

# ADA Self-Evaluation and Transition Plan

## For the Town of Montague

June 2018

*Adopted by Selectboard on August 20, 2018*

Prepared by the Franklin Regional Council of Governments  
With funding from the Massachusetts Office on Disability



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# Part A – Executive Summary

## Introduction

The Town of Montague last conducted an ADA Self-Evaluation and Transition Plan in 2001. Since that time many improvements have been implemented to make the Town more accessible. However, because more than fifteen years have passed and the ADA design guidelines have since been revised, the Town wanted to conduct another Self-Evaluation to better understand what modifications and changes still need to occur to bring Montague into compliance with Title II of the American Disabilities Act (ADA). Title II of the ADA applies to state and local governments, while Title III applies to the private sector such as business and non-profit organizations.

In the spring of 2018, the Town of Montague secured a grant from the Massachusetts Office on Disability and hired the Franklin Regional Council of Governments (FRCOG) to conduct the ADA Self-Evaluation and prepare the ADA Transition Plan. The FRCOG assessed all Town-owned facilities as well as the Town's programs, services, and activities to determine their accessibility to people with disabilities.

Like many communities in Massachusetts, Montague is faced with a number of aging municipal buildings and facilities that may pose obstacles to residents with disabilities. The cost and work that is required to remove these barriers and bring them into compliance can be overwhelming to smaller communities like Montague with less than 10,000 residents. This Self-Evaluation and accompanying Transition Plan makes this daunting task a bit easier by identifying the issues, prioritizing them, and sorting out the high cost actions from the simpler, less expensive tasks.

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

## Recent Progress

Montague has been very proactive in implementing the recommendations of the 2001 ADA Transition Plan over the past seventeen years. These include both large and small projects. Below is a summary of some of the many projects that the Town has completed during that time to upgrade its facilities:

- In 2018, Montague used a grant from the Massachusetts Office on Disability to upgrade several key curb cuts on Avenue A in Turners Falls to make them ADA compliant.
- In 2017, Montague awarded a design contract for redevelopment of Rutter's Park in the village of Lake Pleasant. The design will be for a fully ADA compliant park that will likely be completed in multiple phases and leverage CDBG and state park grants.
- In 2017, Montague awarded a design contract to restore and make accessibility improvements to brick walkways and curb cuts on the east side of Avenue A in Turners Falls, the Town's largest village and commercial center. This contract includes design of the restoration of Spinner Park, also on Avenue A, which will be fully accessible.
- In 2015, Montague completed improvements to the west side of the busiest portion of its Avenue A streetscape. The Town leveraged CDBG money to create a "model project" demonstrating how an existing brick streetscape can be retrofitted for improved ADA compliant accessibility.
- In 2015, Montague added accessible automatic doors to its Town Hall in downtown Turners Falls.
- In 2015, Montague installed a wheelchair accessible swing at Unity Park in Turners Falls.
- In 2012-13, Montague completed the final phase of a complete renovation of Unity Park, including accessible parking, fieldhouse bathrooms, and walkways to key park features. Other ADA compliant features include an accessible track/pathway around the park's circumference, exit ways leading to the Turners Falls Rail Trail, community garden spaces, and playground including a sprinkler park.
- In 2009, Montague build a new \$6.5M public safety complex to house it police station and includes a community room that can be used by the public free of charge. The building is fully ADA compliant.
- In 2004, Montague added new ADA accessible curb cuts through the Turners Falls village center, with sidewalk bump outs in key locations to further enhance accessibility in key locations. This project was funded with CDBG grant funds.

- In 2002, Montague completed a major renovation of Town Hall, adding an elevator, ADA compliant entranceways, common areas, meeting rooms, bathrooms, and kitchenette.
- The Town uses Chapter 90 money each year to improve sidewalks throughout the community, building to modern standards that enhance accessibility throughout the Town.
- Montague has designated an ADA Coordinator, established a Nondiscrimination Policy, and created an ADA Grievance Procedure.

## Methodology

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

- Effective Communication practices
- General Nondiscrimination practices
- Website accessibility

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

## Community Input

The Town of Montague held a Community Forum on June 12, 2018 at the Gill-Montague Senior Center at 2:30 pm to discuss the preliminary findings of the ADA Self-Evaluation and Transition Plan and to seek input on accessibility issues that may not have been found during the evaluations. Thirteen participants attended this meeting. All specific issues and associated recommended solutions that were brought up during this meeting have been incorporated into this Report.

A major topic of focus at the meeting was the issue of accessibility of private businesses. Many of the attendees felt that providing accessible sidewalks and crossings on the public right-of-

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

way is not sufficient if people with disabilities are then not able to enter private businesses. One potential way of improving the accessibility to private businesses is for the Town to conduct a promotional/educational campaign with willing local business owners regarding their ADA obligations under Title III and resources available that may assist in implementing accessibility improvements. The ADA webpage: <https://www.ada.gov/ta-pubs-pg2.htm#titleiii>, has many resources and guides for small businesses. The subject of both public and private obligations under the ADA is a crucial quality of life issue for Montague residents with disabilities.

## Executive Summary of the Evaluation of Programs

Under Title II of the American Disabilities Act, the Town is required to communicate effectively with people who may have hearing, vision, or speech disabilities. This may mean that Montague must provide auxiliary aids and services to meet its responsibility of effective communication. In addition, Title II requires that local governments ensure people with disabilities have an equal opportunity to participate in the services, programs, and activities that a Town provides. This may require that Montague provide “reasonable modifications” to policies and practices to allow equal participation.

All Montague Department Heads completed checklists from the New England ADA Center that evaluated each department’s practices and policies regarding their knowledge and ability to provide effective communication and provide reasonable modifications to their programs, services, and activities as needed to allow equal participation for persons with disabilities. The completed checklists show that Town staff are very willing to comply with Title II, but may not know how to do so in practice. In particular, most staff members do not know how to go about arranging for auxiliary aids and services to provide for effective communication when needed or what the procedure is for determining when the provision of an auxiliary aid or service is an undue financial or administrative burden.

Similarly, with respect to the general nondiscrimination requirements of Title II, Montague staff members are very willing to comply, but may not have a thorough understanding of all of the many responsibilities and requirements that they have as a local government. For example, many departments did not know that they are supposed to require assurances from contractors to fulfill Title II requirements in their work, or what the procedure is for defining a “reasonable” modification.

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

Additionally, a written summary of nondiscrimination policies, and the procedure to determine what is a reasonable modification, will help staff make sure that all participants have the opportunity for equal participation.

## Executive Summary of the Evaluation of Website

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

To evaluate the Town of Montague’s website, a checklist was sent to staff members who have website administrative privileges. The completed checklists show that Town website administrators are aware of their responsibilities and that the webpage has been tested for compliance with the latest standards. To ensure that future staff members who have website administrative privileges maintain the accessibility of their respective webpages, the Town should develop a written policy stating that the Town website should be accessible. In addition, they should also provide guidance on the requirements of the Web Content Accessibility Guidelines 2.0 AA or Section 508 Standards. It would be very helpful to the Town if people with disabilities who use screen reading software and other assistive technology periodically evaluate the website.

## Executive Summary of the Evaluation of Facilities

FRCOG staff examined all Town buildings, parks, and polling centers to determine whether users with disabilities could physically access these facilities and utilize the programs/services located within them. The FRCOG staff also evaluated all sidewalks and street crossings under municipal jurisdiction to determine whether there were barriers to mobility for persons with disabilities. These assessments found that all polling centers are accessible; most buildings are accessible in that users can access the primary function of the building and use the bathroom; and that most of the Town parks will need improvements to bring them up to ADA 2010 guidelines.

There are only two programs in Montague that are currently not accessible in their current locations. They are the Gill-Montague School District Administration and the Children’s Library Programming at the Carnegie Library. The building that houses the Gill-Montague School District Administration is inaccessible due to the fact that all offices are located via flights of stairs. Similarly, the Children’s Library Programming activities are only accessible via a flight of narrow stairs in the Carnegie Library. The Gill-Montague School District Administration could

provide some services, such as meetings with the public, in the adjoining Sheffield School. However, staff members who work at this facility are not be able to have an alternative accessible location. There are alternate places for the Children’s Library Programming to meet, which the Library Staff does use; however they are not ideal or equivalent.

The sidewalks and street crossings in Montague are relatively accessible – particularly in downtown Turners Falls. While there are places throughout Town in which the sidewalks are in poor condition, with missing curb cuts, or faded crossings; the majority of sidewalks and crossings leading to all municipal buildings and important civic sites are accessible.

## Plan Objectives

The Town of Montague has made progress in improving accessibility throughout town since its previous ADA Self-Evaluation and Transition Plan in 2001. This progress has been incremental, but steady. This updated Plan envisions a continuation of this incremental but ongoing pace of implementation. Future progress will likely be achieved through three main avenues:

- Major building projects that correct many barriers to access at once. The ability to implement this will be difficult due to expenses, but the Town will continue to plan for these capital expenses. One such forthcoming project is the planned new Highway Garage which will be fully accessible.
- Small, discrete projects in which Montague can implement as town funding and grants become available. They will include projects such as automatic door openers, construction of curb ramps, the installation of grab bars, etc.
- Continual training of Town staff on the many policies and requirements of Title II of the ADA so that they are familiar with effective communication practices and nondiscrimination policies, as well as maintaining website accessibility.

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

## Introduction

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

No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity (35 CFR Part 35.130 (a)).

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

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

## Analysis

The FRCOG evaluated each of Montague’s Departments and the overall Town governance in regards to accessibility requirements. Checklists from the New England ADA Center were provided to each Department Head to complete that evaluated a Department’s policies related to General Nondiscrimination, Effective Communication, and Website Accessibility.<sup>2</sup> The findings of these completed checklists are summarized below and recommendations are

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

provided to ensure that people with disabilities are provided the same opportunities as others to participate in programs, services, and activities in the Town of Montague.

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

Title II of the American Disabilities Act requires that a local government designate a responsible employee to coordinate compliance with the ADA and ensure the public that there is a person at the Town who is knowledgeable with the many requirements of the ADA. The Town of Montague has met this requirement by identifying the Town Administrator, Steven Ellis, as the ADA Coordinator. There has been discussion around the need for a Commission on Disability (COD) in Montague. At this point, it is not clear if there is a substantial benefit to establishing a COD in terms of the ability of the public to provide input on ADA issues and check on progress on the improvement of access in town.

### **2. Complaint Procedures**

In addition to designating an ADA Coordinator, a local government is required to provide a complaint procedure that provides ways for people to file a complaint alleging discrimination on the basis of disability with regard to employment or in the provision of services, activities, and programs. Montague has created an “ADA Grievance Procedure” and has posted it on the Town’s website. The grievance procedure outlines how a person can contact the ADA Coordinator, a detailed description of the procedure for submitting a grievance, and the reasonable time frames for review and resolution of the grievance.

### **3. Notice**

Title II also requires that a local government provide public notice of the provisions of the ADA to members of the public that may participate in the Town’s program, services, and activities. The Town of Montague has created a “Notice of Nondiscrimination” and posted it to their website. The notice states the Town’s obligations under the ADA and includes procedures for persons with a disability to contact the ADA Coordinator should they require an auxiliary aid or services for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town.

### **4. Effective Communication**

Under Title II of the American Disabilities Act, the Town must communicate effectively with people who may have hearing, vision, or speech disabilities. To do so, this may require Montague to provide auxiliary aids and services to meet its responsibility of effective communication. This may include, but is not limited to: providing sign language interpreters,

Computer-Assisted-Real-time-Translation (CART), written materials for persons who are deaf or have difficulty hearing, Braille or large print information in digital format for people who are blind or have difficulty seeing.

All Town of Montague Department Heads completed checklists from the New England ADA Center that evaluated each department's practices and policies regarding their knowledge and ability to provide effective communication for their programs, services, and activities to allow equal participation for persons with disabilities. The completed checklists show that Town staff are very willing to comply with Title II, but may not know exactly how to do so in practice. In particular, most staff members do not know how to go about arranging for different types of auxiliary aids and services to provide for effective communication when needed or what the procedure is for determining when the provision of an auxiliary aid or service is an undue financial or administrative burden. Appendix A provides a summary of the answers to the checklist's questions regarding effective communication practices.

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

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

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

The results of the completed checklists from the Town's Department Heads show that with respect to the general nondiscrimination requirements of Title II, Montague staff members are very willing to comply, but may not have a thorough understanding of all of the many responsibilities and requirements that they have as a local government. For example, many departments did not know that they are supposed to require assurances from contractors fulfill Title II requirements, or what the procedure is for defining a "reasonable" modification.

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

A written and distributed summary of nondiscrimination policies, and the procedure to determine what is a reasonable modification, will help staff make sure that all participants have the opportunity for equal participation.

