

**Appendix A.**

**Town of Arlington Open Space Committee  
Annual Reports, 2009-2014**

## Town of Arlington Open Space Committee

### 2009 Annual Report

The Open Space Committee (OSC) was established by Town Meeting in 1996. Members include concerned citizens and representatives of key Town departments and commissions (see list of members). The committee meets monthly to exchange ideas and discuss ways to protect and maintain the Town's open space and recreation resources. The committee serves an oversight function but does not have direct management responsibility for Town properties. Its main purpose is to enhance communication and coordination among those entities that do have ownership and management authority. In addition, the OSC seeks to raise broad-based community concerns and to advocate for the protection, stewardship, and appropriate uses of the Town's open spaces.

#### **Open Space Plan:**

The committee's primary responsibility is to prepare the Town's official Open Space and Recreation Plan every five years, and to monitor its provisions and goals and document accomplishments. The current Plan covers the period 2007–2012. It was approved in December 2007 by the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) Division of Conservation Services (DCS). Printed copies of the Plan are available in the Robbins Library, Planning Department, Town Clerk's office, and certain other Town offices. The entire plan is available on the Town Web site at [http://www.town.arlington.ma.us/Public\\_Documents/ArlingtonMA\\_BComm/OpenSpace/OSPlans/2007\\_2012/index](http://www.town.arlington.ma.us/Public_Documents/ArlingtonMA_BComm/OpenSpace/OSPlans/2007_2012/index). In November 2009 the committee learned that the EOEEA/DCS was encouraging towns to extend their active plans for two years. The committee began making those changes immediately in order to extend the scope and timeline of the plan from 2012 to 2014 and will submit them to the state by the deadline of late February 2010.

#### **Site Management Plans:**

During most of 2008 and 2009, the committee worked on site management plans for twelve key open space and recreation properties. The statewide guidelines for these site plans are part of the standard Open Space and Recreation Plan document. One committee member worked with appropriate Town department staff, commission members, Friends groups, and other stakeholders for each of these sites, and plans are now completed for the following properties:

Arlington Reservoir; Minuteman Bikeway; Arlington's Great Meadows; Robbins Farm Park; Spy Pond Park and the Route 2 Path next to Spy Pond; Menotomy Rocks Park; Mt. Pleasant Cemetery; Meadowbrook Park; McClennen Park; Town Hall Gardens and Old Burying Ground.

These site plans will need to be updated every few years, and new sites will be identified for future management plans.

#### **Mill Brook Initiative:**

In a major new initiative, an ad hoc committee of OSC and other Town committees began meeting in March 2009 to study the feasibility of developing a Mill Brook Linear Park. This important ecological and historical feature of the Town travels nearly three miles, parallel to both Massachusetts Avenue and the Minuteman Bikeway. Enhancement of and improved access to existing open spaces are key goals of the Open Space and Recreation Plan, and recent projects at Cooke's Hollow and Wellington Park brought renewed interest to the brook and the linear park concept. These are just two of the Town-owned facilities that abut Mill Brook, thus offering public entry points for greater access to the corridor. Other properties are the Arlington Reservoir, Hurd Field, Arlington High School and fields, Buzzell Field, Mt Pleasant Cemetery, and Meadowbrook Park.

The study is looking into the feasibility of linking these properties together in a greenway with pedestrian facilities and other improvements to help restore the environmental and visual qualities of Mill Brook. This work involves reviewing parcel lines, lot ownership, and current uses, as well as photo-documenting the conditions of the brook and its nearby built neighborhood. There are 109 parcels of land along Mill Brook. The Town of Arlington owns sixteen of them, accounting for about thirty-five percent of the

land abutting the brook. The other sixty-five percent is in private ownership with a variety of residential, commercial, and industrial uses.

The Mill Brook committee is also working closely with the Planning Department and Redevelopment Board in conjunction with their ongoing efforts to enhance economic development opportunities in Arlington. Interspersed among the Town-owned parcels are numerous business and industrial zones where new kinds of brook-oriented activity could benefit from collaborative planning.

**Other Activities:**

The committee continued to monitor a wide range of open space concerns that affect the Town and its residents' quality of life. Some of the issues that came before the committee during the year were citizen concerns about encroachments along the Minuteman Bikeway (which prompted a letter to bikeway abutters); the proposed Green Dog pilot program and policies for off-leash times and locations at Town parks; the state Department of Conservation and Recreation's proposed Alewife Greenway Path as part of the larger Alewife Reservation Master Plan; the Cemetery Expansion Committee's explorations of alternative burial options and locations; and the Friends of Arlington's Great Meadows plan to restore upland meadows.

Other timely issues addressed by the committee included planning for the Summer Street Playground; the management of phragmites in Spy Pond; portable toilet facilities at selected parks and playing fields; and the sale of Busa Farm to the Town of Lexington. The committee is especially concerned about the future uses of the land at Busa Farm because it abuts the Arlington Reservoir, a natural resource area, and could affect the water quality of the beach. In October 2009 the committee wrote to the Board of Selectmen to encourage Arlington's active engagement with Lexington officials on the planning for this sensitive property.

OSC participated in Town Day in September 2009, as it does each year, displaying maps of local open spaces, copies of the Open Space and Recreation Plan, flyers about the Conservation Commission's Land Stewards Program and invasive plants, and a sign-up sheet for residents interested in getting more involved. Committee members also were involved with the EcoFest ecological gardening event at Town Hall in March 2009.

**Goals for 2010:**

During 2010 the committee will continue to address specific elements of the Action Plan outlined in the original 2007–2012 Open Space and Recreation Plan, as well as new goals and objectives incorporated into the state-requested extension to 2014. Some activities will be educational programs on invasive plants and ecological gardening with the Arlington Garden Club, Land Stewards, and other groups; continuing work on enhancing the Mill Brook corridor and other Mystic River watershed issues; and contributing to a Conservation Commission's evaluation of Cooke's Hollow as a possible site for a memorial garden for cremains, in conjunction with the Cemetery Expansion Committee.

The committee will also continue to collaborate with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources. In particular, the committee will continue to monitor the situations regarding Elizabeth Island and the Mugar land, both significant privately owned natural resources that are priorities for conservation protection through acquisition or other means.

Submitted January 13, 2010

Ann LeRoyer  
Chair

## Town of Arlington Open Space Committee

### 2010 Annual Report

The Open Space Committee (OSC) was established by Town Meeting in 1996. Members include concerned citizens and representatives of key Town departments and commissions (see list of members). The committee meets monthly to exchange ideas and discuss ways to protect and maintain the Town's open space and recreation resources. The committee serves an oversight function but does not have direct management responsibility for Town properties. Its main purpose is to enhance communication and coordination among those entities that do have ownership and management authority. In addition, the OSC seeks to raise broad-based community concerns and to advocate for the protection, stewardship, and appropriate uses of the Town's open spaces.

#### **Open Space Plan:**

The committee's primary responsibility is to prepare the Town's official Open Space and Recreation Plan every five years, monitor its provisions and goals, and document accomplishments. The current Plan originally covered the period 2007–2012 as approved in December 2007 by the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) Division of Conservation Services (DCS). In February 2010 the state approved the extension of an amended Action Plan (Chapter 9) until 2014. Printed copies of the Plan are available in the Robbins Library, Planning Department, Town Clerk's office, and certain other Town offices. The entire Plan is available on the Town Web site at [http://www.town.arlington.ma.us/Public\\_Documents/ArlingtonMA\\_BComm/OpenSpace/OSPlans/2007\\_2012/index](http://www.town.arlington.ma.us/Public_Documents/ArlingtonMA_BComm/OpenSpace/OSPlans/2007_2012/index).

The acquisition of Elizabeth Island has been a long-standing goal in the Open Space Plan. In 2010 the Arlington Land Trust negotiated the purchase of this privately owned island in Spy Pond and mounted a fundraising campaign to ensure its permanent protection with a state-approved conservation restriction to be co-held by the Arlington Conservation Commission and Mass Audubon.

#### **Site Management Plans:**

The committee regularly reviews and updates site management plans for key open space and recreation properties. The statewide guidelines for these site plans are part of the standard Open Space and Recreation Plan document. Committee members have worked with appropriate Town department staff, commission members, Friends groups, and other stakeholders for each of these sites, and plans are now completed for the following properties: Arlington Reservoir; Minuteman Bikeway; Arlington's Great Meadows; Robbins Farm Park; Spy Pond Park and the Route 2 Path next to Spy Pond; Menotomy Rocks Park; Mt. Pleasant Cemetery; Meadowbrook Park; McClennen Park; Town Hall Gardens and Old Burying Ground. Additional sites that have been identified for future management plans include Hill's Hill, Wellington Park, the Crusher Lot, and water bodies such as Alewife Brook and Mill Brook that are not part of other sites.

#### **Mill Brook Initiative:**

In a major special initiative, an ad hoc committee of OSC and other Town committees has been meeting since March 2009 to study the feasibility of developing a Mill Brook Linear Park. The brook is an important ecological and historical feature of the Town that travels nearly three miles, parallel to both Massachusetts Avenue and the Minuteman Bikeway. Enhancement of and improved access to existing open spaces are key goals of the Open Space and Recreation Plan, and in 2009 projects at Cooke's Hollow and Wellington Park brought renewed interest to the brook and the linear park concept. These are just two of the Town-owned facilities that abut Mill Brook, thus offering public entry points for greater access to the corridor. Other properties are the Arlington Reservoir, Hurd Field, Arlington High School and fields, Buzzell Field, Mt Pleasant Cemetery, and Meadowbrook Park.

In April 2010 the Mill Brook Linear Park Study Group produced a report that outlined current conditions, challenges, and opportunities for seven sections along the Mill Brook corridor. The report proposed linking these properties together in a greenway with pedestrian facilities and other improvements to help restore the environmental and visual qualities of Mill Brook. This work involved reviewing parcel lines, lot

ownership, and current uses, as well as photo-documenting the conditions of the brook and its nearby built neighborhood. There are 109 parcels of land along Mill Brook. The Town owns sixteen parcels, accounting for about thirty-five percent of the land abutting the brook; the other sixty-five percent is in private ownership with a variety of residential, commercial, and industrial uses.

The Mill Brook group distributed both printed and electronic versions of the report to many Town officials, departments, and commissions for reference as a policy planning document when issues related to the brook arise. In April and May several group members led walks of the Mill Brook corridor to introduce this often unseen natural resource to interested Town officials and abutters.

The group is continuing to work closely with the Planning Department and Redevelopment Board in conjunction with their ongoing efforts to enhance economic development opportunities and overlay zoning revisions in Arlington. The former Brigham's site offered opportunities for OSC members to attend ARB meetings about that site in order to reinforce attention to the brook and adjacent parklands as part of the redevelopment process.

**Other Activities:**

The committee continued to monitor and contribute to a wide range of open space projects that affect the Town and its residents' quality of life, including: the recently implemented program for "Off-Leash Dog Areas in Arlington Parks," which will include a fenced dog park at Thorndike Field supported with private grant funding; the state Department of Conservation and Recreation's proposed Alewife Greenway Path as part of the larger Alewife Reservation Master Plan; the Cemetery Expansion Committee's explorations of alternative burial options and locations and the related Cooke's Hollow Feasibility Study that looks at engineering, landscaping, historic interpretation, and maintenance issues, as well as possible use as a memorial park; and the development of a "habitat/nature" garden at the Arlington Reservoir, funded in part by a private donation.

Other timely issues addressed by the committee included Sustainable Arlington's efforts to have Arlington designed a "Green Community" under a state-sponsored program (which was approved at Town Meeting); planning and construction of the Summer Street Playground; the management of phragmites in Spy Pond; and the Friends of Arlington's Great Meadows project to restore upland meadows with a work project in the fall of 2010.

The sale of Busa Farm to the Town of Lexington in 2009 created special concern about the future uses of the land because it abuts the Arlington Reservoir, a natural resource and recreation area, and could affect the water quality of the beach. OSC members wrote letters during the year and spoke at a public forum held in Arlington in October by Lexington's Busa Land Use Proposal Committee to gather feedback from Arlington officials and residents. The strong consensus from the Arlington meeting was for the land to be maintained as farmland with opportunities for educational and community involvement.

OSC participated in Town Day in September 2010, as it does each year, displaying maps of local open spaces, copies of the Open Space and Recreation Plan and the Mill Brook report, flyers about the Conservation Commission's Land Stewards Program and invasive plants, and a sign-up sheet for residents interested in getting more involved. Committee members also were involved with the EcoFest ecological gardening event at Town Hall in May 2010.

**Goals for 2011:**

During 2011 the committee will continue to address specific elements of the Action Plan outlined in the updated 2007–2014 Open Space and Recreation Plan. Some activities will be educational programs on invasive plants and ecological gardening with the Arlington Garden Club, Land Stewards, and other groups; continuing work on enhancing the Mill Brook corridor and other Mystic River watershed issues; and contributing to future plans for the Busa land project. The committee will also continue to collaborate with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources.

Submitted January 13, 2011

Ann LeRoy  
Chair

## Town of Arlington Open Space Committee

### 2011 Annual Report

The Open Space Committee (OSC) was established by Town Meeting in 1996. Members include concerned citizens and representatives of key Town departments and commissions. The committee meets monthly to exchange ideas and discuss ways to protect and maintain the Town's open space and recreation resources. The committee serves an oversight function but does not have direct management responsibility for Town properties. Its main purpose is to enhance communication and coordination among those entities that do have ownership and management authority. In addition, the OSC seeks to raise broad-based community concerns and to advocate for the protection, stewardship, and appropriate uses of the Town's open spaces.

#### **Open Space Plan:**

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#### **Mill Brook Initiative:**

A subcommittee of OSC and other Town representatives began meeting in March 2009 to study the feasibility of developing a Mill Brook Linear Park. The brook travels nearly three miles, parallel to both Massachusetts Avenue and the Minuteman Bikeway, and represents an important ecological and historical feature of the Town. Enhancement of and improved access to existing open spaces are key goals of the Open Space and Recreation Plan, and in 2009 projects at Cooke's Hollow and Wellington Park brought renewed interest to the brook and the linear park concept. These are just two of the Town-owned facilities that abut Mill Brook, thus offering public entry points for greater access to the corridor. Other properties are the Arlington Reservoir, Hurd Field, Arlington High School and fields, Buzzell Field, Mt Pleasant Cemetery, and Meadowbrook Park.

In April 2010 the Mill Brook Linear Park Study Group produced a report that outlines current conditions, challenges, and opportunities for seven sections along the Mill Brook corridor. The report proposed linking these properties together in a greenway with pedestrian facilities and other improvements to help restore the environmental and visual qualities of Mill Brook. This work involved reviewing parcel lines, lot ownership, and current uses, as well as photo-documenting the conditions of the brook and its nearby built neighborhood. There are more than 100 parcels of land along Mill Brook, totaling nearly 150 acres. The Town owns sixteen parcels, accounting for about thirty-five percent of the land abutting the brook; the other sixty-five percent is in private ownership with a variety of residential, commercial, and industrial uses.

The Mill Brook group has distributed both printed and electronic versions of the report to many Town officials, departments, and commissions for reference as a policy planning document when issues related to the brook arise. In May 2011 the committee chair made a short presentation to Town Meeting, and several maps and photo boards were displayed in the Town Hall lobby. Many people expressed interest in the concept, especially those not well acquainted with the brook and its environs. The report is available for review on the Town Web site at [arlingtonma.gov/openspace](http://arlingtonma.gov/openspace).

The group is continuing to work closely with the Planning Department and Redevelopment Board in conjunction with their ongoing efforts to enhance economic development opportunities and overlay zoning revisions in Arlington. New Town GIS coordinator Adam Kurowski and Town Engineer Wayne Chouinard have provided valuable technical assistance with mapping and other data collection related to the brook and the abutters.

The former Brigham's site offered opportunities for OSC members to attend ARB meetings about that site in order to reinforce attention to the brook and adjacent parklands as part of the redevelopment process.

The site developer agreed to perform a number of landscape enhancements to the area and construction began in late 2011.

**Other Activities:**

The committee continues to monitor and contribute to a wide range of open space projects that affect the Town and its residents' quality of life, including: the program for Off-Leash Dog Areas in Arlington Parks and a fenced dog park at Thorndike Field supported with private grant funding; the state Department of Conservation and Recreation's Alewife Greenway Path now under construction as part of the larger Alewife Reservation Master Plan; the Cemetery Expansion Committee's explorations of alternative burial options and locations and the related Cooke's Hollow Feasibility Study that looked at engineering, landscaping, historic interpretation, and maintenance issues, as well as possible use as a memorial park; and the development of the Wildlife Habitat Garden at the Arlington Reservoir, funded in part by private donations with assistance from the Department of Public Works.

Other timely issues addressed by the committee during 2011 included: support for the Planning Department's application for Metropolitan Area Planning Council funding to undertake a Town-wide master plan; various water bodies and invasive plant projects, such as the management of phragmites in Spy Pond and harvesting of water chestnuts in the Reservoir; and the Friends of Arlington's Great Meadows project to restore the upland meadows. New opportunities for enhancement of public open spaces include the Transportation Advisory Committee's redesign of Downing Square in Arlington Heights; the creation of a rain garden in Spy Pond Park and plans for gardens in other town properties; and the reactivated initiatives of the Tree Committee.

Ongoing open space concerns include the future land uses at Busa Farm on the Lexington border next to the Arlington Reservoir and beach. OSC members continue to monitor the situation and support the strong consensus for continued farming activities with opportunities for educational and community involvement and some affordable housing. The future of the Mugar property in East Arlington is also of concern because of potential flooding and traffic problems if the land were to be developed. The entire Alewife region is susceptible to such problems due to existing and planned development in neighboring Cambridge and Belmont.

As part of its community education goals, OSC participated in Town Day in September 2011, as it does each year, displaying maps of local open spaces, copies of the Open Space and Recreation Plan and the Mill Brook report, flyers about the Conservation Commission's Land Stewards Program and invasive plants, and a sign-up sheet for residents interested in getting more involved. Committee members also were involved with the EcoFest ecological gardening event at Town Hall in March 2011. Several members are also contributing to a revision of the 1994 book, *Walking the Open Spaces of Arlington*, which is being coordinated by the Conservation Commission for both print and Web-based distribution.

**Goals for 2012**

The committee will continue to monitor and work on specific elements of the Action Plan outlined in the updated 2007–2014 Open Space and Recreation Plan and collaborate with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources.

Ann LeRoy  
Chair

## Town of Arlington Open Space Committee

### 2012 Annual Report

The Open Space Committee (OSC) was established by Town Meeting in 1996. Members are appointed by the Town Manager and include concerned citizens and representatives of key Town departments and commissions. The committee meets monthly to exchange ideas and discuss ways to protect and maintain the Town's open space and recreation resources. The committee serves an oversight function but does not have direct management responsibility for Town properties. Its main purpose is to enhance communication and coordination among those entities that do have ownership and management authority. In addition, the OSC seeks to raise broad-based community concerns and to advocate for the protection, stewardship, and appropriate uses of the Town's open spaces.

