



2026

TOWN OF EAST LONGMEADOW
60 CENTER SQUARE
EAST LONGMEADOW, MA 01028

TOWN COUNCIL

(413) 525-5400 ext. 1001

| |
|---------------------------------------------------|
| Connor J. O’Shea President, |
| Anna T. Jones, Vice President |
| Kathleen G. Hill, James F. Leydon, Ralph E. Page, |
| Marilyn Richards and Jonathan Torcia |

Approved February 24, 2026

MINUTES
Town Council Meeting
Council on Aging Media Room, 328 North Main Street
East Longmeadow MA 01028
And Via –Zoom
February 10,2026

President O’Shea opened the meeting at 6:00 p.m. with the Pledge of Allegiance, followed by a Moment of Silence. Announcements were made in accordance with Mass General Law, and it was noted that ELCAT was taping the meeting.

Present: President O’Shea, Councilor Hill, Councilor Jones, Councilor Leydon, Councilor Page, Councilor Richard, and Councilor Torcia.

Absent: None

Public Comments: None

Council Comments: Councilor Page thanked the DPW for all their hard work and quick response times.

Town Manager Report: Town Manager Tom Christensen gave his report as shown in Attachment A.

Communications, Correspondence and Announcements:

A. Discussion on the Police Department Investigation Report

President O’Shea noted that there would be a discussion at the next council meeting regarding the recent news story about the police department investigation. President O’Shea asked that if any Councilor has questions that they want answered or that they think residents might have that they would want some Q&A about, submit them to him in advance of that meeting by Tuesday, February the 17th.

B. EPA Brownfields Cleanup Grant Application Submission.

President O’Shea noted that Deputy Town Manager Rebecca Lisi had submitted the Brownfields Grant and thanked her for all of her hard work.

Councilor Page made a motion to move out of order on the agenda to Financial Matters. Councilor Hill seconded the motion. The vote was 7 in favor and 0 opposed.

Financial Matters

1. Accept \$1,000 donation from Bay Path University to support the East Longmeadow Fire Department, per Massachusetts General Law Chapter 44, Section 53A

Councilor Hill made a motion to accept a donation in the amount of \$100 from the East Longmeadow Rotary Club for the Special Someone Luncheon on February 14, 2026 for the Recreation Department, per Massachusetts General Law Chapter 44, Section 53A. Councilor Richards seconded the motion. The vote was 7 in favor and 0 opposed.

2. Update on Capital Projects Status.

President O’Shea gave an update on where each project stood in terms of completion and what might be outstanding. Councilor Page asked if the Allen Street property had been finalized yet. Town Manager Christensen explained that they were close to complete when the property owner switched attorney’s and now it’s back to square one with the purchase and sale agreement. The Capitol Projects list is shown in attachment B.

Orders of the Day:

- A. Licensing Matters- A to Z disciplinary hearing.

President O’Shea explained that this hearing to consider evidence related to alleged violations of Massachusetts liquor laws and regulations. These allegations include but are not limited to 204 CMR 2.05 052 permitting an illegality to take place on the licensed premises based on evidence observed during the execution of a search warrant on January 28th, 2026, including the discovery of individually packaged pills suspected of suspected to be prescription medication offered for sale without authorization and Massachusetts General Law, Chapter 138, Section 34, ongoing concerns related to the manner in which the licensed premises operated, including prior warnings, concerns related to underage alcohol and compliance with alcohol service laws he then explained the procedure for the hearing.

Chief Williams spoke on behalf of the Police Department he went chronologically through allegations regarding A to Z Smoke Shop. There were allegations of Marijuana sales and Alcoholic beverage sales to minors that could not be confirmed. The department was made aware of a criminal investigation into the shop involving both State and federal agencies. The school resource officer Michael Healy was told about alcohol sales and smoking paraphernalia to minor students without ID which students confirmed. He explained which steps the Dept. took at the time due to the ongoing investigations of other agencies and the Depts. desire to protect the

integrity of those investigations the Dept. decided it was best to closely monitor the shop. The Dept. had officers working with the ABCC doing surveillance. On Wednesday, January 28th, 2026, a search warrant was executed at the smoke shop as a result of a joint investigation by the Massachusetts State Police, Massachusetts Alcohol and Beverage Control Commission, United States Federal Bureau of Investigation, and other agencies. East Longmeadow Police officers assisted with the search warrant execution. During the search of the business, an East Longmeadow Detective observed individually wrapped pills underneath the cash drawer in the cash register. The initial investigation suggests these pills are a prescription medication. The packaging as well as the location of these pills suggested that they are being offered for sale which the shop is not legally licensed or authorized to do. The Department is deferring locally to the state and federal agencies to pursue any subsequent charges in furtherance of their ongoing investigation.

From a local liquor licensing standpoint, the discovery of this is a possible violation of Massachusetts 204 CMR 20.052, 052 which states no licensee for the sale of alcoholic beverages shall permit any disorder, disturbance or illegality of any kind to take place in or on the licensed premises and the licensee shall be held responsible whether present or not.

The Council was informed by School Resource Officer Healy and Officer Dieni that students had informed them that A to Z Smoke Shop had been selling alcohol and smoking products to underage individuals.

President O'Shea presented evidence spanning from 2019 to present. There were in excess of 12 violations on record for A to Z Smoke shop. Councilor Hill stated that at this time there are 28 other establishments with liquor licenses in town and in the past six years there has only been one violation.

Mr. Ali Sher owner of A to Z presented his case stating that most of the violations happened under previous ownership. He also said that the criminal investigations going on were related to the previous owner. He says he needs newer technology for scanning licenses and he is working on purchasing something in the near future.

The Council then expressed their feelings on all of the violations and testimony of the Chief, Officers and Mr. Sher. All Council members felt that Mr. Sher did not do his due diligence in regard to the sale of alcohol to minors it was stated that there were plenty of things that could have been done by Mr. Sher since the time he owned the shop to make necessary changes and have the proper technology available to prevent these things from happening.

Councilor Leydon made a motion that the Town Council, acting as the Local Licensing Authority under Massachusetts General Law Chapter 138, revoke the off premise retail beer and malt beverages license issued to A 2 Z Food Mart LLC, doing business as A's Smoke Shop, located at 611 North Main Street, East Longmeadow, effective February 10, 2026, based on findings that the licensee violated MGL Chapter 138 by selling alcoholic beverages to persons under the age of 21 and 204 CMR 2.05 by permitting an illegality to take place on the licensed premises based on evidence observed during the execution of a search warrant on January 28, 2026, following notice and a duly noticed public hearing.