## **6. Website Accessibility**

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

To evaluate the Town of Montague's website, a checklist was sent to staff members who have website administrative privileges. The completed checklists show that Town website administrators are aware of their responsibilities, and that the webpage has been tested for compliance with the latest standards. To ensure that future staff members who have website administrative privileges maintain the accessibility of their respective webpages, the Town should develop a written policy stating that the Town website should be accessible. In addition, they should also provide guidance about the requirements of the Web Content Accessibility Guidelines 2.0 AA. It would be very helpful to the Town if people with disabilities who use screen reading software and other assistive technology periodically evaluate the website.

# Part C – Evaluation of Facilities and Infrastructure

## Introduction

FRCOG staff evaluated all Town-owned buildings, park and sidewalks for this ADA Self-Evaluation in April through June of 2018 according to the 2010 ADA Standards. These include the following facilities:

### Buildings owned by the Town of Montague\*

- Town Hall
- Gill-Montague Senior Center
- Carnegie Library
- Millers Falls Library
- Montague Center Library
- Unity Park Field House
- Water Pollution Control Facility
- Public Safety Complex
- Turners Falls Airport

\*FRCOG staff did not evaluate the existing Department of Public Works garage since a new one will be constructed in the near future and will meet the most recent ADA requirements.

### Buildings owned by Montague but leased to others

- Hillcrest Elementary
- Sheffield Elementary
- Gill-Montague Admin. Bldg
- The Colle Opera House
- The Shea Theater
- Central Street School\*

\*FRCOG staff were not able to enter the Central Street School as it is on long-term lease to Community Action Pioneer Valley as a school. The exterior entrances, parking, and playground were assessed.

### Buildings Used by Montague as Polling Centers

- Montague Center Fire Station\*
- Highland School Apartments \*
- Hillcrest School
- Gill-Montague Senior Center
- Montague Police Station

\*These buildings are not owned by the Town of Montague.

### Montague Parks

- Rutters Park
- Montague Center Park
- Highland Park
- Unity Park
- Norma's Park
- Peskeumskut Park
- Spinners Park
- Montague Center Common

## Analysis of Building Accessibility

Montague’s town-owned buildings range in levels of accessibility. For this report, the FRCOG has assigned categories of “functional accessibility” to each facility for ease of reference. These categories are:

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

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

Accessible	Mostly Accessible	Moderately Accessible	Minimally Accessible	Inaccessible
Police Station	Sheffield School	Turners Falls Airport*	Carnegie Library	Gill-Montague Admin Building
	Hillcrest School	Water Pollution Control Facility		
	Town Hall			
	Millers Falls Library			
	Montague Center Library			
	Unity Park Field House			
	Senior Center			
	Colle Opera House			
	Shea Theater			
	Center Street School			

\*The FRCOG staff was unable to evaluate the bathroom for the Turners Falls Airport.

All of the polling locations are accessible to wheeled device users or persons with mobility challenges in that they are able to enter the facilities and perform the primary function of voting.

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

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

## **Summary of Building Evaluation Findings**

### **1. Gill-Montague Regional School District Administrative Building**

The GMRSD Admin Building is the least accessible building owned by the Town of Montague due to the fact that it is only accessible by stairways. This limits the ability of the public and staff members to access this location. The GMRSD Facilities Manager states that people in wheelchairs have had to be lifted up the stairs more than once in order to bring them into the building.

### **2. Carnegie Library**

The Carnegie Library is another of the Town's buildings that is problematic due to its historic architecture. This report rates it as "minimally accessible" because while members of the public can physically enter the building, it is very difficult for them to access all of the services that the library offers. The aisles between the stacks are too narrow for users of wheeled mobility devices to access books – they would require assistance from library staff to retrieve books. Using the only public bathroom facility is impossible for anyone with a wheeled mobility device and very difficult for others with physical disabilities due to its location and size. As discussed further below, the Children's Programming is held upstairs and is only accessible by stairs. Similarly, the basement space, which is used by some Library Staff and is the location for the regularly held Used Book Sale, is only accessible by narrow stairs. The stairs limit the ability of staff members with disabilities to work in this location. Because of the historic nature of

the Library, bringing this building completely up to ADA guidelines could be difficult. But because of the ideal location of the Library, it would greatly benefit the community for the Town to prioritize exploring ways to retrofit the current building versus constructing a new one at a location potentially further from downtown.

### **3. Water Pollution Control Facility**

The Water Pollution Control Facility was rated as “moderately accessible” because wheeled mobility device users or persons with mobility challenges could find it difficult to use its ADA bathroom facility. While the bathroom is large enough and meets most of the ADA standards, the grab bars are located much too far from the toilet to be useful for people with physical disabilities.

### **4. Other Town Buildings**

The Town of Montague’s other buildings were rated as “mostly accessible” because users can enter them; conduct the primary function within that facility; and use the bathroom. While they are mostly accessible, all of these facilities have issues that need to be addressed in order to make them fully accessible – especially for employees who may need to enter spaces that members of the public do not. Fortunately, many of these issues are relatively simple and inexpensive, such as widening some doorways, repairing bathroom stall door hinges, eliminating high thresholds in doorways, and installing tactile/Braille signage.

## **Program Accessibility**

There are two programs/activities that are inaccessible from a structural perspective. They are the Gill-Montague School District Administration and the Children’s Library Programming at the Carnegie Library. The building that houses the Gill-Montague Regional School District (GMRSD) Administration is inaccessible due to the fact that all offices are located via flights of stairs. Similarly, the Children’s Programming activities are only accessible via a flight of narrow stairs in the Carnegie Library.

It is possible for the GMRSD Administration to provide its services in an alternate location at the adjoining Sheffield School when needed. While this may be able to accommodate some modifications, it will not solve the issue that staff may need to access the building for employment purposes. The Town of Montague owns the GMRSD Administration building, but the GMRSD is a separate entity from the Town’s governance. As such, Montague has no

control over how the GMRSD makes reasonable modifications in order to provide its services. However, the Town can work with the GMRSD to retrofit the historic 1930's building.

The Children's Library Programming is a very popular program within Town. The Library Staff try to make the programming as accessible as possible by sometimes offering the programming in alternate locations, such as: the other two libraries in town, the Senior Center, or outside on the grounds of the Carnegie Library when weather is permitting. However, these alternate locations are not ideal for many reasons: the other libraries in town are not within walking distance of downtown or not located on regular bus routes; the Senior Center location moves children away from the library and away from the primary purpose of the programming which is to familiarize children with the library and its books; and finally the outdoor location is next to a busy road, which can be loud and dangerous for children.

## Park Accessibility

The FRCOG staff also evaluated all Town-owned parks and playgrounds in Montague. Due to recent upgrades, Unity Park and Peskeomskut Park are both very accessible. In fact, Unity Park won the Stavros Paul Winske Award in 2015 for its accessibility features. There are two primary issues that many of the other parks and playgrounds in Town have:

- 1) There are not accessible routes from parking to each of the park components (ex. picnic tables, playground structures, and/or grills).
- 2) Accessible parking is not clearly marked or located close to the parks/playgrounds.

The Hillcrest and Sheffield school playgrounds have their play structures surrounded by railroad ties to keep in the mulch surface. These railroad ties limit the ability of persons with mobility challenges to access the play structures and a priority recommendation is that ramps be installed over these obstacles.

There are currently no accessible nature trails in Montague. The Town's most recent Open Space and Recreation Plan (2017) recommended that Montague construct a fully accessible outdoor trail that provides access to the Millers River. This feature would provide a great benefit to people with disabilities in the town and the wider region.

## Sidewalk Accessibility

For this ADA Self-Evaluation, FRCOG staff assessed all sidewalks and street crossings that are under the Town of Montague's jurisdiction in May and June of 2018. There are some sidewalks

and paths in Town, such as the Canalside Trail Bike Path, that are either owned by MassDOT or Massachusetts DCR and, therefore, were not assessed for this Report.

In 2016, the FRCOG staff conducted a “Turners Falls Sidewalk Inventory” for Montague and looked at the conditions and accessibility of all of the sidewalks in the Village so that the Town could prioritize sidewalk repairs. The results of this Inventory have been incorporated into this Report. In 2018, FRCOG staff also completed a Complete Streets Prioritization Plan for Montague. The recommendations from that Plan and this Report have been incorporated into each plans’ findings.

Montague has a rolling topography in some places and is rather steep in others. This leads to many steep sidewalks and routes through town – particularly in Turners Falls and Millers Falls. Despite this challenge, the sidewalks and street crossings in the Town of Montague are relatively accessible – particularly in downtown Turners Falls. While there are places throughout town in which the sidewalks are in poor condition, with missing curb cuts, or faded crossings; the majority of sidewalks and crossings leading to all municipal buildings and important civic sites are accessible.

The issue of snow and ice clearance of sidewalks in the winter is a problematic one for all New England towns and Montague is no exception. The Town does have a Snow Clearing Policy that is enforced by the Montague Police Department.<sup>3</sup> However, anecdotal evidence indicates that this policy is rarely enforced nor is the penalty large enough to force action. The Town may want to consider revising its policy and/or enforcement mechanism of this policy to ensure that sidewalks remain clear and that there are safe routes to travel during the winter months. In addition to evaluating its current policy, the Town may also want to consider starting or coordinating a “help-a-neighbor” program, in which volunteers (potentially church members or youth) help clear sidewalks for residents who may be unable to do so.

### **Summary of Sidewalks Findings**

In general, the most common issues with sidewalks and crossings in town include: faded crosswalks, missing visual/tactile strips at curb ramps; and deteriorating sidewalk surfaces. There are specific locations in Montague in which sidewalks and street crossings pose particular accessibility challenges to users. These sites are noted below:

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<sup>3</sup> Town of Montague Article IV Section 17a through 17c.

## **Turners Falls**

5<sup>th</sup> Street Bridge over the Canal: the pedestrian bridge has recently been closed due to its unsafe structure. This is forcing pedestrians onto the 5<sup>th</sup> Street Bridge, which has very heavy traffic volumes and is also unsafe due to its narrow width and extremely uneven surface due to deformation of the metal bridge decking.

7<sup>th</sup> Street and L Street to the Sheffield/Hillcrest Schools: this is a route commonly used by school children from downtown Turners Falls to the Sheffield and Hillcrest Schools. It is a very steep hill and there is poor and sporadic snow/ice clearance on the sidewalks during the winter making it very dangerous for the young children to be walking.

Avenue A: the Town has begun reconstructing the brick surfaces of the sidewalks which can be uneven and pose a tripping hazard. This work should be continued along the length of Avenue A so that there is a completed accessible corridor.

Avenue A across from Food City: a popular bus stop on the southeast side of Avenue A does not have a level landing pad. The large right-of-way on Avenue A could be used to create a formal bus stop area.

## **Millers Falls**

Crosswalks: all of the crosswalks in downtown Millers Falls are very faded. They should be restriped for increased visibility.

Millers Falls Road: (from the Highland School Apartments to downtown Millers Falls) the sidewalk is in poor condition, covered with gravel, narrowed by vegetation, and has a steep cross slope in places.

## **Montague Center**

Main Street leading to the Montague Book Mill: the sidewalk easily becomes overgrown during summer months causing a narrowing of an already narrow accessible route. The sidewalk is also beginning to deteriorate.

Montague Center Library: the curb ramps leading to the Library are not aligned with crosswalks and are missing visual/tactile strips.

## Part D – ADA Transition Plan

The ADA Transition Plan for Montague catalogs every issue that the FRCOG staff discovered during the Self-Evaluation of the Town’s buildings, parks, and sidewalks between April and June 2018. The Transition Plan recommends solutions to bring these identified issues into compliance with the 2010 ADA Guidelines or 2011 PROWAG guidelines and then prioritizes them, provides relative costs, estimates a feasible timeframe of implementation, and assigns the issue to the appropriate implementing department. In addition, the majority of issues have been documented with photographs, which can be found in an accompanying CD-ROM and Appendix B.

