

Town of Westwood

Part A – Executive Summary

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Introduction

The Institute for Human Centered Design (IHCD) has prepared this report on behalf of the Town of Westwood as part of the Town’s ongoing effort to assess the current level of Americans with Disabilities Act (ADA) compliance in programs, services and activities and Town-owned facilities. The ADA is the most important single piece of civil rights legislation related to the equal treatment of people with disabilities.

In preparing for this report, an IHCD team surveyed the Town’s portfolio of municipal buildings, school buildings, and outdoor areas that were included in the Request for Proposal and discussed with the Town. The facility survey set includes eight (8) municipal buildings, ten (10) (10) parks and four (4) public facilities at Westwood High School. At each of the municipal buildings and outdoor areas, the accessibility survey includes all the spaces where the Town offers programs, services, and activities to members of the public. Municipal buildings, school buildings, and outdoor areas surveyed include the following:

Municipal Buildings

Carby Street Office
Council on Aging (COA) Senior Center
Fire Station 2
Main Fire Station
Main Library
Police Station
Town Hall
Wentworth Hall

Parks and Recreation Facilities *

Council on Aging Tot Lot Playground
Deerfield School (2 Softball and Soccer Fields)
Downey School (Softball and Baseball Fields)
High School Baseball, Softball and Synthetic Turf Fields
June Street Playground
Lodge Soccer Field
Martha Jones Baseball Field
Middle School (2 Soccer Fields, Baseball Field, Softball Field and Field Hockey)
Morrison Park (Baseball and Softball)

Sheehan Fields (2 Soccer and 2 Baseball Fields)

*Hanlon School Soccer and Baseball Fields were removed from the scope. IHCD has offered to do plan review services for School Street Playground, as it is being rebuilt.

Public Facilities at the High School

High School Auditorium

High School Gymnasium

High School Pool

Town Recreation Department Within the High School

Regarding the facility set, IHCD has submitted separate narrative reports for each building and each outdoor area that was surveyed. To assist in prioritizing accessibility improvements necessary to ensure compliance with Title II of the ADA, each of the narrative reports includes an overview that identifies the most substantial accessibility issues. Additionally, a detailed survey catalog that supplements the ADA Self-Evaluation narrative overview is also included. The survey catalog provides element-by-element photos of compliance issues, location information, and measurements (when applicable) at each assessed location accompanied by recommendations.

In addition, a set of spreadsheets detailing priorities for corrective action organized by survey location was provided to the Town. Once fully updated, these spreadsheets are a capital planning and budgeting resource – the “ADA Transition Plan” – and are intended as a long-term tool that should be updated as work is completed. The Town should make a good faith effort to complete the work in a reasonable time (IHCD recommends a three to five-year period). The ADA regulations do not set out precise timeframes to complete the work; IHCD bases the recommended timeframes on conversations with the Department of Justice (DOJ) and their Project Civic Access settlement agreements with municipalities. The ADA Transition Plan is a living document that requires regular updates to keep it current. As barriers are removed it is important to update the plan to reflect current barrier removal progress. IHCD also recommends notifying members of the Town as accessibility issues are resolved by means such as posting that information on the Town’s website so citizens of Westwood are aware of accessibility improvements.

Together, the ADA Self-Evaluation and ADA Transition Plan will enable the Town to make substantial progress in meeting its ADA responsibilities. The recommendations for corrective action that apply to policies, practices, and procedures of the Town as detailed in the ADA Self-

Evaluation are not included in the ADA Transition Plan since the Transition Plan spreadsheet is limited to capital expense accessibility issues. Policy, practices, and procedure recommendations are a blueprint for meeting compliance responsibilities other than capital expenses.

With the *Part B – Evaluation of Nondiscriminatory Policies and Practices in Programs, Services and Activities* report, IHCD has provided a complete accessibility assessment of Westwood’s policies, practices, and procedures. The ADA administrative requirements help ensure that the needs of people with disabilities are addressed in all programs, services, and activities that the Town operates.

Most of the Town-owned facilities that have been recently altered or renovated are substantially accessible and meet the majority of the applicable architectural requirements. Continued facility alterations and/or renovations will significantly reduce barriers and help realize the Town’s commitment to inclusion and equal rights. In the meantime, the greatest problems posed by existing barriers can be ameliorated by establishing policies and procedures to accommodate members of the community with disabilities. It is worth noting that the Town has taken several significant steps in this direction including:

- The Town of Westwood has hired a consultant (IHCD) to undertake its ADA self-evaluation (as the basis for the Town’s Transition Plan).
- The Town has met its obligation to designate a responsible employee by naming the Town Administrator, Chris Coleman, as the Town’s ADA Coordinator.
- The Town has a Grievance Procedure for the public posted on its website and the personnel policies also include a Grievance Policy.

IHCD’s review and recommendations for Town-owned facilities is based on compliance with the 2010 ADA Standards for Accessible Design if an element or elements are not compliant with the 1991 ADA Standards and/or 521 CMR, the Regulations of the Massachusetts Architectural Access Board (MAAB). Best practice and inclusive design recommendations are also provided for most properties. Best practice and inclusive design recommendations include elements that are *not* required in the accessibility standards but may create enhanced experiences for all users.

Some key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. Westwood Public Library, for instance,

provides access to many programs and can be accessed by most people because the building has accessible routes throughout most of the building. However, compliant signage with raised characters and braille is not provided at each permanent space or emergency exit.

Additionally, adequate knee and toe clearance is not provided at sinks in two (2) meeting rooms and an accessible picnic table is not provided on an accessible route.

