



Town of Hingham ADA Self-Evaluation and Transition Plan

September 27, 2023

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IHCD Scope of Work

- ✓ Evaluation of Programs, Services and Activities – infrastructure of policies & procedures that support program access;
- ✓ Evaluation of Facilities; and
- ✓ ADA Self-Evaluation – comprehensive data about the current state of compliance that identifies both issues that need corrective action and gaps in policies and procedures.

Americans with Disabilities Act (ADA)

Title II of the Americans with Disabilities Act requires that state and local government entities do not discriminate against people with disabilities in their **programs, services, and activities.**

State and local governments must take steps to examine their programs and establish a plan for compliance with the law.

Evaluation of Programs, Services & Activities

The Part B report summarizes IHCD's findings of ADA Title II compliance. The information pertinent to the assessment was obtained from:

- ✓ An Online ADA questionnaire developed by the Institute for Human Centered Design (IHCD) and submitted by twelve (12) departments;
- ✓ The Commission on Disabilities;
- ✓ The Town's website;
- ✓ Town employees.

Findings 1

Designate a Responsible Employee:

- ✓ The Town has met its obligation to designate a responsible employee by appointing Art Robert, Assistant Town Administrator, as the Town's ADA Coordinator.

Grievance Procedure:

- ✓ Hingham does have a grievance procedure for members of the public.
 - However 11 out of 12 respondents were not aware of it.

Notice of ADA Requirements:

- ✓ From the responses submitted by staff it seems that the Town does not have a uniform policy regarding the posting of ADA Nondiscrimination Notices for members of the public.

Findings 2

Reasonable Modification of Policies, Practices, and Procedures:

- ✓ There is no evidence that the Town was unable to provide a reasonable modification upon request.

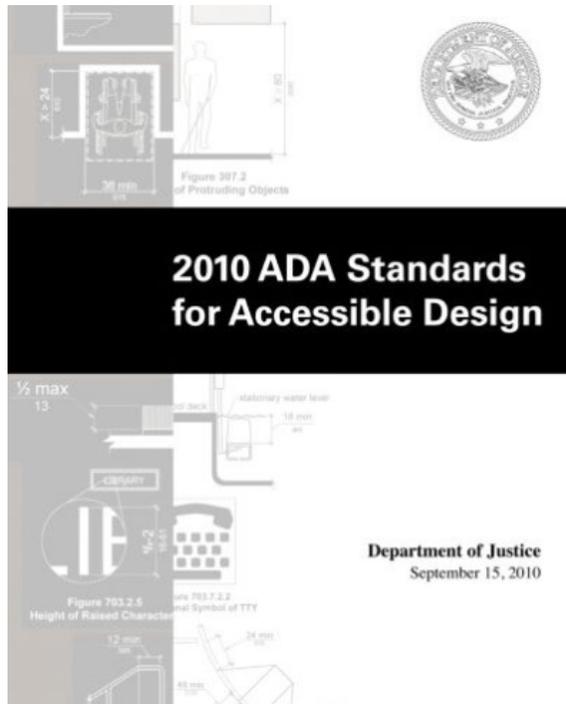
Employment and Reasonable Accommodation:

- ✓ There is no evidence that the Town has failed to provide reasonable accommodations to its employees.

Effective Communications – Auxiliary Aids and Services:

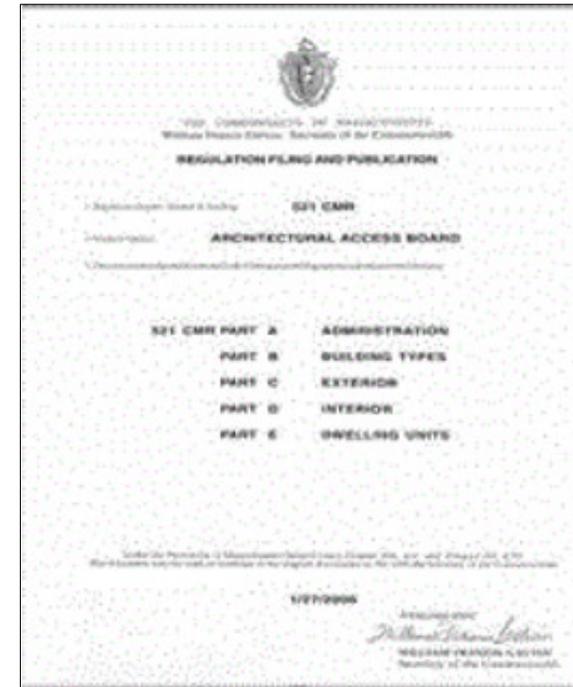
- ✓ Within the ADA Notice and Grievance Procedure, the Town does state a commitment to provide effective communication through the provision of alternative formats, but the survey responses from Town department staff were mixed.