Councilor Jones seconded the motion. Roll Call Vote – President O’Shea – Yes, Councilor Leydon – Yes, Councilor Hill – Yes, Councilor Jones – Yes, Councilor Richards- Yes, Councilor Page – Yes and Councilor Torcia – Yes. The Council finds the revocation of A to Z’s liquor license effective immediately Mass General Law chapter 138 section 23. There will be no refund for what was paid for the hearing and a certified written decision notice will be sent to the owner who will then have five days to appeal the decision.

Approval of Minutes:

1. Approve January 13, 2026 Open Session Minutes.

*Councilor Jones made a motion to approve the January 13, 2026 Open Session Minutes Councilor Richards seconds the motion. **The Vote was 7 in favor 0 opposed.***

2. Approve January 27, 2026 Open Session minutes

*Councilor Page made a motion to approve the January 27, 2026 Open Session Minutes Councilor Torcia seconds the motion. **The Vote was 7 in favor 0 opposed.***

Old Business:

1. 250th Anniversary

President O’Shea discussed Banners on the poles. Mr. Christensen spoke with Jim White from Gold Graphics who is going to put some designs together. Councilor Page suggested putting the names of residents who were in the revolutionary war on the banners as a way to honor them.

Dawn Starks discussed plans for the 250th anniversary and the exhumation of the 1976 Time Capsule buried in Heritage Park. She discussed what items could be submitted for the 2026 Time Capsule. The celebration will be something to look forward too for the residents and the rotary club want to make sure it’s a very participatory event for all.

New Business:

1. ADA Self-Evaluation and Transition Plan.

Megan Defrain and David West from the Institute for Human Design gave a power point presentation outlining the areas that would need to be addressed in Town in order to be ADA compliant. The Presentation is shown in Attachment C.

2. Mapleshade Roof MBSA Project Notice to Proceed.

February 10, 2026

The Town Council agreed to proceed with the design phase of the Maple Shade School roof project, not to exceed the appropriated amount, pending MSBA approval.

3. Review Executive Session Minutes.

President O'Shea said that all the minutes retained since the last review would remain retained so ultimately there would be no changes.

*Councilor Jones moves to approve the recommendations relative to the release of the executive session minutes as presented. Councilor Leydon seconds the motion. **The Vote was 7 in favor 0 opposed.***

4. Action Items.

- Oil Transfer Station
- Discussion regarding Police Department
- High Level Budget discussion

Councilor Page made a motion to close the Open Session meeting. Councilor Leydon seconded the motion. The vote was 7 in favor and 0 opposed.

The Open Session meeting adjourned at 8:09 pm. The next Open Session meeting will be February 24, 2026 at 6:00 pm.

Respectfully submitted,

Cyndy Paradis
Assistant Town Clerk

Documents: Agenda, Town Manager report, Application for federal assistance, Town Council EPA Brownsfield Grant Funding Commitment letter, Capitol projects list, Mapleshade Roof project documents, ADA Self-Evaluation final presentation, January 13, 2026 Open Session draft minutes and January 27, 2026 Open Session draft minutes, Municipal Pavement Program Project Agreement



TOWN OF EAST LONGMEADOW

Town Manager's Report

February 10, 2026

Attachment A

Good evening:

Attached please find the project report for the week of January 26th regarding the construction of the high school and natatorium. Just a reminder, you can get scheduling and progress information at any time on the website at <https://www.eastlongmeadowma.gov/elhsbuildingproject>

At the end of January, the Massachusetts Department of Revenue's Division of Local Services (DLS) published the preliminary Cherry Sheet estimates based on Governor Healey's FY27 budget recommendation (House 2). The Town received a 2.5% increase in Unrestricted Government Aid, a 1.1% increase in Chapter 70 funding for a total increase in estimated receipts of 2.2% over FY26. Additionally, increases in regional transit and tuition assessments led to a nearly 17% increase in estimated charges on the other side of the ledger leading to a modest \$262K net increase over the prior year. As we know, this budget will have many iterations through June, so we will provide updates as they become available.

The Town Manager's Capital Advisory Committee has begun their process to formulate the Capital Plan for FY27. Following the retirement of Diane Bishop, Peter Garvey has graciously volunteered to fill her spot on the committee. Peter is the Director of Capital Asset Construction for the City of Springfield so we are happy he is bringing his talents into the fold. He is joined by returning committee members Ryan Quimby (Chair), Deputy Town Manager, Rebecca Lisi, Town Councilor Anna Jones, Paul Federici, and Rich Freccero. I want to thank them in advance for all the work and time they will put in on what is always a comprehensive and extensive process.

Kim and I participated in a regional community roundtable last week focusing on the budgetary challenges facing municipalities in our current economic climate. Local officials provided input on a variety of topics including health insurance costs, educational expenses, local revenue and the override procedure. Thank you to Lisa Wong and the Town of South Hadley for facilitating the event and thank you to all of our neighbors for participating in a helpful and collaborative discussion about real topics that we all face together.

Link to webinar is here: www.southhadley.org/WesternMassRoundtable

I am pleased to report that the Town has entered into an agreement with MassDOT through their Municipal Pavement Program. The project team finished the scope and fee estimate for paving on Route 186 (Prospect Street) from the state line to the center of town and Route 83 (Somers Road) also from the state line to the center. There is not a final timeline or schedule for this project as of yet, but I will keep you updated as we progress.

Respectfully submitted,

Thomas D. Christensen
Town Manager

Natatorium Building - East Longmeadow High School Weekly Report No. 059 Monday, 1-26-26 through Saturday, 1-31-26

East Longmeadow High School
180 Maple Avenue, East Longmeadow, MA 01116

Natatorium Building – East Longmeadow High School

I. Safety:

- a. The Project has run 366 consecutive workdays without a lost time injury through Saturday, 1-31-26.

II. Average Daily Manpower (Monday - Saturday):

- a. The Project averaged 7 workers per day for the period of Monday, 1-26-26, through Saturday, 1-31-26.
- b. Note, the Project had limited work throughout the week with short days due to cold temperatures and snow.

III. Meetings:

- a. The weekly Owner/Architect/Contractor (OAC) & Proposed Change Order (PCO) Review Meetings were held on Thursday, 1-29-26.
- b. The monthly School Building Committee (SBC) meeting was also held on Thursday, 1-29-26.