#### **Open Space Plan:**

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#### **Mill Brook Initiative:**

A subcommittee of OSC and other Town representatives began meeting in March 2009 to study the feasibility of developing a Mill Brook Linear Park. The brook travels nearly three miles through Arlington, parallel to both Massachusetts Avenue and the Minuteman Bikeway, and represents an important ecological and historical feature of the Town. Enhancement of and improved access to existing open spaces are key goals of the Open Space and Recreation Plan, and in 2009 proposed projects at Cooke's Hollow and Wellington Park brought renewed interest to the brook and the linear park concept. These are just two of the Town-owned sites that abut Mill Brook and offer convenient public entry points to access the corridor. Other properties are the Arlington Reservoir, Hurd Field, Arlington High School and fields, Buzzell Field, Mt Pleasant Cemetery, and Meadowbrook Park.

In April 2010 the Mill Brook Linear Park Study Group produced a report that outlines current conditions, challenges, and opportunities for seven sections along the Mill Brook corridor. The report proposed linking these properties together in a greenway with pedestrian facilities and other improvements to help restore the environmental and visual qualities of Mill Brook. This work involved reviewing parcel lines, lot ownership, and current uses, as well as photo-documenting the conditions of the brook and its nearby built neighborhood. There are more than 100 parcels of land along Mill Brook, totaling nearly 150 acres. The Town owns sixteen parcels, accounting for about thirty-five percent of the land abutting the brook; the other sixty-five percent is in private ownership with a variety of residential, commercial, and industrial uses. The Mill Brook group has distributed both printed and electronic versions of the report to many Town officials, departments, and commissions for reference as a policy planning document when issues related to the brook arise. The report is available for review on the Town website at [www.town.arlington.ma.us/openspace](http://www.town.arlington.ma.us/openspace).

The group is continuing to work closely with the Planning Department and Redevelopment Board in conjunction with their ongoing efforts to enhance economic development opportunities in Arlington, as well as with the recently established Master Plan process. Town GIS coordinator Adam Kurowski and Town Engineer Wayne Chouinard have provided valuable technical assistance with mapping and other data collection related to the brook and the abutters, as well as mapping of storm drains and other drainage that affect water quality. In 2012 additional analysis of all abutting parcels looked at "co-occurring" characteristics that could help to prioritize which areas are most likely to benefit from new uses or redevelopment. For example, coordination with the developers of the former Brigham's site resulted in landscape enhancements around the brook and adjacent parklands as part of that redevelopment process.

**Other Activities:**

The committee continues to monitor and contribute to a wide range of open space projects that affect the Town and its residents' quality of life, including: the program for Off-Leash Dog Areas in Arlington Parks and a fenced dog park at Thorndike Field supported with private grant funding; the state Department of Conservation and Recreation's Alewife Greenway Path recently completed as part of the larger Alewife Reservation Master Plan; and the continued maintenance of the Wildlife Habitat Garden at the Arlington Reservoir, as well as a 2013 calendar featuring photos of the Reservoir environs, prepared by the Vision 2020 Reservoir Committee.

Other timely issues addressed by the committee during 2012 included: participation in the Planning Department's Town-wide Master Plan kick-off meeting in October; various water bodies and invasive plant projects, such as the management of phragmites in Spy Pond and harvesting of water chestnuts in the Reservoir; and meeting with teachers at the Covenant School who are interested in getting their students involved projects related to Mill Brook. New opportunities for enhancement of public open spaces include the Transportation Advisory Committee's redesign of Downing Square in Arlington Heights; the creation of rain gardens at Spy Pond Park and Hurd Field, with plans for gardens in other town properties; the reactivated initiatives of the Tree Committee, especially in light of serious tree losses due to recent storms; and the redevelopment of the Symmes site, including additional open space and parklands that will be protected under a conservation restriction managed by the Arlington Land Trust and the Conservation Commission.

Ongoing open space concerns include the future land uses at Busa Farm on the Lexington border next to the Arlington Reservoir and beach; the status of the Mugar property in East Arlington due to potential flooding and traffic problems if the land were to be developed; and the loss of public access around the Arlington Catholic High School practice field following installation of expanded fencing around new artificial turf.

As part of its community education goals, OSC participated in Town Day in September 2012, as it does each year, displaying maps of local open spaces, copies of the Open Space and Recreation Plan and the Mill Brook report, flyers about the Conservation Commission's Land Stewards Program and invasive plants, and a sign-up sheet for residents interested in getting more involved. Several members are also contributing to a revision of the 1994 book, *Walking the Open Spaces of Arlington*, which is being coordinated by the Conservation Commission for both print and web-based distribution.

**Goals for 2013**

The committee will begin to update the 2007–2014 Open Space and Recreation Plan and continue its collaboration with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources. Committee members will also work with the Master Plan Advisory Committee to ensure that open space and recreation resources are fully incorporated into all future town planning.

Ann LeRoy  
Chair

## Town of Arlington Open Space Committee

### 2013 Annual Report

Arlington's Open Space Committee (OSC) was established by Town Meeting in 1996. Members are appointed by the Town Manager and include concerned citizens and representatives of key Town departments and commissions. The committee meets monthly to exchange ideas and discuss ways to protect and maintain the Town's open space and recreation resources. The committee serves an oversight function but does not have direct management responsibility for Town properties. Its main purpose is to enhance communication and coordination among those entities that do have ownership and management authority. In addition, the OSC seeks to raise broad-based community concerns and to advocate for the protection, stewardship, and appropriate uses of the Town's open spaces.

#### **Open Space Plan:**

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Printed copies of the Plan are available in the Robbins Library, Planning Department, Town Clerk's office, and certain other Town offices. The entire Plan is available on the Town website at [www.town.arlington.ma.us/openspace](http://www.town.arlington.ma.us/openspace).

#### **Mill Brook Initiative:**

A subcommittee of OSC and other Town representatives began meeting in March 2009 to study the feasibility of developing a Mill Brook Linear Park, an idea dating back many decades but not yet implemented. The brook travels nearly three miles through Arlington, parallel to both Massachusetts Avenue and the Minuteman Bikeway, and represents an important ecological and historical feature of the Town. Enhancement of and improved access to existing open spaces are key goals of the Open Space and Recreation Plan, as well as important elements of the forthcoming Arlington Master Plan, and the Mill Brook corridor offers an exciting opportunity to draw attention to this resource.

In April 2010 the Mill Brook Linear Park Study Group produced a report that outlines current conditions, challenges, and opportunities for seven sections along the corridor. The report proposed linking these properties together in a greenway with pedestrian facilities and other improvements to help restore the environmental and visual qualities of Mill Brook. This work involved reviewing parcel lines, lot ownership, and current uses, as well as photo-documenting the conditions of the brook and its nearby built neighborhood. There are more than 100 parcels of land along Mill Brook, totaling nearly 150 acres. The Town owns sixteen parcels, accounting for about thirty-five percent of the land abutting the brook; the other sixty-five percent is in private ownership with a variety of residential, commercial, and industrial uses. The Mill Brook group has distributed both printed and electronic versions of the report to many Town officials, departments, and commissions for reference as a policy planning document when issues related to the brook arise. The report is available for review on the Town website at [www.town.arlington.ma.us/openspace](http://www.town.arlington.ma.us/openspace).

The group is continuing to work with the Planning Department and Redevelopment Board in conjunction with their ongoing efforts to enhance economic development opportunities in Arlington, as well as with the broader Master Plan process. Town GIS coordinator Adam Kurowski and Town Engineer Wayne Chouinard have provided valuable technical assistance with mapping and other data collection related to the brook and the abutters, as well as mapping of storm drains and other sources that affect water quality. Additional analysis of all abutting parcels has looked at "co-occurring" characteristics that could help to prioritize which areas are most likely to benefit from new uses or redevelopment. For example, coordination with the developers of the former Brigham's site resulted in landscape enhancements around the brook and adjacent parklands as part of that redevelopment process.

**Other Activities:**

The committee continues to monitor and contribute to a wide range of open space projects that affect the Town and its residents' quality of life, including: the program for Off-Leash Dog Areas in Arlington parks and a fenced dog park at Thorndike Field supported with private grant funding; the state Department of Conservation and Recreation's Alewife Greenway Path as part of the larger Alewife Reservation Master Plan; and the continued maintenance of the Wildlife Habitat Garden at the Arlington Reservoir.

Other timely issues addressed by the committee during 2013 included the Planning Department's Town-wide Master Plan process; various water bodies and invasive plant projects, such as the management of phragmites in Spy Pond and harvesting of water chestnuts in the Reservoir; and the establishment of a new community farm at Busa Farm in Lexington, adjacent to the Arlington Reservoir and Town-owned open space. New opportunities for enhancement of public open spaces include the redesign of Downing Square in Arlington Heights; the creation of rain gardens at Spy Pond Park and Hurd Field, with plans for more gardens at other town properties; the initiatives of the Tree Committee; and the redevelopment of the Symmes site, including additional open space and parklands that will be protected under a conservation restriction managed by the Arlington Land Trust and the Conservation Commission.

Ongoing open space concerns include the status of the Mugar property in East Arlington due to potential flooding and traffic problems if the land were to be developed; the loss of public access around the Arlington Catholic High School practice field following installation of expanded fencing around new artificial turf; and improving access to all Town open spaces in general, for all ages and abilities.

As part of its community education goals, OSC participated in Town Day in September 2013, as it does each year, displaying maps of local open spaces, copies of the Open Space and Recreation Plan and the Mill Brook report, flyers about invasive plants and the Conservation Commission's Land Stewards Program, and a sign-up sheet for residents interested in getting more involved.

**Goals for 2014**

The committee will prepare an updated Open Space and Recreation Plan for 2015–2020, including a request for CDBG funding to prepare the final report that will be submitted to the state for approval in December 2014. The Vision 2020 annual survey distributed with the Census mailing in January 2014 featured questions about open space issues, and the results will be incorporated in the new report, along with input from other public outreach activities during the year. The committee will continue its collaboration with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources. In particular, OSC members will work with the Master Plan Advisory Committee and Planning Department to ensure that open space and recreation resources are fully incorporated into all future town planning.

Ann LeRoy  
Chair

## Town of Arlington Open Space Committee

### 2014 Annual Report

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#### **Open Space and Recreation Plan:**

The committee's primary responsibility is to prepare and monitor the Town's official Open Space and Recreation Plan, review its provisions and goals, and document accomplishments. The current Plan originally covered the period 2007–2012, as approved in December 2007 by the Massachusetts Executive Office of Energy and Environmental Affairs (EOEEA) Division of Conservation Services (DCS). In February 2010 the state approved the two-year extension of an amended Action Plan (Chapter 9) through 2014.

During most of 2014, the committee members worked on updating the entire Plan to cover the period 2015–2022. In January 2014 the committee, through the Department of Planning and Community Development, submitted a request for CDBG funding to hire a consultant to help prepare the final report that will be submitted to the state for approval in early 2015. The CDBG request was approved by Town Meeting in May, and Ralph Willmer of the planning and design firm VHB was commissioned to assist the committee, as he did in 2007 for the current Plan.

One of the outreach efforts used to obtain community input for the new Plan was the Vision 2020 annual survey distributed with the Census mailing in January 2014. The featured questions asked about public awareness of some of the Town's smaller and lesser-known open spaces, reasons for visiting open spaces or not, perceptions about which open space and recreation resources are adequate or not, and preferred means of learning about these resources and related programs. Another key source of new information was the Town's Master Plan process, which held numerous public meetings and includes chapters that document open space and natural resources and public facilities and services, including recreation. In addition, Adam Kurowski, the Town's director of GIS and systems analyst, prepared many new town-wide maps and specific maps of key open spaces based on the new GIS database.

Printed copies of the current 2007–2014 Plan are available in the Robbins Library, Planning Department, Town Clerk's office, and certain other Town offices. The entire Plan is also available on the Town website at <http://www.town.arlington.ma.us/town-governance/all-boards-and-committees/open-space-committee/open-space-plans>. The new Plan for 2015–2022 will be posted online after it is approved.

#### **Other Activities:**

The committee continued to monitor and contribute to a wide range of open space projects and activities that affect the Town and its residents' quality of life, including: endorsement of the Community Preservation Act, which will offer a new source of funds for open space and recreation resources; support for the state Department of Conservation and Recreation's completion of the Alewife Brook Greenway Path as part of the larger Alewife Reservation Master Plan; and the continued maintenance of the Wildlife Habitat Garden at the Arlington Reservoir. As a result of the Vision 2020 survey, the committee worked with staff of the *Arlington Advocate* to publish a series titled "Hidden Gems," which included maps and information about some of the lesser-known Town properties that were highlighted in the survey, such as Meadowbrook Park, Hill's Hill, Mt. Gilboa, and Cooke's Hollow.

Other timely issues addressed by the committee during 2014 included active participation in the Planning Department's Town-wide Master Plan process; various invasive plant and water bodies projects, such

as the management of phragmites in Spy Pond and harvesting of water chestnuts in the Reservoir; the establishment of a new community farm at Busa Farm in Lexington, adjacent to the Arlington Reservoir and other Town-owned open space; and expansion of the ACROSS Lexington trail system into Arlington's Great Meadows and the Reservoir, in coordination with the Conservation Commission. The redevelopment of the Symmes site includes nearly nine acres of public open space in two landscaped parks and a woodland area that are accessible to all residents and are protected under a conservation restriction managed by the Arlington Land Trust and the Town's Conservation Commission.

Ongoing open space concerns include the status of the Mugar property in East Arlington due to potential flooding and traffic problems if the land were to be developed; the loss of public access at the Arlington Catholic High School practice field due to expanded fencing around new artificial turf; and improving maintenance of and access to all Town open spaces in general, for all ages and abilities. The committee's previous work on researching and raising awareness about Mill Brook and the possibility of enhancing that natural resource corridor has been adopted as a priority by the Arlington Redevelopment Board and is featured as a recommendation in the Master Plan.

As part of its community education goals, OSC participated in EcoFest in March and Town Day in September, as it does each year. The OSC booths displayed maps of local open spaces, copies of the Open Space and Recreation Plan and the Mill Brook report, flyers about invasive plants and the Conservation Commission's Land Stewards Program, and a sign-up sheet for residents interested in getting more involved.

**Goals for 2015:**

Following completion and distribution of the 2015–2022 Open Space and Recreation Plan early in the year, the committee will begin to work on a few new projects, including expanded use of the Town website to disseminate the new maps and other information about local open spaces and recreational facilities. Members will continue their collaborations with other Town entities and community groups to advocate for the proper maintenance and management of the Town's valuable open space and recreation resources. In particular, members will work with the Master Plan Advisory Committee and Planning Department to ensure that open space and recreation recommendations are fully incorporated into all future town planning.

Ann LeRoy  
Chair

Appendix B.

Selected Portions of Vision 2020 Town Survey 2014



## Vision 2020

# Vision 2020 Town Survey 2014 Summary Report

**HELP SHAPE THE FUTURE: *ARLINGTON'S  
LIBRARY, OPEN SPACES, AND HOUSEHOLD  
WASTE PROGRAMS***

**FALL 2014**

# Vision 2020 Town Survey 2014 Summary Report

Vision 2020's Town Census-Insert Survey 2014 – "Help Shape the Future: Arlington's Library, Open Spaces, and Household Waste Programs" – was designed to support the long-range planning efforts of three town organizations. The 6,536 surveys returned to Vision 2020 by the March deadline represent 34% of Arlington's households, a record return for the survey.

A new, highly collaborative survey development and reporting process provided data and comments to the three participating organizations within weeks of the initial survey returns. The process made it possible for the organizations to use the data early in their planning efforts and to take actions in response to incoming comments from survey respondents.

This summary report outlines the new survey process and presents survey findings and observations separately for each organization. Survey results helped each group enhance planning, validate their responses to community needs, and take action where needed. Examples of the early applications of the 2014 survey findings appear in the *2014-15 Recycling and Trash Guide*, in the minutes of the Library's presentation at the 2014 Town Meeting, and in Open Space articles in [The Arlington Advocate](#).

## How Was the Survey Different This Year?

The 2014 Census Survey differed from previous surveys in format, question development, and feedback to participating groups. Outcomes from these changes were highly beneficial to the survey participants and the town.

### Format Changes

The 2014 survey was four pages long, in contrast with the six-page editions of previous years. The longer surveys included a full page introduction to the year's topic, four pages of survey questions, and a page about Vision 2020. The Vision 2020 information included a list of Task Groups and their current projects, and provided sign-up space for potential volunteers.

Tighter funding limits for printing the 2014 survey and distributing its findings led to the four-page format. The new first page consisted of a brief introduction to the survey goals, specific survey instructions, and a description of Vision 2020. It included links to Vision 2020 on the town website, an email address, and an invitation to join any of the listed Task Groups. Survey questions began on the bottom of the first page.

In recent years, the survey was offered in both paper form and online. Two factors prompted the decision to offer the 2014 survey in paper form only. First, the number of online survey responses had decreased significantly and accounted for only 10% of responses in 2013. Second, integration of data from online and paper surveys had become excessively time consuming, given that the survey is produced and analyzed by volunteers.

### Topic Identification, Question Development, and Feedback

With the Town Planning Department's guidance, Vision 2020 identified and contacted three town organizations that were either developing long-range plans or fulfilling a State-mandated planning requirement. The groups were Arlington Library, including Robbins Library and the Fox Branch Library; the Open Space Committee, and the Department of Public Works-Household Waste Program. A highly

collaborative, interactive process between Vision 2020 and each of these organizations resulted in clearly defined goals for their participation in the survey. Each group drafted questions to obtain the information they wanted. Then, Vision 2020 and each participating group worked closely in a back-and-forth process to refine the questions. This approach was intended to generate information of immediate use to each town organization, and was targeted at helping each group accomplish specific goals.

Within the first four weeks after the survey was sent to Arlington households, Vision 2020 received over 5,000 completed surveys, a new record. Vision 2020 established a protocol for providing each participant organization with respondent comments from their section of the survey as surveys continued to come in. This flow of preliminary data during the survey return period allowed the participant groups to make the earliest possible use of their new data and incorporate the information in their planning endeavors.

## **Survey Data – Respondent Demographics**

Each year Vision 2020 collects demographic data to help shed more light on responses to survey questions. Town groups that will benefit from the survey are asked to identify demographic information that would best enhance interpretation of their data. This year, for example, household size was added to support analysis of the DPW data.

The response to demographic questions was very good, as 92% to 98% of survey respondents answered these questions. The majority of respondents, 52% (3,353), have lived in Arlington for less than 16 years. Thirty percent (1,900) have lived in town for 16 to 40 years, and 18% (1,180) for over 40 years.

Seventy-four percent (4,654) own their own dwelling, and 26% (1,650) rent. Fifty-four percent (3,347) live in a single family home, 29% (1,806) in a 2-family, 6% (351) in a 3-8 unit building, and 11% (715) in a 9+ unit building.

The majority, 57% (3,444) live in a 1-2 person household. Thirty-seven percent (2,213) live in a 3-4 person household, and 5% (321) in a 5-6 person household. Less than 1% (20) live in a household with 7+ people.