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

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

Issues were assigned a “High” priority if they:

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

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# Montague ADA Self-Evaluation & Transition Plan

Sheffield Elementary School (43 Crocker Avenue)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Student "drop off" door			Accessible Route	Threshold		Threshold has cracks in pavement that make threshold gap > 1/4".		Fill gaps for a smooth transition at threshold.	High	Short	\$	GMRSD
Exterior entrance to playground			Accessible Route	Curb ramp		Curb ramp is too steep.		Reconstruct curb ramp so that slope does not exceed 8.33%	High		\$\$	GMRSD/Town
				Threshold		Threshold is greater than 1/4" high.		Reduce threshold height or install a beveled edge.	High	Short	\$	GMRSD
Main entrance door			Door		388	Door may be too hard to pull open.		Adjust closers to minimum force required to latch door.	High	Short	\$	GMRSD
<b>Parking</b>												
Main parking lot			Accessible spaces	Signage	523	Accessible parking signs are too low and at least 1 should be designated as Van Accessible and meet van size requirements.		Raise signs at least 60" above ground and designate 1 as Van Accessible with sign.	Low	Short	\$	GMRSD
Bicycle parking			Accessible Route		386	Bike racks are not located on an accessible route.		Ensure bike racks are connected to an accessible route via a smooth, stable pathway.	Medium	Short	\$	GMRSD
<b>Playground</b>												
Playground			Accessible Route		526	There is not an accessible route to playground or any of the structures.		Create an accessible path with a smooth, stable surface connecting each of the components and entrance.	Medium	Medium	\$\$	GMRSD/Town
Playground			Ground surface		529	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	Medium	Medium	\$\$	GMRSD/Town
Playground			Play Structures			The playground structures have failing equipment pieces that are loose, rusty, with plastic protective coating peeling.		Replace structures with newer structures that meet ADA requirements.	Low	Long	\$\$\$	GMRSD/Town
<b>Access to Goods and Services</b>												
Entire building			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install ADA compliant signage on the latch side of doors. Ensure a clear space within 3 inches of signage.	High	Short	\$	GMRSD
Front Desk	1		Service Counter		387	Counter is too high and there is not clear space under the counter for access.	44" high	Lower a portion of the counter to a maximum height of 36" and move furniture underneath.	High	Short	\$	GMRSD
Nurse Office	1	Office	Accessible Route	Threshold	390	Threshold is > 1/4".	1/2"	Install beveled edge to threshold to reduce vertical height.	High	Short	\$	GMRSD

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
		Office		Threshold	391	Threshold to adjoining room (with W/D) is > 1/4".	1/2"	Install beveled edge to threshold to reduce vertical height.	High	Short	\$	GMRSD
		Office		Door	392	Insufficient maneuvering space next to doorway to pull open door due to location of furniture.		Relocate furniture to increase space to 18" to side of door.	High	Short	\$	GMRSD
		Adjoining room	Washer/Dryer		397	Washer and dryer are stacked and are too high to reach.		Unstack appliances.	Low	Medium	\$	GMRSD
		Adjoining room	Sink		396	Sink does not have toe or knee clearance underneath.		Provide a sink with toe and knee clearance positioned for a forward approach.	Medium	Medium	\$\$	GMRSD
Cafeteria	1		Accessible Route	Door	407	Cabinet next to door limits clearance through doorway.	29 1/2"	Relocate cabinet to increase clearance to a minimum of 32" wide	High	Short	\$	GMRSD
			Thermostat		408	Thermostat is too high for staff to reach.	67"	Lower to a maximum height of 54".	Medium	Medium	\$\$	GMRSD
			Bathroom	Door from cafeteria	411	Cabinet next to boys' and girls' room doors limits clearance through doorway.	30"	Relocate cabinet to increase clearance to a minimum of 32" wide	High	Short	\$	GMRSD
				Thresholds	412	Threshold is > 1/4" to both bathrooms.	>1/2"	Install beveled threshold surface	High	Short	\$	GMRSD
				ADA Boy's Toilet Stall	413	Self-closing hinge in ADA stall not functioning.		Repair self-closing hinge.	High	Short	\$	GMRSD
					415	No side grab bar in ADA stall.		Install side grab bar at least 33-36" above floor and move toilet paper dispenser at least 12 inches above grab bar or at least 1 1/2" below bar.	High	Short	\$	GMRSD
					415	Flush control on toilet is not on the open side.		Relocate flush control handle to open side of stall.	Medium	Medium	\$\$	GMRSD
				ADA Girl's Toilet Stall	417	The stall does not meet minium dimensional standards of 59"x60".	54" x 44"	Enlarge stall to be a minimum of 59"x60"	High	Medium	\$\$	GMRSD/Town
Hallway near main entrance	1		Accessible Route	Emergency Defibrillator	399	Defibrillator box protrudes 7" from wall into pathway and may not be detected by visually impaired on side without the bookshelf.		Lower defibrillator so that bottom is a minimum of 27" above floor or place guards on floor so that it can be detected by the cane of a visually impaired person.	High	Short	\$	GMRSD
Room 3	1		Entrance	Door opening	418	Entrance to room is only 29" wide due to placement of furniture.	29"	Ensure door opening is a minimum of 32" wide with at least 18" to side of pull-side of door.	High	Short	\$	GMRSD
Elevator	1		Entrance		423	There is no tactile star on door jam indicating main entry level on 1st floor.		Install tactile star and braille numbering no higher than 60" on 1st floor door jam.	High	Short	\$	GMRSD
Hallway interior by Pick-up Door	1		First Aid Kit		427	First aid kit is located too high on wall.	64"	Lower first aid kit to a maximum of 54" from floor.	High	Short	\$	GMRSD
Hallway at top of stairs	2		Fire Pull		428	Insufficient clear space of 30"x48" under fire pulls and light switches.		Move objects underneath the fire pull	High	Short	\$	GMRSD
Bathroom	2		Boys bathroom	Mirror		No mirror above ADA sink.		Install a mirror above sink with bottom edge no higher than 40".	Medium	Short	\$	GMRSD
				Threshold		Threshold to boys bathroom > 1/4".		Reduce threshold height or install a beveled edge.	High	Short	\$	GMRSD

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
				ADA Stall	430	Rear grab bar is missing.		Install a 36" long rear grab bar between 33" and 36" above the floor.	High	Short	\$	GMRSD
		Girls bathroom		ADA Stall	437	Flush control on toilet is not on the open side.		Relocate handle to open side of stall.	Medium	Medium	\$\$	GMRSD
Reading Room	2		Entrance		440	Insufficient maneuvering space to side of pull door handle due to wall.	10"	Rehang door so that it pulls open from inside the room with at least 18" clearance to side of door handle.	High	Short	\$	GMRSD
			Aisle width		441	Aisle space/entrance to library desk is only 29" due to furniture.	29"	Move temporary partition so that there is a minimum of 32" width.	Medium	Short	\$	GMRSD
Staff Room	2		Staff sink		442	Toe and knee clearance not provided under sink.		Provide a sink with toe and knee clearance positioned for a forward approach.	Medium	Medium	\$\$	GMRSD/Town
			Refrigerator	Door	444	Pull handle of refrigerator is located next to wall with insufficient maneuvering space to the side.		Replace refrigerator so that it opens on opposite side or move refrigerator so there is a minimum of 18" of clearance to side.	Medium	Medium	\$\$	GMRSD
Auditorium	1		Seating		445	Not enough wheelchair spaces provided based on capacity of auditorium.	2 spaces	There should be a total of 4-5 wheelchair spaces that are dispersed around the space to allow location and viewing choices.	Medium	Short	\$\$	GMRSD/Town
			Accessible Route	Ramp	452	Main aisle has a joint greater than 1/4" in height in carpet.	3/4"	Repair carpet to reduce joint to 1/4" or less	High	Short	\$	GMRSD
			Stage		451	There are only stairs to access the stage.		Consider installing a ramp or an automated lift to access the stage.	Low	Long	\$\$\$	GMRSD/Town
Gymnasium	1		Seating		455	There is no accessible seating in the gymnasium.		Install wheelchair accessible seating.	Medium	Long	\$\$\$	GMRSD/Town
Gymnasium	1		First Aid Kit		456	The first aid kit is located too high on the wall.	56"	Lower first aid kit to a maximum height of 54" from floor.	Medium	Short	\$	GMRSD
Access to Admin Building	1		Accessible Route	Ramp	459	The landing where the ramp changes direction is not large enough.	45" x 50"	Increase landing size to a minimum of 60" x 60".	Low	Long	\$\$\$	GMRSD/Town

# Montague ADA Self-Evaluation & Transition Plan

## Gill-Montague Administration Building (35 Crocker Avenue)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main entrance door			Door			Call button is located too high on wall	59"	Lower call button to a maximum height of 48" from ground.	High	Short	\$	GMRSD
			Accessible Route			Sidewalk leading to main entrance is cracked with large gaps.		Repair sidewalk to provide a smooth surface.	High	Short	\$	GMRSD
<b>Parking</b>												
Main parking lot			Accessible spaces		1140	There are no dedicated accessible spaces in the parking lot that has at least 25 total spaces.	0 spaces	Designate 2 accessible spaces with appropriate signage near the entrance and at least 1 should be Van Accessible.	High	Short	\$	GMRSD
<b>Access to Goods and Services</b>												
Entire building			Accessible Route			The only way to access the offices in the building is by stairway.		Install an elevator to all levels of the building, including the basement.	High	Long	\$\$\$\$	GMRSD/Town
Entire building			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install ADA compliant signage on the latch side of doors that can be read using touch. Ensure a clear space within 3 inches of signage.	High	Short	\$	GMRSD
All stairways			Accessible Route	Stairway	461	Railing on stairs ends too early at bottom of stairs.		Extend handrails at least 12" horizontally beyond bottom of stairs.	Medium	Medium	\$\$	GMRSD/Town
Access to Admin Building from Sheffield	1		Accessible Route	Ramp	459	The landing where the ramp changes direction is not large enough.	45" x 50"	Increase landing size to a minimum of 60" x 60".	Low	Long	\$\$\$	GMRSD/Town
Basement	B		Accessible Route	Stairway		Counseling offices are only accessible down a flight of stairs.		Ensure that there are alternate locations in accessible locations in Sheffield in which counselors can meet with students.	High	Short	\$	GMRSD
Bathrooms	2 and 3		Accessible Route	Thresholds	468	Threshold to bathrooms exceed 1/4" height without beveled edge.	>1/2"	Install beveled edge to threshold to reduce vertical height.	High	Short	\$	GMRSD
Bathroom	2		ADA Stall	Grab bar	465	Side grab bar is too low on the wall.	30"	Relocate side grab bar to a height of 33" to 36".	High	Short	\$	GMRSD
Bathroom	3		Light switch		469	Light switch to women's bathroom is too high.	57"	Lower height of switch to a maximum of 48" above floor.	Medium	Short	\$	GMRSD
Hallway	2		Accessible Route	Water fountain	463	Water fountain protrudes too far from wall and is too high to be detectable by cane.	27 1/2"	Lower water fountain to a maximum height of 27" OR place furniture/other detectable device to its side to provide warning of protrusion for visually impaired.	High	Short	\$	GMRSD

# Montague ADA Self-Evaluation & Transition Plan

Hillcrest Elementary School (30 Griswold Street)

\*Functions as Town Polling Center

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main parking lot			Curb ramp		521	ADA curb ramp slope is too steep. ADA curb ramp asphalt is broken and loose.	11%	Redesign curb ramp so that slope does not exceed 8.33%. Repair asphalt so that route is smooth.	High	Short	\$\$	GMRSD/Town
Main entrance			Accessible Route	Doorway	499	There is not 18" of maneuvering clearance to side of door to pull open due to brick columns.		Install electronic push buttons outside of the swing of door.	Medium	Medium	\$\$\$	GMRSD/Town
Exterior entrance from playground			Accessible Route	Doorway	510	There is not 18" of maneuvering clearance to side of door to pull open.		Extend pavement a minimum of 18" to side of door with handle.	High	Short	\$\$	GMRSD
<b>Parking</b>												
Main parking lot			Accessible spaces	Signage	517	Accessible parking signs are too low and parking space striping is faded. There is no Van Accessible designated space.	0 Van Spaces	Raise signs at least 60" above ground and restripe spaces to clearly delineate ADA spaces. One should be marked as Van Accessible with appropriate dimensions.	Low	Short	\$	GMRSD
<b>Playground</b>												
Main playground and preschool playground			Accessible Route		511	There is not accessible route to playground or any of the structures.		Provide accessible route to entrance of playground and to each playground structure.	Medium	Medium	\$\$	GMRSD/Town
Playground			Ground surface		514	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	Medium	Medium	\$\$	GMRSD/Town
Preschool playground			Accessible Route		519	The slope of the playground is too steep.	8%-16%	Reduce slope of playground or provide accessible route to play structures no steeper than 6.25%.	Low	Long	\$\$\$	GMRSD/Town
<b>Access to Goods and Services</b>												
Entire building			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install signage on the latch side of doors that can be read using touch. Ensure a clear space within 3 inches of signage.	High	Short	\$	GMRSD
All classroom bathrooms			Toilet		489	Centerline of toilets are too far from wall for users to reach toilet paper, particularly children.	>18"	Move toilets closer to wall or move toilet paper closer to toilet so that there is 16-18" from toilet paper to centerline. Note: recommended children centerline distances are 12-15".	Medium	Medium	\$\$\$	GMRSD/Town
			Toilet rooms		492	There are no side or rear grab bars.		Install side and rear grab bar heights appropriate to children (20-27" from floor).	High	Short	\$	GMRSD