IV. Testing/Inspections:

- a. Independent Testing Lab: (Allied Materials Testing Lab)
 - Soil Compaction Testing: No soil compaction testing was required this week.
 - Concrete:
No concrete testing was required this week.
To date 819 cys of concrete have been placed at foundation walls, footings, and SOG for the pool structure.
To date 141 cys of Shotcrete Concrete have been placed in the pool structure.
 - Masonry Mortar & Grout
No masonry mortar & grout testing was required this week.
 - Reinforcement: No reinforcement inspections were required this week.
 - Structural Steel: No inspections were required this week.
- b. Town of East Longmeadow's Building, Electrical, Plumbing, Fire Inspectors:
 - No inspections this past week.
- c. Inspections by the Architect, Engineers, and Consultants:
 - JWA Architects, Aviva Galaski, was on site Thursday this week to perform a weekly site inspection and attend the OAC/PCO meetings. Aviva also attended the SBC meeting Thursday afternoon.
 - SMMA Architects, Jay Williams, was on site Thursday this week to perform a weekly site inspection and attend the OAC/PCO meetings.

On-Site Activities:

Div. 1 – Construction Manager at Risk: (Fontaine Brothers)

- a. Fontaine is responsible for coordinating and managing all onsite construction activities as well as all safety practices of their subcontractors & vendors. Fontaine also schedules the materials testing lab as needed.
- b. Fontaine continues processing and developing the following:
 - Product submittals for items needed in the building.
 - Generate/issue RFI's for unforeseen items and items in question with the drawings/specifications.
 - Issue approved shop drawings through the ProCore program.

- Compiling and issuing monthly requisitions.

Div. 3 – Concrete: (Manafort/Precision)

- a. Preparing diamonds for concrete placement.
- b. Total yardage of concrete (819 cys) has been placed to date for footings, foundation walls & SOG.
- c. Total yardage of shotcrete (141 cys) has been placed to date for the side walls of the pool structure.

Div. 4 – Masonry: (Lighthouse Masonry Company)

- a. CMU installation at the vestibule.
- b. Clean-up from structural CMU installation.

Div. 5 – Metals (Str. Stl., Decking, Joists): (Norgate Fabrication, Stellar Steel Erection)

- a. Structural steel erection in all areas.

Div. 7 – Thermal & Moisture Protection: (Foundation Wall/Brick shelve Air & Vapor Barrier): (Superior Waterproofing)

- a. No additional AVB materials and/or primer were completed this week at the concrete foundation walls.

Div. 13 – Specialties (Pool Construction): (Mainline Company)

- a. No additional work was completed this week.

Div. 22 – Plumbing: (Grasseschi Plumbing and Heating Company)

- a. No additional work was completed this week.

Div. 26 – Electrical: (Griffin Electric Company)

- a. Continued the CMU rough-in at the pool building.

Div. 31, 32 & 33 – Earthwork, Improvements & Utilities: (Gagliarducci Construction)

- a. No additional work was completed this week.

PHOTOS:



Decking installed on joists at the pool structure



CMU installed at the pool building's vestibule

East Longmeadow High School Weekly Report No. 085 Monday, 1-26-26 through Saturday, 1-31-26

East Longmeadow High School
180 Maple Avenue, East Longmeadow, MA 01116

East Longmeadow High School Building:

I. Safety:

- a. The Project has worked 10 consecutive workdays without a lost time injury through Saturday, 1-31-26.

II. Average Daily Manpower (Monday - Saturday):

- a. The Project averaged 118 workers per day for the period of Monday, 1-26-26 through Saturday, 1-31-26.
- b. Note that there was limited trade on site Monday, 1-26-26 due to the snowstorm.

III. Meetings:

- a. The weekly Owner/Architect/Contractor (OAC) Meeting was held on Thursday, 1-29-26, starting at 1:00 PM.
- b. The weekly Proposed Change Order (PCO) Review Meeting was also held on Thursday, 1-29-26, starting at 2:00 PM
- c. The monthly School Building Committee (SBC) Meeting was held on Thursday, 1-29-26, starting at 3:00 PM.

IV. Testing/Inspections:

- a. Independent Testing Lab Services: (Allied Materials Testing Lab, Yankee - AVB Pull Testing)
 - Concrete, Reinforcement and Slab Flatness: No further inspections this week.
 - Compaction Testing: No further inspections this week.
 - Spray-on Fireproofing Material Testing: No further inspections this week.
 - Structural Steel, Misc. Metals & Decking: No further inspections this week.
 - Light Gage/Cold-Formed Metal Framing: No further inspections this week.
 - Air & Vapor Barrier Pull Testing: (Allied/Yankee): No additional testing this week.
 - Asphalt Paving: No further inspections this week.
 - Fire Stopping: No further inspections this week.
 - Window Testing: No further inspections this week.
- b. Town of East Longmeadow's Building, Water/Sewer, Electrical, Plumbing, Fire Inspectors:
 - The Town's Electrical Inspector (Corey Chenevert) was on site Wednesday, 1-28-26, inspecting in-wall work in A-Wing.
 - The Town's Plumbing Inspector (Heath Dion) was on site Thursday, 1-29-26, inspecting plumbing in A-Wing.
- c. Inspections by the Architect, Engineers, and Consultants:
 - GHT (Elijah Georges) was on site Wednesday, 1-28-26, inspecting the work progress.
 - JWA/SMMA Architects (Aviva Galaski, Jay Williams, & James White.) were on site Thursday, 1-29-26, touring & inspecting the project, and attending the weekly OAC & PCO Meetings in the afternoon. Aviva also attended the SBC meeting starting at 3:00 PM.
 - SMMA Architects (Michael Manoaukin), was on site Friday, 1-30-26, inspecting the work progress.

On-Site Activities:

Div. 1 – General Conditions - Construction Manager at Risk: (Fontaine Brothers)

- a. Fontaine continues processing product submittals, generate RFI's, issue shop drawings, develop monthly requisitions, etc.
- b. Also, Fontaine continues issuing Proposed Change Orders (PCO's) in response to scope change work.

Div. 1 – General Conditions – Scaffolding: (Marr Scaffolding)

- a. Scaffolding installation in the A-Wing auditorium.

Div. 3 – Concrete/Reinforcement: (Manafort/Precision)

- a. Not on site this past week.

