

## Shrewsbury Open Space and Recreation Plan

### Appendix J - ADA Grievance Procedure, Access Self Evaluation, Transition Plan and Employment Practices

The Town Administrator is designated as the Town's ADA Coordinator. A letter to that affect is attached. The ADA Grievance Procedure, Policy, and Notification Requirements are attached.

The ADA coordinator has prepared and signed a statement attesting to the fact the town's employment practices are in compliance with ADA. The following major categories are included in this statement: Recruitment, Personnel Actions, Leave Administration, Training, Tests, Medical Exams/Questionnaires, Social and Recreational Programs, Fringe Benefits, Collective Bargaining Agreements, and Wage and Salary Administrations.

The Town has completed an ADA Access Self Evaluation form for each of its properties under the jurisdiction of the Conservation Commission or Recreation Department.

- |                                                                |                                                                    |
|----------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Arrowwood Park             | <input checked="" type="checkbox"/> Ireta Road Playground          |
| <input checked="" type="checkbox"/> Camp Winnegan              | <input checked="" type="checkbox"/> Jordan Pond Recreation Center  |
| <input checked="" type="checkbox"/> Coolidge Park              | <input checked="" type="checkbox"/> Lake Street Recreation Center  |
| <input checked="" type="checkbox"/> Dean Park Outdoor Stage    | <input checked="" type="checkbox"/> Maple Avenue Recreation Fields |
| <input checked="" type="checkbox"/> Dean Park                  | <input checked="" type="checkbox"/> Melody Lane Park               |
| <input checked="" type="checkbox"/> Donahue Clubhouse and Bays | <input checked="" type="checkbox"/> Municipal Fields               |
| <input checked="" type="checkbox"/> Edgemere Park              | <input checked="" type="checkbox"/> North Shore Field              |
| <input checked="" type="checkbox"/> Gauch Park                 | <input checked="" type="checkbox"/> Prospect Park                  |
| <input checked="" type="checkbox"/> Greylock Park              | <input checked="" type="checkbox"/> Rotary Park                    |
| <input checked="" type="checkbox"/> Hillando Drive Playfields  | <input checked="" type="checkbox"/> Ternberry Park                 |
| <input checked="" type="checkbox"/> Hills Farm Park            | <input checked="" type="checkbox"/> Toblin Hills Park              |

The Shrewsbury Commission on Disabilities has reviewed the self evaluation report and some members have visited several areas. A letter, dated April 10, 2012, is attached that indicates the Commission's belief that the OSRP Committee has done an acceptable job of indentifying not only compliant areas but also many areas that need attention.

**OFFICE OF THE  
TOWN MANAGER**



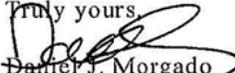
Richard D. Carney  
Municipal Office Building  
100 Maple Avenue  
Voice: 508-841-8508  
Fax: 508-842-0587  
dmorgado@th.ci.shrewsbury.ma.us

**Town of Shrewsbury**  
MASSACHUSETTS 01545-5398

April 3, 2012

I have appointed myself, Daniel J. Morgado, 11 Concord Road, Shrewsbury, MA to the position of American with Disabilities Act Coordinator. This appointment is effective through September 30, 2015 and is concurrent with my appointment as Town Manager.

Truly yours,

  
Daniel J. Morgado  
Town Manager

**OFFICE OF THE  
TOWN MANAGER**



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MASSACHUSETTS 01545-5398

Grievance Procedure  
Title I & II

Complaints alleging discrimination on the basis of disability by the Town of Shrewsbury:

All public entities with 50 or more employees must adopt and publish grievance procedures providing for prompt and equitable resolution of grievances arising under Title I and Title II of the Americans with Disabilities Act. The following grievance procedure is established to meet ADA requirements. It should be used by those who wish to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs and benefits by the Town of Shrewsbury.

1. The complaint may be submitted in writing or sent via e-mail. If you prefer to use an alternate format such as tape, Braille or a telephone interview, please contact the Shrewsbury Commission on Disabilities at 508 841-8448 or [disabilities@th.ci.shrewsbury.ma.us](mailto:disabilities@th.ci.shrewsbury.ma.us) to ensure they can accommodate the format of your choice.
2. The complaint must include the complainant's name, address, phone number and location, date and description of the alleged discrimination.
3. The complaint should be submitted by the grievant and or his/her designee as soon as possible but no later than 30 calendar days after the alleged discrimination to:

Daniel J. Morgado, Shrewsbury ADA Coordinator  
Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, MA 01545  
[dmorgado@th.ci.shrewsbury.ma.us](mailto:dmorgado@th.ci.shrewsbury.ma.us)

4. The ADA Coordinator will contact or meet with the complainant to discuss the complaint and possible resolutions within 15 calendar days after his receipt of the complaint.
5. The ADA Coordinator will respond in writing or in an appropriate format accessible to the complainant within 15 calendar days after the contact or meeting. The response will explain the position of the Town of Shrewsbury and offer options for substantive resolution. A copy of this correspondence and the original complaint will be sent to the Shrewsbury Commission on

Disabilities.

6. If the response given by the ADA Coordinator does not satisfactorily resolve the issue, within 15 calendar days of the receipt of the response, the complainant or his/her designee may file a request to appeal the decision of the ADA Coordinator to the Town Manager or his designee.

7. The Town Manager or his designee will contact or meet with the complainant to discuss the appeal within 15 calendar days of the receipt of the appeal.

8. The Town Manager or his designee will respond to the appeal in writing or in an appropriate format accessible to the complainant within 15 calendar days after the appeal contact or meeting with a final resolution of the complaint. A copy of this correspondence and the original request to appeal will be sent to the Shrewsbury Commission on Disabilities.

9. All complaints alleging discrimination on the basis of disability received by the ADA Coordinator, appeals to the Town Manager or his designee and responses from the ADA Coordinator, Town Manager and/or his designee will be kept by The Town of Shrewsbury for at least three years.

**OFFICE OF THE  
TOWN MANAGER**



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Municipal Office Building  
100 Maple Avenue  
Voice: 508-841-8508  
Fax: 508-842-0587  
dmorgado@th.ci.shrewsbury.ma.us

**Town of Shrewsbury**  
MASSACHUSETTS 01545-5398

July 5, 2011

To Whom It May Concern:

This is to certify that to my best knowledge and belief that the Town's employment practices are consistent with the American's with Disability Act. Such practices involve actions taken by the Town in the areas of Recruitment, Personnel Actions, Leave Administration, Training, Tests, Medical Exams/Questionnaires, Social and Recreational Programs, Fringe Benefits, Collective Bargaining Agreements, and Wage and Salary Administrations.

Truly yours,

  
Daniel J. Morgado  
Town Manager  
ADA Coordinator

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