



Groton Town Hall Groton, MA  
ADA Transition Plan

## **Americans with Disabilities Act (ADA) Self-Evaluation/Site Access Survey for the Town of Groton**

To: Michelle Collette, ADA Coordinator  
Town Hall, 173 Main Street  
Groton, MA 01450

**Groton Town Hall  
Address: 173 Main Street  
Town Manager Mark Haddad  
978-448-1111**

**Reviewed by the Commission on Accessibility  
December 10, 2018**

Present today were:

*Michelle Collette, Town of Groton ADA Coordinator  
Edward Cataldo, Town of Groton Building Commissioner  
Consultant James Lyons, Northeast Independent Living Program Inc.  
Consultant Grant Murphy, Northeast Independent Living Program Inc.*

Groton Town Hall was surveyed by the team delineated above on May 30, 2018.

***The scope of this report*** is to identify barriers in programs & activities that might prevent persons with disabilities from access to Groton Town Hall and the programs, activities, and services provided at Groton Town Hall. The key to success is to provide equivalent access to the maximum extent feasible to everyone, regardless of disability. This report includes an inventory (and details) of the property where structural modifications are needed to make facilities accessible to persons with disabilities. Since this is the foundation for the ADA Transition Plan, we recommend the

Town maintain it on file/available for public inspection for 5 years from date of completion. This ADA self-evaluation includes all of the Groton Town Hall.

*In our opinion the following issues were found:*

We were impressed with much of the ADA compliance at the Groton Town Hall. This is actually an historical building, and, in fact, the Town has provided many ADA improvements at the site. The Town Hall was constructed in 1859 and renovated in 1998. The renovated Town Hall opened in April 1999. For example, we were informed that the Town installed appropriate raised letter/Braille signage throughout the entire building. In our opinion the following issues were found:

**Entrances:** The front entrance to Groton Town Hall has more than 3 ft. between railings and we recommend a middle railing be installed on the stairs. The "Employees Only" sign, located on the lunch room door, is without Raised and Braille Lettering. Since that room is frequently used as a meeting room, we recommend that the "Employees Only" sign be removed and that an appropriate Raised and Braille lettered sign be purchased and installed on the wall next to that entrance in accordance with the ADA.

**Accessible Parking:** The two signs posted for the HP (accessible parking) spots at the Groton Town Hall are too low from the ground. The team found that they are not a minimum of 5 feet above the ground in our opinion, Section 23.6.4 of the The Massachusetts Architectural Access Board (AAB) states that "Such signs shall be permanently located at a height of not less than five feet, nor more than eight feet high." We recommend both signs are raised to the height specified in the ADA. We recommend that one of the HP spots is moved to a different spot not currently HP to avoid falling snow and debris as well as decreasing the slope of the parking spot.

**The Main Entrance Ramp:** The ADA evaluation Team found that the ramp located at the parking lot entrance of Town Hall has cracks and it is recommended that all cracks that exceed  $\frac{3}{4}$  inches be repaired in accordance with the ADA. Also, The Massachusetts AAB, section 2.6 Maintenance of Accessible Features, states "At all times accessibility features must be maintained and fully operational." We recommend therefore, that the cracks and holes be repaired with a suggested completion date of December 2019.

**Restrooms:** We found Groton Town Hall Men's and Women's room sinks are not insulated. We recommend both sinks be insulated as required under the ADA. The Women's room at Town Hall also needs a shelf removed to allow for a 5ft. turning radius in that room. We recommend that shelf be removed to be in accordance with the ADA.

**Restroom Doors:** The ADA Team determined that both Men's and Women's restroom doors opening pressures exceed 5 lbs. opening force. The ADA Access Guidelines (*ADAAG*) *Section 4.13.11 (door opening force)* requires the maximum force for pushing or pulling open an interior hinged door shall be no more than 5 lbs. opening force.

For example, we used the door pressure gauge device and found the first-floor Women's restroom door opening pressure is 15 pounds pressure. We recommend the four restroom doors be adjusted so that they do not exceed 5 lbs. opening force. On the slight possibility that they cannot be properly adjusted, we suggest that electric door openers be installed on the restrooms to make them accessible.

**Meeting Rooms:** In both the 1<sup>st</sup> Floor Town Meeting room and the 2<sup>nd</sup> Floor Conference room had wires lying on the floor that have both created tripping hazards. We recommend those wires be moved in both rooms to follow the ADA.