Div. 4 – Masonry: (Lighthouse)

- a. Continued exterior brick veneer at the north side of the B-Wing working within a temp. enclosure with heat.
- b. Continued installing interior concrete block walls on the 1st Floor in the B Wing Locker Room area.
- c. CMU installation for the D-Wing elevator.
- d. Interior cleanup of masonry work.

Div. 5 – Misc. Metals (Stairs, Railings, Structural Steel Framing): (Avid Steel Company)

- a. Not on site this past week.

Div. 5 – Metals (Cold Formed Metal Framing): (H. Carr & Sons)

- a. Continued installing CFMF for interior drywall partitions in the A & B-Wings.
- b. Returned to the D & E Wings to complete misc. CFMF for pipe chases, etc.

Div. 6 – Rough Carpentry: (H. Carr & Sons)

- a. Maintaining work area barriers, safety railings/handrails, and floor opening covers where required.
- b. Maintaining temporary protection in exterior wall window opens in the A, B, C, D & E Wings.
- c. Installing in-wall wood blocking into drywall partitions in the B-Wing.
- d. Installing in-wall wood blocking where required in CFMF interior partitions.

Div. 7 – Roofing: (Tapered Insulation Board & Membrane): (Silktown Roofing Company)

- a. Not on site this past week.

Div. 7 – Metal Siding Panels: (Chandler)

- a. Installing support clips, channels, and metal panel siding at the A-Wing and B-Wings roof-top structures.
- b. Installing windows and trim sections at the north side of A Wing.

Div. 8 – Hollow Metal Frames (Door Frames, Doors, Vision Panel): (H. Carr & Sons)

- a. Receive additional deliveries of interior HM door and window frames throughout the week.
- b. Installing HM door and window frames in the B, C, D, & E Wings.

Div. 9 – Gypsum Board: (H. Carr & Sons)

- a. Continued taping installed gypsum board at the tops of drywall partitions in the corridors of the A, B & C Wings.
- b. Installing interior gyp board & taping in the A-Wing.
- c. Continued installing sound proofing fiberglass insulation at drywall partitions in the B-Wing.
- d. Continued fire stopping the tops of drywall partitions.

Div. 9 – Painting: (John W. Egan Painting Co.)

- a. Painting the classrooms on the 1st floor of E-Wing.
- b. Painting the classrooms on the 2nd floor of D-Wing.

Div. 9 – Tile: (Ayotte & King Resilient & Tile Co.)

- a. Continued Wall tile installation on the 1st & 2nd floors of D & E-Wings

Div. 9 – Casework: (Northeast Interior Systems of New England)

- a. Casework installation on the 1st floor of D & E-Wings.

Div. 14 – Conveying System: (Mack Brothers)

- a. Continued with installation of the elevator and associated hardware & equipment in D-Wing.

Div. 21 – Fire Protection: (Cogswell Fire Protection Company)

- a. Continued installation of the sprinkler piping system in A & B-Wings.
- b. Installing the sprinkler head flex drops in the A & B-Wings.
- c. Installing sprinkler system piping in the Kitchen area.

Div. 22 – Plumbing: (Grasseschi Plumbing and Heating Company)

- a. Continued in-wall plumbing rough-in (domestic water supply and waste) in the A & B-Wings.
- b. Continue plumbing rough-in (domestic water supply and waste) in the A & B Wings and Kitchen areas.
- c. Installing thermal insulation on in-wall domestic water piping in the A & B Wings and Kitchen areas.

Div. 23 & 25 – Heating, Ventilation & Air Conditioning (HVAC): (William F. Lynch Company, CTC Controls)

- a. Continued HVAC ductwork rough-in within the A, C, D, and E-Wings.
- b. Temperature control rough-in (conduit, wire, back boxes, etc.) in the D & E Wings.
- c. Installing ductwork insulation wrap and refrigerant piping insulation in the ceiling space of the A, D & E-Wings.
- d. Installing HVAC work in the Kitchen area.
- e. Continued work at the roof-top HVAC equipment making ductwork connections.

Div. 26 – Electrical: (Griffin Electric Company)

- a. Continued installing in-wall electrical conduit drops & back boxes for lighting and power in the A and B Wings.
- b. Continued pulling MC cabling for lighting, power and FA in the A & B Wings where drywall partitions are framed.
- c. Continued Electric & MDF Room build-outs in the A, B, D, and E-Wings.
- d. Completing electrical rough-in work at the new Concessions Building.
- e. Receive & install electrical switchgear equipment in electric rooms.

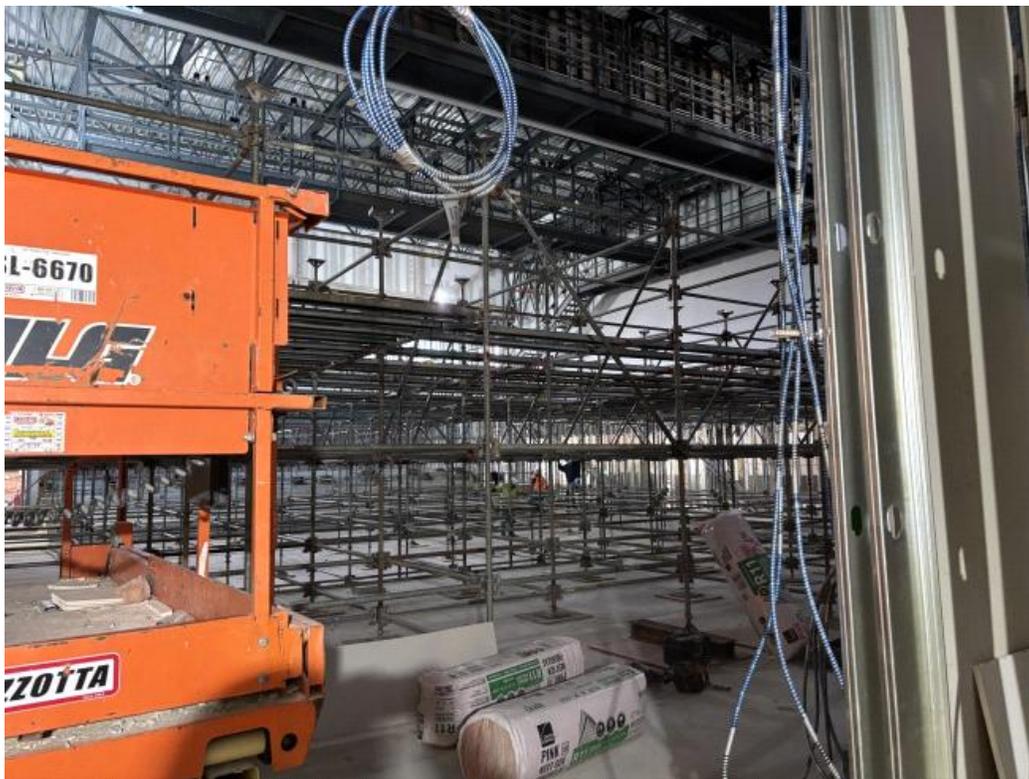
Div. 31, 32 & 33 – Earthwork, Improvements & Utilities: (Gagliarducci Construction)

- a. Excavation and grading for the sidewalks adjacent to the new Press Box.
- b. Backfill the concrete slab on grade for the new Press Box.
- c. Excavation and install sewer piping at north side of new school building.
- d. Load and haul off site excess soil material at the stockpiles.