The survey asked the age groups of all members of the household. The largest age groups represented in respondents' households are 30-44 (32%, 2,119) and 65 to 75+ (32%, 2,115) followed by under 18 (30%, 1,933), 45-54 (26%, 1,708) and 55-64 (24%, 1,543).

All precincts were well represented, with a range from 3.6% to 5.3% and a median of 4.7%.

## **Open Space Committee**

Arlington's Open Space Committee is revising the Town's 2007 – 2014 Open Space Plan to provide more current information and to fulfill a requirement of the State Executive Office of Energy and Environmental Affairs. While many of the Town's recreational areas and large open spaces (such as the Minuteman Bikeway, Spy Pond, Menotomy Rocks Park, and Robbins Farm) are popular and well-used, a variety of smaller parks and natural areas are not as well known. The Committee wanted to know residents' level of awareness of these spaces and reasons why they do not know about or visit them.

The Open Space Committee designed its survey questions to create better awareness of and access to open spaces and recreational facilities. Questions addressed use of 12 lesser known town parks/open spaces areas, opinions about adequate numbers of specified town resources, preferred methods of learning about open space and recreational resources/programs, and reasons people might

not use the parks or recreational facilities. The survey included a web address so respondents could find the locations of the parks.

Of the 12 selected locations, the most visited open space site is the new Alewife Greenway Path. The sites receiving the highest percents of “Don’t Know About” responses are Cooke’s Hollow, Window on the Mystic, Meadowbrook Park, and Hill’s Hill. Respondents commented that they did not know some sites by the names in the survey and indicated they didn’t know about some of the recreational resources in the town. The Open Space Committee took action on these findings even before Vision 2020 made its report to Town Meeting in May. The Committee is working with [The Arlington Advocate](#) to publish a “hidden gems” series about the town’s open spaces.

Ann LeRoy, Chair of the committee said, “The survey is bearing immediate direct results in terms of community education, and it will be incorporated into the next Open Space Plan for posterity.”

### **Visits to Open Space Sites**

The survey provided a menu of 12 town parks/open spaces and asked “Have any household members visited any of these open spaces?” Respondents could check “Yes,” “No,” or “Don’t Know About.” The response rates for this question range from 92% for Great Meadows and Alewife Greenway to 88% for Cooke’s Hollow, Ottoson Woods, and Window on the Mystic.

The most visited of the selected sites (answered “Yes”) is Alewife Greenway Path at 60% (3,595) of the 6,536 respondents, followed by Arlington’s Great Meadows, 46% (2,776), and Reservoir Path and Wildlife Habitat Garden, 44% (2,623). More survey respondents answered these items than other items on the menu of sites. The least visited sites (answered “No”) are Turkey Hill, 40% (2,370) of 6,536 respondents; Ottoson Woods, 40% (2,306), and Mt. Gilboa, 38% (2,207).

The sites receiving the most “Don’t Know About” responses are Cooke’s Hollow, 56% (3,227) of 6,536 respondents and Window on the Mystic, 56% (3,225), followed by Meadowbrook Park, 49% (2,886), and Hill’s Hill, 48% (2,818). The first two of these sites received the highest “No Response” percents at 12% each.

The Open Space section of the survey received significantly more comments than the Library or Department of Public Works sections. Written comments support the observation that if respondents don’t know about a site, they don’t use it. Further, volunteers who prepared the surveys for scanning observed that a number of respondents filled in both the No and Don’t Know About columns for some or all sites. Some respondents noted that they didn’t know the names of sites or didn’t know them by that name, but might have visited them; others said they didn’t know the location of the named site. For this question and the later Use of Open Space question, three respondents cited disabilities as a reason for nonuse, sometimes because of access issues; five cited their age as a reason for not visiting a site.

### **Does Town Have Sufficient Open Space and Recreation Resources?**

To gather opinions about available resources, the survey offered a menu of 10 town open space/recreational amenities and asked, “Does the Town have an adequate number of these resources?” Respondents could check “Yes” or “No.” Resources receiving the highest percents of response (items were checked rather than left blank) were *Walking/biking trails*, 85% of 6,536; *Neighborhood parks*, 83%; *Children’s playgrounds*, *Natural areas/trails*, and *Outdoor/indoor swimming*, all 82%.

Over 50% of the 6,536 respondents found 7 of the 10 resources to be in adequate supply. Resources receiving the highest percents of "Yes" (adequate) responses, were *Children's playgrounds*, 74% (4,864) of 6,536; *Neighborhood parks*, 69% (4,526); *Walking/bike trails*, 68% (4,461) and *Indoor ice skating*, 63% (4,109).

Again illustrating a lack of awareness of some of the town's resources, a number of respondents wrote "Don't know" or "???" next to one -- or often more -- menu items.

We wondered if length of residence in town would make a difference in perceptions of adequacy of resources. In some cases, it does seem to make a difference. Respondents living in town for 26-40 years are most likely to say there is adequate indoor ice skating. The range for "Yes" is 75% for <5 years to 86% for 26-40 years. A quarter of respondents here for <5 years said there is not enough indoor ice skating.

Regarding *Walking/bike trails*, respondents in town for 40+ years are most likely to say there are enough such trails, 87%. The range of "Yes" percents is 78% for both <5 and 16-25 years to 87% for 40+ years.

Resources receiving the highest percents of "No", not adequate, were *Outdoor/indoor swimming*, 54% (3,552) of 6,536; *Outdoor ice skating*, 42% (2,733); *Community gardens*, 41% (2,663). Considering length of residence, for *Outdoor/indoor swimming*, the range of "No" percents is wide -- 57% for those in town 40+ years to 70% for those here 6-15 years. Those in town <5 to 15 years were most likely to say there is not enough *Outdoor ice skating*, 55% and 56% respectively. There is a wide range of percents for respondents saying there are not enough *Community gardens*. While 57% of those in town 16-25 years said "No", 41% of those here 40+ years say "No", i.e. the longest term residents are more likely to be satisfied with the existing gardens.

### **Information Source Preferences**

The Open Space Committee wanted to know the best ways to publicize the town's resources and events. They offered a menu of six sources of information and asked "How do you learn about open space and recreational resources/programs?" Respondents could check up to three sources. Ninety-one percent of the 6,536 survey respondents answered this question.

We looked at two aspects of responses to this question: 1) what percent of all 6,536 survey respondents chose an option and 2) what percent is each option of the 14,241 responses to "How do you learn about resource/programs?" Two town electronic sources received the highest response. *Arlington Recreation or Town websites*, chosen by 61% (3,605) of the 6,536 respondents, represented 25% (3,605) of the 14,241 sources selections. *Town Notices – email*, chosen by 50% (2,954) of all survey respondents, garnered 20% (2,954) of the selections. Least used is *Signage/announcement at a given site*, chosen by 19% (1,139) of respondents and representing 8% (1,139) of all selections. Comments included these suggestions for additional sources: Google maps, neighbors, seasonal brochures by mail, and Senior Notes at the main library.

### **Use of Open Spaces/Reasons for Nonuse**

The survey asked, "Does your household use Arlington's open spaces and recreational facilities?" and offered a "Yes" or "No" response. Ninety-four percent (6,132) of survey respondents answered this question. Seventy-one percent (4,631) of the 6,536 respondents said "Yes", they use these resources; 23% (1,501) said "No". A few respondents checked both Yes and No, and a few checked Yes but wrote in that they only use one or two sites.

Respondents who answered "No" were asked, "If no, why not?" and given a menu of seven

reasons. They could check all that applied. Twenty-six percent (1,720) of the 6,536 respondents checked one or more items on this list. The top reason – *Don't know locations/programs* -- represents 26% (907) of the total 3,425 responses to the list. This response seems reinforced by the percents of “Don't Know About” answers to the visits to town open spaces question and by the number of write-in “Don't knows” for the adequate resources question. Eighteen percent (600) *Don't know about open spaces in their neighborhoods*, and 17% (569) are *Not aware of opportunities for casual recreational activities*.

Some respondents who said “Yes”, they do use open space/rec facilities, also checked items from the list.

General positive comments were written in by at least six respondents who cited good maintenance, nice job on tennis court lighting, great playgrounds, walking trails are awesome, love the area next to the Library, Arlington is great place to walk and enjoy open space.

## **Recommendations**

In the responses to three Open Space questions, we find evidence that respondents do not know about some of Arlington's open spaces and recreational sites. Looking at the length of residence data associated with the “Don't Know About” comments, we note that it is as likely that respondents who have lived in town for <5 years do not know about open spaces and recreational sites as those here 26 to 40+ years.

An educational or publicity campaign can take advantage of well used open space sites to post information about other sites and events. However, to attract residents who may not yet engage with the town's open spaces, publicity needs to reach out to a broader audience. Through its new series in [The Arlington Advocate](#), the Open Space Committee has already initiated a strategy for increasing awareness of town sites and resources. (See example in Appendix) We suggest the Open Space Committee develop additional outreach efforts as part of their plan.

**Help Shape the Future:  
Arlington's Library, Open Spaces,  
and Household Waste Programs**

2014



Dear Arlington Residents,

Since 1991, Vision 2020, a collaboration of Town leadership and townspeople, has used an insert to the Town's Annual Census Mailing to inform you about Arlington and to ask your opinions on aspects of life in our town. Since the survey reaches about 18,500 Arlington households, it offers Vision 2020 and the Town an important opportunity to seek information that can be used to develop plans that serve all who live, work in, or visit the Town.

Town departments and organizations regularly take time to assess their goals, services, operation, and strategies and to develop new plans. Their planning may be required by state or other mandates or by normal planning cycles. The 2014 survey focuses on three town groups that are engaged in long range planning: the Arlington Library, the Open Space Committee, and the Department of Public Works-Household Waste Programs.

Each section of the survey includes a brief explanation of how your responses will help the town department or committee asking the questions. Your answers will provide valuable input to these organizations as they plan how best to serve Arlington.

**COMPLETING THE SURVEY (paper only, no on-line version)**

Use **ONLY** a ball point pen to fill bubbles **completely** ●. Do not write comments on the survey. Instead, email your comments to [vision2020@town.arlington.ma.us](mailto:vision2020@town.arlington.ma.us) or submit them on a separate paper with your survey. All responses received **by March 17, 2014** will be included in the report to Town leadership, Town Meeting, and the public, as well as in the Town's Annual Report.

**Return your completed survey** in the same envelope as your Census form, OR hand deliver to the Town Clerk's Office, Town Hall 2<sup>nd</sup> floor, OR mail to:

Vision 2020 Census Survey 2014  
Town Hall, 730 Massachusetts Avenue, Arlington, MA 02476

**What is Vision 2020?**

Vision 2020 is a Committee of the Town of Arlington, established by Town Meeting in the early 1990's. Its mission is to foster collaboration between residents and the Town to further the nine Town Goals enacted in 1993 and to create, implement, and review methods for open, town-wide participation. Vision 2020's Task Groups and Committees support and advance accomplishment of the goals: **Community and Citizen Service, Diversity, Education, The Environment (Reservoir, Spy Pond, Sustainable Arlington), Culture and Recreation (Public Art), Communication, Fiscal Resources, Governance, Business**. A volunteer organization, Vision 2020 welcomes participation.

To learn about Vision 2020, read about us in the Town's Annual Report on the Town website [arlingtonma.gov](http://arlingtonma.gov) or visit our section of the website at [arlingtonma.gov/vision2020](http://arlingtonma.gov/vision2020) to see a list of Task Group meeting times. To join one of our Task Groups or Committees as a volunteer, email us at [vision2020@town.arlington.ma.us](mailto:vision2020@town.arlington.ma.us) or call 781-316-3093 and leave your name, address and phone contact.

**Vision 2020 Standing Committee and Task Group Co-Chairs**

Adria Arch, Brad Barber, Kathleen Bodie, Claire Carswell, Adam Chapdelaine, Joe Connelly, Dan Dunn, Andrew Fischer, Bruce Fitzsimmons, Joey Glushko, David Garbarino, David Haas, Mary Harrison, Leba Heigham, Jane Howard, Gordon Jamieson, Elizabeth Karpati, John Leone, Josh Lobel, Gail McCormick, Cheryl Miller, Brucie Moulton, Angela Olszewski, Stephen Ricci, David White

**I. Demographic Questions**

What is your precinct number? (*See left side of your Census form above Resident Data.*)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
<input type="radio"/>																				

Please tell us about yourself and individuals in your household:

What age groups are represented by members of your household:

under 18	18 – 29	30 – 44	45 – 54	55 – 64	65 --74	75+
<input type="radio"/>						

Number of years lived in Arlington      < 5       6 - 15       16 - 25       26 - 40       40+  

Best description for your housing      Single family       2-family       3 – 8 units bldg       9+ units bldg  

Do you own or rent?                      Own                         Rent  

How many people are in your household?      1 – 2                         3 – 4                         5 -- 6                         7+  

**2. Arlington’s Libraries – Robbins Library and The Fox Branch Library**

The Library is developing a long-range plan to improve services to the community and to anticipate changing needs.

A. How likely is it that your household would use these Library services? **Fill in one bubble for each service:**

Library Resources/Services	Very Likely	Likely	Not Likely
Check out books	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attend technology/computer trainings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use study/meeting rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Download eBooks/eAudiobooks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Arlington/regional history resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Borrow museum passes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attend library-sponsored events/programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Attend book discussion groups	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use a makerspace with a 3D printer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Library databases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use Library social media (Facebook, blog)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Request an item from another library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. How frequently do people in your household use the Library?

	Just started	Daily	Weekly	Monthly	Yearly	Never
In person	<input type="radio"/>					
On-line	<input type="radio"/>					

C. What would increase your use of the Library? **Fill in a bubble for ALL answers that apply.**

More hours	<input type="radio"/>	Variety of useful programs	<input type="radio"/>
Summer weekend hours	<input type="radio"/>	More downloadable content	<input type="radio"/>
Additional popular materials	<input type="radio"/>	Better parking	<input type="radio"/>
More entertaining programs	<input type="radio"/>	Additional locations	<input type="radio"/>

D. Has your household used the Library as a place to **stay warm?** Yes  No  or **cool?** Yes  No

**3. Open Space Committee**

Arlington’s Open Space Committee is revising the Town’s 2007-2014 Open Space and Recreation Plan to provide more current information and to fulfill a requirement of the State Executive Office of Energy and Environmental Affairs. Many of the Town’s recreational areas and large open spaces (such as the Minuteman Bikeway, Spy Pond, Menotomy Rocks Park, and Robbins Farm) are popular and well-used, but a variety of smaller parks and natural areas are not as well known. To find the location of these parks, go to [arlingtonma.gov/maps](http://arlingtonma.gov/maps) and click “Vision 2020 Map of Arlington”.

The following questions are designed to create better awareness of and access to all open spaces and recreational facilities.

A. Have any household members visited any of these open spaces? **Fill in one bubble for each open space.**

Open Spaces	Yes	No	Don't Know About
Arlington's Great Meadows (in East Lexington)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meadowbrook Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mill Brook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooke's Hollow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mt. Gilboa	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Turkey Hill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ottoson Woods/Crusher Lot	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer St. Multigenerational Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hill's Hill	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Window on the Mystic	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alewife Greenway Path	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reservoir Path and Wildlife Habitat Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. Does the Town have an adequate number of these resources? **Fill in one bubble for each resource.**

	Yes	No		Yes	No
Children's playgrounds	<input type="radio"/>	<input type="radio"/>	Off leash dog recreation areas	<input type="radio"/>	<input type="radio"/>
Neighborhood parks	<input type="radio"/>	<input type="radio"/>	Outdoor ice skating	<input type="radio"/>	<input type="radio"/>
Natural areas/nature trails	<input type="radio"/>	<input type="radio"/>	Indoor ice skating	<input type="radio"/>	<input type="radio"/>
Community gardens	<input type="radio"/>	<input type="radio"/>	Tennis courts	<input type="radio"/>	<input type="radio"/>
Outdoor/indoor swimming	<input type="radio"/>	<input type="radio"/>	Walking/bike trails	<input type="radio"/>	<input type="radio"/>

C. How do you prefer to learn about open space and recreational resources/programs? **Fill in UP TO THREE bubbles.**

Arlington Recreation or Town websites	<input type="radio"/>	Signage/announcement at a given site	<input type="radio"/>
Town of Arlington Notices (email)	<input type="radio"/>	Seasonal Arlington Rec brochures	<input type="radio"/>
On-line sources (Arlington List, Patch, Wicked Local, Your Arlington)	<input type="radio"/>	Arlington Advocate (print media)	<input type="radio"/>

D. Does your household use Arlington's open spaces and recreational facilities? **Yes**  **No**

**If no, why not? Fill in bubbles for all answers that apply.**

- Don't know about locations and programs
- Don't know about open spaces in our neighborhood
- Not interested in open spaces, in general
- Not interested in outdoor recreation and competitive sports
- Not aware of opportunities for casual, non-competitive recreational activities
- Can't access due to disability barriers
- Not convenient to travel to and park at some locations

#### 4. Public Works – Household Waste Program

The Town would like to know more about your residential trash, recycling, and yard waste practices in order to continue to update and improve the recovery of **recyclable and reusable** materials.

- A. How many 35-gallon equivalent bags or barrels of **TRASH** – not including recycling -- does your household put out on the curb or in your building's dumpster each week, on average?

**Fill in ONLY ONE bubble.**

One or fewer  Two  More than two

- B. How many recycling containers does your household put out on the curb each week, on average?

**Fill in ONLY ONE bubble.**

One 16-gallon bin (common-size) or less   
More than one 16-gallon bin   
One recycling barrel (approximately 35 gallons)   
More than one recycling barrel or equivalent   
Our building has large rolling recycling totes that tenants share   
Our buildings does not offer recycling for tenants

- C. What does your household do with yard waste? Yard waste is: **Fill in ALL answers that apply.**

Kept on the property   
Composted on the property   
Put on curb for Town collection, April - November   
Removed by a hired lawn service   
Handled by condo association/apartment building

- D. What does your household do to dispose of food waste?

**Fill in ALL answers that apply.**

Include food waste with trash   
Compost some or all food waste at home   
Contract with a private company to take food waste for composting   
Use a garbage disposal   
Use a worm bin

**Thank you for completing your Survey and Town Census Form!**

**Please return your completed Survey in the envelope provided with your Town Census Form or see directions on Page 1 of this survey.**

# Vision 2020 Annual Survey Results for 2014

## Open Space Committee

Arlington's Open Space Committee is revising the Town's 2007-2014 Open Space and Recreation Plan to provide more current information and to fulfill a requirement of the State Executive Office of Energy and Environmental Affairs. Many of the Town's recreational areas and large open spaces (such as the Minuteman Bikeway, Spy Pond, Menotomy Rocks Park and Robbins Farm) are popular and well used, but a variety of smaller parks and natural areas are not as well known. To find the location of these parks, go to <http://arlingtonma.gov/maps> and click "Vision 2020 Map of Arlington".

### How does the survey benefit the Open Space Committee?

A review of Open Space data showed low use of some sites and high percents of "Don't Know About" responses. To address this, Open Space Committee has initiated a series of Arlington Advocate articles which will feature open space sites, starting with the least known sites. According to Ann LeRoy, Chair of the Open Space Committee, "The survey is immediately bearing direct results in terms of community education, and it will be incorporated into the next Open Space Plan for posterity!"

