADA does not require that an employer conduct a job analysis or any particular form of job analysis to identify the essential functions of a job. A job analysis is a formal process in which information about a specific job or occupation is collected and analyzed.

Here are some types of formal job analysis, and the uses and drawbacks of each one:

What is Analyzed	Uses	Drawbacks
How specific tasks deal with data, people, and objects	Setting wage rates	May not be adequate in identifying essential functions of a particular job as required by ADA
Knowledge, skills, and abilities necessary to perform a job	Development of selection criteria for various jobs. Can help to measure the importance of certain skills, knowledge and abilities.	Does not take into account the fact that people with disabilities often can perform essential functions using other skills and abilities.
Survey of current employers and their supervisor, in which they rate the importance of general characteristics (i.e. "strength, " "endurance," "intelligence") necessary to perform a job	Defines the actual requirements of a job, as opposed to what is written in a job description or understood by a supervisor	Does not link these characteristics to specific job functions or tasks (i.e. upper or lower body strength; cardiovascular endurance).

A job analysis should focus on the results or outcome of a function, not solely on the way it customarily is performed. Some things to consider are:

1. The purpose of the job and the importance of actual job functions in achieving this purpose, including frequency with which a function is performed; amount of time spent on the function; and consequences if the function is not performed.

2. Observations of and consultations with several workers under a range of conditions, to get a better idea of all job functions and the different ways they may be performed.
3. Production records and workloads, if relevant.
4. If relevant, information on the work environment (such as unusual heat, cold, humidity, dust, toxic substances or stress factors).
5. Manner in which a job currently is performed.
6. An analysis should not conclude that ability to perform the job in a particular manner is an essential function, unless there is no other way to perform the function without causing undue hardship.

## Chapter 5 SELF-EVALUATION of COMMUNICATIONS ACCESS

This section assesses the current ability of the Town of Topsfield to provide effective communication to people with disabilities and to document other communication issues.

The first part of this section shows charts corresponding to two major categories of communication barriers:

1. Visual. Print materials, visual displays, and signage may present barriers to people with limited vision or cognitive impairments.
2. Aural/oral. “Aural” refers to information that is heard; “oral” refers to spoken communication. These types communication may be barriers for people who have hearing or speech disabilities.

On the left-hand side of each chart, in each communication category, list all types of information that are involved in the operation of the program listed. All aspects of the program have been considered, including outreach, advertising, application processes, daily operation, public meetings, and special events. The columns with the names of common auxiliary aids and services have check marks to indicate auxiliary aids or services that are currently provided or available. An X in a box indicates additional aids or services that may be necessary to ensure effective communication.

The second part of this chapter contains an assessment of:

- Primary consideration (responding to requests for aids and services)
- Telephone communications and the use of TDD/TTY’s
- Access information
- Emergency warnings and evacuation procedures

This is a summary of communication occurring in each of the departments, which have substantial public contact. Solutions to the problems identified are recorded also in this section.

### 5.1 *Visual Communication*

Information that is communicated visually – such as through printed materials or visual displays – must be made accessible to people with visual and cognitive disabilities through auxiliary aids and services.

Do the programs involve information that is communicated visually?

Yes       No

In the chart below, each type of information that is communicated visually is listed. All aspects of Town Services were considered, including Town activities, outreach advertising, public meetings, or hearings, and communication with the general public, applicants, and participants.

For each type of information, a check mark (√) indicates the auxiliary aid or service is currently available to people with visual disabilities. An "X" indicates additional aids or services that may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

General Government:

Types of information	Large Print	Braille	Audio tape	Reader	Verbal descriptions	Computer CD	Graphic signage	Web
1) Town Meeting					√			
2) Town Report					√	√		√
3) Warrant					√	√		√
4) Finance Committee's Report to Town Meeting					√	√		√
5) License Applications					√			√
6) Meeting Handouts for Board & Committee Meetings					√	√		
7) Applications					√	√		√
8) Information Handouts Produced by the town					√	√		√
10) Public Hearings					√	√		
11) Legal Notices	√				√	√		√
12) Decisions	√				√	√		√
13) Emergency Evacuation *					√	√		text
14) Directions	√				√	√		√

- *Emergency evacuations currently are by text and email on sign up lists to the Police Department through the Nixel Alert Program.*

Library:

Types of information	Large Print	Braille	Audio tape	Reader	Verbal descriptions	Computer CD	Graphic signage	Web
1) Books	√		√		√	√		
2) Videos & Films			√					
3) Remote Data Bases								
4) Public Access Computers					√			

**5.2 Aural Communication**

Programs that communicate information aurally to applicants or participants or that require an applicant or participant to use oral communication must make that information accessible to people who have hearing or speech disabilities by providing auxiliary aids and services.