Photos:



MDF room buildout in the west end of A-Wing



Scaffolding built in the A-Wing auditorium to access the underside of the roof



Plumbing for domestic water in a lab room on the 2nd floor of D-Wing



CMU installed on the 2nd floor D-Wing elevator access



Hollow Metal window frames installed overlooking the cafeteria



Pannel installation on the southern A-Wing highwalls



Overhead plumbing for domestic water in B-Wing near the locker rooms



Wall tile set on the 2nd floor of D-Wing

Attachment B

| ORG | ACCOUNT DESCRIPTION | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | Finance Notes | Project Mgr Notes | |
|-----------------------------------------------------------|--------------------------------|-----------------|-----------------|-----------------------|---------------------|-----------------------|-----------------------|----------------------|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| SIDEWALKS | | | | | | | | | | |
| 3252421 | 3252421 DPW BOND.FC - SIDEWALK | PYS | - | 1,575,000.00 | 1,575,000.00 | 1,202,024.97 | 23,093.13 | 349,881.90 | SIDEWALKS | Investigating new areas to install new sidewalks |
| I&I | | | | | | | | | | |
| 3277440 | 3277440 SEW.RE -INFLOW & INFIL | PYS | - | 250,000.00 | 250,000.00 | 224,735.54 | - | 25,264.46 | I&I | Bids being prepared for manhole sealing/ work to begin in the summer of 2026. Org number does not match any of my records |
| ROADWAY IMPROVEMENTS | | | | | | | | | | |
| 3362421 | 3362421 DPW.BOND - Roadway Imp | FY21 | - | 1,197,625.60 | 1,197,625.60 | 1,193,963.03 | 3,662.57 | 0.00 | ROADWAY IMPROVEMENT | |
| 3420005 | 3420005 HW R&A-Roadway Improve | FY24 | - | 350,000.00 | 350,000.00 | 111,741.02 | 186,176.31 | 52,082.67 | ROADWAY IMPROVEMENT | Bids being prepared/ work to begin in the summer of 2026 |
| 3422002 | 3422002 DPW R&A-Roadway Improv | FY25 | - | 500,000.00 | 500,000.00 | - | - | 500,000.00 | ROADWAY IMPROVEMENT | Bids being prepared/ work to begin in the summer of 2026 |
| ALLEN STREET | | | | | | | | | | |
| 3372519 | 3372519 DPW.R&A - Allen Landfi | FY21 | - | 105,000.00 | 105,000.00 | 67,224.65 | - | 37,775.35 | ALLEN STREET | In Progress W/ Tighe & Bond / Land Purchase |
| 3422023 | 3422023 FC-DPW-Allen Street La | FY25 | - | 65,642.19 | 65,642.19 | 53,721.43 | 6,005.76 | 5,915.00 | ALLEN STREET | Tighe & Bond CAD Complete |
| 3426004 | 3426004 R&A-DPW Allen Street L | FY26 | - | 77,719.00 | 77,719.00 | 2,379.60 | 4,120.40 | 71,219.00 | ALLEN STREET | Land clearing will commence once land purchase is complete |
| MSBA HS AND NATATORIUM PROJECT | | | | | | | | | | |
| 3392300 | 3392300 HS.BOND.MSBA -Feas Stu | FY21 | (178,046.00) | 1,438,046.00 | 1,260,000.00 | 1,207,027.33 | - | 52,972.67 | HS/Nat Feasibility | |
| 3392301 | 3392301 HS Bond-New Constructi | FY24 | (5,885,000.00) | 182,085,652.00 | 176,200,652.00 | 90,276,550.09 | 81,729,974.36 | 4,194,127.55 | HS Construction | |
| 3421302 | 3421302 HS BN Natatorium Const | FY24 | (68,190.00) | 16,863,726.00 | 16,795,536.00 | 6,316,570.49 | 9,593,478.99 | 885,486.52 | Natatorium Construction | |
| BONDED PROJECTS TO BE ALLOCATED TO MAPLESHADE ROOF | | | | | | | | | | |
| 3327422 | 3327422 MB.BOND.FC.GRANT - Win | | (100,000.00) | 2,545,415.00 | 2,445,415.00 | 2,132,803.07 | - | 312,611.93 | TO BE REAPPROPRIATED TO MS ROOF | |
| 3336300 | 3336300 MS.BOND - Door Replace | | 85.38 | 61,914.62 | 62,000.00 | 61,914.62 | - | 85.38 | TO BE REAPPROPRIATED TO MS ROOF | |
| 3337422 | 3337422 MB.BOND - Mod Classroo | | - | 2,085,498.00 | 2,085,498.00 | 1,744,867.44 | - | 340,630.56 | TO BE REAPPROPRIATED TO MS ROOF | |
| 3349300 | 3349300 MB.BOND.FC.MSBA - Roof | | (122,000.00) | 1,845,254.00 | 1,723,254.00 | 1,699,982.06 | - | 23,271.94 | TO BE REAPPROPRIATED TO MS ROOF | |
| 3371422 | 3371422 MS.BOND -Int & Ext Doo | | - | 50,000.00 | 50,000.00 | 10,468.03 | - | 39,531.97 | TO BE REAPPROPRIATED TO MS ROOF | |
| 3393300 | 3393300 MS.BOND -STEAM PIPE RE | | - | 449,430.00 | 449,430.00 | 346,587.69 | - | 102,842.31 | TO BE REAPPROPRIATED TO MS ROOF | |
| CHESTNUT PUMP PROJECT - SEE RECONCILIATION | | | | | | | | | | |
| 3418450 | 3418450 WATER.RE-Chestnut Pump | FY23 | - | 2,016,700.00 | 1,480,859.00 | 3,497,559.00 | 981,083.03 | 2,246,656.58 | | |
| 3422016 | 3422016 Water BN-Water Main Pr | FY25 | (476,980.01) | 1,837,500.00 | 1,360,539.99 | 921,078.93 | - | 538,461.06 | Transfer 476,980.01 to 3418450 | Reconciliation of 3418450 Chestnut Pump Funding |
| ALL OTHER PROJECTS | | | | | | | | | | |
| 3403300 | 3403300 MV.BOND.R&A -Replace M | FY22 | - | 1,025,000.00 | 1,025,000.00 | 819,583.88 | 205,416.12 | - | | Work ongoing and will be completed in the Fall of 2026 |
| 3409440 | 3409440 SEW.BOND - Pump Stat P | FY23 | (50,000.00) | 305,676.00 | 255,676.00 | 166,908.00 | - | 88,768.00 | 50K transfer to 3420008 | Project ongoing and will be completed in the Spring of 2026 |
| 3416450 | 3416450 WATER.RE Lead Line Rep | FY23 | - | 250,000.00 | 250,000.00 | - | - | 250,000.00 | | Complete |
| 3420008 | 3420008 SEW BN-Porter Rd Flow | FY24 | 100,000.00 | 102,800.00 | 202,800.00 | 35,249.45 | 152,985.00 | 14,565.55 | See requests from 3409440 and 3422014 | Tighe & Bond/ Bid awrded to JMC Electrical Soluti |