Basis for Self-Evaluation



2010 ADA Standards for Accessible Design

2010 Standards for Accessible Design
Effective March 15, 2012



MAAB (521 CMR)
Effective January 27, 2006

Accessible Facilities

- Must comply with both the **ADA Standards** and **MAAB 521 CMR**.
- Where the codes differ, the element must comply with the more stringent code.
- Areas where the codes differ include:
 - Drinking fountains
 - Toilet rooms
 - Signage
 - Press Boxes
 - Changing Rooms
 - Playgrounds

Building / Facility Report

✓ Basic information about the building or facility including the location of entrances and exits, vertical circulation, and interior layout and functions.

✓ Key accessibility issues.

Hingham Middle School



Town of Hingham ADA Transition Plan

September 2022



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Background

Year Built: 2014

Hingham Middle School, located at 1103 Main Street, serves students in the sixth through eighth grades. The building has three (3) floors and two (2) doors to the main accessible entrance by the main office, two (2) doors to the accessible secondary entrance on the northwest side and one (1) accessible entrance from the bus drop-off area on the east side. Outdoor amenities include a soccer field, a baseball field, tennis courts, picnic tables, a portable toilet, benches, and a bike rack. There is a parking lot by the main entrance and one (1) by the soccer field.

The first floor has classrooms for sixth grade students, an auditorium, gym, wellness center, music classroom, student dining areas, main office, student services center, guidance offices, an educational support center, a technology service center, an occupational therapy and physical therapy room, conference rooms, a nurse's office, a team learning center, a wood shop, a technology application lab, science laboratories, boys' and girls' locker rooms, and boys', girls' and all gender toilet rooms. The second floor has classrooms for seventh grade students, science laboratories, special education classrooms, a library, a computer lab, a language lab, a speech and language office, a reading room, a geography classroom, a math classroom, a French classroom, a Spanish classroom, the upper auditorium, a distance learning theater, a conference room, guidance offices, a mindfulness room, a ceramics classroom, and boys' and girls' toilet rooms. The third floor contains classrooms for the eighth grade, special education classrooms, history classrooms, an English classroom, a French classroom, science laboratories, a computer room, math classrooms, and boys' and girls' toilet rooms. Vertical access is provided by an elevator and three (3) sets of stairs.

Note: the accessible shower in both the boys' and girls' locker rooms were blocked and unable to be surveyed.

Key Accessibility Issues

Curb Ramps

Accessibility issues include four (4) curb ramps that lack a flush transition to the street.

Parking Lots

Accessibility issues with the parking lot by the main entrance include signs that are not in operable working condition at three (3) car and one (1) van accessible parking space. Accessibility issues with the parking lot by the soccer field include a sign with the International Symbol of Accessibility (ISA) that is not in operable working condition at one (1) car accessible parking space. Additionally, one (1) additional car accessible parking space, along with a marked access aisle, must be provided in the lot by the soccer field.

Passenger Loading Zone

Accessibility issues with the passenger loading zone include lack of marking at the 60" wide access aisle, and lack of a sign with the International Symbol of Accessibility (ISA).

Signage

Accessibility issues with signage include lack of tactile signs at egress doors, lack of directional signs at one (1) inaccessible egress door directing people to the nearest accessible egress and lack of an illuminated sign with the International Symbol of Accessibility (ISA) at accessible exit doors. Additionally, in several locations, designation signs lack raised characters and/or braille, lack clear floor space in front of the sign, are not located on the latch side of the door close to the door, or have paper taped over the raised characters and braille.

Doors and Doorways

Accessibility issues with doors and doorways include doors that lack maneuvering clearance, one door that has a clear width that is less than allowed, a door with an automatic door opener that was not functioning on the day of survey, and doors that require a greater amount of opening force than allowed.