Do the programs involve information that is communicated verbally?

Yes     No

In the chart below, each type of information that is communicated aurally/orally is listed. All communication involved in all aspects were considered, including Town activities, outreach, advertising, public meetings or hearings, television programs or videotapes, and communication with the general public, applicants, and participants.

For each type of information, a check mark (√) indicates an auxiliary aid or service currently available to people with hearing or speech disabilities. An "X" indicates which additional aids or services may be necessary to provide effective communication of the information. (More than one auxiliary aid or service may be needed for each.)

General Government:

Types of info	Sign-Language Interpreters	Verizon Telerelay Service	Paper & Pen	CART (real-time)	Caption Decoder	Personal Amplifier	Assistive Listening System
1) Town Meetings			√				X
2) Selectmen Meetings			√				
3) Public Hearings			√				X
4) Committee & Board Meetings			√				
5) Phone Contact		√					

Library:

Types of info	Sign-Language Interpreters	Verizon Telerelay Service	Paper & Pen	CART (real-time)	Caption Decoder	Personal Amplifier	Assistive Listening System
1) Story-telling							
2) Audio Tapes							
3) Videos							
4) Public Information			√				

**Text Telephone for the Deaf (TTD):** a device which has a typewriter-like keyboard so one can type instead of talking and one can read instead of listening in a phone conversation. The handset is placed in a coupler, which is able to translate and transmit the audio signals, which are converted to text.



**Computer-aided Real Time Transcription (CART):** a transcriptionist projects a verbatim account of the verbal proceedings onto a projection screen using a portable computer. People with hearing impairments and Deaf people who read English read what is said.

**Caption decoders:** TV's 19" and larger made since 1993 have the decoding computer chip built-in. The decoder chip allows one the option of viewing written dialogue for pre-captioned programming. It looks like subtitles in a foreign language film.

**Personal Amplifiers (i.e. Pocketalker®):** allow an individual to increase the volume of what is being listened to – usually used for listening to TV or another person. The microphone can be up to 12" away while the person uses a "pocket" sized receiver and headphones, ear bud or neck loop.

**Assistive Listening Device (ALD):** Used in group situations in auditoriums and meeting rooms: by people who are hard of hearing; for simultaneous language translation; for audio description for people who are visually impaired; and for people with psychiatric disabilities who may experience sensory overload. There are 3 types: FM, infrared and loop, each has different applications. See Product information and Resource Section for descriptions of ALD's and dealers

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### Primary Consideration

Title II's regulations require that public entities provide people with disabilities an opportunity to request the type of communications technology and assistance they prefer to use. In the ADA regulations, communications technology and assistance are called auxiliary aids and services.

An entity must give primary consideration to an individual's preference for an auxiliary aid or service and must honor it unless the entity can provide another effective means of communication.

A public entity is not required to provide an auxiliary aid or service if it would result in a fundamental alteration to the program, and undue financial hardship or an administrative burden.

Does the Town inform the people with disabilities that communication aids or services are provided upon request?

Yes       No

*Hearing assisted devices have been advertised at meetings. Library has signs for large print books.*

It is recommended that all notices state that reasonable accommodations will be made upon request in advance and that materials are available in alternate formats. When an assistive listening system is available, a decal or notice in programs would let participants know to ask for a receiver, etc.

Does the program have a procedure for deciding which auxiliary aid or service to provide?

Yes       No

*An informal procedure is in place.*

Does the procedure provide for consideration of an individual's preferred aid or service?

Yes       No

Does the procedure include a mechanism for determining that an aid or service provided other than the requested aid or service is an effective means of communication?