| 3420012 | 3420012 SW BN-Drainage Retrofi | FY24 | - | 200,000.00 | 200,000.00 | 45,013.66 | 38,684.84 | 116,301.50 | | BMP Heritage Park/ Install the summer of 2026 |
| 3420016 | 3420016 Municipal Light Plant | FY24 | 810,957.40 | - | 810,957.40 | 411,032.84 | 345,907.18 | 54,017.38 | | |
| 3422003 | 3422003 DPW R&A -Dearborn/West | FY25 | - | 600,000.00 | 600,000.00 | 3,000.00 | - | 597,000.00 | | VHB to Survey Corridor still working Start Preliminary Design |
| 3422008 | 3422008 Pol FC - Pick Up Truck | FY25 | - | 71,707.00 | 71,707.00 | 64,252.84 | 5,303.60 | 2,150.56 | | Pickup is here, waiting for radio install |
| 3422011 | 3422011 IT FC-Security Upgrade | FY25 | - | 118,650.00 | 118,650.00 | 59,591.37 | 6,079.84 | 52,978.79 | | waiting on quote for material |
| 3422012 | 3422012 MV BN-Modular Classroo | FY25 | - | 1,340,885.00 | 1,340,885.00 | 15,540.90 | 1,251,197.51 | 74,146.59 | | Work ongoing and will be completed in the Fall of 2026 |
| 3422021 | 3422021 FC/Bond-MS Roof Replac | FY25 | - | 370,000.00 | 370,000.00 | 108,668.05 | 4,931.95 | 256,400.00 | | |
| 3422022 | 3422022 FC-N.Main/Harkness/Dea | FY25 | - | 446,330.02 | 446,330.02 | 18,039.14 | 116,599.88 | 311,691.00 | | VHB to Survey Corridor still working Start Preliminary Design with DOT |
| 3426001 | 3426001 R&A-COA Pleasant View | FY26 | - | 53,021.00 | 53,021.00 | - | - | 53,021.00 | | In procurement |
| 3426007 | 3426007 R&A-Fire-Car4-Hybrid w | FY26 | - | 74,442.00 | 74,442.00 | - | 66,860.40 | 7,581.60 | | Waiting for invoice for Radios and Installation |
| 3426008 | 3426008 R&A-IT-Build Automatio | FY26 | - | 161,834.00 | 161,834.00 | - | - | 161,834.00 | | in procurement |
| 3426009 | 3426009 R&A-IT Security Upgrad | FY26 | - | 21,000.00 | 21,000.00 | 5,297.38 | - | 15,702.62 | | waiting on quote for material |
| 3426012 | 3426012 R&A-Pol 2 Marked Cruis | FY26 | - | 147,713.00 | 147,713.00 | 97,288.88 | - | 50,424.12 | | Currently being upfitted, hoping for March delivery |
| 3426013 | 3426013 R&A-Pol Detective Bure | FY26 | - | 34,255.00 | 34,255.00 | - | 30,073.75 | 4,181.25 | | On order, no upfit date given yet |
| 3426014 | 3426014 BN-Sew F350 Pickup Tru | FY26 | - | 112,020.00 | 112,020.00 | 99,285.00 | - | 12,735.00 | Can be appropriated to a similar Sewer Proj | Complete |
| 3426015 | 3426015 BN-Sew Inflow & Infil | FY26 | 53,550.00 | 26,450.00 | 80,000.00 | - | - | 80,000.00 | | Bids being prepared for manhole sealing/ work to begin in the summer of 2026. |
| 3426017 | 3426017 RE-Water Rate Evaluati | FY26 | - | 26,450.00 | 26,450.00 | 17,710.00 | 8,290.00 | 450.00 | | complete in the summer of 2026 |
| 3426018 | 3426018 FC-Clean Up Project-70 | FY26 | - | 250,000.00 | 250,000.00 | - | - | 250,000.00 | | |
| COMPLETED/CLOSED PROJECTS | | | | | | | | | | |
| 3304440 | 3304440 SEW.BOND.RE-Inflow&Inf | FY21 | 116,614.12 | 183,385.88 | 300,000.00 | 300,000.00 | - | - | | |
| 3415122 | 3415122 TM.FC - Purchase Town | FY23 | 3,299,916.99 | 2,400,000.00 | 5,699,916.99 | 5,699,916.99 | - | - | | |
| 3417220 | 3417220 FD.FC.GRANT - Fire Tru | FY23 | 752,380.95 | 221,330.05 | 973,711.00 | 973,711.00 | - | - | | |
| 3419300 | 3419300 H5-FC-Pool Schematic D | FY23 | (3,995.00) | 43,945.00 | 39,950.00 | 39,950.00 | - | - | | |
| 3420004 | 3420004 Pol R&A-New Generator | FY24 | (11,448.78) | 58,950.00 | 47,501.22 | 47,501.22 | - | - | | |
| 3420007 | 3420007 Pol R&A-Mobile Compute | FY24 | (5,889.91) | 90,815.00 | 84,925.09 | 84,925.09 | - | - | | |
| 3420009 | 3420009 SEW BN-Dawes&Lynwood P | FY24 | (8,069.00) | 82,000.00 | 73,931.00 | 73,931.00 | - | - | | |
| 3422007 | 3422007 Pol R&A ARPA-Patrol Ve | FY25 | 31,527.42 | 41,138.00 | 72,665.42 | 72,665.42 | - | - | | |
| 3422009 | 3422009 BP ARPA-Window Replace | FY25 | (4,579.00) | 53,891.00 | 49,312.00 | 49,312.00 | - | - | | |
| 3422013 | 3422013 Sew/Wat BN RE-Meter Mo | FY25 | 68,980.52 | 69,000.00 | 137,980.52 | 137,980.52 | - | - | | |
| 3422014 | 3422014 Sew RE-Inflow & Infil | FY25 | (85,434.81) | 100,000.00 | 14,565.19 | 14,565.19 | - | - | 50K transfer to 3420008 | |
| 3422019 | 3422019 ELCAT RE-Broadcast Ser | FY25 | (1,644.00) | 56,180.00 | 54,536.00 | 54,536.00 | - | - | | |
| 3422020 | 3422020 ELCAT RE-Meeting Room | FY25 | (2,973.15) | 31,500.00 | 28,526.85 | 28,526.85 | - | - | | |
| 3426002 | 3426002 R&A-DPW Equipment - Lo | FY26 | (8,476.00) | 292,590.00 | 284,114.00 | 284,114.00 | - | - | | |
| 3426003 | 3426003 R&A-DPW Truck#59 | FY26 | (9,750.07) | 109,249.00 | 99,498.93 | 99,498.93 | - | - | | |
| 3426005 | 3426005 R&A-Fire-Engine2 (Year | FY26 | - | 189,686.38 | 189,686.38 | 189,686.38 | - | - | | |
| 3426006 | 3426006 R&A-Fire Rescue 1 Ambu | FY26 | (0.06) | 170,940.00 | 170,939.94 | 170,939.94 | - | - | | |
| 3426010 | 3426010 R&A-IT Phone Upgrade | FY26 | (14,607.00) | 63,397.00 | 48,790.00 | 48,790.00 | - | - | | |
| 3426011 | 3426011 R&A-Chromebook Replac | FY26 | (72.50) | 137,110.00 | 137,037.50 | 137,037.50 | - | - | | |
| 3426016 | 3426016 RE-Wat Meter Module Up | FY26 | (98.90) | 50,000.00 | 49,901.10 | 49,901.10 | - | - | | |
| Grand Total | | | | 223,758,462.74 | 1,502,617.59 | 225,261,080.33 | 118,978,673.54 | 96,025,498.17 | 10,256,908.62 | |