The following questions are designed to create better awareness of and access to all open spaces and recreational facilities.

Have any household members visited any of these open spaces?

	#			%		
	No	Yes	Don't know about	No	Yes	Don't know about
Arlington's Great Meadows (in East Lexington)	1,832	2,776	1,434	30%	46%	24%
Meadowbrook Park	2,110	837	2,866	36%	14%	49%
Mill Brook	2,026	1,775	2,044	35%	30%	35%
Cooke's Hollow	1,983	548	3,227	34%	10%	56%
Mt. Gilboa	2,207	901	2,679	38%	16%	46%
Turkey Hill	2,370	1,577	1,926	40%	27%	33%
Ottoson Woods/Crusher Lot	2,306	930	2,539	40%	16%	44%
Summer St. Multigenerational Park	1,912	1,708	2,266	32%	29%	38%
Hill's Hill	1,878	1,117	2,818	32%	19%	48%
Window on the Mystic	1,879	624	3,225	33%	11%	56%
Alewife Greenway Path	1,575	3,595	861	26%	60%	14%
Reservoir Path and Wildlife Habitat Garden	1,598	2,623	1,730	27%	44%	29%

Does the Town have an adequate # of these resources?

	#		%	
	No	Yes	No	Yes
Children's playgrounds	495	4,864	9%	91%
Tennis courts	1,334	3,685	27%	73%
Neighborhood parks	922	4,526	17%	83%
Natural areas/nature trails	1,645	3,715	31%	69%
Community gardens	2,663	2,414	52%	48%
Outdoor/indoor swimming	3,552	1,817	66%	34%
Off leash dog recreation areas	1,583	3,452	31%	69%
Outdoor ice skating	2,733	2,302	54%	46%
Indoor ice skating	998	4,109	20%	80%
Walking/bike trails	1,108	4,461	20%	80%

Does your household use Arlington's open spaces and recreational facilities?

	#	%
No	1,501	23%
Yes	4,631	71%
No Response	404	6%

If No, then why not?

	#	%
Don't know about locations and programs	907	26%
Don't know about open spaces in our neighborhood	600	18%
Not interested in outdoor recreation and competitive sports	407	12%
Not aware of opportunities for casual, non-competitive recreational activities	569	17%
Can't access due to disability barriers	208	6%
Not convenient to travel to and park at some locations	362	11%
Not interested open spaces, in general	372	11%

How do you prefer to learn about open space and recreational resources/programs? (Fill up to three bubbles)

	#	%
On-line sources (Arlington List, Patch, Wicked Local, Your Arlington)	2,272	16%
Arlington Recreation or Town websites	3,605	25%
Town of Arlington Notices (email)	2,954	21%
Signage/announcement at a given site	1,139	8%
Seasonal Arlington Rec brochures	2,330	16%
Arlington Advocate (print media)	1,941	14%

# Vision 2020 Annual Survey Results for 2014

## Open Space Committee

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The following questions are designed to create better awareness of and access to all open spaces and recreational facilities.

### Explanation of tables

These tables show how answers for Open Space responses vary for different demographic segments of the survey respondents.

The percentages displayed indicate the % of that segment that provided a specific response. For instance 148 or 11% of households in Arlington <5 years responded No to the question of whether there are an adequate number of Children's playgrounds. Percentages in most categories add to 100%.\*

### Does the town have an adequate number of these resources?

Years in Arlington	Children's playgrounds				Tennis courts				Neighborhood parks				Natural areas/nature trails			
	#		%		#		%		#		%		#		%	
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
<5	148	1,216	11%	89%	385	843	31%	69%	226	1,170	16%	84%	384	1,002	28%	72%
6-15 yrs	112	1,391	7%	93%	376	1,049	26%	74%	268	1,256	18%	82%	473	1,034	31%	69%
16-25 yrs	66	793	8%	92%	215	601	26%	74%	160	705	18%	82%	305	558	35%	65%
26-40 yrs	71	626	10%	90%	167	495	25%	75%	131	585	18%	82%	254	445	36%	64%
40+ yrs	88	790	10%	90%	175	660	21%	79%	124	764	14%	86%	211	635	25%	75%

Years in Arlington	Community gardens				Outdoor/indoor swimming				Off leash dog recreation areas			
	#		%		#		%		#		%	
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
<5	713	585	55%	45%	938	415	69%	31%	387	873	31%	69%
6-15 yrs	791	645	55%	45%	1,054	457	70%	30%	446	952	32%	68%
16-25 yrs	466	355	57%	43%	593	279	68%	32%	299	539	36%	64%
26-40 yrs	337	319	51%	49%	433	271	62%	38%	206	448	31%	69%
40+ yrs	331	478	41%	59%	495	376	57%	43%	235	599	28%	72%

Years in Arlington	Outdoor ice skating				Indoor ice skating				Walking/bike trails			
	#		%		#		%		#		%	
	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes
<5	684	555	55%	45%	307	934	25%	75%	306	1,107	22%	78%
6-15 yrs	806	625	56%	44%	252	1,187	18%	82%	320	1,218	21%	79%
16-25 yrs	423	393	52%	48%	147	688	18%	82%	200	697	22%	78%
26-40 yrs	336	317	51%	49%	97	579	14%	86%	148	590	20%	80%
40+ yrs	448	393	53%	47%	180	684	21%	79%	117	803	13%	87%

# Vision 2020 Annual Survey Results for 2014

## Open Space Committee

### Explanation of tables

These tables show how answers for Open Space responses vary for different demographic segments of the survey respondents.

The percentages displayed indicate the % of that segment that provided a specific response. For instance 337 or 21% of households who have lived in Arlington <5 years responded No to the question of whether they use Arlington's open spaces and recreational facilities. Percentages in most categories add to 100%.\*

### Does your household use Arlington's open spaces and recreational facilities?

Years in Arlington	No		Yes		No Response	
	#	%	#	%	#	%
<5	337	21%	1,217	76%	51	3%
6-15 yrs	274	16%	1,400	80%	74	4%
16-25 yrs	192	19%	790	77%	46	4%
26-40 yrs	212	24%	605	69%	55	6%
40+ yrs	457	39%	565	48%	158	13%

Ages of household members	No		Yes		No Response	
	#	%	#	%	#	%
Under 18 yrs	145	8%	1,751	91%	37	2%
18-29 yrs	223	22%	736	73%	50	5%
30-44 yrs	276	13%	1,784	84%	59	3%
45-54 yrs	270	16%	1,382	81%	56	3%
55-64 yrs	358	23%	1,103	71%	82	5%
65-74 yrs	339	30%	697	62%	86	8%
75+ yrs	445	45%	391	39%	157	16%

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**Appendix C.**

**Arlington Park and Recreation Commission  
Capital Project Summary  
12/30/2014**

**2015 (FY2016)**

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Magnolia Field/Playground	\$455,000
• Prepare a design and documents for construction of the renovation of Magnolia playground and basketball court (including storm water management and landscaping).	
Summer Street/Buck Fencing	\$ 45,000
• Install new fencing at Summer Street Field and Buck Field to protect motorists, neighbors and field users from stray balls.	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$550,000

**2016 (FY2017)**

---

Robbins Farm	\$550,400
• Prepare design and documents for construction of the renovation of Robbins Farm field including new grading, turf and irrigation.	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$600,400

**2017 (FY2018)**

---

Reservoir	\$ 65,000
• Prepare a Master Plan for the renovation of the Reservoir showing potential upgrades and cost for the parking lot, beach area, bathhouse, concession stand, playground, access to the water, shoreline trail and community gardens.	
Wellington Playground	\$447,100
• Prepare a design and documents for construction of a new playground and landscaped area coordinated with the goals and objectives of the Mill Brook Linear Park.	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$562,100

**2018 (FY2019)**

---

Reservoir	\$750,000
• Prepare a final design and documents for construction of the upgrades based on the approved Master Plan.	
ADA plan Implementation	<u>\$ 50,000</u>
	\$800,000

**2019 (FY2020)**

---

Bishop Playground	\$278,500
• Prepare a design and documents for the renovation and upgrades to the Bishop School playground.	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$328,500

**2020 (FY2021)**

---

Poets Corner	\$574,200
<ul style="list-style-type: none"><li>• Prepare a Master Plan for Poets Corner showing options for locating the baseball and soccer fields with the potential removal or reconstruction of the tennis courts, playground and potential acquisition of additional property for parking, passive or active recreational use.</li><li>• Prepare a final design and documents for construction of the upgrades based on the approved Master Plan.</li></ul>	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$624,200

**2021 (FY2022)**

---

Hurd Field	\$385,000
<ul style="list-style-type: none"><li>• Prepare a design and documents for the renovation and upgrades to the Hurd Field including grading, irrigation, new backstops, spectator seating, landscaping and pedestrian pathways to the Reservoir.</li></ul>	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$435,000

**2022 (FY2023)**

---

Hurd Field	\$385,000
<ul style="list-style-type: none"><li>• Complete the construction of the project based on the documents prepared in 2021.</li></ul>	
Turkey Hill	\$ 78,750
<ul style="list-style-type: none"><li>• Prepare options for upgrades for public access to Turkey Hill with input from neighbors and community groups.</li><li>• Based on public input, prepare a final design and document of the recommended upgrades to Turkey Hill.</li></ul>	
ADA Plan Implementation	<u>\$ 50,000</u>
	\$513,750

**Notes**

1. The above information is from the APRC Capital Plan dated 12/13/05.
2. The above items do not include the annual Feasibility Study cost of \$10,000.
3. The above items do not include any costs for the capital upgrades to the Ed Burns Arena.

## **Appendix D.**

### **Town of Arlington Commission on Disability**

Additional information is posted on the Town of Arlington website:

<http://www.town.arlington.ma.us/town-governance/all-boards-and-committees/disability-commission>

# COMMISSION ON DISABILITY, TOWN OF ARLINGTON

20 ACADEMY STREET, SUITE 203, ARLINGTON, MASSACHUSETTS 02476-6436 (781) 316-3431

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March 4, 2015

To Whom It May Concern:

The Town of Arlington takes very seriously and continues to work towards full compliance with its obligations under Title II of the Americans with Disabilities Act (ADA) and with regulations of the Massachusetts Architectural Access Board (MAAB) in a effort to ensure that people with physical, sensory, cognitive and other disabilities have equal access to Town facilities, services and programs.

The Town with the assistance of the Institute for Human Centered Design (IHCD) completed in December 2014 an updated self evaluation report on behalf of the Town of Arlington's Recreational Department and Park and Recreation Commission as part of the Town's on-going effort to access the current level of accessibility in its programs, services, and activities. This ADA Self-Evaluation report is intended to be used as the basis for an updated Transition Plan, which in the future will be used as a living document used to monitor corrective actions.

The Town's Public Works Department is currently in the process of completing with the assistance of IHCD a self-evaluation of the Town's Public Ways when completed in early 2015 this report will also be incorporated into the Town's updated Transition Plan.

The Town also contracted with IHCD to evaluate and make recommendations for improving accessibility of the Town's Website. An extensive report by IHCD was completed prior to the launch of the Town's main site ([arlingtonma.gov](http://arlingtonma.gov)) in July of 2014. The report has helped informed workflow related to ADA compliance for staff training and helped identify ADA deficiencies in the website.

The Town in its Master Plan has committed if possible before the end of 2016 to completing a self-evaluation of all Town owned and operated buildings, programs and services for inclusion in the Town's Transition Plan.

It is intended that all work to bring the Town into full compliance with the ADA and MAAB will be completed as capital budgeting permits within the next five to ten years in order to address the operational needs and obligations of the Town of Arlington.

The Town of Arlington has become a much more inclusive and friendlier community to individuals with disabilities since the passage of the ADA on July 26, 1990. Town officials and residents deserve credit for this accomplishment, however more still needs t be done. The Town looks forward to completing this process within the next five to ten years.

Sincerely,

A handwritten signature in blue ink that reads "John Jones".

Jack Jones  
ADA Coordinator

# COMMISSION ON DISABILITY, TOWN OF ARLINGTON

20 ACADEMY STREET, SUITE 203, ARLINGTON, MASSACHUSETTS 02476-6436 (781) 316-3431



March 4, 2015

To Whom It May Concern:

The Arlington Commission on Disability was established by a unanimous vote of Town Meeting on May 3, 1993 in accordance with Massachusetts General Laws Chapter 40, Section 8J. It was established to inform, monitor, and advise the residents and officials of the Town of Arlington and its agents on issues affecting the civil rights of individuals with disabilities consistent with the Americans with Disabilities Act and related laws such as IDEA (the Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act of 1973. On November 14, 1995 the Town Manager appointed Jack Jones as the Town's ADA Coordinator. Mr. Jones continues in that role today. In the role as ADA Coordinator he is the contact point for people who need information about the ADA, and other disability laws such as IDEA (the Individuals with Disabilities Education Act) and Section 504 of the Rehabilitation Act of 1973.

The Arlington Commission on Disability was appointed by the Town Manager with the approval of the Board of Selectmen in November 1993. The purpose of the Arlington Commission on Disability is to act as a centralizing force in the Town of Arlington by providing information, referral, guidance, coordination, and technical assistance to public and private agencies, individuals, organizations and institutions engaged in activities and programs intended to eliminate discrimination against persons with disabilities.

Assist the Town and its citizens in bringing about full integration and participation of people with disabilities in the Town of Arlington through the following activities:

1. research local problems of people with disabilities;
2. advise and assist town officials and employees in ensuring compliance with state and federal laws and regulations affecting people with disabilities;
3. coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with the Massachusetts Office on Disability;
4. review and make recommendations about policies, procedures, services, activities, and facilities of departments, boards and agencies of Arlington as they affect people with disabilities;
5. provide information, referrals, guidance and technical assistance to individuals, public agencies, business and organizations in all matters pertaining to disabilities;
6. coordinate activities of other local groups organized for similar purposes.

The Commission meets on the third Wednesday of every month from 4-6 P.M. in the Disability Office, Room 203 at 20 Academy Street. These meetings are open to the public.

Sincerely,

A handwritten signature in blue ink that reads "John Jones".

Jack Jones  
ADA Coordinator

**ARLINGTON COMMISSION ON DISABILITY  
MEMBERSHIP  
2015**

The Commission when at full membership shall consist of nine members, all of whom shall be appointed by the Town Manager, subject to the approval of the Board of Selectmen. In accordance with Commission By-Laws and Massachusetts General laws Chapter 40 Section 8J the Commission is composed as follows:

1. A majority of commission members shall consist of people with disabilities;
2. One member shall be a member of the immediate family of a person with a disability;
3. One member of the commission shall be either an elected or appointed official of Arlington;
4. The remaining members shall be parents, friends, providers of services to persons with disabilities, or other interested residents of Arlington.

The following are currently members of the commission.

	Original Appointment	Term Expires
Kerrie Fallon Vice Chairperson	08/14/06	06/30/15
Cynthia DeAngelis	01/12/15	01/31/16
Susan James	01/10/05	01/31/17
Michael Rademacher	04/23/12	06/30/15
Maureen St. Hilaire Chairperson	06/14/04	01/31/16
John Thompson	02/27/12	01/31/15

The following have been recommended for membership by the Town Manager for the approval of the Board of Selectmen.

Susan Savage Tennant  
Beverley Bevilacqua

## ANNUAL TOWN REPORT

2014

### COMMISSION ON DISABILITY

In its twenty-first year of service, the Commission on Disability continued to provide information, referral, guidance, and technical assistance to Arlington officials, residents, public and private agencies, and others to ensure that people with physical, sensory, cognitive, mental illnesses and other disabilities have equal access to town facilities, services and programs. The Commission when at full membership has a slate of nine Commissioners, all volunteers. As mandated by State law, the majority of Commissioners have a disability. The mandate brings an intimate and informed understanding of disabilities to the Commission's agenda and ultimate decisions. The Commission continues to bring awareness to Arlington policy makers and other residents as to the legal rights of people with disabilities, enforcing those rights and working towards community inclusion to make Arlington a stronger town by capitalizing on the strengths that each person living and working here has to offer.

The following are Commission on Disability activities that took place during 2014.

- The Commission co-sponsored the sixth annual Diversity Career Fair at Arlington Town Hall. Thirty employers from health care, financial, retail, and non-profit organizations participated in the career fair.
- The Commission continued its curb cut ramp project by installing sixty curb cut ramps during 2014.
- The Commission had an information booth at Town Day 2014 to answer questions and provide resources about disability legislation.
- The Commission reviewed and issued recommendations on several variance requests that had been submitted to the Massachusetts Architectural Access Board.
- The Commission continued to meet with Town Officials to discuss the rights of people with disabilities in order to work towards full community inclusion within the Town of Arlington.
- The Commission purchased six additional assistive listening devices for use at Town Hall meetings.
- The Commission meet with the Town's Economic Development Coordinator about improving entry access at public accommodations.
- The Commission worked with the True Story Theatre to help promote and identify challenges faced by individuals with visible and invisible disabilities.

The following are Commission on Disability goals for 2015 that will continue to revolve around the very clear parameters of the Americans with Disability Act.

- The Commission plans to continue to advocate for a safer driveway, sidewalk surfaces and improved accessible parking spaces at the Senior Center Building.

- In observance of the twenty-fifth anniversary of the signing of the Americans with Disabilities Act into law on July 26, 1990, the Commission will plan and/or participate in an appropriate event to honor this anniversary during July 2015.
- The Commission will continue to advocate for and ensure the rights of Arlington residents living with disabilities.
- The Commission plans to co-sponsor at the Arlington Town Hall, with the Massachusetts Rehabilitation Commission, the seventh Annual Diversity Career Fair.
- Will monitor compliance of the Massachusetts Avenue Corridor Project with disability regulations.
- Will work with the True Story Theatre in 2015, with a focus on people with mental illness and other invisible and visible disabilities. In order to make our community more aware and educated about this significant group of people.
- Will continue to identify areas where curb cuts are needed and will work with Town Departments for improvement of snow and ice removal.
- Will summarize rules and responsibilities of the Commission and laws of the Commonwealth that pertain to disability regulations.

In 2014 Commission members Janice Dallas, Burton Pusch, Heidi Hample, and Rachel Buonopane resigned from the Commission after serving a combined total of sixteen years. Their accomplishments and dedication in helping to make Arlington a more inclusive community while serving on the Commission was recognized and greatly appreciated. Also in 2014 the Commission welcomed Cynthia DeAngelis as a member of the Commission.

The Commission meets on the third Wednesday of each month at 4:00 P.M. in the conference room of the Housing and Disability Program Office located in Ste. # 203, 20 Academy St., Arlington (the Senior Center Building). Meetings are open to the public and residents are invited to attend to observe or voice their concerns.

**Appendix E.**  
**ADA Self-Evaluation**

Prepared for the Town of Arlington by the Institute for Human Centered Design  
Excerpts from the December 15, 2014 Final Report.