Building / Facility Catalog

The Catalog is a database of records of each building or facility element that is noncompliant with regard to one or more of the applicable accessibility standards. Each record in the Catalog contains the following information when applicable:

- ✓ Photograph
- ✓ Floor and location information
- ✓ Element
- ✓ List of issues, with measurements
- ✓ Possible remedies

Town of Hingham
Whitney Wharf

ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Notes
Approach and Entrance											
Exterior Access Route											
1	Walkway by the Ramp	1		Exterior Access Route	Walkway		Cross slope > 1:50 (2.00%)	5.0%	Reduce the cross slope to be no steeper than 1:50 (2.00%).	1	
2	Possible Route to Memorial Plaque	1		Exterior Access Route	Exterior		Running slope > 1:20 (5.00%) Level changes > 1/4"	14% 1.5"	Provide an accessible route to the memorial plaque. Reduce the running slope to be no steeper than 1:20 (5.00%). Alter the change in level to be 1/4" high max.	1	
3	Walkway	1		Exterior Access Route	Walkway		Level changes > 1/4"	1.5"	Alter the change in level to be 1/4" high max.	1	
4	Memorial	1		Exterior Access Route	Walkway		Level changes > 1/4"	2"	Alter the change in level to be 1/4" high max.	1	
5	Wayside Sign	1		Exterior Access Route	Walkway		Accessible route not provided	4"	Ensure an accessible route is provided to the wayside sign.	1	

Strategies for Facilities

3 strategies to ensure access to **programs, services and activities**:

- ✓ Relocation of programs, services and activities **within the current facility**;
- ✓ Relocation of programs, services and activities **to another facility**;
- ✓ **Renovation of the facility** to ensure access to programs, services and activities.