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Most classrooms			Accessible Route	Doorway	496	There is not 18" of maneuvering clearance to side of doors to pull open due to furniture placement.		Move furniture to ensure 18" of clearance to side of doors.	High	Short	\$	GMRSD
Cafeteria kitchen		Staff bathroom	Toilet room		475	Staff bathroom is too small to be accessible.		It is likely that space limitations will prevent structural changes needed to enlarge room.	Low	Long	\$\$\$	GMRSD
			Door			Door hardware is a turn knob that is not accessible.		Replace fixtures with lever that can be operated with a closed fist.	High	Short	\$	GMRSD
Cafeteria		Stage	Accessible Route		478	Stage can only be accessed by stairs (only used by staff)		Install ramp for staff access.	Medium	Medium	\$\$	GMRSD
Multi-Use Room		Stage	Accessible Route		480	Furniture at top of ramp on stage blocks accessible route.		Ensure a clear path of a minimum width that matches the width of the ramp and a depth of 60".	High	Short	\$	GMRSD
Nurse's Office		Bathroom	Accessible Route	Threshold	486	Threshold is higher than 1/4"		Install bevel to reduce vertical height of threshold to 1/4".	High	Short	\$	GMRSD
			Accessible Route		486	Height scale is located in the clear path of the doorway.		Move all furniture to ensure a minimum 32"width of clearance.	High	Short	\$	GMRSD
Room 7		Bathroom	Accessible Route	Doorway	489	Width of doorway is too narrow.	21"	Widen doorway to a minimum of 32" wide.	Medium	Medium	\$\$	GMRSD
Main Girl's Bathroom			Accessible Route	Doorway		Doorway is too narrow.	28"	Redesign doorway or offset hinges to allow a minimum clear width of 32".	Medium	Short	\$\$	GMRSD
			Paper towel dispenser		501	Paper towel dispenser is too high.	60"	Lower operable parts of dispenser to a maximum of 48" from floor.	Medium	Short	\$	GMRSD
			Mirror		502	Mirror is too high.	51"	Lower mirror so that bottom is a maximum of 40" from floor.	Medium	Short	\$	GMRSD
			Toilets		503	There are no side or rear grab bars.		Install side and rear grab bar heights appropriate to children (20-27" from floor).	Medium	Short	\$	GMRSD
Main Boy's Bathroom			Mirror		502	Mirror is too high.	51"	Lower mirror so that bottom is a maximum of 40" from floor.	Medium	Short	\$	GMRSD
Hallway			Water fountain		505	Water fountain is too high and spout is too far from front to be accessible for children.	spout is 33" from ground and 4.5" from front	Install new water fountain that has a spout no more than 30" from floor and 3.5" from front edge of unit for a parallel approach.	Low	Short	\$\$	GMRSD/Town
Hallway			Signage		506	Sign for fire extinguisher protrudes more than 4" from wall and is beneath the 80" height limit.	70"	Due to ceiling height, rehang sign so that it is flush with wall.	Medium	Short	\$	GMRSD
Girl's ADA bathroom			Toilet		507	The flush control on the toilet is not located on the open side.		Move control to the open side.	Medium	Medium	\$\$	GMRSD
			Toilet Room			Door does not self-close.		Fix self-closer on stall door	High	Short	\$	GMRSD
Boy's ADA bathroom			Toilet Room			Door does not self-close.		Fix self-closer on stall door	High	Short	\$	GMRSD

# Montague ADA Self-Evaluation & Transition Plan

## Town Hall (1 Avenue A)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Front Main Entrance	1		Curb ramp		777	Curb ramp from Ave. A accessible parking to main entrance is too steep.	9.5%	Redesign curb ramp to have a slope of no more than 8.33%.	Medium	Short	\$\$	DPW
<b>Parking</b>												
1st Street Parking			Accessible spaces	Signage	774	Accessible parking signs are too low .	44"	Raise signs at least 60" above ground	Low	Short	\$	DPW
				Slope	774	Cross slope of accessible space is too steep.	5%	Redesign space so that cross slope does not exceed 2%. <u>OR</u> remove designation as an officially ADA parking space and install sign near entrance that informs people that there is an accessible entrance and parking at lower level.	High	Short	\$	DPW
			Accessible route		775	There is no curb ramp from accessible space to the sidewalk.		Create a curb ramp in the sidewalk to allow for an accessible route to building.	Medium	Short	\$\$	DPW
Avenue A parking			Accessible spaces	Signage	776	Signage needs to be straightened and pavement markings are wearing off.		Straighten sign and repaint markings.	Low	Short	\$	DPW
Lower Level Parking			Accessible spaces	Signage	647	Accessible parking signs are too low .	48"	Raise signs at least 60" above ground.	Low	Short	\$	DPW
<b>Access to Goods and Services</b>												
Main entrance			Service counter		779	Service counter does not have toe or knee clearance underneath.	2"	Redesign counter for clearance depth of 17-25" with height of 27" below surface.	Medium	Short	\$	DPW
Bathroom	1		Toilet		781	The flush control on the toilet is not located on the open side.		Replace toilet with flush control on open side.	Medium	Medium	\$\$	DPW
			Paper Towel Dispenser		781	Paper towel dispenser is too high.	56"	Lower paper towel dispenser so that operable parts are a maximum of 48" from floor.	High	Short	\$	DPW
Hallway	1		Fire Extinguisher		782	Fire extinguisher protrudes more than 4" into pathway.		Either lower fire extinguisher to at least 27" from floor or recess it into wall.	High	Short	\$	DPW
Meeting Room	1		Table		783	Tables do not have sufficient clearance underneath.	24"	Replace with tables that have a clearance of 27" from floor.	Medium	Short	\$\$	DPW
Copier Room	1		Accessible Route		784	Aisle space in copy room is too narrow for length of passage.	33"	Move table so that there is a minimum width of 36". Route can narrow to 32" for a maximum of 24" in length.	Medium	Short	\$	DPW
Hallway near Exit Stair	1		Light Switch/Fire Pull		785	Area under light switch and fire pulls obstructed.		Keep a 30"x48" area clear under light switches and fire pulls.	High	Short	\$	DPW
Basement	B		Accessible Route	Thresholds	656	Many thresholds in the basement exceed 1/4"	1/2"-2"	Repair thresholds so that there is no more than a 1/4" in vertical height.	Medium	Short	\$\$	DPW

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
			Accessible Route	Door hardware	657	Many of the door handles are turn knobs.		Replace fixtures with lever that can be operated with a closed fist.	Medium	Short	\$	DPW
RiverCulture Office	B		Accessible Route	Thresholds	660	Threshold of exterior door is greater than 1/4".		Repair thresholds so that there is no more than a 1/4" in vertical height.	High	Short	\$	DPW
			Accessible Route	Pathway	659	Pathway from exterior door to office is cluttered and too narrow.		Clean hallway so that a minimum of 36" in width is maintained. Remove service counter that protrudes into pathway.	High	Short	\$	DPW
Basement Hallway	B		Accessible Route	Pathway	661	Pathway through hallway is too narrow due to storage.	31"-34"	Clear storage so that a pathway of at least 36" is maintained.	Medium	Short	\$	DPW
Bathroom	B		All elements		663	There are no ADA toilet stalls with any accessible features. Sinks have knobs that require wrist turning. Wall features are too high or too low. Doorways are too narrow.		Redesign toilet stalls, replace sink and cover exposed piping, hang hand dryer on wall at 48", install grab bars, widen doorways to 32".	Medium	Long	\$\$\$	DPW
Second Floor Hallway	2		Water fountain		790	Water fountain does not have clearance under the fountain and is too tall.	40"	Replace with ADA compliant fountain.	Low	Medium	\$\$	DPW
Building Permits	2		Service counter		791	There is no clearance under the service counter and the lower accessible counter is covered with clutter so it cannot be used.		Clear all clutter under and on top of lower service counter to provide a forward approach.	High	Short	\$	DPW
Staff Kitchen	2		Accessible Route	Pathway	799	Aisle past refrigerator to sink is only 31".		Widen pathway to 36" if possible.	Low	Medium	\$\$	DPW
			Sink			Toe and knee clearance under sink not provided.		Provide a sink with toe and knee clearance positioned for a forward approach.	Low	Medium	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Millers Falls Library (23 Bridge Street, Millers Falls)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Rear Emergency Exit			Accessible Route	Threshold		Threshold at rear exterior emergency exit is too high.	>1/2"	Repair threshold so that the vertical height does not exceed 1/4"	High	Short	\$	DPW
<b>Parking</b>												
On-street parking			ADA Parking Space			There is no designated ADA parking space for the site.		Designate an ADA on-street parking space in front of the entrance with a sign no lower than 60".	High	Short	\$	DPW
<b>Access to Goods and Services</b>												
Service Desk	1		Service Counter		725	Service desk is too high and does not have clearance underneath for toe/knee room.	39"	Have a lower counter available that is no higher than 36" with a depth underneath of 17-25" for knee clearance.	High	Short	\$\$	DPW
Bathroom	1		Toilet		729	The flush control on the toilet is not located on the open side.		Replace toilet with one that has flush control on the open side.	Medium	Medium	\$\$	DPW
	1		Sink			There is exposed piping under the sink		Cover the piping under the sink with protective materials.	High	Short	\$	DPW
	1		Mirror			Mirror is too high.		Lower mirror so that bottom edge is no higher than 40" from floor.	Medium	Short	\$	DPW
	1		Grab Bar			Side grab bar is too low.	30"	Raise height of side grab bar to 33-36" from floor.	High	Short	\$	DPW
Reference Area	1		Reading Table		730	Table does not have clearance underneath.		Replace table with one that has a clear area up to 27" from floor and depth of 17-25".	Medium	Short	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Montague Center Library (17 Center Street) (formerly known as Old Montague Town Hall)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Side Parking Lot			Ramp		732	Railing is rusty and bent and too low in places.		Replace railing with one that is between 34"-38" high and does not end abruptly.	High	Short	\$\$\$	DPW
			Ramp		733	Surface of ramp is uneven with large cracks.		Repave ramp and add side barrier that prevents wheelchair casters or crutch tips from falling off the sides.	High	Short	\$\$	DPW
			Ramp		733	Librarian notes that in winter snow/ice fall from roof onto ramp.		Explore relocating ramp to a safer location or installing a protective roof over ramp. Or explore fixtures on roof to keep ice from sliding.	High	Short	\$\$\$	DPW
Main Front Entrance			Railings		737	Handrails on front steps end abruptly posing an unsafe protrusion.		Replace railings with ones that do not end abruptly.	Medium	Short	\$\$	DPW
			Stairs		736	Step risers are too high and variable.	9"-9.5"	Step risers should not exceed 7" and should be uniform height.	Low	Medium	\$\$	DPW
Front Vestibule			Threshold		738	Ramp in vestibule has a threshold >1/4".		Install a beveled edge to ramp so that vertical threshold is not more than 1/4".	High	Short	\$	DPW
<b>Parking</b>												
Side Parking Lot			Accessible Parking	Signage	731	Sign for accessible parking is too low and does not specify that space is Van Accessible.	45"	Raise height of sign to 60" and install sign denoting that space is Van Accessible.	High	Short	\$	DPW
<b>Access to Goods and Services</b>												
Service Desk			Service Desk		741	Service desk is too high with no toe/knee clearance underneath.	40" tall & 4" in depth	Replace service desk so that height does not exceed 36" and has 17"-25" of depth underneath.	High	Short	\$\$	DPW
			Service Desk			Insufficient clearance behind service desk due to furniture.	22"	Relocate furniture to allow a minimum of 32" width behind desk.	Low	Short	\$	DPW
Computer Area			Computer Desk		742	Bottom of keyboard tray is too low to allow wheelchair access.	24"	Remove or raise keyboard tray so that there is a minimum of 27" under the table.	High	Short	\$	DPW
Children's Area			Ramp	Threshold	748	Ramp to children's area has a high threshold.		Add a bevel on the ramp threshold so there is a more seamless transition for steeper slope.	High	Short	\$	DPW
Main Bathroom			Sink			There is exposed piping under the sink.		Cover the piping under the sink with protective materials.	High	Short	\$	DPW
			Signage		750	Signage is not properly located for bathroom and is not tactile with braille.		Relocate signage to the wall on the latch side of the door and install tactile sign with braille.	High	Short	\$	DPW
Second Floor			Stairs		747	This space was historically used as a gymnasium but now only sporadically used for storage. It is only accessible by stairs.		Install a chair lift or elevator to access this space.	Low	Long	\$\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

## Carnegie Library (201 Avenue A)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Front Entrance			Handrails		842	Handrails end abruptly without returning to ground and poses a dangerous protrusion.		Repair handrails so that there are no protrusions.	Medium	Medium	\$\$	DPW
Front Entrance			Accessible Route	Threshold	844	Threshold is higher than 1/4"		Install bevel to reduce vertical height of threshold to 1/4".	High	Short	\$	DPW
Front Entrance			Accessible Route	Door	873	Interior doors from vestibule are very heavy to open, swing fast, and each doorway width is too narrow.	29" wide per door	Replace doors that are easier to open and have at least 1 door that is a min 32" wide.	High	Medium	\$\$\$	DPW
Accessible Side Entrance			Accessible Route	Threshold	881	Threshold at bottom of ramp is uneven and steep.		Repair bottom of ramp for a smoother transition.	High	Short	\$	DPW
Accessible Side Entrance			Accessible Route	Approach	900	Approach to accessible entrance on driveway is very uneven.		Repave driveway for a smooth, even route.	High	Short	\$\$	DPW
Front & Side Entrance			Accessible Route	Signage		There is no signage on either entrance indicating where the accessible entrance is located.		Install signage with directional arrows to show where the accessible entrance is located. Signage should also be on side of building facing 7th street.	High	Short	\$	DPW
Emergency Exit/Rear Door			Accessible Route		883	Emergency/rear exit is too narrow and vestibule area inside door goes down to 16" in width.	Door = 29.5" Vestibule = 16"	Widen doorway. Due to space limitations, unlikely to be able to increase area of vestibule. Make sure accessible exit is clearly marked with directional signs inside building.	Medium	Short	\$\$	DPW
<b>Parking</b>												
Bicycle Parking			Bike Racks		841	Bike racks are not located on an accessible route.		Ensure bike racks are connected to an accessible route via a smooth, stable pathway.	Medium	Short	\$	DPW
Driveway			Accessible Parking		899	There is no designated accessible parking.		Explore creating accessible parking spaces on the grass next to 7th St.	High	Medium	\$\$\$	DPW
<b>Access to Goods and Services</b>												
Entire building			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install ADA compliant signage on the latch side of doors that can be read using touch. Ensure a clear space within 3 inches of signage.	High	Short	\$	DPW
Entire building			Accessible Route	Grates	898	Furnace grates on floors have holes greater than 1/2" openings.		Replace grates or alter grates so that openings are not greater than 1/2".	High	Short	\$	DPW
Front Vestibule	1	Bathroom	Door		869	Door hardware is a turn knob and is too narrow.	27.5"	Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$	DPW