Town of East Longmeadow

Part A – Executive Summary

October 2025

Prepared by the



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Introduction

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

In preparing for this report, an IHCD team surveyed the Town’s portfolio of municipal buildings, schools and outdoor areas that were discussed with the Town. The facility survey set includes six (6) municipal buildings, four (4) school buildings, three (3) parks, and two (2) Department of Public Works (DPW) buildings.

At each of the municipal buildings and outdoor areas, the accessibility survey includes all the spaces where the Town offers programs, services, and activities to members of the public. Municipal buildings, schools, and outdoor areas surveyed include the following:

Municipal Buildings

Fire Station
Library
Police Station
Senior Center
Town Hall
Town Hall Annex

Schools

Birchland Park Middle School
Mapleshade Elementary School
Meadow Brook Elementary School
Mountain View Elementary School

Parks

Pine Knoll Recreation Area
Heritage Park
Brown Farm

DPW Buildings

Service Building

Transfer Station

Note: East Longmeadow High School and the DPW Service Garage were removed from the [project scope](#).

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

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

Together, the ADA Self-Evaluation and ADA Transition Plan will enable the Town to make substantial progress in meeting its ADA responsibilities. The recommendations for corrective action that apply to policies, practices, and procedures of the Town as detailed in the ADA Self-Evaluation are not included in the ADA Transition Plan since the Transition Plan spreadsheet is limited to capital expense accessibility issues. Policy, practices, and procedure recommendations are a blueprint for meeting compliance responsibilities other than capital expenses.

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

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

- The Town of East Longmeadow has hired a consultant (IHCD) to undertake its ADA self-evaluation (as the basis for the Town’s Transition Plan).
- The Town does have a Grievance Procedure posted online at the following addresses: <https://www.eastlongmeadowma.gov/DocumentCenter/View/18533/Town-of-East-Longmeadow-ADA-Policy> and <https://www.eastlongmeadowma.gov/DocumentCenter/View/18532/Town-of-East-Longmeadow-Commission-for-People-with-Disabilities-Grievance-Policy>.
- The Town has met its obligation to designate a responsible employee by naming Audra Staples as the Town’s ADA Coordinator.

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

Some key facilities are generally usable by people with disabilities but are not in full compliance with current accessibility requirements. East Longmeadow’s Town Hall, for instance, provides access to many programs and can be accessed by most people because the building features two (2) largely accessible main entrances. However, there is a lack of an

accessible means of vertical circulation to the second floor and ramps and stairs lack compliant handrails.

The East Longmeadow Public Library is another example of a facility that provides access to many programs. It has two largely accessible entrances and an elevator. Yet accessibility issues include a lack of an assistive listening system in the Community Room, a kitchen with an inaccessible sink, and doorways that lack maneuvering clearance or require an opening force that is greater than allowed.

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

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

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

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

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

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

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

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

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

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

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

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

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

Key Recommendations for Municipal Buildings:

- Ensure there is an accessible route from all site arrival points to areas in the building where public programs, services, and activities are provided.
- If parking is provided, ensure fully accessible parking spaces are provided in the correct manner, number and location. Issues are present at several properties including the Town Hall Annex, Senior Center, and East Longmeadow Police Station.
- Ensure that fully accessible toilet rooms are provided in each building that has a toilet room or toilet rooms available for use by members of the public. Where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room usable by all genders in the same area as the existing multi-user toilet rooms. The single-user toilet room in the East Longmeadow Police Station lacks an accessible toilet.
- Ensure that where programs, services, or activities are offered that there is a sufficient number of accessible features (accessible counters, accessible work surfaces, etc.). Issues

occur at East Longmeadow Public Library, East Longmeadow Police Station, the Town Hall Annex, the East Longmeadow Fire Station.