Yes  No

*It is recommended that the Town of Topsfield have a procedure, which emphasizes that the person/s preference for a communication aid or service will be given primary consideration. The exception would be if the town could provide an equally effective alternative, which was substantially less costly or burdensome. In which case the Town would check with the person using the communication aid/service on its effectiveness and make any necessary adjustments.*

## TELECOMMUNICATIONS

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### Telephone Communication

When a public entity communicates with the public by telephone, Title II requires that TDD/TTY's or equally effective means be used to communicate with people who have hearing or speech disabilities. Title IV of the ADA mandates that telephone companies develop telephone relay systems, which may be effective for short, uncomplicated communications. Public entities should use TDD/TTY's wherever telephone communication is a substantial part of a program's operation. This section will help you determine whether a TDD/TTY may be essential for your program.

Does the Town communicate with the public over the telephone?

Yes  No

What kind of information is communicated by phone?

*Anyone may use a third party such as 711 to translate if needed.*

*General information about municipal operations*

*Police and Fire Departments emergency information and calls*

*Tax/assessment information*

*Library reference services to the public*

*Senior services including van appointments*

Are telephone communications ever lengthy, complex, or technical?

Yes  No

Does the program have a TDD/TTY?

*Police Department*  Yes  No

*All Other Departments*  Yes  No

*All emergency 911 calls are received by two TDD/TTY telephone devices, and there is also a third separate device for the general number.*

**Telephone Emergency Situations**

If the Town provides telephone access to emergency services, the regulations require that direct access (to the same number(s)) be provided to individuals who use TDD/TTY's; relying on a relay service is not acceptable.

Do any departments provide telephone access to emergency services?

Yes       No

*Only through the emergency communications center, now at the RECC.*

If so, does the program provide direct TDD/TTY access to the emergency telephone number(s)?

Yes       No

**5.3 Other Communication**

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**Emergency Warning and Evacuation**

Emergency evacuation procedures for the department, service or activity must ensure that people with disabilities are made aware of emergencies and are aware of exit procedures.

Is there a means of assuring that people who are hard-of-hearing or deaf are made aware of an activated alarm?

*Renovated Facilities: Library, Elementary Schools, Public Works Facility*       Yes       No

*Town Hall, Police Station, Park & Cemetery*       Yes       No

Is there an established emergency evacuation procedure that addresses the needs of individuals with disabilities?

Yes       No

*The Topsfield Fire Department has emergency evacuation procedures as part of its Comprehensive emergency Management Plan to handle disabled citizens.*

Do all staff members receive training in emergency evacuation procedures?

Yes       No

*The Topsfield Fire Chief will implement a training program on emergency evacuation procedures for all town staff.*

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**Access Information**

The Title II regulations require that public entities ensure that people with disabilities can obtain information about the availability and location of accessible programs, services, activities and facilities. Information regarding the location of accessible entrances, program sites, TDD/TTY's, and other access features can be provided in a number of ways, such as in handbooks and listings.

Explain how the department, service or activity will provide access information to program applicants, participants, and the general public.

*Newspapers, postings, word of mouth, and contact with relevant community organizations are the methods used most to communicate offerings, public events and public meetings. Notices should include the statement about reasonable accommodations discussed previously. The use of graphic symbols strengthens the message and is more accessible to people who do not read.*

**5.4 Communication Summary**

The overall summary should provide a fairly comprehensive picture of the entity’s communication resources and needs. This information can then be analyzed to guide the development of system wide effective communication resources.

The analysis can target three general types of communications resource development strategies:

Local. Establish procedures for optimum sharing of existing or new communications resources at the program or department level, such as copying machines that can enlarge documents to produce large print or personal computers that can generate diskettes in ASCII format.

Central. Distribute centrally located resources throughout the entity. For example, provide access service for all departments and programs.

External. Establish standards and procedures for contracting for communications services from sources outside the entity, such as for sign language interpretation. This section also documents those situations in which the provision of effective communication would result in a fundamental alteration for the program or in undue financial or administrative burdens.

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**External Auxiliary Aids and Services**

Summarize currently available auxiliary aids and services, and indicate where these are now available.

	Where		
Currently available auxiliary aids and services	Within program	Central location	Outside sources
<b>Visual and Cognitive:</b>			
Large print	√		
Audio tape and Braille Transcription Services	√		Mass. Assn. For the Blind and other services
Readers			
	Where		
Currently available auxiliary aids and services	Within program	Central location	Outside sources
Verbal description	√		
Computers*, Opti-Lex, Magnifiers*	*√		

<b>Hearing and Speech:</b>			
TDD/TTY	emergency services		
Assisted hearing devices			
Pen & paper	√		
<b>Mobility</b>			
Some accessible architectural features	√	√	

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**Needed Auxiliary Aids and Services**

Summarize needed auxiliary aids and services to be purchased or contracted upon the request of a qualified participant with a disability.