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
	1	Bathroom			870	Bathroom is too small and does not have sufficient clearance. Sink has exposed piping, is too small, and has hardware that requires wrist turning.		Renovate bathroom to provide larger space and appropriate fixtures. Provide hot water for sink. Structural limitations may prevent enlarging bathroom. If so, explore adding a bathroom elsewhere in building.	High	Medium	\$\$\$\$	DPW
Service Desk	1		Service Desk		875	Service desk is too high and does not have toe/knee clearance.	40" high	Provide lower counter with a maximum height of 36" and has depth of 17"-25" underneath.	High	Short	\$\$	DPW
Service Desk Area	1		Accessible Route	Threshold		Threshold near the service desk is too high.	>1/4"	Repair threshold so that transition between uneven floors is smoother.	High	Short	\$	DPW
Library Stacks	1		Accessible Route		886	Most aisles are too narrow for accessible path.		Rearrange stacks so that a minimum of 36" in width is maintained.	Medium	Medium	\$	DPW
Reference Section	1		Sink		885	Sink has exposed piping, has hardware that requires wrist turning, and is too high. Door width to access sink is too narrow at 24".		Renovate sink area to provide larger space and appropriate fixtures. Provide hot water for sink.	Medium	Medium	\$\$	DPW
Staff Room/Meeting Room	1		Accessible Route		888	Door hardware is a turn knob and route to entrance is too narrow.	24"	Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Move shelving so that path to office is at least 36" wide.	High	Short	\$	DPW
Computer Area	1		Accessible Route		891	Main aisle to computer area is too narrow and has a steep threshold.	30"	Rearrange furniture so that an accessible route of at least 36" is maintained between tables. Repair threshold for smoother transition.	High	Short	\$	DPW
Children's Programming Area	2		Accessible Route		894	Only route to upstairs is by stairs and a narrow doorway with high threshold. Space is used for popular children's programming.	Door = 27"	Explore installing elevator to access this area.	High	Long	\$\$\$\$	DPW
Children's Programming Area	2		Accessible Route	Stage	897	Stage only accessible by step.		Construct a ramp to access stage area.	Medium	Medium	\$\$	DPW
Basement Stairs	B		Accessible Route	Stairs	847	Basement is only accessible by narrow stairs with small landing. Very large threshold at top of stairs (>3").	Width = 33" Landing = 33"x37"	Explore installing elevator to access this area.	High	Long	\$\$\$\$	DPW
Basement Bathroom	B	Bathroom	Accessible Route	Door	851	Doorway to bathroom is too narrow.	28"	Widen doorway to a minimum of 32".	Low	Medium	\$\$	DPW
	B	Bathroom	Toilet		852	Toilet room is too small.		Renovate bathroom to provide larger space and appropriate fixtures.	Low	Long	\$\$\$	DPW
Kitchen	B		Sink		850	Sink has exposed piping, has hardware that requires wrist turning, and is too high.		Replace sink with one that is lower and has fixtures that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Cover exposed piping.	Medium	Short	\$\$	DPW

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Kitchen/Book Sale	B	Kitchen	Accessible Route	Door	856	Door to book sale is too narrow with high threshold.	25"	Widen doorway if possible to 32" and lower vertical height of threshold to <1/4".	Medium	Medium	\$\$	DPW
Book Sale Room	B	Book Sale	Accessible Route		858	Aisles are narrow and floors are uneven.	25"	Rearrange so that pathways are 36" wide. Repair floors so that they are smooth and even.	Low	Short	\$	DPW
Staff Area	B		Accessible Route		866	Clear paths are not maintained.		Rearrange objects and furniture so that routes of 36" are maintained.	Low	Short	\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Police Station (180 Turnpike Road)

\*Functions as Town Polling Center

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main Entrance			Door		757	Door is heavy to open.		Consider installing a push button for easier access.	Low	Medium	\$\$\$	DPW
<b>Access to Goods and Services</b>												
Main Lobby	1		Accessible Route		772	ATM machine blocks clearance needed to the side of the restroom doors to pull open and also blocks the restroom signage.		Relocate ATM so that signage is not blocked and a minimum of 18" to side of latch is clear.	Medium	Short	\$	DPW
Community Room	1		Accessible Route	Switches		Light switches to the Community Room are blocked by coat rack.		Relocate coat rack so that area under light switches has a 30"x48" clear floor area.	Medium	Short	\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Turners Falls Airport (10 Aviation Way)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main Entrance			Door		1158	There is not sufficient maneuvering clearance to the side of the door to push open.		Install firm, non-slip surface to the side of the latch at least 12" wide for push side of door.	Medium	Medium	\$\$	Airport
Main Entrance			Signage		1158	The bulletin board is not located on an accessible path.		Pave area under bulletin board at least 36" in depth.	Medium	Medium	\$\$	Airport
<b>Parking</b>												
Parking Lot			Accessible Parking Space		1156	Sign for accessible parking space is too low and does not specify that it is Van Accessible.	43"	Raise height of sign to 60" above the ground and add signage denoting that it is Van Accessible.	High	Short	\$	Airport/DPW
<b>Access to Goods and Services</b>												
Main Room			Doors			Door hardware are turn knobs that are not accessible.		Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$	Airport
Main Room			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install ADA compliant signage on the latch side of doors that can be read using touch. Ensure a clear space within 3 inches of signage.	High	Short	\$	Airport

# Montague ADA Self-Evaluation & Transition Plan

## Water Pollution Control Facility (34 Greenfield Road)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main Entrance			Door		1108	Front door has a turb know hardware that cannot be opened with a closed fist.		Replace door handle hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$	WPCF
<b>Parking</b>												
Parking Lot			Accessible Parking		1107	Accessible parking space is not designated by signage and pavement markings have faded.		Install signage and repaint pavement markings with lines designating 1 Van Accessible parking space and aisle area.	High	Short	\$	WPCF
<b>Access to Goods and Services</b>												
Entire building			Doors		1118	Doors have turn knobs that cannot be opened with a closed fist.		Replace door handle hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	High	Short	\$	WPCF
Entire building			Signage			There is no signage with tactile/Braille characters or visually contrasting lettering on any rooms.		Install ADA compliant signage on the latch side of doors that can be read using touch. Ensure a clear space within 3 inches of signage.	High	Short	\$	WPCF
Main Hallway			Water Fountain		1125	Water fountain does not have enough clearance underneath.		Replace water fountain with one that has 27" of clearance underneath.	Low	Medium	\$\$	WPCF
Bathroom			Toilet		1126	Toilet centerline is too far from wall to use side grab bar or access toilet paper.	29"	Relocate toilet so that centerline is 16" to 18" from side grab bar.	High	Medium	\$\$	WPCF
			Sink		1127	Sink has exposed piping underneath.		Cover pipes with insulating material.	High	Short	\$	WPCF

# Montague ADA Self-Evaluation & Transition Plan

Gill-Montague Senior Center (62 5th Street)

\*Functions as Town Polling Center

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Approach to Ramp			Sidewalk		905	Sidewalk from parking lot to ramp is uneven and too steep in places.	6-13%	Repair sidewalk to create even surface. If route exceeds 5% slope, then treat as a ramp and add features such as edge protection and handrails.	High	Short	\$\$\$	DPW
Approach to Ramp			Curb Ramp		903	There is not a curb ramp with contrasting tactile warning strip.		Install curb ramp to meet ADA current codes.	High	Short	\$\$	DPW
Ramp			Ramp Landing		906	Ramp landing is too small.	44"x44"	Alter ramp to increase landing size where it changes direction to 60"x60".	High	Medium	\$\$\$	DPW
Accessible Entrance			Door		907	Insufficient space at top of ramp to open door easily.		Install automatic door opener.	High	Short	\$\$	DPW
Front Entrance			Door	Threshold	1075	Threshold is too high.	1"	Repair threshold to reduce vertical height to no more than 1/4".	High	Short	\$	DPW
<b>Parking</b>												
Parking Lot			Accessible Parking Space		904	Sign for accessible parking space is too low and very faded.		Raise height of sign to 60" above the ground.	High	Short	\$	DPW
<b>Access to Goods and Services</b>												
Main Room	1		Doors	Threshold	1091	Threshold to the bathroom and closet is too high.	1"	Repair threshold to reduce vertical height to no more than 1/4".	High	Short	\$	DPW
Office	1		Doors			Door hardware is a turn knob that cannot be operated with a closed fist and doorway is too narrow.	22"	Replace door hardware with ones that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist. Widen doorway to a minimum of 32".	High	Short	\$	DPW
Bathroom	1		Accessible Route	Door	1091	There is not enough room on the exterior side of the bathroom door to pull open. Door is not self-closing.		Reconfigure door to allow for 18" to side of door to pull open. Make sure door is self-closing.	High	Short	\$\$	DPW
	1		Toilet		1092	Flush control is not on the open side		Replace toilet with one that has handle on the open side.	Medium	Medium	\$\$	DPW
	1		Mirror		1093	Mirror is too high.	54"	Move mirror so that bottom edge is no higher than 40".	Medium	Short	\$	DPW
Basement Stairs	B		Door		1081	Door to stairs in basement is too narrow.	29"	Widen doorway to 32".	Low	Medium	\$\$	DPW
Basement Pantry	B		Door		1088	Door to pantry is too narrow.	29"	Widen doorway to 32".	Low	Medium	\$\$	DPW
Staff Bathroom	B		Door		1085	Door to bathroom hallway is too narrow.	29"	Widen doorway to 32".	Low	Medium	\$\$	DPW
	B		Toilet		1087	Stall door is not self-closing and is too narrow. There are no grab bars.	29"	Widen doorway to 32". Install side and rear grab bars. Change hinge so that door is self-closing.	Low	Medium	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Colle Opera House (132 3rd Street, Turners Falls)

\*Leased from the Town to Center for Responsive Schools

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Main Ave. A Entrance	1	Vestibule	Doorway		701	Interior door to vestibule closes too fast and is heavy to open.		Adjust closer so that it takes at least 5 seconds to close from an open position of 90 degrees to a position of 12 degrees from the latch.	High	Short	\$	DPW
Rear Parking Lot			Accessible Route		712	Sidewalk curb ramps from parking space are too steep.	7-9%	Lower ramp slope so that it does not exceed 8.33%.	Medium	Medium	\$\$	DPW
<b>Parking</b>												
Rear Parking Lot			ADA parking space	Signage	713	There is no sign designating the parking space as accessible.		Install a sign no lower than 60" from ground and mark as Van Accessible.	High	Short	\$	DPW
<b>Access to Goods and Services</b>												
Women's Bathroom (Basement)	B		Toilet		703	The flush control on the toilet is not located on the open side.		Replace toilet with flush control on open side.	Medium	Medium	\$\$	DPW
			Dispensers		704	The toilet seat cover is placed too high on the wall.	58"	Lower to a maximum of 48" from floor.	Low	Short	\$	DPW
Women's Bathroom (1st Floor)	1		Toilet		717	The flush control on the toilet is not located on the open side.		Replace toilet with flush control on open side.	Medium	Medium	\$\$	DPW
Men's Bathroom (1st Floor)	1		Urinal		720	Urinal is too high and space between partitions is too narrow at 23".		Provide at least 1 urinal with the rim no higher than 1" above the floor and remove partition so that there is a 30"x48" clear floor space for a forward approach.	Medium	Medium	\$\$	DPW
Women's Bathroom (2nd Floor)	2		Toilet		723	The flush control on the toilet is not located on the open side.		Replace toilet with flush control on open side.	Medium	Medium	\$\$	DPW

NOTE: Because this building is on a long term lease, FRCOG staff only assessed the bathrooms, hallways, elevator, and stairways. The individual offices were not evaluated.