The complete report is available from the Town of Arlington Recreation Department, and is posted on the Town of Arlington website:

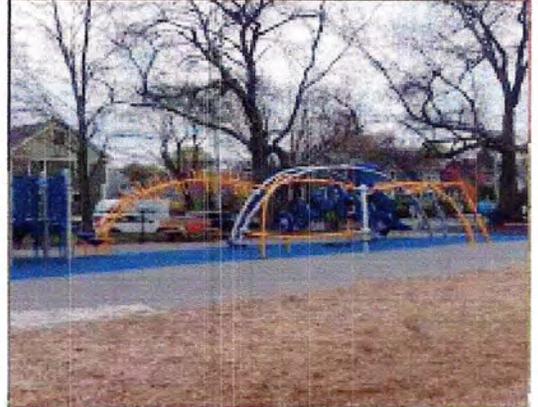
<http://www.town.arlington.ma.us/town-governance/all-boards-and-committees/park-recreation-commission>

# Town of Arlington

## FINAL REPORT

### ADA Self-Evaluation (as basis for Transition Plan)

Prepared by  
Institute for Human Centered Design  
December 15, 2014



200 Portland Street, First Floor  
Boston, MA 02114  
617-695-1225 voice/tty  
[www.HumanCenteredDesign.org](http://www.HumanCenteredDesign.org)

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## PART A - Executive Summary

### Introduction

The Institute for Human Centered Design (IHCD) has prepared this ADA Self-Evaluation report on behalf of the Town of Arlington's Recreation Department and Park and Recreation Commission as part of the Department's and Town's on-going effort to assess the current level of accessibility in its programs, services, and activities. This ADA Self-Evaluation report is intended to be used as the basis for the Transition Plan, a living document used to monitor corrective actions.

The Recreation Department, a self-sustaining Department of the Town, prides itself for offering "safe, quality and affordable programs and facilities for citizens of all ages and abilities". IHCD can attest to the Department's commitment for inclusion and eagerness to continue improving accessibility in its facilities. In reviewing the Department's yearly reports over the past decade, it is clear that the Department, in concert with the Park and Recreation Commission, and in collaboration with Friends of Parks groups, the expertise and guidance of the Disability Commission, and other engaged residents and groups, has made important efforts to increase accessibility within many park and playground facilities. Despite these efforts, the following recurring issues were identified in many facilities:

- Gaps in pedestrian access to site arrival points;
- Gaps in pedestrian access between site access points and facility program areas;
- Gaps in integrated seating at team areas and spectator seating areas;
- Lack of access to facility amenities due to landscape borders and edging;
- Lack of accessible routes through and within program areas due to ground surface issues;
- Lack of informational and directional signage and wayfinding assistance.

This ADA Self-Evaluation report includes model policies and procedures for adoption by the Recreation Department, and a summary of architectural barriers and proposed barrier removal solutions for 32 Town-owned and Department-operated facilities such as recreational buildings, parks, fields, and playgrounds. All are designed to help move the Recreation Department towards full compliance with its obligations under Title II of the Americans with Disabilities Act (ADA) and/or the Massachusetts Architectural Access Board (MAAB).

All recommendations should be considered preliminary until this ADA Self-Evaluation report has been shared by the Recreation Department and Park and Recreation Commission with the disability community before the end of the project. Consequently, when the Department's director presents findings and recommendations to the community and receives feedback, some may need adjustment. Together, the ADA Self-Evaluation and Transition plan will enable the Recreation Department and Park and Recreation Commission to engage in capital budgeting preparation for capital work to be completed within the next five to ten years to address the operational needs and obligations of the Town of Arlington.

For the sake of clarity, this ADA Self-Evaluation report is organized into three parts: 'Part A - Executive Summary' provides an 'Introduction' to this project as well as summaries of the 'Evaluation of Programs and Services' and 'Evaluation of Facilities', and 'Prioritizing Accessibility Modifications - Recommended Order of Considerations'. 'Part B - Evaluation of Non-discriminatory Policies and Practices in Programs, Communications, Services, and Activities' offers an analysis of policies and procedures administered by the Recreation Department, and a detailed survey of the Department's website information and online registration procedures. Finally, 'Part C - Evaluation of Facilities' identifies issues found as well as a remediation plan in each of the facilities surveyed.

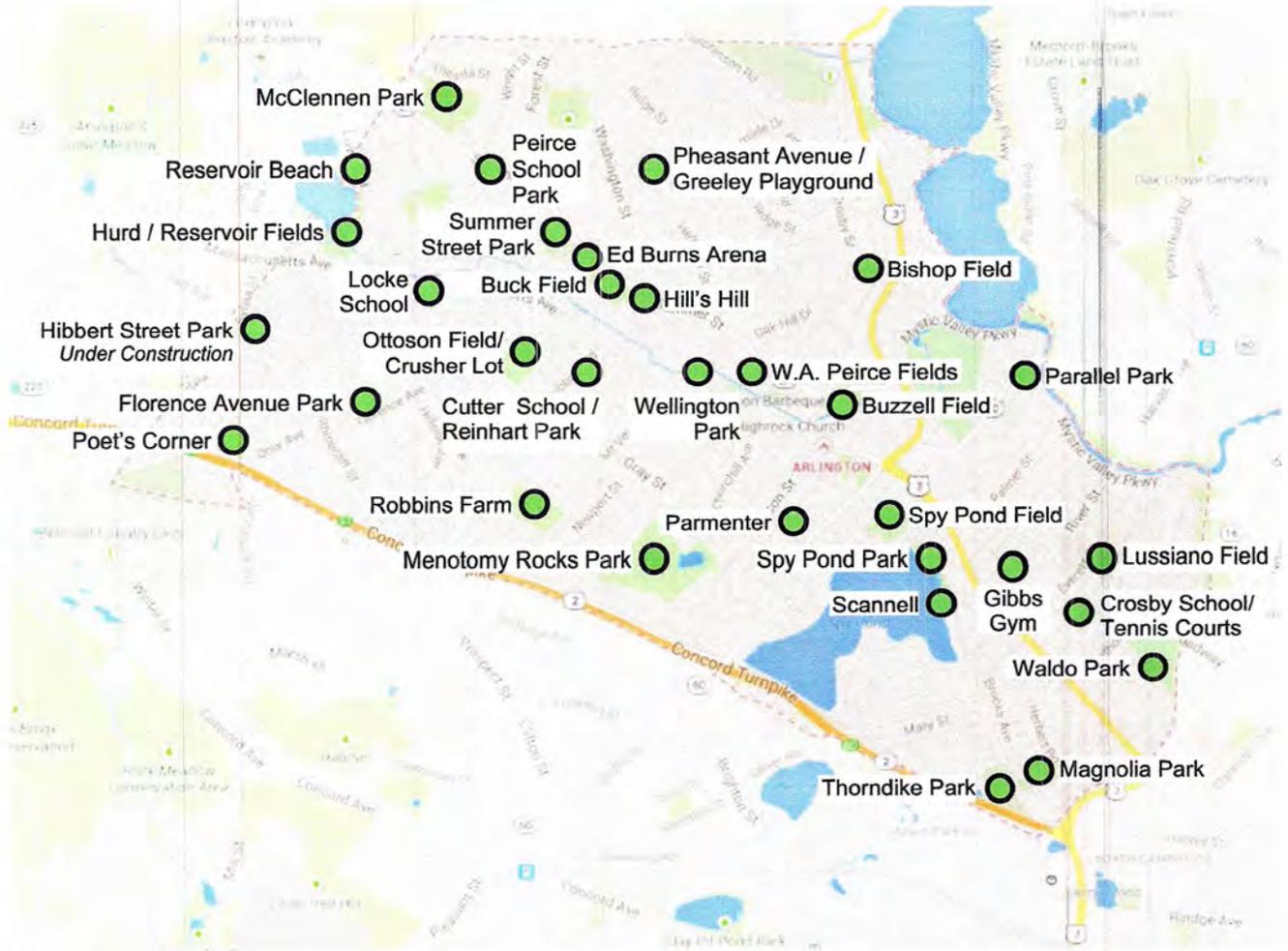


Figure 1 – Location of all 32 facilities assessed as part of this ADA Self-Evaluation report.

## **Appendix F. Additional ADA Self-Evaluation Forms**

This appendix includes ADA forms and other ADA-related information on properties not included in the Appendix E, the report on Park and Recreation Commission properties prepared for the Town of Arlington by the Institute for Human Centered Design

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## Appendix F.

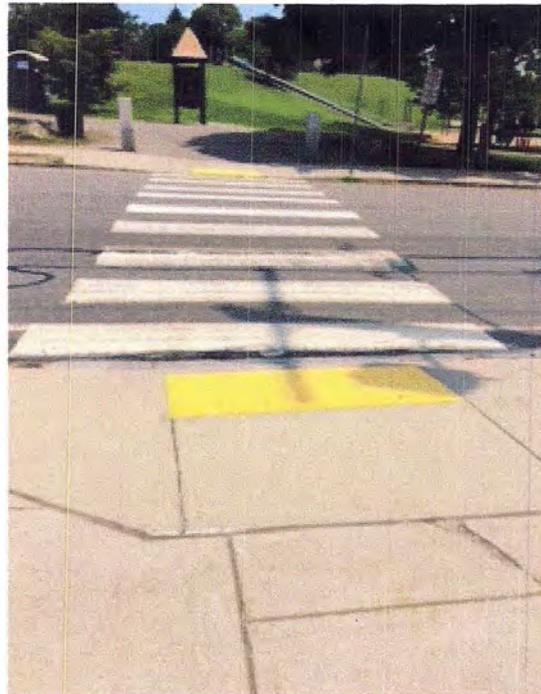
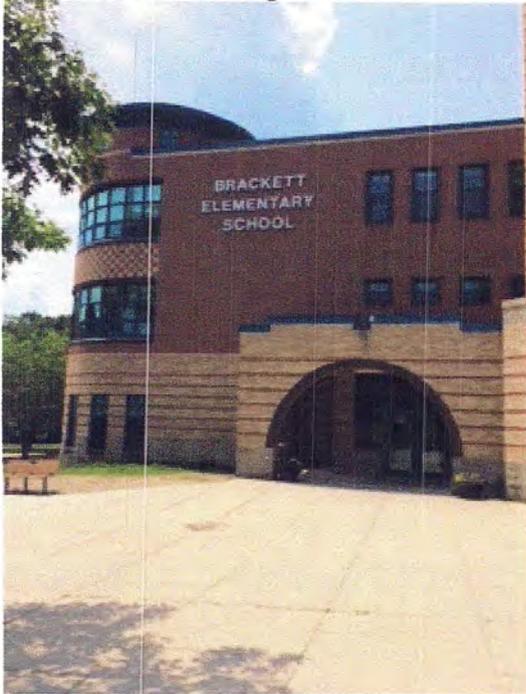
### ADA Self-Assessment of Arlington Conservation Lands

The properties listed below are under the auspices of the Conservation Commission. In general all of Arlington's conservation lands are unimproved wooded parcels and/or wetlands of varied terrain with some pedestrian-created footpaths, but none of them would meet ADA standards. There are no picnic tables or other facilities, and parking is unavailable or limited in most areas. Some sites have signs marking their entrances, but there are no trail markers or other signage.

Location	Comment
Arlington's Great Meadows	Although located in East Lexington, this land is owned by Arlington and is adjacent to the Minuteman Bikeway. Its varied terrain includes rolling wooded hills and wetlands. Some trails which are fairly wide and moderately level were former farm roads. Two boardwalks cross wetlands, but are accessible only via moderately steep trails.
Brattle Street	Steep U-shaped parcel with limited footpaths around a house lot.
Cooke's Hollow	This park-like parcel is located on Mystic Street next to the police station. Parking is available on the street. The initial 100 yards of the entry path is fairly wide and level and easily passible, but was not constructed to ADA standards.
Forest Street	A wetland area with no footpaths.
Meadowbrook Park	A wetland area with some rough footpaths along the perimeter. Surrounded by Mt. Pleasant Cemetery and accessible from there.
Mt. Gilboa	A very steep and rocky upland forested area. Some footpaths (possibly old farm roads) are moderately wide and level but not up to ADA standards. Parking on nearby streets.
Ridge Street	A narrow, steep area located between two house lots with no paths.
Turkey Hill	Steep and wooded terrain with winding foot trails. An access road to the MWRA water tower at the top of the hill provides a smooth and level walking area.
Window on the Mystic	Street parking available nearby. Steep terrain on paths to the Upper Mystic Lake shoreline. Steps installed for easier passage are not built to ADA standards.
Woodside Lane	A rocky parcel which drops off quickly from the shoulder of the road to the back yards of several parcels on Oak Hill Road with no paths.

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**Brackett School  
Eastern Ave, Arlington**



Brackett Elementary School has two playgrounds, one of which is directly across from Robbins Farm Park (in background of right photo above). The crosswalk from Robbins Farm Park to the school has enhanced sidewalk cuts and slopes on the street.



A second school entrance from Eastern Avenue has a sidewalk cut but no crosswalk. On-street parking is available opposite both school entrances.



Benches with no arms are level with pavement, with space for a wheelchair. The bulletin board kiosk on grass is not as easily accessible.

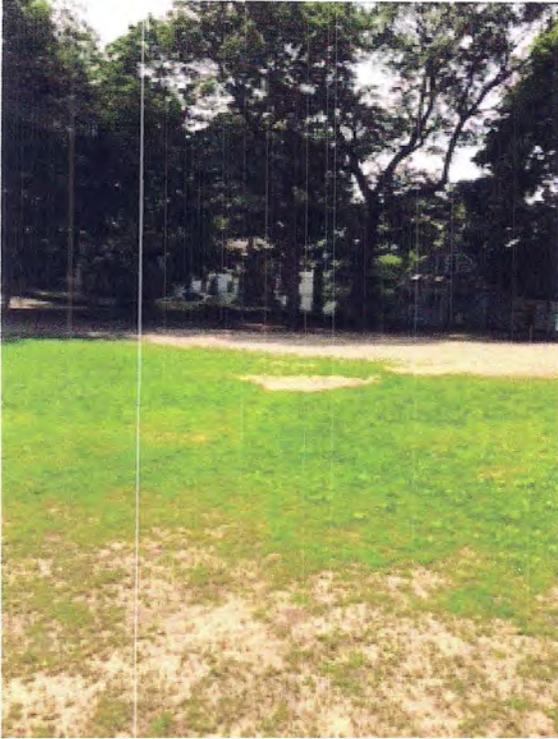


The entrance to the basketball court and playground is paved but sloping downward. Court entrances are wide enough for wheelchairs.



A surfaced path spans the perimeter of the larger playground, but there is no paved access to playground equipment. The surface is a loose mulch, and none of the playground equipment is accessible.



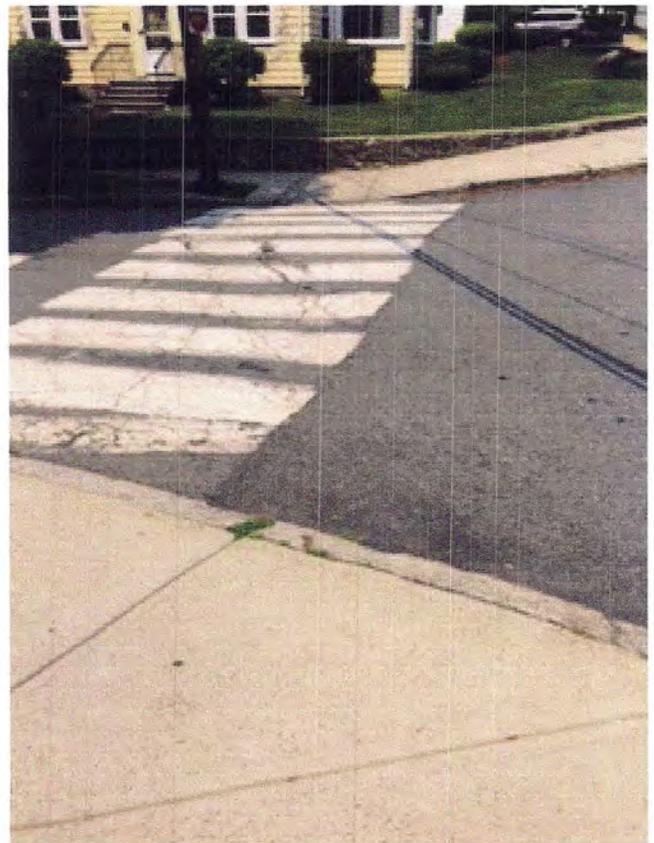


There's a small grass and dirt field next to basketball court, but no facilities, benches, or tables. There is no portable restroom. The closest one is across the street at Robbins Farm Park.



On the Fayette Street side of the school there is a smaller playground designated for school use, but it's not locked. There are two nearby handicapped parking spots with appropriate sidewalk cuts. There is a perimeter path, with a wheelchair pad under one of the play structures. However, the pad leads to stairs, and there is no accessible equipment.

There is a crosswalk on nearby Fayette Street.



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Facility Inventory LOCATION: **HARDY SCH.**

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths
		Access to Open Spaces
		Back and Arm Rests
		Adequate number
		Height of Cooking Surface
	Grills	Located adjacent to accessible paths
	Trash Cans	Located adjacent to accessible paths
	Picnic Shelters	Located adjacent to accessible paths
		Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material
Trails		Dimensions
		Rails
		Signage (for visually impaired)
		Entrance
		Location from accessible parking
Swimming Facilities	Pools	Location from accessible parking
		Safety features i.e. warning for visually impaired
		Location from accessible path into water
		Handrails
		Location from accessible parking
Play Areas (tot lots)		Shade provided
	All Play Equipment i.e. swings, slides	Same experience provided to all
	Access Routes	Located adjacent to accessible paths <i>Yes</i>
		Enough space between equipment for wheelchair
		Located adjacent to accessible paths
Game Areas: *ballfield *basketball *tennis	Access Routes	Berm cuts onto courts
		Height
	Equipment	Dimensions
		Spectator Seating
		Located adjacent to accessible paths
Boat Docks	Access Routes	Handrails
		Located adjacent to accessible paths
		Handrails
		Arm Rests
		Bait Shelves
Fishing Facilities	Equipment	Handrails
		Fish Cleaning Tables
		Learn-to-Swim
		Guided Hikes
		Interpretive Programs
Programming	Are special programs at your facilities accessible?	

*limited activities for wheel-chair bound individ.*

*both child-accessible and "adult" soccer equip.*

**LOCATION** HARDY SATT.

PARKING		Required Accessible Spaces	
Total Spaces		Yes	No
Up to 25	1 space		
26-50	2 spaces	✓	
51-75	3 spaces		
76-100	4 spaces		
101-150	5 spaces		
151-200	6 spaces		
201-300	7 spaces		
301-400	8 spaces		
401-500	9 spaces		
Specification for Accessible Spaces			
Accessible space located closest to accessible entrance			Comments/Transition Notes
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			N.A.
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces		✓	blue painted surface
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20, 5%		✓	
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			
Specification			
Slope Maximum 1:12			Comments/Transition Notes
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			

LOCATION HARDY SCH.