Self-Evaluation

Municipal Buildings – Town Hall



Exterior Routes



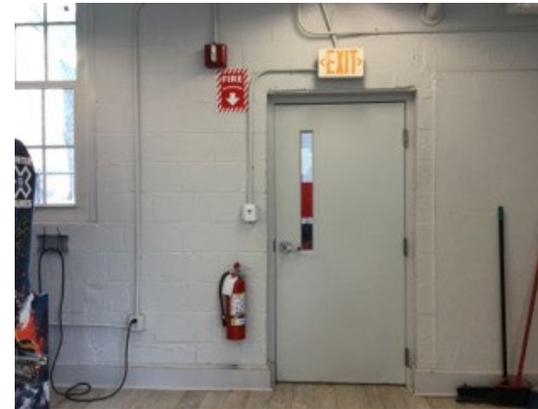
Stair Handrails



Entrance Signage



Lack of an Accessible Route to the Stage



Lack of an Accessible Route Between the Basement Gym and Building D

Town Hall – Best Practice and Inclusive Design



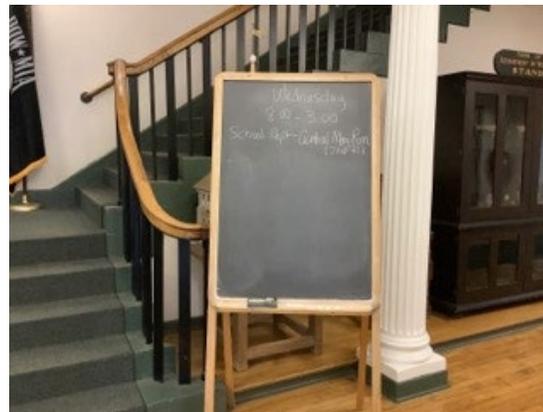
Additional Accessible Parking Spaces



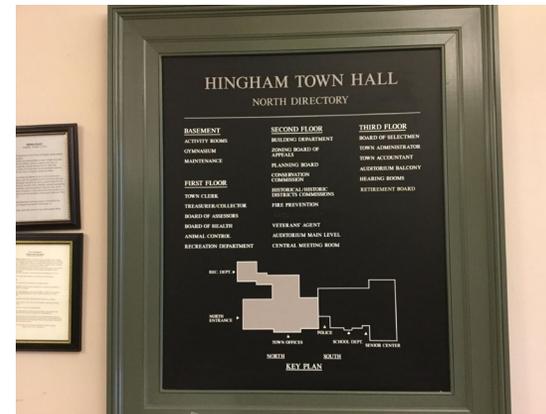
Additional Parking Spaces



Senior Center Sign and Drop-off Area



Clearer Method for Designating Meeting Locations



Wayfinding Study

Schools – East Elementary School



Accessible Route to Gardens



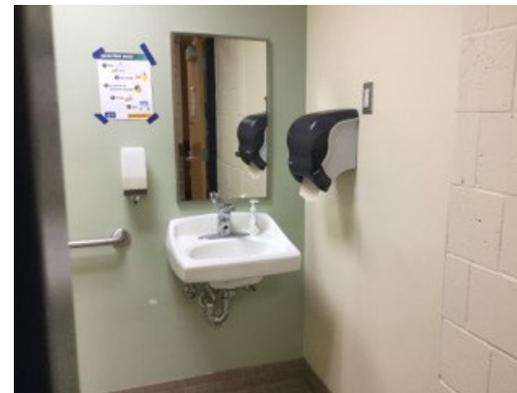
Lack of Marking and Signage



Egress Signage



Route to and Around
Playground and to Soccer Field



Unprotected pipes and
protruding object

Outdoor Areas



Mill Street/North Street