# Montague ADA Self-Evaluation & Transition Plan

## Shea Theater (71 Avenue A)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Parking</b>												
On-street parking			Accessible Parking		671	There is only one space designated as accessible.	1	Consider designating at least 1 more on-street space as accessible.	Medium	Short	\$	DPW
<b>Access to Goods and Services</b>												
Service Counter	1		Bar Counter		673	Counter for bar area is too high.	42"	Lower at least a portion of the counter to a maximum of 36" from floor.	Medium	Short	\$\$	DPW
Unisex Bathroom	1		Signage		676	Signage is on door and not on the wall next to the door.		Relocate tactile signage to the latch side of the door.	High	Short	\$	DPW
			Grab Bars		675	Grab bars are too low.	30"	Raise height of grab bars to 33"-36" from floor.	High	Short	\$	DPW
			Sink			There is exposed piping under the sink.		Cover the piping under the sink with protective materials.	High	Short	\$	DPW
			Mirror		675	The mirror is too high.	44"	Lower mirror so that bottom edge is 40" from floor.	Medium	Short	\$	DPW
Stage	1		Accessible Route		685	The only way to access the stage is by stairs.		If feasible, install a ramp or lift to access the stage.	Medium	Long	\$\$\$	DPW
Women's Bathroom	B		Sink		692	There is exposed piping under the sink.		Cover the piping under the sink with protective materials.	High	Short	\$	DPW
			Grab Bars		693	Grab bars are too low.	30"	Raise height of grab bars to 33"-36" from floor.	High	Short	\$	DPW
			Toilet		693	Toilet centerline is too far from the closest wall to use side grab bar or reach toilet paper.	26"	Relocate toilet so that centerline is 16"-18" from side wall.	High	Medium	\$\$	DPW
			Stall		694	Door to ADA stall is not self-closing.		Repair hinge so that door is self-closing.	High	Short	\$	DPW
Men's Bathroom	B		Sink			There is exposed piping under the sink.		Cover the piping under the sink with protective materials.	High	Short	\$	DPW
			Grab Bars			Grab bars are too low.	30"	Raise height of grab bars to 33"-36" from floor.	High	Short	\$	DPW
			Toilet			Toilet centerline is too far from the closest wall to use side grab bar or reach toilet paper.	26"	Relocate toilet so that centerline is 16"-18" from side wall.	High	Medium	\$\$	DPW
			Stall			Door to ADA stall is not self-closing.		Repair hinge so that door is self-closing.	High	Short	\$	DPW
Basement Hallway to Green Room			Accessible Route		695	There is no railing for stairs in hallway.		Install a handrail on both sides of the hallway along the portion that includes stairs.	Medium	Short	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

Central Street School (34 Central Street, Turners Falls)

\*Leased long-term from Town by Community Action, Inc.

Location	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Parking</b>											
Rear Parking Lot		Accessible Parking		2107	Location of accessible parking space is unclear without pavement markings.		Paint markings for an 8ft wide space and a 8 ft wide aisle and mark as Van Accessible.	High	Short	\$	DPW/Community Action

# Montague ADA Self-Evaluation & Transition Plan

Highland School Apartments (446 Millers Falls Road)

\*Not owned by Town of Montague  
 \*Functions as Town Polling Center

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
No accessibility issues were identified at this site to access the polling area.									----	----	----	----

# Montague ADA Self-Evaluation & Transition Plan

\*Not owned by Town of Montague  
 \*Functions as Town Polling Center

Montague Center Fire Station (28 Old Sunderland Road)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Parking Lot			Accessible Route		1146	There is a large gap between sidewalk and parking lot.	1"	Repair gap so that transition from parking lot to sidewalk is smooth.	High	Short	\$	Mont. Ctr. Fire Dept.
Main Entrance			Door		1147	Inner vestibule door closes too fast.		Adjust closer so that door takes at least 5 seconds to close to 12%.	High	Short	\$	Mont. Ctr. Fire Dept.
<b>Parking</b>												
Parking Lot			Accessible Parking	Signage	1144	Signage for accessible parking is too low and at least 1 should be marked as Van Accessible.	55"	Raise height of signs to a minimum of 60" from ground and mark one as Van Accessible.	High	Short	\$	Mont. Ctr. Fire Dept.

# Montague ADA Self-Evaluation & Transition Plan

Unity Park (First Street, Turners Falls)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Parking Lot			Accessible Route	Curb Ramp	802	Threshold to curb ramps is >1/4" due to frost heaves.		Repair threshold for a smoother transition.	High	Short	\$	Parks/DPW
<b>Access to Goods and Services</b>												
Parks & Rec Dept. Office		Main Lobby	Service Counter		805	Service counter on door is too high.	43"	Lower service counter to a maximum height of 36".	Medium	Short	\$\$	Parks/DPW
Parks & Rec Dept. Office		Bathrooms	Toilets		808	The flush control on the toilet is not located on the open side.		Replace toilet with one that has handle on the open side.	Medium	Medium	\$\$	Parks/DPW
Playground			Ground surface		834	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	Medium	Medium	\$\$	Parks

# Montague ADA Self-Evaluation & Transition Plan

Norma's Park (Lake Pleasant Road, Lake Pleasant)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Playground			Accessible Routes		922	There is no accessible path from park entrance to playground components.		Install a smooth, stable surface from entrance to each component.	High	Short	\$\$	Parks/DPW
Crosswalk			Accessible Routes	Curb ramp	928	There is no curb ramp from the crosswalk.		Replace curbing with appropriate curb ramp.	High	Short	\$\$	Parks/DPW
<b>Parking</b>												
Street Parking			Accessible Parking		928	There is no designated accessible parking space.		Designate 1 Van Accessible space near entrance as accessible with signage.	High	Short	\$	Parks/DPW
<b>Access to Goods and Services</b>												
Playground			Picnic Tables		923	The picnic tables are not accessible for wheelchair users.		Provide at least one accessible picnic table or bench.	Medium	Short	\$\$	Parks

# Montague ADA Self-Evaluation & Transition Plan

Rutters Park (Montague Road, Lake Pleasant)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Playground			Accessible Routes		931	There is no accessible path from street to playground components.		Install a smooth, stable surface from street to each component.	High	Short	\$\$	Parks/DPW
Playground			Ground surface		834	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	High	Short	\$\$	Parks

# Montague ADA Self-Evaluation & Transition Plan

## Montague Center Park (School Street, Montague Center)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Playground			Accessible Routes		940	There is no accessible path from street to playground components, ballfield, or picnic tables.		Install a smooth, stable surface from entrance to each component and facility.	High	Short	\$\$	Parks/DPW
<b>Parking</b>												
Street Parking			Accessible Parking		933	There is no designated accessible parking space.		Designate 1 Van Accessible space with signage as close as possible to the playground.	High	Short	\$	Parks/DPW
<b>Access to Goods and Services</b>												
Playground			Picnic Tables		933	The picnic tables are not accessible for wheelchair users.		Provide at least one accessible picnic table or bench.	Medium	Short	\$\$	Parks
Playground			Ground surface		834	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment</i> .	High	Short	\$\$	Parks

# Montague ADA Self-Evaluation & Transition Plan

## Highland Park (Lyman Street, Millers Falls)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Approach and Entrances</b>												
Playground			Accessible Routes		912	There is no accessible path from street to playground components, ballfield, grill, or picnic tables. Roots from trees make surface very uneven.		Install a smooth, stable surface from entrance to each component and facility.	High	Medium	\$\$\$	Parks/DPW
<b>Parking</b>												
Street Parking			Accessible Parking			There is no designated accessible parking space.		Designate 1 Van Accessible space with signage.	High	Short	\$	Parks/DPW
<b>Access to Goods and Services</b>												
Playground			Picnic Tables		913	The picnic tables are not accessible for wheelchair users.		Provide at least one accessible picnic table or bench.	Medium	Short	\$\$	Parks
Bathroom Building			Bathroom		911	Bathroom facilities are not accessible.		Renovate/replace building to provide an ADA bathroom facility.	Medium	Long	\$\$\$\$	Parks/DPW

# Montague ADA Self-Evaluation & Transition Plan

Peskeomskut Park (Avenue A, Turners Falls)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Access to Goods and Services</b>												
Playground			Ground surface		834	Wood mulch surface may be too loose/soft for access to play components.		Make sure that ground surface complies with current <i>ASTM Standard Specification for Determination of Accessibility of Surface Systems Under and Around Playground Equipment.</i>	High	Short	\$\$	Parks

# Montague ADA Self-Evaluation & Transition Plan

## Spinners Park (Avenue A, Turners Falls)

Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
<b>Access to Goods and Services</b>												
Benches			Seating		1357	Benches are not accessible.		Replace benches that have full back support.	High	Short	\$\$	Parks/DPW
Park			Accessible Route			The brick surface of the walkway around the park can be uneven and pose a tripping hazard.		Resurface the park so that the bricks are even or use an alternate surface material.	High	Short	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

## Millers Falls Sidewalks and Crossings

\*Sidewalk assessment follows PROWAG Guidelines (2011)

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Millers Falls		All crosswalks	950	Crosswalk markings are very faded.		Repaint all crosswalk markings.	High	Ongoing	\$	DPW
Millers Falls		Most driveway curb cuts	947	Sidewalks do not maintain same height as they cross most driveways and have a cross-slope steeper than 2%.		When reconstructing sidewalks, ensure that sidewalks maintain same height and be a minimum of 4ft wide.	Medium	Ongoing	\$\$\$	DPW
East Main Street	South side of East Main St. @ Franklin Street	Curb ramp	948	Ponding of water collecting at base of curb ramp.		Redesign gutter drainage to ensure that water does not collect at base of curb ramp.	Medium	Short	\$\$	DPW
East Main Street	Front of 34 E. Main St.	Obstructions	949	Telephone wire is placed in middle of sidewalk causing a hazard.		If wire cannot be relocated, cover in bright protective coating as a warning.	High	Short	\$	Eversource/DPW
Bridge Street	South of Main Street	Sidewalk	952	Sidewalk surface is in poor condition with many cracks and loose gravel. There is also no barrier curb to separate pedestrians from vehicles.		Reconstruct sidewalk with a minimum width of 4ft and install curbing to separate from street.	Medium	Medium	\$\$\$	DPW
Church Street		Sidewalk	953	Sidewalk is too narrow and has no barrier curb.	3.5ft	Reconstruct sidewalk with a minimum width of 4ft and install curbing to separate from street.	Medium	Medium	\$\$\$	DPW
Church & W. Main St.		Curb Ramps	954	There is no visual/tactile strip at curb ramps. There is also no level landing space at top of ramps.		Add visual contrasting, tactile strip at curb ramp and when reconstructing, create a level landing area.	High	Short	\$\$	DPW
West Main St.		Obstructions	955	There are many sign posts and light posts on West Main St. that narrow clear path to less than 4 ft.		If possible, relocate posts. If not, widen sidewalks around these obstacles.	Medium	Medium	\$\$	DPW
West Main St. & Federal St.	Southeast corner	Curb ramp	956	Curb ramp is not aligned towards crosswalk and direction of travel.		Consider reducing turning radius in order to orient curb ramp with direction of travel. If not possible, move curb ramp closer to Federal St.	Medium	Medium	\$\$\$	DPW
Bangs Street		Sidewalk	957	Sidewalk has encroaching vegetation making it too narrow.		Cut back vegetation.	High	Short	\$	DPW
Veterans Street		Sidewalk	958	Sidewalk is in very poor condition - broken and uneven.		Reconstruct sidewalk.	Medium	Medium	\$\$\$	DPW
Lyman Street		Sidewalk	969	Sidewalk is in very poor condition - broken and uneven.		Reconstruct sidewalk.	Medium	Medium	\$\$\$	DPW

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Millers Falls Road	From Highland Apts. towards Millers Falls downtown	Sidewalk	970	Sidewalk is in poor condition and covered with gravel and narrowed by vegetation.		Reconstruct sidewalk.	Medium	Medium	\$\$\$	DPW
Millers Falls Road	Between S. Lyman & New St.	Sidewalk	971	Sidewalk has a steep cross slope, is uneven and narrow. Sidewalk also ends with no place to cross and without warning.	3ft	Reconstruct sidewalk with a minimum width of 4ft and a cross slope of no more than 2%. Install signage at the nearest crosswalk warning peds that sidewalk ends in Xft.	Medium	Medium	\$\$\$	DPW
Grand Avenue	Near intersection with Millers Falls Rd.	Sidewalk	973	Sidewalk has a very steep cross slope and is in poor condition.	10%	Reconstruct sidewalk with a min. width of 4ft and a cross slope of no more than 2%.	Medium	Medium	\$\$\$	DPW
Newton Street		Sidewalk	984	Sidewalk is very overgrown by vegetation.		Cut back vegetation for a clear pathway.	High	Short	\$	DPW
Newton & Franklin Street		Curb Ramp		There are no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at curb ramps.	Medium	Short	\$\$	DPW
Franklin Street		Sidewalk	986	Sidewalk is in poor condition (uneven and missing concrete) and narrowed by vegetation.		Reconstruct sidewalk and cut back vegetation.	High	Medium	\$\$\$	DPW
Franklin Street	Between King & E. Main St.	Obstruction	988	Stairs protrude 2.5ft onto sidewalk creating an obstruction.		Widen sidewalk around stairs to create a continous 4ft path.	High	Short	\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