**SITE ACCESS, PATH OF TRAVEL, ENTRANCES**

Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b> <i>see attached</i>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance			
Disembarking area at accessible entrance			
Surface evenly paved or hard-packed			
No ponding of water			
<b>Path of Travel</b>			
Path does not require the use of stairs			
Path is stable, firm and slip resistant			
3 ft wide minimum			
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).			
Continuous common surface, no changes in level greater than 1/2 inch			
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			
Curb on the pathway must have curb cuts at drives, parking and drop-offs			
<b>Entrances</b> <i>see attached</i>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			
Level space extending 5 ft. from the door, interior and exterior of entrance doors			
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction			

**LOCATION HARDY Sch**  
**STAIRS and DOORS G.A.**

Specification	Yes	No	Comments/Transition Notes
<b>Stairs</b>			
No open risers			
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1/2" clearance between wall and handrail			
<b>Doors</b>			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

**LOCATION HARDY SCH**

**RESTROOMS - also see Doors and Vestibules**

**N.A. - NO OUTDOOR SERVICES**

Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
<b>At least one Sink</b>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<b>At least one Stall:</b>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<b>Toilet</b>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<b>Grab Bars</b>			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<b>Fixtures</b>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

LOCATION **HARDY SCH.**

FLOORS, DRINKING FOUNTAINS, TELEPHONES			
Specification	Yes	No	Comments/Transition Notes
<b>Floors</b>			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
<b>Drinking Fountains</b>			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
<b>Telephones</b>			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
<b>SIGNS, SIGNALS, AND SWITCHES</b>			
N.A.			
<b>Specification</b>			
<b>Switches, Controls and Signs</b>			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
<b>Signs</b>			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			

Facility Inventory LOCATION: **JEFF. CUTLER HSE - 1 WHITTEMORE PL. - FRI - SUNS, NOON - 4pm**

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities <i>NONE</i>	Tables & Benches Grills Trash Cans Picnic Shelters	Located adjacent to accessible paths Access to Open Spaces Back and Arm Rests Adequate number Height of Cooking Surface Located adjacent to accessible paths Located adjacent to accessible paths Located adjacent to accessible paths Located near accessible water fountains, trash can, restroom, parking, etc.
Trails - <i>NONE</i>		Surface material Dimensions Rails Signage (for visually impaired) Entrance
Swimming Facilities <i>NONE</i>	Pools	Location from accessible parking Safety features i.e. warning for visually impaired Location from accessible path into water Handrails Location from accessible parking Shade provided
Play Areas (tot lots) <i>NONE</i>	All Play Equipment i.e. swings, slides Access Routes	Same experience provided to all Located adjacent to accessible paths Enough space between equipment for wheelchair
Game Areas: *ballfield *basketball *tennis <i>NONE</i>	Access Routes Equipment	Located adjacent to accessible paths Berm cuts onto courts Height Dimensions Spectator Seating
Boat Docks <i>NONE</i>	Access Routes	Located adjacent to accessible paths Handrails
Fishing Facilities <i>NONE</i>	Access Routes Equipment	Located adjacent to accessible paths Handrails Arm Rests Bait Shelves Handrails Fish Cleaning Tables
Programming	Are special programs at your facilities accessible? <i>GALLERY PRESENTATIONS</i>	Learn-to-Swim Guided Hikes Interpretive Programs - AFTERNOONS - CYRUS DALLIN MUSEUM <i>THE GALLERY - WEEKENDS - LOCAL ARTIST PRESENTATIONS</i>

LOCATION JEFF. CUTLER HSE

PARKING		Total Spaces	Required Accessible Spaces	Yes	No	Comments/Transition Notes
Up to 25	4 + 6 = 15	1 space	4 spaces H.C.			
26-50		2 spaces				
51-75		3 spaces				
76-100		4 spaces				
101-150		5 spaces				
151-200		6 spaces				
201-300		7 spaces				
301-400		8 spaces				
401-500		9 spaces				
<b>Specification for Accessible Spaces</b>						
Accessible space located closest to accessible entrance				✓		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.						
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle				✓		12 feet - 4.5 ft accessible
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.						2 spaces are Van accessible
Sign with international symbol of accessibility at each space or pair of spaces				✓		
Sign minimum 5 ft, maximum 8 ft to top of sign				✓		5 feet on east side; 7 feet on west
Surface evenly paved or hard-packed (no cracks)				✓		resurfacing needed
Surface slope less than 1:20, 5%						
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present				✓		
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow						
<b>RAMPS</b>						
<b>Specification</b>						
Slope Maximum 1:12						
Minimum width 4 ft between handrails				✓		
Handrails on both sides if ramp is longer than 6 ft				✓		
Handrails at 34" and 19" from ramp surface				✓		
Handrails extend 12" beyond top and bottom				✓		
Handgrip oval or round				✓		

LOCATION **JEFF CUTLER HSE.**

**SITE ACCESS, PATH OF TRAVEL, ENTRANCES**

Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	✓		
Disembarking area at accessible entrance	✓		
Surface evenly paved or hard-packed			brick surface - Fox House
No ponding of water			
<b>Path of Travel</b>			
Path does not require the use of stairs	✓		
Path is stable, firm and slip resistant	✓		brick
3 ft wide minimum	✓		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).			
Continuous common surface, no changes in level greater than 1/2 inch	✓		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	✓		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	✓		
Curb on the pathway must have curb cuts at drives, parking and drop-offs	✓		
<b>Entrances</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance	✓		
Level space extending 5 ft. from the door, interior and exterior of entrance doors	✓		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	✓		
At least 18" clear floor area on latch, pull side of door	✓		
Door handle no higher than 48" and operable with a closed fist	✓		Callway - 36" 20-34" main door = 34"
Vestibule is 4 ft plus the width of the door swinging into the space	✓		
Entrance(s) on a level that makes elevators accessible			NO ELEVATOR
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			NO GRATES
Signs at non-accessible entrance(s) indicate direction			NO!

LOCATION JEFFERSON CUTTEA HOUSE

Specification	Yes	No	Comments/Transition Notes
<b>Stairs</b>			
No open risers	✓		
Nosings not projecting			
Treads no less than 11" wide	✓		
Handrails on both sides	✓		
Handrails 34"-38" above tread	✓		
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)	✓		
Handgrip oval or round	✓		
Handgrip has a smooth surface	✓		
Handgrip diameter between 1 1/4" and 1 1/2"	✓		1.5 inches
1 1/2" clearance between wall and handrail	✓		> 1.5 "
<b>Doors</b>			
Minimum 32" clear opening	✓		
At least 18" clear floor space on pull side of door	✓		main door has steps
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)		✓	By Roscoe
Hardware minimum 36", maximum 48" above the floor	✓		
Clear, level floor space extends out 5 ft from both sides of the door	✓		
Door adjacent to revolving door is accessible and unlocked			no revolving door
Doors opening into hazardous area have hardware that is knurled or roughened		✓	

NOTES

**LOCATION**

**FLOORS, DRINKING FOUNTAINS, TELEPHONES**

Specification	Yes	No	Comments/Transition Notes
<b>Floors</b>			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
<b>Drinking Fountains</b> <i>NONE</i>			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
<b>Telephones - NONE</b>			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
<b>SIGNS, SIGNALS, AND SWITCHES</b>			
<b>Specification</b>	<b>Yes</b>	<b>No</b>	<b>Comments/Transition Notes</b>
<b>Switches, Controls and Signs</b>			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
<b>Signs</b>			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			

**LOCATION**

**RESTROOMS - also see Doors and Vestibules**

Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			4 inches / and 5 feet
At least one Sink:			
Clear floor space of 30" by 48" to allow a forward approach	✓		
Mounted without pedestal or legs, height 34" to top of rim	✓		
Extends at least 22" from the wall	✓		
Open knee space a minimum 19" deep, 30" width, and 27" high	✓		
Cover exposed pipes with insulation	✓		
Faucets operable with closed fist (lever or spring activated handle)	✓		
At least one Stall:			ONLY 1 STALL in each bathroom -
2 bathrooms			
Accessible to person using wheelchair at 60" wide by 72" deep	✓		
Stall door is 36" wide	✓		
Stall door swings out	✓		
Stall door is self closing			N.A.
Stall door has a pull latch			N.A.
Lock on stall door is operable with a closed fist, and 32" above the floor			N.A.
Coat hook is 54" high			
Toilet			
18" from center to nearest side wall	✓		
42" minimum clear space from center to farthest wall or fixture	✓		
Top of seat 17"-19" above the floor	✓		
Grab Bars			
On back and side wall closest to toilet	✓		
1 1/4" diameter	✓		
1 1/2" clearance to wall	✓		
Located 30" above and parallel to the floor	✓		
Acid-etched or roughened surface	✓		
42" long	✓		
Fixtures			
Toilet paper dispenser is 24" above floor	✓		
One mirror set a maximum 38" to bottom (if tilted, 42")	✓		
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor	✓		

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - NONE</b>			
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - NONE</b>			
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>PICNICKING - NOT OFFERED</b>			
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide			

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**LOCATION** HARDY SCH.

Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			N.A.
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

**LOCATION** HARDY SCH.

Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			N.A.
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

**LOCATION** HARDY SCH.

Specification	Yes	No	Comments/Transition Notes
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide			

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Facility Inventory LOCATION: MUNICIPAL BIKEWAY

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Tables & Benches Grills Trash Cans Picnic Shelters	Located adjacent to accessible paths Access to Open Spaces Back and Arm Rests Adequate number Height of Cooking Surface Located adjacent to accessible paths Located adjacent to accessible paths Located adjacent to accessible paths Located near accessible water fountains, trash can, restroom, parking, etc. Surface material Dimensions Rails Signage (for visually impaired) Entrance Location from accessible parking Safety features i.e. warning for visually impaired Location from accessible path into water Handrails Location from accessible parking Shade provided
Trails		
Swimming Facilities	Pools Beaches	Location from accessible parking Safety features i.e. warning for visually impaired Location from accessible path into water Handrails Location from accessible parking Shade provided
Play Areas (tot lots)	All Play Equipment i.e. swings, slides Access Routes	Same experience provided to all Located adjacent to accessible paths Enough space between equipment for wheelchair Located adjacent to accessible paths
Game Areas: *ballfield *basketball *tennis	Access Routes Equipment	Berm cuts onto courts Height Dimensions Spectator Seating
Boat Docks	Access Routes Access Routes	Located adjacent to accessible paths Handrails Located adjacent to accessible paths Handrails
Fishing Facilities	Equipment	Learn-to-Swim Guided Hikes Interpretive Programs
Programming	Are special programs at your facilities accessible?	

ENTRANCE/EXIT - SWAN PLACE - RAMP SLOPE - 5.6-8.5%

MYSTIC ST ENTRANCE/EXIT - BRICK TRANSITION FROM PAVED BIKEWAY - NO CURB CUT AT ROADWAY - FLAT TRANSITION

WOOD RAILING MYSTIC - ~~20~~ 20 INCHES HIGH - SLOPE AT WATER ST - ABOUT 6%  
WATER

MILL ST X-TRANSITION - EAST SIDE - 6% X-SLOPE 5.5% SLOPE

WEST SIDE 5% X-SLOPE 3.5% SLOPE

SUMMER ST. RAMP. SLOPE - 9% X-RAMP - 1.6% WIDTH - STRAY

BRATTLE PLACE ENTRANCE FLAT - CONSTRUCTION WORK IN PROGRESS.

BRATTLE ST STAIRWAY - ROUND RAILINGS. STEP HEIGHT 6" TREAD 11"

WASHINGTON ST. RAMP - SLOPE - 10.2% X-RAMP - 0.1%

SUMMER ST. PLAYGROUND - RAMP 15%

OVER

**LOCATION - MINUTEMAN BIKEWAY**  
**PARKING - NO PARKING AVAIL.**

Total Spaces	Required Accessible Spaces		Comments/Transition Notes
	Yes	No	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
Specification for Accessible Spaces			
Accessible space located closest to accessible entrance	✓		
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.	✓		
Minimum width of 13 ft. includes 8 ft space plus 5 ft access aisle			No Parking
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft; maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20, 5%			
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
RAMPS			
Specification			
Slope Maximum 1:12	✓		Comments/Transition Notes SWAN PL. - 5.6-8.5% paved ramp. Homblower. - 15.8%
Minimum width 4 ft between handrails	✓		
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface	✓		
Handrails extend 12" beyond top and bottom	✓		
Handgrip oval or round	✓		in most locations - not all except at Trader Joe's location

BIKEWAY ACCESS (CONT'D)  
 RYDER ST (N) - 3%  
 RYDER ST (S) - 8%  
 SUMMER ST. PARK REST AREA -  
 2 benches -  
 1 bench has arm rest.  
 bike rack.  
 FRAZER ROAD - 15.9% slope  
 BOW ST. ACCESS:  
 5.3% and 14.9%  
 GOLD'S GYM - SLOPE 12.3%  
 ARL/LEX LINE - DRAKE VILL.  
 REST STOP - 4 BENCHES -  
 PAVED SURFACE - 48" WIDE -  
 TREE ROOT UPHEAVALS  
 HURD FIELD/DRAKE VILL. RAMP  
 SLOPE - 4.7%  
 X-SLOPE - 2.5%  
 TRADER JOE'S - STEPS w/ RAILING  
 AND LANDING AT BOTTOM -  
 SQUARE RAIL - 36" High -  
 PRIVATE PROPERTY -  
 LANDING HAS CURB EDGE -  
 MAX - 6" High  
 SUNRISE RAMP - 8% SLOPE  
 CUCKIAL VILL. PATH - GRAVEL -  
 0.1% SLOPE  
 PARK AVE STAIRCASE - ROUND  
 RAILINGS - SIDES AND MIDDLE  
 RISE - ABOUT 7" DEPTH - 13"  
 RAILINGS DO NOT EXTEND  
 BEYOND 9 STEPS; DEBRIS ON  
 STEPS

**LOCATION MINUTEMAN BIKEWAY**  
**SITE ACCESS, PATH OF TRAVEL, ENTRANCES**

Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance			N.A.
Disembarking area at accessible entrance	✓		
Surface evenly paved or hard-packed	✓		
No ponding of water	✓		key patches in winter
<b>Path of Travel</b>			
Path does not require the use of stairs	✓		
Path is stable, firm and slip resistant	✓		
3 ft wide minimum	✓		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	✓		
Continuous common surface, no changes in level greater than 1/2 inch	✓		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	✓		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"	✓		N.A.
Curb on the pathway must have curb cuts at drives, parking and drop-offs			No Curbs - some with transitions near sidewalk crossings
<b>Entrances - NO DOORS / DOORWAYS</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance	✓		no signage
Level space extending 5 ft. from the door, interior and exterior of entrance doors			N.A.
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			
At least 18" clear floor area on latch, pull side of door			
Door handle no higher than 48" and operable with a closed fist			
Vestibule is 4 ft plus the width of the door swinging into the space			
Entrance(s) on a level that makes elevators accessible			
Door mats less than 1/2" thick are securely fastened			
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			
Signs at non-accessible entrance(s) indicate direction			

steps/railings - Sp4 Pond Park  
 slope = 1.4% to steps  
 around railings - 36" above steps  
 no extensions

lowered St. - x-slope - 6.8%

Bank - near lake St. crossing -  
 no arm - reads  
 serves 4 people

lake St crossing - flat

Vermont St access - 7% slope  
 access to Magnolia field -  
 path width 48"  
 path not in good condition

access to Thruway - stone wall / pea stone  
 path width - 5 feet +

access at Albany Break Greenway -  
 Boardwalk flat; 5' wide pathway

Bridge at Albany Terminal -  
 max slope 6.9%

WOOD RAILINGS - ABOUT 24-22" HIGH  
 along west section of BIKEWAY

STAIRS AT MILL-BROOK APTS -  
 RAILINGS ROUND, EXTEND 1 FT  
 BEYOND STEPS - 36 INCHES.  
 RAILS ON BOTH SIDES; LOWER  
 STEPS ONLY 1-RAIL.

LOCATION MINUTEMAN BIKEWAY

Specification	Yes	No	Comments/Transition Notes
<b>Stairs</b>			
No open risers			
Nosings not projecting			
Treads no less than 11" wide	✓		
Handrails on both sides	✓		usually, not always
Handrails 34"-38" above tread	✓		
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			not always
Handgrip oval or round	✓		
Handgrip has a smooth surface	✓		
Handgrip diameter between 1 1/4" and 1 1/2"	✓		
1/2" clearance between wall and handrail	✓		
<b>Doors</b>			
N.A.			
Minimum 32" clear opening			
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

**LOCATION MINUTEMAN BIKEWAY**  
**RESTROOMS - also see Doors and Vestibules - NOT APPLICABLE**

Specification	Yes	No	Comments/Transition Notes
5 ft. turning space measured 12" from the floor			
<b>At least one Sink:</b>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<b>At least one Stall:</b>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<b>Toilet</b>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<b>Grab Bars</b>			
On back and side wall closest to toilet			
1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<b>Fixtures</b>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

**LOCATION MINUTEMAN BIKEWAY  
FLOORS, DRINKING FOUNTAINS, TELEPHONES - NOT APPLICABLE**

Specification	Yes	No	Comments/Transition Notes
<b>Floors</b>			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
<b>Drinking Fountains</b>			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
<b>Telephones</b>			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
<b>SIGNS, SIGNALS, AND SWITCHES - NOT APPLICABLE</b>			
<b>Specification</b>			
<b>Switches, Controls and Signs</b>			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
<b>Signs</b>			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed			

**LOCATION MINUTEMAN BIKEWAY**

Specification	Yes	No	Comments/Transition Notes
<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area - N.A.</b>			
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use - N.A.</b>			
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>PICNICKING - No Formal Facilities</b>			
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide			

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MONUMENT PARK

Facility Inventory

LOCATION:

ACTIVITY	EQUIPMENT	NOTES		
Picnic Facilities	✓ Tables & Benches	Located adjacent to accessible paths <b>NO</b>		
		Access to Open Spaces <b>NO</b>		
		Back and Arm Rests <b>NO</b>		
		Adequate number <b>YES</b>		
	Grills <b>N/A</b>	Height of Cooking Surface Located adjacent to accessible paths		
Picnic Facilities	Trash Cans <b>N/A</b>	Located adjacent to accessible paths		
	Picnic Shelters <b>N/A</b>	Located adjacent to accessible paths Located near accessible water fountains, trash can, restroom, parking, etc.		
Trails		Surface material <b>brick walkway / Paving stones</b>		
		Dimensions <b>walkway 39" wide Paving stones 24" sq</b>		
		Rails <b>NO</b>		
		Signage (for visually impaired) <b>NO</b>		
Swimming Facilities	Pools <b>N/A</b>	Entrance Location from accessible parking Safety features i.e. warning for visually impaired		
		Beaches <b>N/A</b>	Location from accessible path into water Handrails Location from accessible parking Shade provided	
	Play Areas (tot lots)		All Play Equipment i.e. swings, slides <b>N/A</b>	Same experience provided to all
			Access Routes	Located adjacent to accessible paths Enough space between equipment for wheelchair
	Game Areas: *ballfield *basketball *tennis	Access Routes <b>N/A</b>	Located adjacent to accessible paths Berm cuts onto courts	
Equipment <b>N/A</b>		Height Dimensions Spectator Seating		
Boat Docks		Access Routes <b>N/A</b>	Located adjacent to accessible paths Handrails	
Fishing Facilities	Access Routes <b>N/A</b>	Located adjacent to accessible paths Handrails		
		Equipment <b>N/A</b>	Arm Rests Bait Shelves Handrails Fish Cleaning Tables	
	Programming		Are special programs at your facilities accessible?  <b>N/A</b>	Learn-to-Swim
		Guided Hikes		
Interpretive Programs				
Services and Technical Assistance	Information available in alternative formats i.e. for visually impaired <b>NO</b>			
	Process to request interpretive services (i.e. sign language interpreter) for meetings <b>N/A</b>			