**Miscellaneous Town Hall Amenities Provided:** We found the coat hooks located in the 1<sup>st</sup> Floor stairway and the 2<sup>nd</sup> Floor Conference room were inaccessible. We recommend that at both locations a lower accessible rack be installed allowing for accessibility.

**Communication accessibility:** The ADA Team discussed some of the excellent new technologies that are becoming available to assist with serving residents who are Deaf. For example, we recommend that the Town contact the **Sorenson Video Relay Service<sup>®</sup> (SVRS<sup>®</sup>)**. This is a free, 24-hour service that will enable the Town employees to place and receive calls through a professional American Sign Language (ASL) interpreter via a videophone and a high-speed internet connection. Using cutting-edge technology, Sorenson designed the **ntouch<sup>®</sup>** suite of products specifically for deaf communication. Sorenson products provide the clearest video, the best features and are the easiest to use. The details and contact information are attached on Page 11.

We thank the Town of Groton for their great hospitality and assisting us with this access monitoring self-evaluation review for the Town's ADA Plan to determine the extent to which their programs, services, and activities conducted are readily accessible to and usable by persons with disabilities to the maximum extent feasible when viewed in their entirety.

This project greatly assists the Town's various Departments in completing its Americans With Disabilities Act (ADA) Transition Planning requirements. Additionally, it also helps make the Town's vital programs and services more accessible to residents with disabilities. We commend you for contacting NILP to provide this ADA consultation by a cross-disability, community-based Independent Living Center. We trust this ADA evaluation report will be of assistance in your efforts to comply with access requirements.

James Lyons and

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Lawrence, MA 01843  
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Grant Murphy

ADA Coordinator



*The ADA team determined that The Groton Town Hall Men's and Women's room sinks are not insulated. We recommend both sinks be insulated as required under the ADA*



The ADA Team would like to recognize the wonderful job that was done making the Town Hall accessible, such as the complete provision of Braille/raised lettered Signage, as well as the ADA accessible (paddle-type) door hardware that is provided throughout the building. In our opinion, kudos is in order to the Town of Groton for ensuring equal opportunities for people with disabilities.



*The ADA Team agreed to recommend relocating this HP (accessible) parking space to the other side of the building in order to avoid hazards such as ice and snow melting off the roof onto the parking spot.*



*The ramp located at the parking lot entrance of Town Hall has significant cracks and it is recommended that all cracks that exceed  $\frac{3}{4}$  inches be repaired in accordance with the ADA. Also, The Massachusetts AAB, section 2.6 Maintenance of Accessible Features, states "At all times accessibility features must be maintained and fully operational."*





*We found that the drinking fountains that are provided at the Groton Town Hall were also installed in full compliance with The ADA. Specifically, Section 4.15 of the ADA calls for " ...spouts to be no higher than 36 inches, ...located at "the front of the unit... with controls front mounted", etc.*



*The ADA Evaluation team determined that The Women's room at Town Hall needs to have a shelf removed to allow for a 5ft. turning radius in that room. Thus, we recommend that shelf be removed to be in accordance with the ADA.*

## Improved Communication Accessibility Resource: Sorenson Video Relay Service® (SVRS®)



**Sorenson Video Relay Service® (SVRS®)** is a free, 24-hour service that enables users to place and receive calls through a professional American Sign Language (ASL) interpreter via a videophone and a high-speed internet connection. Using cutting-edge technology, Sorenson designed the **ntouch®** suite of products specifically for deaf communication. Sorenson products provide the clearest video, the best features and are the easiest to use. The ntouch group includes the **ntouch® VP**, **ntouch® PC**, **ntouch® for Mac**, **ntouch® Tablet** and **ntouch® Mobile**. Combined with the highest-quality SVRS interpreters, the ntouch group of products provides the best possible Video Relay Service (VRS) experience!

### **ntouch® features include:**

- **Sorenson myPhone** All ntouch devices share one number
- **1-Line Voice Carry Over (VCO)** Callers speak using their own voice
- **Deaf SignMail®** Record and receive point-to-point video messages
- **Sorenson Video Center** Special programming available only to SVRS customers
- **Emergency 911 service**

### **Customer Service**

#### **To contact Sorenson Customer Service:**

- **Videophone**

1-801-386-8500

### **Other Contact Email Addresses**

**For information on how to apply for a videophone:**

[vrssales@sorenson.com](mailto:vrssales@sorenson.com)

**Send general comments, compliments and complaints to:**

[vrcomments@sorenson.com](mailto:vrcomments@sorenson.com)

**Media inquiries:**

[press@sorenson.com](mailto:press@sorenson.com)