## Montague Center Sidewalks and Crossings

\*Sidewalk assessment follows PROWAG Guidelines (2011)

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Main Street	West side from Town Common to Station Road	Sidewalk	992	Sidewalk is experiencing root upheaval causing vertical obstructions.		Repair sidewalk so that the vertical change in height is no more than 1/4". Consider use of rubberized sidewalk panels where repair may be challenging due to roots.	High	Medium	\$\$\$	DPW
Main Street	at Station Road	Curb Ramps	994	Curb ramps are missing at crosswalk across Main Street.		Construct curb ramps that meet ADA requirements.	High	Medium	\$\$	DPW
Station Road	at Main Street	Curb Ramps	993	There are no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at curb ramps.	Medium	Short	\$\$	DPW
Main Street	opposite of Union Street	Curb Ramps	995	Slope of curb ramp on Main Street is very steep.		Reconstruct curb ramp to have a slope of no more than 8.33%. Add visual/tactile strip at bottom.	High	Medium	\$\$	DPW
Station Road		Sidewalk	997	Asphalt sidewalk is in fair/poor condition (uneven) and overgrown.		Patch cracks and and fill in potholes. Cut back vegetation.	Medium	Short	\$	DPW
Station and School Street		Crosswalk	999	Crosswalk markings have almost completely faded away.		Repaint crosswalk.	High	Short	\$	DPW
School Street	Between School Building and Main Street	Sidewalk	1000	Asphalt sidewalk is in fair/poor condition (uneven) and overgrown.		Patch cracks and and fill in potholes. Cut back vegetation.	Medium	Short	\$	DPW
Main and School Street		Curb Ramps		There are no visual/tactile strips at curb ramps.		Add visual contrasting, tactile strip at curb ramps.	Medium	Short	\$\$	DPW
Main Street	North side from Center Street to Book Mill	Sidewalk	1003	Sidewalk is very overgrown and dirty. Condition is poor - crumbling in places.		Cut back vegetation and repair areas in distress.	High	Short	\$	DPW
Center Street and North Street	At library	Curb Ramps	1005	Visual/tactile strips are missing at most curb ramps in this intersection. Curb ramps are also not aligned with crosswalks.		Reconstruct curb ramps to properly align with crosswalks. Add visual/tactile strips.	High	Medium	\$\$	DPW
Main Street	At 60 Main St.	Bus Stop	135248	Bus stop does not have smooth curb ramp to street.		Repair curbing to create a smooth transition to street.	High	Short	\$	DPW
Turners Falls Road	From Greenfield Rd and north	Sidewalk	1009	Sidewalk is a mix of asphalt and concrete in fair to poor condition - uneven, cracked, and has standing water at times and too narrow.	3.5ft	Reconstruct sidewalk and widen to a minimum of 4ft with a 5'x5' passing area every 200ft.	Medium	Medium	\$\$\$	DPW

# Montague ADA Self-Evaluation & Transition Plan

## Turners Falls Sidewalks and Crossings

\*Sidewalk assessment follows PROWAG Guidelines (2011)

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Entire Village Area		Crosswalks	1020	Crosswalk paint is fading and hard to see.		Repaint crosswalks.	High	Ongoing	\$	DPW
All Pedestrian Crossing Signals		Crossing Signals	1022	Crossing signals do not have audible indications nor tactile arrows.		Update crossing signals that have audible & vibrotactile indicators of WALK interval. Include vibrotactile arrows that are aligned parallel to direction of travel on associated crosswalk.	Medium	Medium	\$\$\$	DPW
Montague City Road	Between Walnut and Warner Streets	Sidewalk	102018	Sidewalk is in poor condition - crumbling, broken, and overgrown.	4ft	Reconstruct sidewalk and make sure width is a minimum of 4ft with a 5'x5' passing area every 200ft.	Medium	Medium	\$\$\$	DPW
Canal Street	at 3rd St.	Curb Ramp	132817	There is no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at curb ramps.	Medium	Short	\$\$	DPW
	Between 2nd and 5th Streets	Sidewalk		There is no curbing to separate sidewalk from street.		Install curbing to raise sidewalk and separate it from street.	High	Medium	\$\$\$	DPW
7th Street	at crossing with Peske Park sidewalk	Curb Ramp	132921	There is no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at end of sidewalk.	Medium	Short	\$\$	DPW
Avenue A		Sidewalks		The brick sidewalk surface is uneven and poses a tripping hazard.		Continue reconstruction of sidewalks along Ave A so that it is a completely accessible corridor.	High	Short	\$\$\$	DPW
Avenue A and 1st St.	on west side of 1st St.	Curb Ramp	1015	There is no visual/tactile strip at curb ramps.		Add visual contrasting, tactile strip at curb ramps.	Medium	Short	\$\$	DPW
1st Street Municipal Parking Lot		Accessible Route and Parking	1017	Parking lot surface and sidewalk are in very poor condition - crumbling, broken, and uneven.		Reconstruct sidewalk and resurface parking lot for a smooth, stable surface. Designate at least 1 space as accessible parking.	Medium	Medium	\$\$\$	DPW
Avenue A and 3rd St.	Northeast corner	Crossing Signal	1024	Signal is located too far from crosswalk at Ave. A.	5ft	Relocate or install additional signal within 5ft of crosswalk.	Medium	Medium	\$\$\$	DPW
	on 3rd Street	Crosswalk	1025	Crosswalk is not aligned with curb cut.		Repaint crosswalk so that it begins and ends at a curb ramp.	High	Short	\$	DPW
Avenue A and 7th St.	at Food City corner	Curb Ramp	1027	Curb ramp is missing to cross Ave. A		Construct a curb cut that meets PROWAG guidelines.	High	Medium	\$\$	DPW
	at Carnegie Library corner	Curb Ramp	1028	There is no level landing space at top of curb ramp. Ramp to Ave. A is too narrow and very steep.	13%	Reconstruct curb ramp to provide an easier transition to both crosswalks while working with space and slope constraints.	High	Medium	\$\$\$	DPW
Avenue A and 11 St.		Crosswalk	1032	Crosswalk across 11 St. is not aligned with curb cut.		Repaint crosswalk so that it begins and ends at a curb ramp.	High	Short	\$	DPW

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
		Curb Ramp	1033	Curb ramp is missing to cross Ave. A. There are no visual/tactile strip at curb ramps.		Install curb ramp on Ave. A to PROWAG guidelines.	High	Short	\$\$	DPW
		Bus Stop	1033	Bus stop pad does not have a level landing space.		Create a level space that is 5'x8'.	High	Short	\$\$	DPW
Ave A.	in front of 300 Ave. A	Sidewalk	1036	Sidewalk cross slope is too steep.	8.50%	Reconstruct sidewalk that has a cross slope no steeper than 2%.	Medium	Medium	\$\$\$	DPW
Ave. A	across from Food City	Curb Ramp	1037	There is no visual/tactile strip at end of sidewalk.		Add visual contrasting, tactile strip at end of sidewalk.	Medium	Short	\$\$	DPW
Ave. A	across from Food City	Bus Stop	1037	Bus stop pad does not have a level landing space.		Create a level space that is 5'x8'. Roadway is very wide at this location - bump-outs could be created on shoulder to accommodate bus stop.	High	Short	\$\$\$	DPW
Ave. A	in front of Carnegie Library	Sidewalk	1038	Sidewalk is missing railing on both sides.		Install railing on missing side.	High	Short	\$\$	DPW
Canal Street and 2nd Street	Municipal parking Lot	Accessible parking	830	It is difficult for passengers to get out of vehicle due to location of accessible space on the right side of the aisle.		Consider relocating accessible space to the other side of the aisle.	Medium	Short	\$	DPW
Canal Street and 5th Street		Curb Ramp	1042	Curb ramp is in poor condition and missing visual/tactile strip.		Repair curb ramp and add visual/tactile strip.	High	Short	\$\$	DPW
5th Street Bridge over Canal		Sidewalk	1045	Bridge is closed forcing pedestrians onto bridge which is dangerous and uneven.		Repair pedestrian bridge or create pedestrian safety warning signals for vehicles alerting them to presence of peds.	High	Short/Long	\$\$\$\$	DPW
7th Street	between Park and High Streets	Curb Ramp	1046	There are no visual/tactile strip at end of sidewalk.		Add visual contrasting, tactile strip at end of sidewalk.	Medium	Short	\$\$	DPW
7 th Street	between Ave. A and L street	Accessible Route		Snow/ice clearance on this stretch is problematic in winter forcing peds into the street.		Enforce snow clearance policy.	High	Short	\$	DPW
7 th Street	between Ave. A and Canal Street	Sidewalk		Sidewalks are in poor condition - crumbling, broken, and overgrown.		Reconstruct sidewalks.	Medium	Medium	\$\$\$	DPW
L Street		Accessible Route		Snow/ice clearance on this stretch is problematic in winter forcing peds into the street.		Enforce snow clearance policy.	High	Short	\$	DPW
	at 3rd street	Curb Ramp		Curb ramps are not level nor are perpendicular to walking paths.		Reconstruct curb ramps with tactile warning and level landings that face the crosswalks.	Medium	Medium	\$\$\$	DPW
Millers Falls Rd	5 Millers Falls Rd.	Curb Ramp		Curb ramp across Millers Falls Rd ends at a steep driveway.		Create curb ramp that meets ADA requirements to the side of the driveway.	High	Medium	\$\$	DPW

Location	Location detail	Element	Photo	Issues	Current Measure	Recommendations	Priority	Timeframe	Cost	Responsible Dept.
Tunpike Road	at High School	Curb Ramp	1052	Multiple curb ramps are in poor condition and missing visual/tactile strip.		Repair curb ramps and add visual/tactile strip.	Medium	Short	\$\$	DPW
Montague City Road	at culvert near 260 Montague City Rd	Sidewalk		Sidewalk is buckling and in very poor condition as it crosses the culvert		Repair culvert and sidewalk.	High	Medium	\$\$\$	DPW
Montague City Road	at 404 Montague City Rd	Sidewalk		Sidewalk ends on northwest side without warning to pedestrians.		Install signage alerting peds that sidewalk ends in Xft or install crosswalk at end of sidewalk.	Medium	Short	\$	DPW
11th Street		Sidewalk		Sidewalk is in poor condition - crumbling, broken, and overgrown.		Reconstruct sidewalk.	Medium	Medium	\$\$\$	DPW
X and T Streets		Sidewalk		Sidewalks are in poor condition - crumbling, broken, and overgrown.		Reconstruct sidewalks.	Medium	Medium	\$\$\$	DPW

# Appendix A

Summary of responses by Montague Department Heads regarding Effective Communication Requirements

# Montague ADA Self-Evaluation

Effective Communication Checklist		Total Responses	
		Yes	No
1)	Does the public entity know how to provide the following for people who are deaf or hard of hearing?		
	a. Sign language, oral, and cued speech interpreters	3	12
	b. Video remote interpreting (VRI) services	0	13
	c. Computer-assisted real-time transcription (CART) services	0	15
	d. Assistive listening devices	0	14
	e. Open and closed captioning of videos	2	12
	f. Real time captioning of television programs	2	12
	g. Other	1	1
2)	Does the public entity know how to provide documents in the following formats for people how are blind or visually impaired and others with print disabilities?		
	a. Braille	1	14
	b. Large print	7	8
	c. Audio recordings	3	12
	d. Accessible electronic formats that can be accessed by screen reading software (plain text or html)	4	11
	e. Screen reader software installed on a computer that is used by the public (ie. library)	0	15
	f. Magnification software installed on a computer that is used by the public (ie. computer lab)	0	15
	g. Optical readers	1	14
	h. Other	0	1
3)	Does the public entity have a policy or procedure to handle requests for auxiliary aids and services?	1	14
4)	Are employees and officials aware of the public entity's obligation to provide auxiliary aids and services?	9	6
5)	Do employees and officials know how to arrange for auxiliary aids and services? Arrangements could be made directly or through the ADA coordinator or another staff person.	2	13
6)	Does the public entity give primary consideration to the person with a disability when determining what type of auxiliary aid or service to provide?	8	6
7)	Are employees and officials aware that it is inappropriate to request that family members and friends of people who are deaf serve as sign language interpreters, except in emergencies or if the individual wants the family member or friend to interpret and it's appropriate to do so?	8	7
8)	Are employees and officials aware that a companion of a program participant has a right to auxiliary aids and services if the companion has a communication disability and is an appropriate person with whom the public entity should or would communicate?	7	7
9)	Are captions and audio description provided on videos and television programs the public entity produces and videos on its website?	0	12
10)	Does the public entity have a policy or procedure for determining if an auxiliary aid or service would be an undue financial and administrative burden?	0	13

