

Section 504 Self-Evaluation

Parks/Conservation Commission
Upton, Massachusetts
2000

Part I Administrative Requirements

1. **Designation of 504 Coordinator**
On _____, _____ was appointed by the Board of Selectmen as 504 Coordinator for the Town of Upton. See attachment.
2. **Grievance Procedures**
 - a. **Employee:** A full time employee having a grievance. As the single full time employee of the Parks Department is under the jurisdiction of the Upton Department of Public Works, any issues would be submitted directly to the head of that department. If resolution of the issue cannot be obtained, the employee may then submit the issue to the Board of Selectmen. The Board of Selectmen of the Town of Upton are the direct authority over the departments serving the town. This is the limit of action within the town structure. Further action would have to be sought through the state labor relations system or the courts. A part time employee having a grievance would first submit the issue to the head of the Parks Department. Failing to reach resolution, the employee may then follow the procedure stated above.
3. **Public Notification Requirements**
THE TOWN OF UPTON IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PLAN. The preceding statement is a part of job postings made by the town and are placed in all public buildings and are broadcast over the local TV cable access channel. See the attached Internal Job Posting for a driver/laborer for the Department of Public Works. Detailed policy statements are included in the attached nondiscrimination guidelines currently in place for the Department of Public Works.
General town policy is available through the office of the Board of Selectmen.
4. **Participation**
Input for this report and specifically the Program Accessibility section was obtained from residents with physical handicaps and from town employees who serve the disabled community of the town.

Program Accessibility

The Town of Upton has a Recreation Committee, Conservation Commission and Parks Department. These entities manage town sites that are used for active and passive recreation. The residents of Upton are active in participating in organized events such as adult softball and basketball leagues as well as summer children recreation programs. The following is a list of specific properties that are under the jurisdiction of Recreation and Conservation.

- **Inventory of Facilities & Transition Plans**

Sites for Consideration:

- Town Playground
- Kiwanis Beach
- Lake Wildwood

Town Playground

In the center of Upton there is a playground facility which was built in 1993. It is at the back of a parking lot next to the VFW right on Main St (Rt. 140). The playground was built with the intentions of providing recreational activity for the youths of Upton. The playground is a safe and accessible facility complete with equipment designed for the physically challenged. Adjacent to the playground is the VFW ball fields. These fields are not under the jurisdiction of the town, but with softball and baseball games being played there, the nearby playground makes for complete family recreation. These ball fields are used during Upton's Heritage Festival for the viewing of a fire works display. The parking area for the playground and the VFW is used for this activity.

Facility Inventory

3 jungle gyms	4 riding mechanisms
8 swings	1 climbing bars
1 regular sandbox	4 picnic tables
2 elevated sandboxes (handicap-accessible)	5 park benches
1 swinging tire	

Transition Plan

1. Physical Obstacles and Necessary Changes

- There are no handicapped parking spaces marked but there is ample parking and yellow markings with signage can be made available.
- The facility is ground level and well paved, with no other obstacles.

2. Time Table and Responsibility

- The Department of Public Works will be responsible for upgrading the parking lot area to meet ADA standards. The time frame for this shall be spring if 2000.

Kiwanis Beach and Recreation Facility

Kiwanis Beach and the adjacent recreation area are on 38 acres of land managed by the Parks and Recreation Department. Kiwanis Beach offers swimming, fields for softball and soccer, a basketball and tennis court, two horseshoe pits, picnic areas, a recreation building and parking area. The area is very busy during the swimming season especially and generally used year-round. For a small fee residents can enjoy a complete recreational facility. People can park there cars and go swimming, watch a game, or even engage in their own summer sporting activity. It is located off Elm Street on Pratt pond.

Facility Inventory

1 basketball court	1 baseball field with dugouts and bleachers
2 tennis courts	2 horseshoe pits
1 soccer field with benches and bleachers	3 park benches
2 volleyball courts	10 picnic tables
3 barbecue grills	changing and rest rooms

Transition Plan

1. Physical Obstacles and Necessary Changes

- There is no handicapped access to the recreational building which houses the restrooms and changing areas. There is a set of stairs and a grassy hill but no ramp or paved path.
- There are accessible paths to all the fields except the volleyball courts.
- Restrooms need physical improvements which would bring them up to code.

2. Time Table and Responsibility

- The Recreation Committee and the Department of Public Works shall seek options for funding of handicapped accessible paths to the restroom area and all other facilities as well as restroom improvements. Funding options and design input shall take place in the Spring of 2000 with possible compliance by 2001.

Lake Wildwood Area

Lake Wildwood Area is a small site of 4.5 acres. It is a beach and picnic area on the edge of Lake Wildwood. It is thickly forested with an area that is cleared for parking. The area is maintained by the Department of Public Works. This site is often used during the summer months for fishing, picnicking and swimming. It does not have a lifeguard as does Kiwanis Beach. It is a more secluded area than Kiwanis and is considered a recreational asset by the community.

Facility Inventory

3 picnic tables
3 trash cans

Transition Plan

1. Physical Obstacles and Necessary Changes

- The area is hard packed gravel and unpaved, however it is relatively flat and because there are no facilities such as rest rooms or fields, handicapped access is not an issue.

2. Time Table and Responsibility

Not Applicable