75 JUL 17 AM 9:25

FLANNERY & COMPANY  
LEVELING

**LOCATION** MONUMENT PARK

<b>PARKING</b>			
<i>Total Spaces</i>		<i>Required Accessible Spaces</i>	
Up to 25		1 space	
26-50		2 spaces	
51-75		3 spaces	
76-100		4 spaces	
101-150		5 spaces	
151-200		6 spaces	
201-300		7 spaces	
301-400		8 spaces	
401-500		9 spaces	
<i>Specification for Accessible Spaces</i>	Yes	No	<i>Comments/Transition Notes</i>
Accessible space located closest to accessible entrance			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.			
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle			
Van space – minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.			
Sign with international symbol of accessibility at each space or pair of spaces			
Sign minimum 5 ft, maximum 8 ft to top of sign			
Surface evenly paved or hard-packed (no cracks)			
Surface slope less than 1:20, 5%			
Curbscut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present			
Curbscut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow			
<b>RAMPS</b>			
<i>Specification</i>	Yes	No	<i>Comments/Transition Notes</i>
Slope Maximum 1:12			
Minimum width 4 ft between handrails			
Handrails on both sides if ramp is longer than 6 ft			
Handrails at 34" and 19" from ramp surface			
Handrails extend 12" beyond top and bottom			
Handgrip oval or round			
Handgrip smooth surface			
Handgrip diameter between 1 1/4" and 2"			
Clearance of 1 1/2" between wall and wall rail			
Non-slip surface			
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction			

## LOCATION MONUMENT PARK

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance		✓	
Disembarking area at accessible entrance		✓	
Surface evenly paved or hard-packed		✓	
No ponding of water		✓	
<b>Path of Travel</b>			
Path does not require the use of stairs	✓		
Path is stable, firm and slip resistant		✓	
3 ft wide minimum	✓		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	✓		
Continuous common surface, no changes in level greater than 1/2 inch		✓	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			N/A
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs			N/A
<b>Entrances</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance		✓	N/A
Level space extending 5 ft. from the door, interior and exterior of entrance doors			N/A
Minimum 32" clear width opening (i.e. 36" door with standard hinge)			N/A
At least 18" clear floor area on latch, pull side of door			N/A
Door handle no higher than 48" and operable with a closed fist			N/A
Vestibule is 4 ft plus the width of the door swinging into the space			N/A
Entrance(s) on a level that makes elevators accessible			N/A
Door mats less than 1/2" thick are securely fastened			N/A
Door mats more than 1/2" thick are recessed			N/A
Grates in path of travel have openings of 1/2" maximum			N/A
Signs at non-accessible entrance(s) indicate direction to accessible entrance			N/A
Emergency egress – alarms with flashing lights and audible signals, sufficiently lighted			N/A

NOTES

LOCATION MONUMENT PARK

STAIRS and DOORS			
Specification	Yes	No	Comments/Transition Notes
<b>Stairs</b>			
			1 step leading to handrails
No open risers	✓		
Nosings not projecting	✓		
Treads no less than 11" wide	✓		
Handrails on both sides		✓	
Handrails 34"-38" above tread			N/A
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			N/A
Handgrip oval or round			N/A
Handgrip has a smooth surface			N/A
Handgrip diameter between 1 1/4" and 1 1/2"			N/A
1 1/2" clearance between wall and handrail			N/A
<b>Doors</b>			
			N/A
Minimum 32" clear opening			↓
At least 18" clear floor space on pull side of door			
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides			
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)			
Hardware minimum 36", maximum 48" above the floor			
Clear, level floor space extends out 5 ft from both sides of the door			
Door adjacent to revolving door is accessible and unlocked			
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

LOCATION **MONUMENT PARK**

FLOORS, DRINKING FOUNTAINS, TELEPHONES				
Specification	Yes	No	Comments/Transition Notes	
<b>Floors</b>				
Non-slip surface			N/A ↓	
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored				
Corridor width minimum is 3 ft				
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			↓	
<b>Drinking Fountains</b>				
N/A				
Spouts no higher than 36" from floor to outlet			N/A ↓	
Hand operated push button or level controls				
Spouts located near front with stream of water as parallel to front as possible				
If recessed, recess a minimum 30" width, and no deeper than depth of fountain				
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			↓	
<b>Telephones</b>				
N/A				
Highest operating part a maximum 54" above the floor			N/A ↓	
Access within 12" of phone, 30" high by 30" wide				
Adjustable volume control on headset so identified				
<b>SIGNS, SIGNALS, AND SWITCHES</b>				
N/A				
Specification	Yes	No	Comments/Transition Notes	
<b>Switches, Controls and Signs</b>				
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			N/A ↓	
Electrical outlets centered no lower than 18" above the floor				
Warning signals must be visual as well as audible				
<b>Signs</b>				
Mounting height must be 60" to centerline of the sign				
Within 18" of door jamb or recessed				
Letters and numbers at least 1 1/4" high				
Letters and numbers raised .03"				
Letters and numbers contrast with the background color			↓	

NOTES

LOCATION **MONUMENT PARK**

RESTROOMS – also see Doors and Vestibules		N/A	
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			↓
<b>At least one Sink:</b>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<b>At least one Stall:</b>			
N/A			
Accessible to person using wheelchair at 60" wide by 72" deep			↓
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<b>Toilet</b>			
N/A			
18" from center to nearest side wall			↓
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17"-19" above the floor			
<b>Grab Bars</b>			
On back and side wall closest to toilet			
1 1/4" diameter			
1 1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<b>Fixtures</b>			
N/A			
Toilet paper dispenser is 24" above floor			↓
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

**NOTES**

**LOCATION** MONUMENT PARK

<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area</b>				N/A
Specification	Yes	No	Comments/Transition Notes	
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides				↓
Lifting device				
Transfer area 18" above the path of travel and a minimum of 18" wide				
Unobstructed path of travel not less than 48" wide around pool				
Non-slip surface				

**LOCATION**

<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use</b>				N/A
Specification	Yes	No	Comments/Transition Notes	
Stalls 36" by 60" minimum, with a 36" door opening				↓
Floors are pitched to drain the stall at the corner farthest from entrance				
Floors are non-slip surface				
Controls operate by a single lever with a pressure balance mixing valve				
Controls are located on the center wall adjacent to the hinged seat				
Shower heads attached to a flexible metal hose				
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor				
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long				
Soap trays without handhold features unless they can support 250 pounds				
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar				
Grab bars are placed horizontally at 36" above the floor line				

**LOCATION**

<b>PICNICKING</b>				N/A
Specification	Yes	No	Comments/Transition Notes	
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access				↓
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.				
Top of table no higher than 32" above ground				
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions				
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter				

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Facility Inventory LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

ACTIVITY	EQUIPMENT	NOTES	
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths	yes
		Access to Open Spaces	yes
		Back and Arm Rests	yes and
		Adequate number	
	Grills No	Height of Cooking Surface	n/a
	Trash Cans	Located adjacent to accessible paths	yes
		Picnic Shelters	Located adjacent to accessible paths
Located near accessible water fountains, trash can, restroom, parking, etc.			
Trails		Surface material	
		Dimensions	
		Rails	
		Signage (for visually impaired)	
Swimming Facilities	Pools	Entrance	
		Location from accessible parking	
		Safety features i.e. warning for visually impaired	
	Beaches	Location from accessible path into water	n/a
		Handrails	
		Location from accessible parking	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all	n/a
		Access Routes	Located adjacent to accessible paths
	Game Areas: *ballfield *basketball *tennis	Access Routes	Enough space between equipment for wheelchair
Located adjacent to accessible paths			n/a
Equipment		Berm cuts onto courts	
		Height	
		Dimensions	
Boat Docks	Access Routes	Spectator Seating	
		Located adjacent to accessible paths	n/a
Fishing Facilities	Access Routes	Handrails	
		Located adjacent to accessible paths	n/a
	Equipment	Arm Rests	
		Bait Shelves	
		Handrails	
		Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible?	Learn-to-Swim	n/a
		Guided Hikes	
		Interpretive Programs	
Services and Technical Assistance	Information available in alternative formats i.e. for visually impaired		n/a
		Process to request interpretive services (i.e. sign language interpreter) for meetings	

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

PARKING		There is parking allowed along the		
Total Spaces	Required Accessible Spaces			
Up to 25	1 space			
26-50	2 spaces			
51-75	3 spaces			
76-100	4 spaces			
101-150	5 spaces			
151-200	6 spaces			
201-300	7 spaces			
301-400	8 spaces			
401-500	9 spaces			
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes	
Accessible space located closest to accessible entrance	X			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.		X		
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle		X		
Van space – minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.		X	A van could park along the roadway	
Sign with international symbol of accessibility at each space or pair of spaces		X		
Sign minimum 5 ft, maximum 8 ft to top of sign		X		
Surface evenly paved or hard-packed (no cracks)		X	Roadways to be re-paved this summer	
Surface slope less than 1:20, 5%	X	X	In some areas, no in others	
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present		X		
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow		X		
RAMPS				
Specification	Yes	No	Comments/Transition Notes	
Slope Maximum 1:12		X	There are no handrails or ramps in the	
Minimum width 4 ft between handrails		X	cemetery	
Handrails on both sides if ramp is longer than 6 ft		X		
Handrails at 34" and 19" from ramp surface		X		
Handrails extend 12" beyond top and bottom		X		
Handgrip oval or round		X		
Handgrip smooth surface		X		
Handgrip diameter between 1 1/4" and 2"		X		
Clearance of 1 1/2" between wall and wall rail		X		
Non-slip surface		X		
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction		X		

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	x		Most people park close to the grave they are visiting
Disembarking area at accessible entrance		x	No designated area
Surface evenly paved or hard-packed		x	To be re-paved this summer
No ponding of water	x		
<b>Path of Travel</b>			
Path does not require the use of stairs	x	x	Some areas are slopes- no stairs
Path is stable, firm and slip resistant	x	x	Slippery after rain
3 ft wide minimum	x		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).		x	Hill slopes are all varied- it is an old cemetery
Continuous common surface, no changes in level greater than 1/2 inch		x	
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane		x	Object would be décor or flatmarkers
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"		x	
Curb on the pathway must have curb cuts at drives, parking and drop-offs		x	
<b>Entrances</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance	x	x	To the grounds- yes Into chapel- no
Level space extending 5 ft. from the door, interior and exterior of entrance doors	x	x	Outside –no Inside- yes
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	x		
At least 18" clear floor area on latch, pull side of door	x		It is an old door and on top of a step
Door handle no higher than 48" and operable with a closed fist		x	Does not operate with a closed fist
Vestibule is 4 ft plus the width of the door swinging into the space	x		
Entrance(s) on a level that makes elevators accessible		x	No elevators
Door mats less than 1/2" thick are securely fastened		x	
Door mats more than 1/2" thick are recessed		x	n/a
Grates in path of travel have openings of 1/2" maximum		x	
Signs at non-accessible entrance(s) indicate direction to accessible entrance		x	
Emergency egress – alarms with flashing lights and audible signals, sufficiently lighted	x		In chapel

NOTES

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

There is one door that visitors to the chapel use to get in or out

STAIRS and DOORS			
Specification	Yes	No	Comments/Transition Notes
Stairs			2 steps to get into chapel
No open risers		X	
Nosings not projecting		X	
Treads no less than 11" wide		X	
Handrails on both sides		X	
Handrails 34"-38" above tread		X	
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)		X	
Handgrip oval or round		X	
Handgrip has a smooth surface		X	
Handgrip diameter between 1 1/4" and 1 1/2"		X	
1/2" clearance between wall and handrail		X	
Doors			Only at chapel office
Minimum 32" clear opening	X		
At least 18" clear floor space on pull side of door		X	
Closing speed minimum 3 seconds to within 3" of the latch	X		
Maximum pressure 5 pounds interior doors		X	
Threshold maximum 1/2" high, beveled on both sides		X	
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)		X	
Hardware minimum 36", maximum 48" above the floor		X	
Clear, level floor space extends out 5 ft from both sides of the door		X	Only on the inside
Door adjacent to revolving door is accessible and unlocked		X	
Doors opening into hazardous area have hardware that is knurled or roughened		X	

NOTES The chapel has recently been visited by a team of architects 2 months ago and corrective/restorative work is to begin this Fall, if not sooner.

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

RESTROOMS – also see Doors and Vestibules			
Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor		X	
At least one Sink:	x		
Clear floor space of 30" by 48" to allow a forward approach		X	Bathrooms in the chapel are not
Mounted without pedestal or legs, height 34" to top of rim		X	Handicapped accessible
Extends at least 22" from the wall		X	
Open knee space a minimum 19" deep, 30" width, and 27" high		X	To be worked on
Cover exposed pipes with insulation		X	
Faucets operable with closed fist (lever or spring activated handle)		X	
At least one Stall:	Bathrooms are each single rooms with narrow doors and not wheelchair ready		
Accessible to person using wheelchair at 60" wide by 72" deep		X	
Stall door is 36" wide		X	
Stall door swings out		X	
Stall door is self closing		X	
Stall door has a pull latch		X	
Lock on stall door is operable with a closed fist, and 32" above the floor		X	
Coat hook is 54" high		X	
Toilet			
18" from center to nearest side wall		X	
42" minimum clear space from center to farthest wall or fixture		X	
Top of seat 17"-19" above the floor		X	
Grab Bars			
On back and side wall closest to toilet		X	
1 1/4" diameter		X	
1 1/2" clearance to wall		X	
Located 30" above and parallel to the floor		X	
Acid-etched or roughened surface		X	
42" long		X	
Fixtures			
Toilet paper dispenser is 24" above floor		X	
One mirror set a maximum 38" to bottom (if tilted, 42")		X	
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor		X	

NOTES

There are mirrors and towels and coat hooks but all too high for those who might be handicapped. The chapel was finished at the end of the Depression.

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

FLOORS, DRINKING FOUNTAINS, TELEPHONES			
Specification	Yes	No	Comments/Transition Notes
Floors			
Non-slip surface		X	
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored		X	
Corridor width minimum is 3 ft	X		
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor	X		
Drinking Fountains			
Spouts no higher than 36" from floor to outlet		X	
Hand operated push button or level controls		X	
Spouts located near front with stream of water as parallel to front as possible		X	
If recessed, recess a minimum 30" width, and no deeper than depth of fountain		X	
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach		X	
Telephones			
Highest operating part a maximum 54" above the floor	X		Phone at secretaries desk accessible
Access within 12" of phone, 30" high by 30" wide	X		
Adjustable volume control on headset so identified	X		
SIGNS, SIGNALS, AND SWITCHES			
Specification	Yes	No	Comments/Transition Notes
Switches, Controls and Signs			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach	X		
Electrical outlets centered no lower than 18" above the floor		X	
Warning signals must be visual as well as audible	X		In chapel only
Signs			
Mounting height must be 60" to centerline of the sign		X	
Within 18" of door jamb or recessed		X	
Letters and numbers at least 1/4" high		X	
Letters and numbers raised .03"		X	
Letters and numbers contrast with the background color		X	

NOTES There are exit signs that are lit up, outside lights on upper corners of building.

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LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

SWIMMING POOLS – accessibility can be via ramp, lifting device, or transfer area			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides		X	No pools or showers at the cemetery
Lifting device		X	
Transfer area 18" above the path of travel and a minimum of 18" wide		X	
Unobstructed path of travel not less than 48" wide around pool		X	
Non-slip surface		X	

LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use			
Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening		X	
Floors are pitched to drain the stall at the corner farthest from entrance		X	
Floors are non-slip surface		X	
Controls operate by a single lever with a pressure balance mixing valve		X	
Controls are located on the center wall adjacent to the hinged seat		X	
Shower heads attached to a flexible metal hose		X	
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor		X	
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long		X	
Soap trays without handhold features unless they can support 250 pounds		X	
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar		X	
Grab bars are placed horizontally at 36" above the floor line		X	

LOCATION Mt Pleasant Cemetery: 70 Medford St. Arlington, 02474

PICNICKING			
Specification	Yes	No	Comments/Transition Notes
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access		X	If people choose to picnic at the cemetery they usually sit on a bench by the roadway or on the grass at the grave they are visiting
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.		X	
Top of table no higher than 32" above ground		X	
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions		X	
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter		X	

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Facility Inventory LOCATION: **Town Hall Civic Block - Town Hall, Central School, Library, Wafet, Robbins Hill and Memorial Gardens, and Old Burial Ground.**

picnicking is not done here - but no facilities

Whittmore Robbins steps across by play equip. ramp to play area - fenced with around play area

3 benches - all different styles 2 with arms

East Garden of T.H. - 16+2 benches - no back or arms 1 bench in flag pole area

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	Tables & Benches	Located adjacent to accessible paths
		Access to Open Spaces
		Back and Arm Rests
		Adequate number
NONE	Grills	Height of Cooking Surface
		Located adjacent to accessible paths
		Located adjacent to accessible paths
		Located adjacent to accessible paths
NONE	Trash Cans	Located near accessible water fountains, trash can, restroom, parking, etc.
		Surface material
		Dimensions
		Rails
Swimming Facilities		Signage (for visually impaired)
		Entrance
		Location from accessible parking
		Safety features i.e. warning for visually impaired
NONE	Beaches	Location from accessible path into water
		Handrails
		Location from accessible parking
		Shade provided
Play Areas (tot lots)	All Play Equipment i.e. swings, slides	Same experience provided to all
	Access Routes	Located adjacent to accessible paths - yes
		Enough space between equipment for wheelchair - no.
		Located adjacent to accessible paths
Game Areas: *ballfield *basketball *tennis	Access Routes	Berm cuts onto courts
		Height
	Equipment	Dimensions
		Spectator Seating
Boat Docks	Access Routes	Located adjacent to accessible paths
		Handrails
	Access Routes	Located adjacent to accessible paths
		Handrails
Fishing Facilities	Equipment	Arm Rests
		Bait Shelves
		Handrails
		Fish Cleaning Tables
Programming		Learn-to-Swim
		Guided Hikes
		Interpretive Programs
		Are special programs at your facilities accessible?
NONE		