# Montague ADA Self-Evaluation

<b>Effective Communication Checklist</b>		<b>Total Responses</b>	
	<b>Questions</b>	<b>Yes</b>	<b>No</b>
11)	Do employees and officials know how to respond to telephone calls made through Video Relay Services and Telecommunication Relay Services so that the calls are responded to in the same manner as other telephone calls?	2	13
12)	Where telephones are available to the public for making outgoing calls, such as in hospital waiting rooms, are TTYs available for people with hearing and speech disabilities?	0	13
13)	Do telephone emergency services, including 911, provide direct access to people who use TTYs and computer modems?	1	12

# Montague ADA Self-Evaluation

General Nondiscrimination Checklist		Total Responses	
		Yes	No
1)	Do policies, practices and procedures provide an equal opportunity for people with disabilities to participate in services, programs and activities; that is, do policies not discriminate against people on the basis of disability?	8	5
2)	Are there circumstances in which the participation of a person with a disability would be excluded or restricted?	6	6
3)	If yes, are the exclusions or restrictions necessary to the operation of the program or to the safety of other participants?	4	5
4)	Are there separate services, programs or activities for people with disabilities or a class of people with disabilities?	0	11
5)	Do all employees who contract with outside agencies, organizations or businesses know that the public entity's obligations apply whether the public entity provides the service, program or activity directly or contracts for it?	5	7
6)	Does the public entity notify each contractor of its responsibilities for providing contracted services in a nondiscriminatory manner?	6	6
7)	Does the public entity require assurances from contractors of their fulfillment of Title II requirements?	2	9
8)	Are there procedures to ensure that contractors provide the services, programs and activities in a nondiscriminatory manner consistent with the Title II requirements?	1	8
9)	Are employees and officials aware that the public entity is obligated to make a reasonable modification in policies, practices, or procedures if the modification is necessary for a person with a disability to participate?	15	0
10)	Are employees and officials aware that:		
	a. The public entity must allow service animals to accompany people with disabilities in all areas where people without service animals are allowed to go?	15	0
	b. Only two questions may be asked: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?	10	5
	c. The public entity may not ask about a person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task?	11	4
	d. A person with a disability cannot be asked to remove his service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken and, in these circumstances employees must offer the person with the disability the opportunity to obtain goods or services without the animal's presence?	12	2
	e. The public entity must permit a miniature horse to accompany a person with a disability where reasonable?	10	4
11)	Are employees and officials aware that:		
	a. People with mobility disabilities may use wheelchairs, scooters and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use?	15	0
	b. People with mobility disabilities may use other power-driven mobility device in any areas open to pedestrian use unless the public entity can demonstrate that the class of other power-driven mobility devices cannot be operated in accordance with legitimate safety requirements?	15	0

# Montague ADA Self-Evaluation

General Nondiscrimination Checklist		Total Responses	
		Yes	No
	c. They may not ask about the nature and extent of the individual's disability, but may ask an individual to provide a credible assurance that the mobility device is required because of the person's disability?	11	3
12)	Are employees and officials aware that the public entity may not place a surcharge on people with disabilities to cover the costs of measures, such as the provision of auxiliary aids or program accessibility, that are required to provide nondiscriminatory treatment?	12	1
13)	Are tickets for accessible seats sold during the same hours; through the same methods of purchase (by telephone, on site, through a website, or through third-party vendors); and during the same stages of sales (pre-sales, promotions, general sales, wait lists, or lotteries) as non-accessible seats?	3	4
14)	If accessible seating is not available in areas of the venue with lower prices, is lower priced accessible seating available in higher priced locations?	2	3
15)	Do venues and third-party sellers provide the same information about accessible seats as provided about non-accessible seats?	2	3
16)	Can ticket sellers describe accessible seating in enough detail to permit the purchaser to determine if a seat meets his or her needs?	1	4
17)	Do ticket sellers know that people purchasing a ticket for a wheelchair space may purchase up to three additional seats for their companions as close as possible to the wheelchair space and that these companion seats may include wheelchair spaces?	1	4
18)	Do ticket sellers know that unsold accessible seats may be released and sold to members of the general public in only one of three circumstances: when all non-accessible seats have been sold (excluding luxury boxes, club boxes, suites, and seats the venue holds been sold; or when all non-accessible seats in a particular price category have been sold back when declaring a sell-out); or when all non-accessible seats in a particular seating section have been sold; or when all non-accessible seats in a particular price category have been sold?	1	4
19)	If the venue permits patrons to give or sell their tickets to others, does the venue know that the same right must be extended to patrons with disabilities and that those tickets may be sold to someone who does not have a disability?	1	3
20)	Do ticket sellers know that for single event tickets, venues may ask purchasers to state that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?	1	4
21)	Do ticket sellers know that for series of events tickets, purchasers may be asked to attest in writing that they require, or are purchasing tickets for someone who requires, the features of an accessible seat?	1	4
22)	Is information about the public entity's accessible services, activities and facilities available to the public and to current and future program participants?	3	8

# Montague ADA Self-Evaluation

## Website Accessibility Checklist

	Questions	Council on Aging	Libraries	Town Website
1)	Is there a policy that the public entity's webpages will be accessible, that is, in compliance with the W3C Web Content Accessibility Guidelines (WCAG) 2.0 or Section 508 Standards?	N	N	N
2)	Are the staff and contractors who are responsible for webpage and content development aware of the policy?	Y	Y	Y
3)	Are the staff and contractors who are responsible for webpage and content development knowledgeable about these standards?	Y	Y	Y
4)	Has the website been tested for compliance with either of these standards?	Y	Y	Y
5)	If yes, have people with disabilities who use screen reading software and other assistive technology participated in the evaluation?	N	N	N
6)	Is there a plan for making the existing web content accessible?	Y	Y	Y
7)	Is there a plan for making future web content accessible?	Y	Y	Y

# **Appendix B**

Photographs documenting issues found in the Transition Plan

# Sheffield Elementary School and Gill-Montague Administrative Building (43 Crocker Ave)



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IMG\_0468



IMG\_0469



IMG\_0470



IMG\_0471



IMG\_0385



IMG\_0386



IMG\_0387



IMG\_0388



IMG\_0389



IMG\_0390



IMG\_0391



IMG\_0392



IMG\_0393



IMG\_0394



IMG\_0395



IMG\_0396



IMG\_0397



IMG\_0398



IMG\_0399



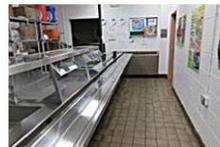
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IMG\_0439



IMG\_0440



IMG\_0441



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IMG\_0443



IMG\_0444



IMG\_0445



IMG\_0446



IMG\_0447



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IMG\_0450



IMG\_0451



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IMG\_0460



IMG\_0461



IMG\_0462



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IMG\_0464



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IMG\_0466



IMG\_1142



IMG\_0523



IMG\_0524



IMG\_0525



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IMG\_0531



IMG\_1139



IMG\_1140



IMG\_1141

# Hillcrest Elementary School (30 Griswold Street)



IMG\_0518



IMG\_0519



IMG\_0520



IMG\_0521



IMG\_0522



IMG\_0472



IMG\_0473



IMG\_0475



IMG\_0476



IMG\_0477



IMG\_0478



IMG\_0479



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IMG\_0490



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IMG\_0492



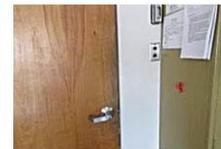
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IMG\_0494



IMG\_0495



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IMG\_0497



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IMG\_0516



IMG\_0517

# Montague Town Hall (Avenue A)



IMG\_0796



IMG\_0797



IMG\_0798



IMG\_0799



IMG\_0646



IMG\_0647



IMG\_0648



IMG\_0649



IMG\_0650



IMG\_0651



IMG\_0652



IMG\_0653



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IMG\_0656



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IMG\_0660



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IMG\_0774



IMG\_0775



IMG\_0776



IMG\_0777



IMG\_0778



IMG\_0779



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IMG\_0787



IMG\_0788



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IMG\_0790



IMG\_0791



IMG\_0792



IMG\_0793



IMG\_0794



IMG\_0795

## Colle Opera House (132 3<sup>rd</sup> Street)



IMG\_0721



IMG\_0722



IMG\_0723



IMG\_0699



IMG\_0700



IMG\_0701



IMG\_0702



IMG\_0703



IMG\_0704



IMG\_0705



IMG\_0706



IMG\_0707



IMG\_0708



IMG\_0709



IMG\_0710



IMG\_0711



IMG\_0712



IMG\_0713



IMG\_0714



IMG\_0715



IMG\_0716



IMG\_0717



IMG\_0718



IMG\_0719



IMG\_0720

# Shea Theater (71 Avenue A)



IMG\_0695



IMG\_0696



IMG\_0697



IMG\_0698



IMG\_0670



IMG\_0671



IMG\_0672



IMG\_0673



IMG\_0674



IMG\_0675



IMG\_0676



IMG\_0677



IMG\_0678



IMG\_0679



IMG\_0680



IMG\_0681



IMG\_0682



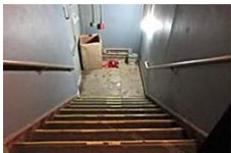
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IMG\_0685



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## Millers Falls Library (23 Bridge Street, Millers Falls)



IMG\_0730



IMG\_0724



IMG\_0725



IMG\_0726



IMG\_0727



IMG\_0728



IMG\_0729

## Montague Center Library (17 Center Street)



IMG\_0752



IMG\_0753



IMG\_0754



IMG\_0731



IMG\_0732



IMG\_0733



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IMG\_0735



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IMG\_0744



IMG\_0745



IMG\_0746



IMG\_0747



IMG\_0748



IMG\_0749



IMG\_0750



IMG\_0751

# Carnegie Library (201 Avenue A)



IMG\_0893



IMG\_0894



IMG\_0895



IMG\_0896



IMG\_0897



IMG\_0898



IMG\_0899



IMG\_0900



IMG\_0839



IMG\_0840



IMG\_0841



IMG\_0842



IMG\_0843



IMG\_0844



IMG\_0845



IMG\_0846



IMG\_0847



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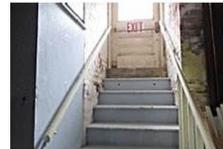
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IMG\_0861



IMG\_0862



IMG\_0863



IMG\_0864



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IMG\_0866



IMG\_0867



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## Turners Falls Airport (10 Aviation Way)



IMG\_1159



IMG\_1160



IMG\_1161



IMG\_1156



IMG\_1157



IMG\_1158

# Montague Police Station



IMG\_0773



IMG\_0755



IMG\_0756



IMG\_0757



IMG\_0758



IMG\_0759



IMG\_0761



IMG\_0762



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IMG\_0770



IMG\_0771



IMG\_0772

# Water Pollution Control Facility (34 Greenfield Road)



IMG\_1138



IMG\_1104



IMG\_1105



IMG\_1106



IMG\_1107



IMG\_1108



IMG\_1109



IMG\_1110



IMG\_1111



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IMG\_1120



IMG\_1121



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IMG\_1123



IMG\_1124



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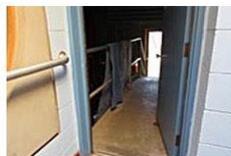
IMG\_1126



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IMG\_1128



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IMG\_1132



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IMG\_1137

# Gill-Montague Senior Center (62 5<sup>th</sup> Street)



IMG\_0901



IMG\_0902



IMG\_0903



IMG\_0904



IMG\_0905



IMG\_0906



IMG\_0907



IMG\_1075



IMG\_1076



IMG\_1077



IMG\_1078



IMG\_1079



IMG\_1080



IMG\_1081



IMG\_1082



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IMG\_1087



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IMG\_1098



IMG\_1101



IMG\_1102



IMG\_1103

## Montague Center Fire Station (28 Old Sunderland Road)



IMG\_1151



IMG\_1153



IMG\_1154



IMG\_1155



IMG\_1144



IMG\_1145



IMG\_1146



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## Central Street School (34 Central Street)



20180531\_132052



2107



20180531\_131903



20180531\_131907



20180531\_131909

# Unity Park (1<sup>st</sup> Street)



IMG\_0824



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IMG\_0800



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IMG\_0823

## Norma's Park (Lake Pleasant Road)



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IMG\_0928



IMG\_0922



IMG\_0923



IMG\_0924



IMG\_0925



IMG\_0926

## Rutter's Park (Lake Pleasant)



IMG\_0932



IMG\_0929



IMG\_0930



IMG\_0931

## Montague Center Park (School Street)



IMG\_0941



IMG\_0933



IMG\_0934



IMG\_0935



IMG\_0936



IMG\_0937



IMG\_0938



IMG\_0939



IMG\_0940

## Highland Park (Lyman Street, Millers Falls)



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IMG\_0920

## Peskeomskut Park (Avenue A)



IMG\_0838



IMG\_0832



IMG\_0833



IMG\_0834



IMG\_0835



IMG\_0836



IMG\_0837

## Spinner Park (Avenue A) and Canal St Parking Lot



IMG\_0829



IMG\_0830



IMG\_0831



IMG\_1355



IMG\_1356



IMG\_1357



IMG\_1358