Needed auxiliary aids and services	Within program	Where	
		Central location	Outside sources
Sign Language Interpreter		√	MCDHH (800) 882-1155
Personal Amplifier		√	
Readers		√	

*The need for these items must be considered. With several town departments and board offices open to the public less than 20 hours per week, accumulating these items for each department is not feasible. An Assisted listening device when purchased should be available in a central location and available for use by all departments. Additional items that are purchased to address communications access should be stored and utilized similarly.*

All departments, which use brochures or materials from external sources (i.e. the State, Federal Government or publishers), may request them in alternate formats.

**Chapter 6 EVALUATION of PHYSICAL ACCESS**

The Town of Topsfield hired in 2004 the Galante Architecture Studio (TGAS) to perform a municipal building needs assessment and more recently DRA & Associates Inc. to perform a Town Building Assessment Study and Capital Master Plan which included a full accessibility study with recommendations.

**Below are the results of the DRA Study:**

## 6.1 Municipal Buildings, Findings and Recommendations

### 6.1a TOWN HALL

**Description:** Two story wood structure built in 1873; first and second floor house administrative offices; storage on the balcony, stage and in basement.

**The Building is not handicapped accessible.**

- The ramp has a slope of 1" in 12" meeting code, but one section is slightly steeper and should be replaced. Handrails are not acceptable and should be removed and replaced with new guard rails and handrails.
- Apart from the first Floor, floors are not handicapped accessible. Provide an elevator.
- Town Clerk's vault is not accessible. Provide adequate sized vault to allow for wheel chair access.
- Office furnishings in Town Clerk and Council On Aging do not allow for wheelchair access. Furnishings need to be reorganized to allow for appropriately sized aisles and turn-around space which would require more office space which is not available.
- Office counters for Conservation, Building Officials, Health Department and Town Clerk do not have low areas for wheelchair use.
- Second floor rest rooms are not accessible. Provide separate restrooms for both women and men.
- Lunch room sink is not accessible. Sink and a portion of the counter needs to be lowered, a different sink and faucet should be provided and the cabinet with a knee space. Needs elevator for accessibility, however, no space on first floor.
- Interior stairs have nosings and handrails which are not compliant. Infill risers with tapered wood panels to eliminate nosings. Provide separate guardrail and handrails inside wood railings. Low head room exists under stair to second floor. Provide railings on underside of stair to second floor.
- Door to second floor auditorium are too narrow and should be replaced with a wider door matching the style of existing. Doors should be provided with closers.
- Stage area is not accessible. Provide a handicapped lift recessed in stage front.
- Steps to stage are too steep. Provide new steps to stage.
- Stairwell from stage to first floor has inadequate landings. Top door is too narrow. Handrails need to be replaced. Replace stair with new stair along with new elevator.
- Balcony is not accessible. Major renovations will be required to accomplish this so it is recommended that the balcony not be used.

### **6.1b POLICE STATION**

**Description:** Four story (including basement level at grade); garage and storage on basement level; dispatcher, kitchen, lobby, lockup, bathroom and offices on the first floor; offices, bathroom and auxiliary rooms on second floor; auxiliary room on the third floor.

**The building is not handicapped accessible:**

- There is no accessible entrance for the building. Add new entrance on side of building that encloses a stair and handicapped lift.
- There is no elevator. Add elevator. Typical doors are 32" wide and need to be replaced with 36" wide doors.
- Maneuvering clearance at most doors is inadequate requiring closets to be removed. Door hardware is primarily knob sets and should be replaced with lever sets. Toilet and shower rooms are non-accessible.
- All stairs have projecting nosings that need correction. Vinyl nosings have deteriorated and need to be replaced. Handrails are too thick and are without extensions. Guardrails are too low.
- The stair from the day room to the basement has winders and we recommend its Removal.
- The main stair should be extended to the lower level to create a fire rated egress stair.
- Add accessible parking and expand parking lot.