Accessible Parking Space



Accessible Route to Practice
Areas, Carlson Field



Edge Protection or Detectable
Warning at Dock, Barnes Wharf



Accessible Picnic Table,
Bradley Wood Park



Accessible Parking, Station Street

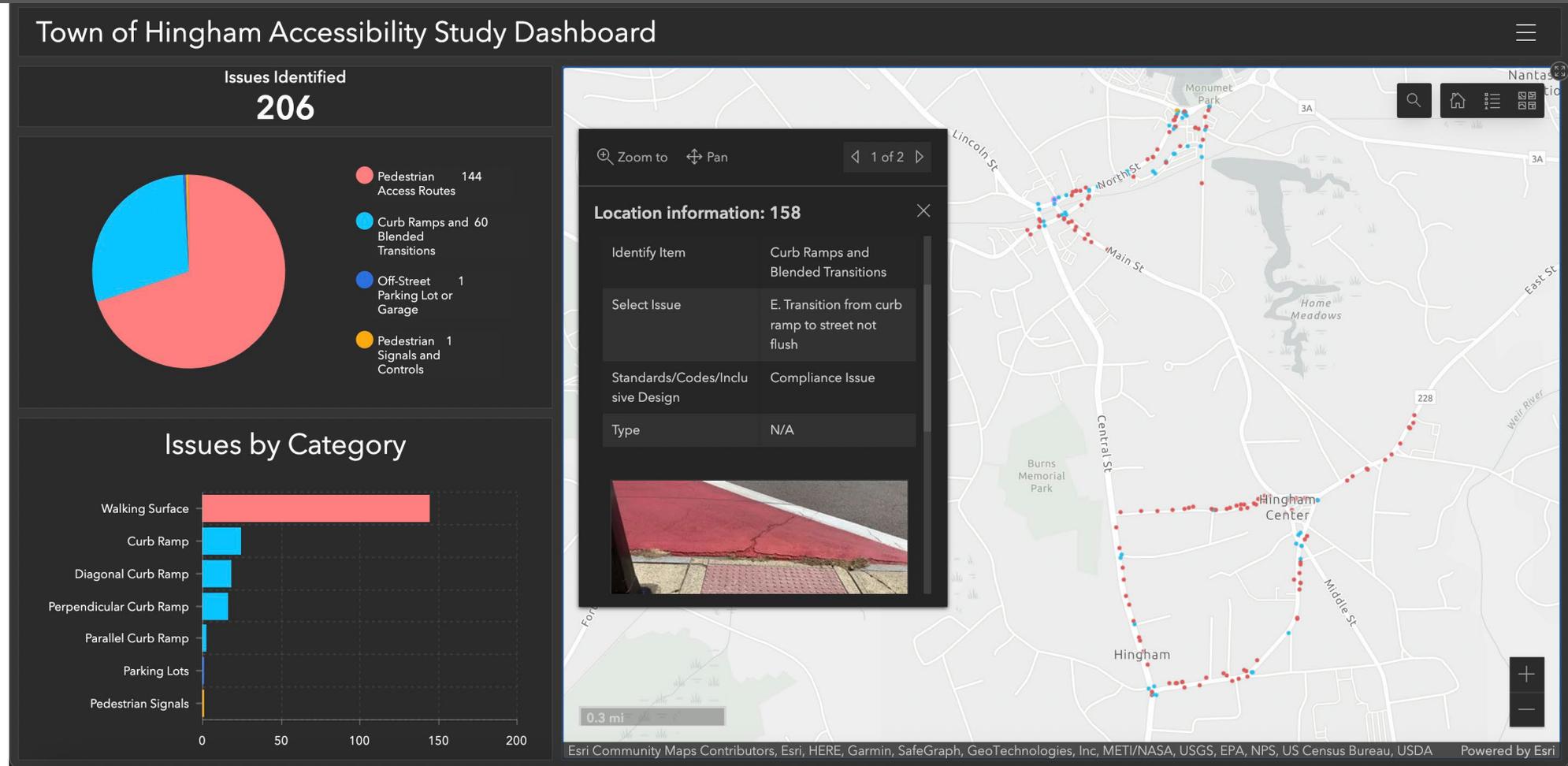


Accessible Route to Play Elements,
Powers Field



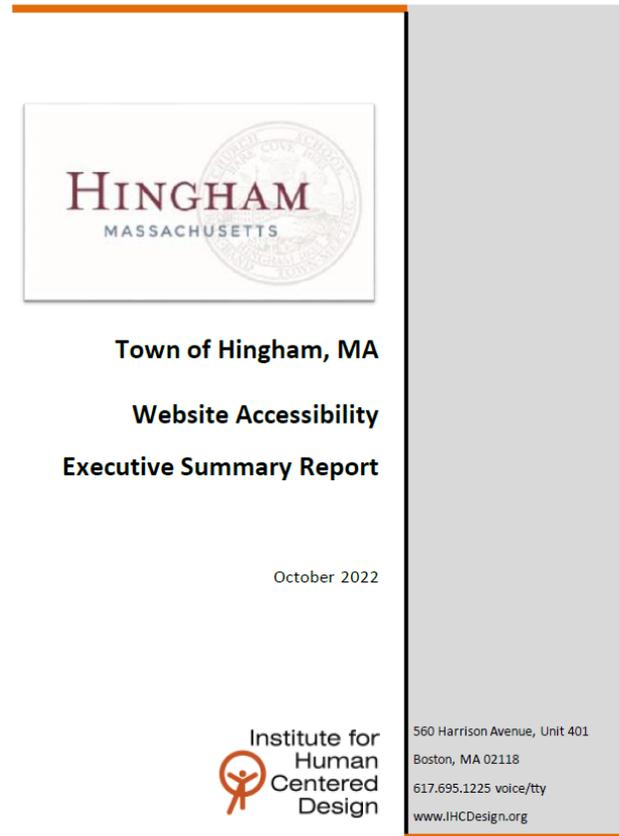
Accessible Team Seating,
Cronin Field

GIS Report



Website Report

- ✓ The website accessibility webpage requires users to download Adobe Reader in order to print PDF documents.
- ✓ Most or all PDFs on the site are not designed to be accessible for people who use screen readers.
- ✓ The main menu navigation does not work for screen readers.
- ✓ Alt text is written incorrectly – it just duplicates the image caption.
- ✓ Heading levels are skipped.
- ✓ Multiple headings have the same title in the calendar.