Westwood Town Hall currently is lacking an accessible means of circulation between the ground, first and second floors, however the Town is conducting meetings with a Municipal Task Force to bring the lift and the north stair up to code. Additionally, as the men’s toilet room and the women’s toilet room on the second floor both lack accessible plumbing fixtures, IHCD has recommended that the women’s toilet room is converted into an accessible single-user toilet room.

The Town may comply with the requirements of Title II of the ADA through means such as reassignment of programs or services to accessible buildings or delivery of services at alternate accessible sites. The Town may also comply with the requirements by renovation or alteration of existing facilities and/or construction of new facilities, or any other methods that result in making the Town’s programs, services, or activities readily accessible to and usable by individuals with disabilities. Note that a public entity is not required to make structural changes in existing facilities where other methods are effective in achieving compliance with its ADA Title II obligations.

In choosing among available methods for meeting the requirements of the ADA, the Town of Westwood should give priority to those methods that offer programs, services, and activities to qualified individuals with disabilities in the most integrated setting appropriate.

In order to comply with ADA Title II program accessibility obligations, the Town of Westwood should consider:

1. Relocation of programs, services, and activities to an accessible location within a current facility.

Often the simplest solution is for the Town to use what it already has in place. IHCD strongly recommends the relocation of programs, services, and activities to accessible locations within current facilities when possible.

2. Relocation of programs, services, and activities to an accessible location in another facility.

When it is not possible to relocate them to an accessible location within the current facility, programs, services, and activities should be relocated to an accessible facility.

3. Renovation/alteration of existing Town facilities or the provision of new accessible facilities to ensure access to programs, services, and activities.

The Town may consider the renovation of its existing facilities or the provision of new accessible facilities to ensure that programs, services, and activities are offered in the most integrated setting appropriate.

Note that any corrective actions needed to ensure program accessibility must comply with the most current requirements of the ADA Standards and/or 521 CMR, the Regulations of the Massachusetts Architectural Access Board (MAAB) at the time when the corrective actions take place.

Furthermore, when completing alterations/renovations, keep in mind that an alteration that decreases the accessibility of a building below the requirements for new construction at the time of the alteration is prohibited.

To determine which buildings must be made accessible, the Town should consider:

- How to provide the program in the most integrated setting appropriate;
- The locations where the activities are offered;
- Which facilities are accessible and to what extent.

Key Recommendations for Municipal and School Buildings:

- Ensure there is an accessible route from all site arrival points to areas in the building where public programs, services, and activities are provided. For example, at the Council on Aging, there is no accessible route to the gazebo. At Town Hall, there is no accessible route to each floor. While this condition is being remedied, the Town should make arrangements to meet with the public in an alternate accessible location.
- If parking is provided, ensure fully accessible parking spaces are provided in the correct manner, number and location. For example, the Carby Street Offices parking lot lacks (1) van accessible parking space and signage at car accessible parking spaces are not fully compliant.

- Ensure that fully accessible toilet rooms are provided in each building that has a toilet room or toilet rooms available for use by members of the public. Where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room usable by all genders in the same area as the existing multi-user toilet rooms. As there is no accessible toilet room on the second floor of Town Hall, IHCD recommends converting the women’s toilet room into an accessible single-user toilet room that can be used by all genders.
- Ensure that where programs, services, or activities are offered that there is a sufficient number of accessible features (accessible counters, accessible work surfaces, etc.). For example, one (1) service counter in the lobby of Wentworth Hall is located higher than allowed.

Note: Particular attention should be given to facilities where key services are being offered to many members of the community like Town Hall or Westwood Public Library.

- If audible communication is integral to the use of a space, a compliant assistive listening system should be provided. Regarding assistive listening systems that are required at the Westwood High School auditorium, auxiliary theater, football field stadium and the gym, there does not appear to be enough receivers available to be able to be checked out by members of the public if events are going on simultaneously in these facilities.
- Ensure that those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working condition (e.g., elevators or automatic door openers, assistive listening systems). The lift to the pool at Westwood High School currently must be wheeled to the pool by staff and is not independently operable.
- Ensure that door opening pressure is monitored at all facilities and kept in compliance at all doors by maintenance staff every six (6) months. Ensure that maintenance staff is aware that the maneuvering clearance at doors should be kept clear at all times.
- Ensure that accurate designation signs with raised characters and braille are provided at all permanent rooms and spaces. Ensure that maintenance staff are aware that designation and egress signs containing tactile characters should be located so that a clear floor space of 18” min. by 18” min. centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45-degree open position. No items should be stored or mounted under or above these signs. Accessible designation signage is not

provided in many permanent rooms and exits at Westwood Public Library.

Key Recommendations for Outdoor Areas:

- Ensure there is an accessible route to all elements in the parks/outdoor areas (baseball fields, basketball courts, playgrounds, picnic areas, etc.). For example, there is a lack of accessible routes between all areas of sport activity at Westwood Middle School sports fields.
- Ensure that accessible routes are provided to and around playgrounds; in addition, ensure that an impact-attenuating accessible route is provided in the play area to each unique play component. The playground at the Council on Aging Community Tot-Lot lacks an accessible route to it and to each play component, and lacks an accessible route around the playground.

Note that the Massachusetts Architectural Access Board (MAAB) does not consider engineered wood fiber (EWF) to comply with its regulation requiring an accessible route to and around playground equipment.

- Provide an accessible route to at least one (1) bench in each distinct area of each park where benches are provided, such as the bench that is provided in June Street Playground.
- Ensure that at least one (1) picnic table, grill, and trash container in each area of a park (where these amenities are provided) is accessible and is located on an accessible route. For example, at Morrison Park there is lack of at least one accessible picnic table.