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

- Ensure that accurate designation signs with raised characters and braille are provided at all permanent rooms and spaces. Ensure that maintenance staff are aware that designation and egress signs containing tactile characters should be located so that a clear floor space of 18" min. by 18" min., centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and the 45-degree open position. No items should be stored or mounted under or above these signs. Issues with signage are common and occur at most facilities, including the Town Hall, Town Hall Annex, the Senior Center and the East Longmeadow Fire Station and Police Station.
- If audible communication is integral to the use of a space, a compliant assistive listening system should be provided. An assistive listening system is not provided in the Community Room of the East Longmeadow Public Library and the Auditorium of the Senior Center. The assistive listening system at the East Longmeadow Fire Station Training Room lacks an adequate number of receivers and signage with the International Symbol of Access for Hearing Loss identifying the presence of an assistive listening system. If an assistive listening system is provided, a sign with the International Symbol of Access for Hearing Loss must also be posted on premises so visitors can know that an assistive listening system is available.
- Ensure that those features of facilities and equipment that are required to be readily accessible to and usable by persons with disabilities are maintained in operable working condition (e.g., elevators or automatic door openers, assistive listening systems). At Town Hall, the automatic door opener at the main entrance was not in operable working condition during IHCD's survey.
- Ensure that door opening pressure is monitored at all facilities and kept in compliance at all doors by maintenance staff every six (6) months. Ensure that maintenance staff is aware that the maneuvering clearance at doors should be kept clear at all times.

Key Recommendations for Outdoor Areas:

- Ensure there is an accessible route to all elements in the parks/outdoor areas (playgrounds, picnic areas, fields, kiosks, etc.). For example, there is a lack of an accessible route provided to the pool at the Pine Knoll building, Birch Hall, Pine Lodge, camp rooms, grills and benches at Pine Knoll Recreation Center.
- Ensure that accessible routes are provided to and around playgrounds; in addition, ensure that an impact-attenuating accessible route is provided in the play area to, under, and around each unique play component. Play areas at Pine Knoll Recreation Center and Heritage Park lack accessible routes.

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

- Provide an accessible route to at least one (1) bench in each distinct area of each park where benches are provided.
- Ensure that at least one (1) picnic table, trash container and other similar amenity (in each distinct area of a park where these amenities are provided) is accessible and is located on an accessible route.
- Where the Town provides trails, ensure that the Town offers some accessible trails and that these trails comply with the United States Access Board Accessibility Standards for Federal Outdoor Developed Areas (<https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf>). A policy should also be established to check and maintain accessible trails at regular intervals throughout the year, removing, for example, fallen trees in the accessible route or addressing areas that may get washed out by rain storms.

Note: The trails at Brown Farm were not surveyed because at the time of IHCD's visit the area had numerous poison ivy plants. If East Longmeadow continues to maintain trails for use by members of the public, the Town should take steps to ensure that at least some portions of each type of trail are accessible and connected to an accessible route and that citizens of the Town are made aware of where the accessible trail areas are located in order to provide program access.

Key Recommendations for Public Schools:

For program accessibility purposes, IHCD surveyed one of each unique type of classroom (e.g., art classrooms, labs, etc.) IHCD was pleased with the level of accessibility provided by school staff and other employees at public schools in East Longmeadow, and with the responsiveness of the school administration.

IHCD recommends continuing renovations and/or alterations as necessary to ensure that the Town is meeting its obligations under Title II of the ADA.

Some key issues to emphasize at East Longmeadow Public Schools include the following:

- Ensure the minimum required maneuvering clearance at doors is maintained. In some locations schools have the space to provide the minimum required 18” pull-side maneuvering clearance on the latch side of doors, but in some cases, the space is obstructed by the location of cabinets, furniture, or trash cans.
- Ensure that specialized classrooms (e.g., labs, art rooms, etc.) have accessible work surfaces.
- Ensure that accessible sinks (with knee and toe clearance positioned for a forward approach) are provided in at least one classroom of each unique type of room, if a sink or sinks are provided in any of those rooms. If accessible sinks are already provided, ensure they have insulated pipes that are wrapped to prevent contact and that no stored items are placed underneath the sink. If a panel is provided under the lavatory or sink to protect the pipes, ensure the required knee and toe clearance is maintained.
- Ensure that fully accessible toilet rooms are provided in each school building. As mentioned before, where it is technically infeasible to provide accessible multi-user toilet rooms, provide an accessible single-user toilet room available to all genders in the same area as the existing multi-user toilet rooms.
- If there is a toilet room in unique rooms such as a nurse’s office, ensure that a fully accessible toilet room is provided. This includes maintaining the clear floor space at all fixtures by keeping the required clear space free of any storage.
- Ensure that all elements in the classrooms are within reach range (e.g., emergency showers, first aid kits and dispensers).

- If audible communication is integral to the use of a space, provide a compliant assistive listening system and a sign with the International Symbol of Access for Hearing Loss to inform visitors of its availability.
- Ensure that fully accessible locker rooms are provided. This includes accessible shower facilities, compliant benches, accessible lockers, and compliant changing rooms if these elements are provided in the locker rooms.

Issues were often encountered with signage. Below are recommendations regarding the most common signage accessibility issues.

1. Signs that designate permanent rooms and spaces, such as classrooms and conference rooms and egress signs should:
 - have raised characters duplicated in braille;
 - have braille located below the corresponding text;
 - have a minimum 18" by 18" clear floor space centered on the tactile characters;
 - be located on the wall, alongside the door, on the latch (door handle) side of the door; where a tactile sign is provided at double doors with one (1) active leaf, the sign should be located on the inactive leaf; where a tactile sign is provided at double doors with two (2) active leaves, the sign should be located to the right of the right hand door; where there is no wall space at the latch side of a single door or at the right side of double doors, signs should be located on the nearest adjacent wall.
2. Inaccessible entrances and exits should have directional signs indicating the location of the nearest accessible entrances/exits.
3. When not all entrances are accessible, accessible entrances should have signage containing the International Symbol of Accessibility (ISA).
4. Inaccessible toilet rooms should have directional signs indicating the location of the nearest accessible toilet room.
5. When not all toilet rooms in a facility are accessible, accessible toilet rooms should have signage containing International Symbol of Accessibility (ISA).