Self-Evaluation & Transition Plan

Town of Hingham



Part A – Executive Summary



October 19, 2022



Prepared by the



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Town of Hingham: Priority for ADA Transition Plan - Municipal Buildings															
Priorities: Priority 1: Program Access* or Safety Priority 2: Navigational Issue Priority 3: Additional Access* Priority 4: Enhanced Usability						*Note: Some toilet rooms issues compromise Program Access. Some toilet rooms with less central issues (e.g., partially accessible toilet rooms), fall under Additional Access.			IHCD Cost Estimation Notes: - Cost based on a national average. Cost is not based on prevailing wage. - Cost of design not provided. - Cost for maintenance issues, exterior renovations, renovation to handrails, and cost for lockers not provided. Estimates are intended as a guide to budgeting accessibility modifications and are not intended to be absolutely comprehensive or definitive.						
						Estimated Level of Effort Categories - = Interior and Exterior Costing Provided by Town \$0 to \$10,000 \$10,001 to \$50,000 \$50,001 and Over									
Information Provided by Institute for Human Centered Design											Project Management for the Town of Hingham				
ID	Facility Name	Element	Issue/Physical Barrier	Location	FL	Dr	Town Priority	Priority for Barrier Removal	Remedies	Quantity	Level of Effort	Bid Cost	Project Start Date	Project Completion Date	Responsible for Barrier Removal
1	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%)	Main Street Sidewalk - Route to Parking	Ext.		Priority 3	Additional Access	Reduce cross slope to be no steeper than 150 (2.00%).	1	-				
2	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%)	Main Street Sidewalk - Route to Parking	Ext.		Priority 3	Additional Access	Reduce cross slope to be no steeper than 150 (2.00%).	1	-				
3	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%)	Sidewalk - Route to Parking	Ext.		Priority 3	Additional Access	Reduce cross slope to be no steeper than 150 (2.00%).	1	-				
4	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%)	Sidewalk - Route to Parking	Ext.		Priority 3	Additional Access	Reduce cross slope to be no steeper than 150 (2.00%).	1	-				
5	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%)	Sidewalk - Route to Main Entrance	Ext.		Priority 3	Additional Access	Reduce cross slope to be no steeper than 150 (2.00%).	1	-				
6	Central Fire Station	A. Exterior Access Route	G. Cross slope > 150 (2.00%) H. Running slope > 1:20 (5.00%)	Sidewalk - Route to Parking	Ext.		Priority 1	Program Access	Reduce cross slope to be no steeper than 150 (2.00%). Reduce running slope to be no steeper than 1:20 (5.00%).	1	-				
7	Central Fire Station	A. Exterior Access Route	M. Route not maintained in operable working condition	Sidewalk - Main Street Route to Parking	Ext.		Priority 1	Program Access	Ensure the accessible route is maintained in operable working condition. Repair route at transition between materials.	1	-				
8	Central Fire Station	B. Curb Ramp	A. Curb ramp not provided	Sidewalk - Route to Main Entrance	Ext.		Priority 1	Program Access	Provide a curb ramp.	1	-				
9	Central Fire Station	C. Off-Street Parking Lot or Garage	A. Total # of parking B. Total # of designated accessible parking spaces D. Sign does not have the designation "Van Accessible"	Parking Lot	Ext.		Priority 1	Program Access	Add the designation "Van Accessible" to the sign located at the van accessible space. Ensure that nothing is stored in the parking space.	1	-				
10	Central Fire Station	H. Emergency Exit	B. Tactile sign not provided at exit D. Illuminated Int. Symbol of Acc. not provided (MAAB 2006)	Main Entrance	1		Priority 1	Program Access	Provide tactile exit sign with raised characters and braille at exit doors. Mount signs between 48"- 60" above the finished floor located on the latch side of the door. Provide an illuminated sign with the	1	\$0 to \$1,000				

Self-Evaluation Report

Transition Plan Spreadsheets

Self-Evaluation & Transition Plan Goals

- ✓ All the Town's programs, services and activities, when viewed in their entirety, are readily accessible to and usable by people with disabilities.
- ✓ Priority of ensuring "Program Access" with a goal of equal participation of people with disabilities.
- ✓ Implementation strategy integrated into Town planning and budgeting.
- ✓ All residents, regardless of ability feel that they know about and can participate in all that the Town of Hingham has to offer.

Good Examples!



Accessible Picnic Table at Kress Field



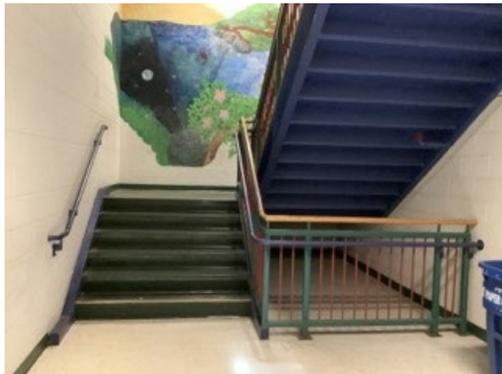
Bench With Back and Armrests at Haley Field



Wainscoting Under Dispensers, South Elem.



Recessed Drinking Fountains, Hingham Middle School



Cane Detectable Barrier, South Elementary School



Narrow Profile Soap Dispenser, Snack Shack at Bathing Beach



Recessed Fire Extinguisher, Plymouth River

Thank You!



Institute for Human Centered Design