**LOCATION** Town Hall Civic Block

PARKING	Total Spaces	Required Accessible Spaces		Comments/Transition Notes
		Yes	No	
Up to 25	✓	1 space		
26-50	✓	2 spaces		
51-75		3 spaces		
76-100		4 spaces		
101-150		5 spaces		
151-200		6 spaces		
201-300		7 spaces		
301-400		8 spaces		
401-500		9 spaces		
Specification for Accessible Spaces				
Accessible space located closest to accessible entrance	✓			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.				N/A
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle	✓			
Van space - minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.	✓			11.4" 8' standard aisle
Sign with international symbol of accessibility at each space or pair of spaces	✓			
Sign minimum 5 ft; maximum 8 ft to top of sign	✓			
Surface evenly paved or hard-packed (no cracks)				brick-
Surface slope less than 1:20, 5%	✓			
Curbcut to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present	✓			
Curbcut is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow	✓			
<b>RAMP</b>				
Specification		Yes	No	Comments/Transition Notes
Slope Maximum 1:12	✓			5%
Minimum width 4 ft between handrails	✓			
Handrails on both sides if ramp is longer than 6 ft	✓			
Handrails at 34" and 19" from ramp surface	✓			
Handrails extend 12" beyond top and bottom	✓			at end of slope
Handgrip oval or round	✓			

27 Spaces Town Hall + 2 H.C.  
 8 + 21 Spaces Sr Center  
 +6 including 2-H.C. Van Access  
 1 bike rack - 2 units  
 infinite more Robberies -  
 16 sp + 14 sp  
 1 H.C.

entry to Old Burying Ground  
 34" width -  
 23% slope

Library pkg - 13 + 2 H.C. - 1 Van Access  
 +10  
 23 spaces + 2 =

**LOCATION - Town Hall Civic Block**  
**SITE ACCESS, PATH OF TRAVEL, ENTRANCES**

Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	✓		
Disembarking area at accessible entrance	✓		
Surface evenly paved or hard-packed	✓		acc. survey
No ponding of water	✓		True
<b>Path of Travel</b>			
Path does not require the use of stairs	✓		
Path is stable, firm and slip resistant	✓		
3 ft wide minimum	✓		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).			Slopes range 5-9%
Continuous common surface, no changes in level greater than 1/2 inch	✓		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane			none
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			NA
Curb on the pathway must have curb cuts at drives, parking and drop-offs	✓		
<b>Entrances</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and not be the service entrance			no signage
Level space extending 5 ft. from the door, interior and exterior of entrance doors	✓		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	✓		
At least 18" clear floor area on latch, pull side of door	✓		
Door handle no higher than 48" and operable with a closed fist	✓		
Vestibule is 4 ft plus the width of the door swinging into the space	✓		
Entrance(s) on a level that makes elevators accessible	✓		
Door mats less than 1/2" thick are securely fastened	✓		
Door mats more than 1/2" thick are recessed			
Grates in path of travel have openings of 1/2" maximum			none
Signs at non-accessible entrance(s) indicate direction			no signs

Town Hall steps - front  
 railing 33 #2"  
 steps 15" deep

2 bike racks - 12 bikes

1 bench in flag pole area

side Acad. St. entrance -  
 1 bike rack - 8 bikes

handicapped elevator  
 entrance

LOCATION *Town Hall Civic Block*

Specification	Yes	No	Comments/Transition Notes
<b>STAIRS and DOORS</b>			
<i>Stairs</i>			
No open risers	✓		
Nosings not projecting	✓		<i>True</i>
Treads no less than 11" wide	✓		
Handrails on both sides	✓		
Handrails 34"-38" above tread	✓		
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)	✓		
Handgrip oval or round	✓		<i>oval/curved</i>
Handgrip has a smooth surface	✓		
Handgrip diameter between 1 1/4" and 1 1/2"	✓		<i>2" wide</i>
1/2" clearance between wall and handrail		✓	<i>1.5 inches</i>
<b>Doors</b>			
Minimum 32" clear opening	✓		
At least 18" clear floor space on pull side of door	✓		
Closing speed minimum 3 seconds to within 3" of the latch			
Maximum pressure 5 pounds interior doors			
Threshold maximum 1/2" high, beveled on both sides	✓		
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)	✓		
Hardware minimum 36", maximum 48" above the floor	✓		
Clear, level floor space extends out 5 ft from both sides of the door	✓		
Door adjacent to revolving door is accessible and unlocked			<i>N.A</i>
Doors opening into hazardous area have hardware that is knurled or roughened			

NOTES

**LOCATION** Town Hall Civic Block

**RESTROOMS** - also see Doors and Vestibules - No outdoor FACILITIES.

Specification	Yes	No	Comments/Transition Notes
5 ft turning space measured 12" from the floor			
<b>At least one Sink:</b>			
Clear floor space of 30" by 48" to allow a forward approach			
Mounted without pedestal or legs, height 34" to top of rim			
Extends at least 22" from the wall			
Open knee space a minimum 19" deep, 30" width, and 27" high			
Cover exposed pipes with insulation			
Faucets operable with closed fist (lever or spring activated handle)			
<b>At least one Stall:</b>			
Accessible to person using wheelchair at 60" wide by 72" deep			
Stall door is 36" wide			
Stall door swings out			
Stall door is self closing			
Stall door has a pull latch			
Lock on stall door is operable with a closed fist, and 32" above the floor			
Coat hook is 54" high			
<b>Toilet</b>			
18" from center to nearest side wall			
42" minimum clear space from center to farthest wall or fixture			
Top of seat 17" - 19" above the floor			
<b>Grab Bars</b>			
On back and side wall closest to toilet			
1 1/4" diameter			
1/2" clearance to wall			
Located 30" above and parallel to the floor			
Acid-etched or roughened surface			
42" long			
<b>Fixtures</b>			
Toilet paper dispenser is 24" above floor			
One mirror set a maximum 38" to bottom (if tilted, 42")			
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor			

LOCATION - Town Hall Civic Block

Specification	Yes	No	Comments/Transition Notes
<b>Floors</b>			
Non-slip surface			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored			
Corridor width minimum is 3 ft			
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor			
<b>Drinking Fountains</b>			
Spouts no higher than 36" from floor to outlet			
Hand operated push button or level controls			
Spouts located near front with stream of water as parallel to front as possible			
If recessed, recess a minimum 30" width, and no deeper than depth of fountain			
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			
<b>Telephones</b>			
Highest operating part a maximum 54" above the floor			
Access within 12" of phone, 30" high by 30" wide			
Adjustable volume control on headset so identified			
<b>SIGNS, SIGNALS, AND SWITCHES</b>			
<b>Specification</b>			
<b>Switches, Controls and Signs</b>			
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			
Electrical outlets centered no lower than 18" above the floor			
Warning signals must be visual as well as audible			
<b>Signs</b>			
Mounting height must be 60" to centerline of the sign			
Within 18" of door jamb or recessed	<input checked="" type="checkbox"/>		

**LOCATION** Town Hall Civic Block

Specification	Yes	No	Comments/Transition Notes
<b>SWIMMING POOLS - accessibility can be via ramp, lifting device, or transfer area</b>			
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

**LOCATION**

Specification	Yes	No	Comments/Transition Notes
<b>SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use</b>			
Stalls 36" by 60" minimum, with a 36" door opening			
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

**LOCATION** Town Hall Civic Block

Specification	Yes	No	Comments/Transition Notes
<b>PICNICKING</b>			
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide			

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UNCLE SAM PARK

Facility Inventory

LOCATION:

ACTIVITY	EQUIPMENT	NOTES
Picnic Facilities	✓ Tables & Benches	Located adjacent to accessible paths YES
		Access to Open Spaces YES
		Back and Arm Rests NO
		Adequate number YES
	Grills N/A	Height of Cooking Surface
Trash Cans N/A	Located adjacent to accessible paths	
	Located adjacent to accessible paths	
Picnic Shelters N/A	Located near accessible water fountains, trash can, restroom, parking, etc.	
Trails		Surface material brick
		Dimensions 38"
		Rails NO
		Signage (for visually impaired) NO
Swimming Facilities	Pools N/A	Entrance
		Location from accessible parking
	Beaches N/A	Safety features i.e. warning for visually impaired
		Location from accessible path into water
		Handrails
	Location from accessible parking	
	Shade provided	
Play Areas (tot lots)	All Play Equipment i.e. swings, slides N/A	Same experience provided to all
	Access Routes	Located adjacent to accessible paths Enough space between equipment for wheelchair
Game Areas: *ballfield *basketball *tennis	Access Routes N/A	Located adjacent to accessible paths Berm cuts onto courts
	Equipment N/A	Height Dimensions Spectator Seating
Boat Docks	Access Routes N/A	Located adjacent to accessible paths Handrails
Fishing Facilities	Access Routes N/A	Located adjacent to accessible paths Handrails
	Equipment	Arm Rests
		Bait Shelves
		Handrails
	Fish Cleaning Tables	
Programming	Are special programs at your facilities accessible? N/A	Learn-to-Swim
		Guided Hikes
		Interpretive Programs
Services and Technical Assistance	Information available in alternative formats i.e. for visually impaired NO	
	Process to request interpretive services (i.e. sign language interpreter) for meetings N/A	

LOCATION **UNCLE SAM PARK**

PARKING		N/A				
Total Spaces	Required Accessible Spaces					
Up to 25	1 space <del>1</del>					
26-50	2 spaces					
51-75	3 spaces					
76-100	4 spaces					
101-150	5 spaces					
151-200	6 spaces					
201-300	7 spaces					
301-400	8 spaces					
401-500	9 spaces					
Specification for Accessible Spaces	Yes	No	Comments/Transition Notes			
Accessible space located closest to accessible entrance			N/A			
Where spaces cannot be located within 200 ft of accessible entrance, drop-off area is provided within 100 ft.						
Minimum width of 13 ft includes 8 ft space plus 5 ft access aisle						
Van space – minimum of 1 van space for every accessible space, 8 ft wide plus 8 ft aisle. Alternative is to make all accessible spaces 11 ft wide with 5 ft aisle.						
Sign with international symbol of accessibility at each space or pair of spaces						
Sign minimum 5 ft, maximum 8 ft to top of sign						
Surface evenly paved or hard-packed (no cracks)						
Surface slope less than 1:20, 5%						
Curbside to pathway from parking lot at each space or pair of spaces, if sidewalk (curb) is present						
Curbside is a minimum width of 3 ft, excluding sloped sides, has sloped sides, all slopes not to exceed 1:12, and textured or painted yellow						
RAMPS						
Specification	Yes	No			Comments/Transition Notes	
Slope Maximum 1:12					N/A	
Minimum width 4 ft between handrails						
Handrails on both sides if ramp is longer than 6 ft						
Handrails at 34" and 19" from ramp surface						
Handrails extend 12" beyond top and bottom						
Handgrip oval or round						
Handgrip smooth surface						
Handgrip diameter between 1 1/4" and 2"						
Clearance of 1 1/2" between wall and wall rail						
Non-slip surface						
Level platforms (4ft x 4 ft) at every 30 ft, at top, at bottom, at change of direction						

LOCATION **UNCLE SAM PARK**

SITE ACCESS, PATH OF TRAVEL, ENTRANCES			
Specification	Yes	No	Comments/Transition Notes
<b>Site Access</b>			
Accessible path of travel from passenger disembarking area and parking area to accessible entrance	✓		
Disembarking area at accessible entrance	✓		
Surface evenly paved or hard-packed	✓		
No ponding of water	✓		
<b>Path of Travel</b>			
Path does not require the use of stairs	✓		
Path is stable, firm and slip resistant	✓		
3 ft wide minimum	✓		
Slope maximum 1:20 (5%) and maximum cross pitch is 2% (1:50).	✓		
Continuous common surface, no changes in level greater than 1/2 inch	✓		
Any objects protruding onto the pathway must be detected by a person with a visual disability using a cane	✓		
Objects protruding more than 4" from the wall must be within 27" of the ground, or higher than 80"			N/A
Curb on the pathway must have curb cuts at drives, parking and drop-offs	✓		
<b>Entrances</b>			
Primary public entrances accessible to person using wheelchair, must be signed, gotten to independently, and <i>not</i> be the service entrance	✓		
Level space extending 5 ft. from the door, interior and exterior of entrance doors	✓		
Minimum 32" clear width opening (i.e. 36" door with standard hinge)	✓		
At least 18" clear floor area on latch, pull side of door	✓		
Door handle no higher than 48" and operable with a closed fist	✓		
Vestibule is 4 ft plus the width of the door swinging into the space	✓		
Entrance(s) on a level that makes elevators accessible			N/A
Door mats less than 1/2" thick are securely fastened			N/A
Door mats more than 1/2" thick are recessed			N/A
Grates in path of travel have openings of 1/2" maximum			N/A
Signs at non-accessible entrance(s) indicate direction to accessible entrance	✓		
Emergency egress – alarms with flashing lights and audible signals, sufficiently lighted			N/A

NOTES

LOCATION **UNCLE SAM PARK**

STAIRS and DOORS			
Specification	Yes	No	Comments/Transition Notes
<b>Stairs</b>			
No open risers	✓		N/A
Nosings not projecting			
Treads no less than 11" wide			
Handrails on both sides			
Handrails 34"-38" above tread			
Handrail extends a minimum of 1 ft beyond top and bottom riser (if no safety hazard and space permits)			
Handgrip oval or round			
Handgrip has a smooth surface			
Handgrip diameter between 1 1/4" and 1 1/2"			
1 1/2" clearance between wall and handrail			
<b>Doors</b>			
Minimum 32" clear opening	✓		
At least 18" clear floor space on pull side of door	✓		
Closing speed minimum 3 seconds to within 3" of the latch	✓		
Maximum pressure 5 pounds interior doors	✓		
Threshold maximum 1/2" high, beveled on both sides	✓		
Hardware operable with a closed fist (no conventional door knobs or thumb latch devices)	✓		
Hardware minimum 36", maximum 48" above the floor	✓		
Clear, level floor space extends out 5 ft from both sides of the door	✓		
Door adjacent to revolving door is accessible and unlocked			N/A
Doors opening into hazardous area have hardware that is knurled or roughened	✓		

NOTES

LOCATION **UNCLE SAM PARK**

FLOORS, DRINKING FOUNTAINS, TELEPHONES				N/A		
Specification	Yes	No	Comments/Transition Notes			
<b>Floors</b>						
Non-slip surface			↓			
Carpeting is high-density, low pile, non-absorbent, stretched taut, securely anchored						
Corridor width minimum is 3 ft						
Objects (signs, ceiling lights, fixtures) can only protrude 4" into the path of travel from a height of 27" to 80" above the floor						
<b>Drinking Fountains</b>						
N/A						
Spouts no higher than 36" from floor to outlet			↓			
Hand operated push button or level controls						
Spouts located near front with stream of water as parallel to front as possible						
If recessed, recess a minimum 30" width, and no deeper than depth of fountain						
If no clear knee space underneath, clear floor space 30" x 48" to allow parallel approach			↓			
<b>Telephones</b>						
N/A						
Highest operating part a maximum 54" above the floor			↓			
Access within 12" of phone, 30" high by 30" wide						
Adjustable volume control on headset so identified						
<b>SIGNS, SIGNALS, AND SWITCHES</b>						
N/A						
Specification	Yes	No	Comments/Transition Notes			
<b>Switches, Controls and Signs</b>						
Switches and controls for light, heat, ventilation, windows, fire alarms, thermostats, etc, must be a minimum of 36" and a maximum of 48" above the floor for a forward reach, a maximum of 54" for a side reach			↓			
Electrical outlets centered no lower than 18" above the floor						
Warning signals must be visual as well as audible						
<b>Signs</b>						
Mounting height must be 60" to centerline of the sign						
Within 18" of door jamb or recessed						
Letters and numbers at least 1/4" high						
Letters and numbers raised .03"						
Letters and numbers contrast with the background color						

NOTES

**LOCATION UNCLE SAM PARK**

RESTROOMS - also see Doors and Vestibules				
Specification	Yes	No	Comments/Transition Notes	
5 ft turning space measured 12" from the floor			N/A ↓	
<b>At least one Sink:</b>				
Clear floor space of 30" by 48" to allow a forward approach				
Mounted without pedestal or legs, height 34" to top of rim				
Extends at least 22" from the wall				
Open knee space a minimum 19" deep, 30" width, and 27" high				
Cover exposed pipes with insulation				
Faucets operable with closed fist (lever or spring activated handle)				
<b>At least one Stall:</b>				
Accessible to person using wheelchair at 60" wide by 72" deep				N/A ↓
Stall door is 36" wide				
Stall door swings out				
Stall door is self closing				
Stall door has a pull latch				
Lock on stall door is operable with a closed fist, and 32" above the floor				
Coat hook is 54" high				
<b>Toilet</b>				
18" from center to nearest side wall			N/A ↓	
42" minimum clear space from center to farthest wall or fixture				
Top of seat 17"-19" above the floor				
<b>Grab Bars</b>				
On back and side wall closest to toilet				
1 1/4" diameter				
1 1/2" clearance to wall				
Located 30" above and parallel to the floor				
Acid-etched or roughened surface				
42" long				
<b>Fixtures</b>				
Toilet paper dispenser is 24" above floor			N/A ↓	
One mirror set a maximum 38" to bottom (if tilted, 42")				
Dispensers (towel, soap, etc) at least one of each a maximum 42" above the floor				

**NOTES**

**LOCATION** UNCLE SAM PARK

N/A

<b>SWIMMING POOLS – accessibility can be via ramp, lifting device, or transfer area</b>			
Specification	Yes	No	Comments/Transition Notes
Ramp at least 34" wide with a non-slip surface extending into the shallow end, slope not exceeding 1:6 with handrails on both sides			↓
Lifting device			
Transfer area 18" above the path of travel and a minimum of 18" wide			
Unobstructed path of travel not less than 48" wide around pool			
Non-slip surface			

**LOCATION**

**SHOWER ROOMS - Showers must accommodate both wheel-in and transfer use** N/A

Specification	Yes	No	Comments/Transition Notes
Stalls 36" by 60" minimum, with a 36" door opening			↓
Floors are pitched to drain the stall at the corner farthest from entrance			
Floors are non-slip surface			
Controls operate by a single lever with a pressure balance mixing valve			
Controls are located on the center wall adjacent to the hinged seat			
Shower heads attached to a flexible metal hose			
Shower heads attached to wall mounting adjustable from 42" to 72" above the floor			
Seat is hinged and padded and at least 16" deep, folds upward, securely attached to side wall, height is 18" to the top of the seat, and at least 24" long			
Soap trays without handhold features unless they can support 250 pounds			
2 grab bars are provided, one 30" and one 48" long, or one continuous L shaped bar			
Grab bars are placed horizontally at 36" above the floor line			

**LOCATION**

**PICNICKING** N/A

Specification	Yes	No	Comments/Transition Notes
A minimum of 5% of the total tables must be accessible with clear space under the table top not less than 30" wide and 19" deep per seating space and not less than 27" clear from the ground to the underside of the table. An additional 29" clear space (totaling 48") must extend beyond the 19" clear space under the table to provide access			↓
For tables without toe clearance, the knee space under the table must be at least 28" high, 30" wide and 24" deep.			
Top of table no higher than 32" above ground			
Surface of the clear ground space under and around the table must be stable, firm and slip-resistant, and evenly graded with a maximum slope of 2% in all directions			
Accessible tables, grills and fire rings must have clear ground space of at least 36" around the perimeter			

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