### **6.1c FIRE STATION**

**Description:** Two story masonry building; truck bays, equipment storage; dispatchers, bathrooms, and offices on the first floor; training room, kitchen, bathroom, and office on the second floor.

**The building is not handicapped accessible:**

- Entrance does not have sufficient clearance at door for wheelchair access. Vestibule needs to be made wider.
- Handicapped access is not provided to the second floor. Provide Elevator.
- Doors at north corner exit (vestibule at bottom of stair) are too close together and a step up is required to exit. Change door swing.
- Stair risers are too high (7.5") and treads too narrow (10") and stair has nosings. Handrails also do not comply. Replace stair and redesign to eliminate vestibule at bottom.
- Restrooms (3) and shower are not accessible. Reconstruct to proper dimensions.
- Kitchen and lunchroom counters are not accessible. Reconstruct with appropriate knee space.
- A number of doors are smaller than 3'-0" wide and need to be changed. This includes toilet room doors (3) and Watch Room door.

- Doors have knob-sets that need to be changed to lever hardware.
- Side entrance door is not accessible. Remove interior steps and create exterior ramp/walk with small retaining wall and railings.

#### **6.1d PARK & CEMETERY BUILDINGS**

##### **Description:**

One story storage/work building; building used as storage for landscaping equipment as well as containing two offices and two bathrooms.

**The Building 1 is not handicapped accessible.**

##### **Building 1\*\***

- There is not a designated accessible parking space or related signage. Provide handicapped parking adjacent to Building 1.
- Walkway to entrance needs to re-grade to insure compliant slope.
- Hardware on exterior doors need to be replaced.
- Interior partition wall needs to be modified to insure proper clearance at entrance.
- Toilet rooms are not of the correct dimensions for handicapped accessibility and finishes are not appropriate for client use. Grab bars are missing in women's room. Toilet rooms should be reconstructed to the correct dimensions.
- Interior door hardware needs to be replaced.
- Provide additional exit signs and switches to meet the requirements to the latest codes.

**\*\*Note:** DRA survey recommends a building reconstruction project. Building 3 to be converted to offices; Building 1, currently office space, to become part of garage area with a connection between the two buildings. Building 2 to be reconstructed as an eight bay garage and all temporary buildings to be removed from site.

#### **6.1e LIBRARY**

**The building is handicapped accessible:**

**Descriptions:** Two story masonry building; houses library meeting rooms, open stacks, community conference room, bathrooms and offices.

Building was renovated in 1997. The 1936 front façade was renovated and a new addition was built in 1996 and ADA issues were addressed during that building infrastructure project. There is on-street dedicated parking including signed disable space in front of the building.



### **6.1f PUBLIC WORKS**

**The building is handicapped accessible:**

**Description:** One story masonry building with attached garage; offices, bathrooms, conference room and kitchen at grade level.

No ADA issues. The facility was built in 2000 and ADA issues were addressed during the building infrastructure project. Disability parking spaces were added after 2004 ADA review.

### **6.1g STEWARD SCHOOL**

**Description:** One story masonry building; classrooms and related activity space, offices, kitchen, and bathrooms.

**The building is generally handicapped accessible except for:**

- With the exception of the 300 classroom wing classroom restrooms are not accessible and are too small. Construct an accessible unisex restroom in the preschool classrooms.
- Dual electric water coolers need side protection in all but the 300 wing.
- Classroom sinks/bubblers are not handicapped accessible throughout the school. Modify/replace cabinetry and sinks to meet the correct heights, depth and knee space requirements.
- Stage is 24 inches high and is not accessible. Provide lift.
- Main Office desk does not have an accessible section. Add foldup counter.
- Older playground is not handicapped accessible. Regrade around perimeter wood curbing for wheelchair access.

### **6.1h PROCTOR SCHOOL**

**Description:** Three story building with one story additions; elevator; classrooms and related activity space, offices, kitchen, bathrooms; Gym/Auditorium is used by the Town for town meeting.

**The building is handicapped accessible except as noted below:**

- Curb cut for wheelchair access at main entrance is uneven and needs to be replaced.
- Exterior ramp at Cafeteria requires a toe kick on both sides.
- Classroom, teachers and library sinks are not accessible (total of 22). Modify/replace cabinetry and sinks to meet the correct heights, depth and knee space requirements.
- Stairs at each end of the original building do not have handrail extensions and handrail cross section is too large and does not provide continuity around newel posts. Add separate handrail

on brackets for full height of stairs and on both sides with extensions at top and bottom.

