



TOWN OF TOPSFIELD

OFFICE OF THE BOARD OF SELECTMEN

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A TRUE COPY

ATTEST:

Mary E. Willis

TOWN CLERK

TOPSFIELD, MA 01983

PUBLIC NOTICE of Non Discrimination

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

Employment: Town of Topsfield does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title 1 of the ADA.

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

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

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Topsfield, should contact the Town's ADA Coordinator, Jen Collins-Brown as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Town of Topsfield to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the Town of Topsfield is not accessible to persons with disabilities should be directed to the Town of Topsfield.

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

The Town of Topsfield has designated the following person to coordinate efforts to comply with these requirements. Inquiries and complaints should be directed to: Jen Collins-Brown, 15 Grove Street, Topsfield, MA 01983, 978-887-6618, jcollinsbr@verizon.net

Updated 8/31/17