



**LEGAL NOTICE
TOWN OF WINCHENDON
PUBLIC HEARING**

PUBLIC NOTICE

**AMERICANS WITH DISABILITIES ACT
REQUIREMENTS**

The Town of Winchendon advises applicants, participants and the public that it does not discriminate on the basis of disability in the admission or access to programs and facilities, treatment or employment in it programs, services and activities.

The Town of Winchendon has designated the following individual to coordinate efforts to comply with these requirements. Inquiries and complaints should be directed to:

Tracy Murphy
Director of Planning & Development
109 Front Street
Winchendon, MA 01475



TOWN OF WINCHENDON

MUNICIPAL GRIEVANCE PROCEDURES

The Following grievance procedure is established to meet the requirement of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices or the policies or the provision of services, activities, programs and benefits by the Town of Winchendon.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Reasonable accommodations such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities who are unable to submit a written complaint.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the ADA Coordinator:

Tracy Murphy, Director of Development 978-297-5414
109 Front Street
Winchendon, MA 01475

Within 15 calendar days after receipt of the complaint the ADA Coordinator will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the ADA Coordinator will respond in writing, and were appropriate, in a format accessible to the claimant such as audiotape. The response will explain the position of the Town of Winchendon and offer options for the substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Town Manager or his designee.

Within 15 calendar days after receipt of the appeal, the Town Manager or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the Town Manager or his designee will respond in writing and, where appropriate, in a format accessible to the complainant such as audiotape with the final resolution of the complaint.

All complaints received by the ADA Coordinator, appeals to the Town Manager or his designee and responses from the ADA Coordinator and the Town Manager or his Designee will be kept by the Town of Winchendon for at least three years.