- Electric water coolers in original building are higher than 27" and project more than 4". They require side protection that can be formed with metal side panels or by metal stud and GWB low wall each side. The unit is only 26" above the floor and needs to be raised to 27".
- Stoops from classrooms (4 locations) do not have accessible railings and there is a step at the door. Top landing needs to be raised to be flush with floor and steps re-worked from 2 to 3 risers. New compliant railings with extensions to be provided.
- Exterior stoop from gymnasium is flush with the floor but does not provide sufficient clearance on the side of the door. The one handrail does not have the correct extension. Widen stoop and replace handrail with two railings with extensions.
- In the third floor music room (304) a guardrail or other barrier is required to separate the low ceiling area from the rest of the room. Provide a guard rail where ceiling height is lower than 6'-8" above the floor.
- Exit doors to east of cafeteria are too narrow. replace doors with a 3' wide door and a narrower leaf to fit the opening.
- Handrails on steps from exit doors east of cafeteria do not have extensions and do not meet the requirements for guardrails. Provide guardrails with handrails with extensions to replace existing handrails.
- In 4th grade classrooms toilet rooms are not accessible. Reconstruct one toilet room in each classroom to correct dimensions and to meet accessibility standards for fixtures and accessories.
- No lift is provided to stage in gymnasium. Add a LULA lift for access to the stage.
- Serving line in kitchen has a clear width to the columns of only 27". Minimum clear width needs to be 36" at the narrowest point.

## **KLOCK PARK**

**Description:** Large playing field used for athletic purposes.

The parking and signage have been assessed and are ADA compliant.

## **TENNIS COURT AND TOT LOT (GROVE STREET)**

**Description:** Town tennis courts and playground for young children.

Both are at the same grade as parking area and are ADA compliant.

## **PYE BROOK PARK**

**Description:** This is a 60 acre park which was the former site of the Town's landfill. Upon closure of the sanitary landfill a recreation site was developed which consist of playing fields for baseball, softball and soccer.

## **TOPSFIELD LINEAR COMMON**

**Description:** It is a rail/trail path used for walking and biking. No motorized vehicles are allowed.

The 3.9 mile path uses the abandoned MBTA railway corridor that goes from the Danvers line to Washington Street. It then continues to the Boxford town line that portion of which is owned by the National Grid electric company. The MBTA portion is completed and is compliant with ADA standards since constructed according to DOT standards.

### **6.2 Sidewalks, Parking, and other Public Works**

Being a rural community, Topsfield has very few sidewalks and allocated parking. The downtown business area has sidewalks, designated parking spaces, crosswalks and curbing which meet state and DOT federal highway standards for ADA compliance. In addition, the highway department has an annual street and sidewalk maintenance and reconstruction plan that retrofits current sidewalks, curbing, crosswalks and required designated parking spaces to meet transportation guidelines.

The department has applied to Mass DOT for funding under the Complete Streets Program for a five- year projects request which would include ADA compliance standards. Refer to The Project Prioritization Plan in Chapter 7 for specific information.

ADA upgrades have been designated for:

- South Main Street Safety Improvements
- Main Street Safety Improvements
- Rail Trail Advanced Safety Improvements
- Washington Street / Parsonage Lane Intersection / Rail Trail Crossing
- Main Street/Grove Street/Trail Crossing/Pedestrian Improvements
- Summer Street / Park Street Rail Trail Crossing Improvements
- Town Wide Speed Control/Traffic Calming Device Installation
- School Avenue / Main Street Pedestrian Crossing Improvements
- Haverhill Road/Rowley Road Intersection Pedestrian Safety Improvements
- Haverhill Road Pedestrian Crossing Improvements
- Grove Street Pedestrian Safety Improvements
- High Street Rail Trail /Canoe Launch Connection
- Borders for Boston Rail Trail (North End) – (extensive project)
- Asbury Street Bike Accommodation
- Hill Street Roadway reconstruction
- Washington Street Sidewalk Extension to Main Street
- High Street Sidewalk Extension
- South main Street/Main Street Sidewalk extension Project
- Haverhill Road ADA/Intersection Upgrades
- Grove street Branch Sidewalk Extension