

# Freetown Town Hall



## Town of Freetown ADA Transition Plan

August 2023



Institute for Human Centered Design

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### Background

Year Built: 1888    Year Renovated: 1948, 1976

Freetown Town Hall is located at 3 North Main Street and has three (3) floors. Outside the facility, there is an exterior ramp and stairs. A parking lot is provided south of the building with one (1) van accessible parking space. The Town Hall was added to the National Register of Historic Places in 1997.

**Note:** There are exceptions for alterations to qualified historic buildings and facilities under the ADA Standards. Those exceptions apply to accessible routes, entrances, and toilet facilities. If alterations to a qualified historic building or facility to achieve program accessibility would threaten or destroy the historic significance of the building or facility, fundamentally alter the program, or result in undue financial or administrative burdens, the ADA regulations allow alternative methods to be used to achieve program accessibility.

The building has one (1) accessible main entrance, which is accessed from the parking lot. There is one (1) inaccessible exit from the west staircase that does not have an accessible route connecting it to a public way.

Areas surveyed that are open to the public on the first floor include the water commissioner office, tax collector’s office, treasurer’s office, Veterans’ Services office, assessor’s and Cemetery Commission office (including a map room), Town clerk’s office, licenses office, information office, and multi-user toilet rooms for men and women. Areas surveyed on the second floor include the Town accountant’s office, the Board of Health, the Board of Selectmen and Personnel Board, the Building Department, the online permitting area, the building inspection office, the plumbing inspection office, and the Wiring Department. Areas surveyed on the third floor include the Conservation Commission and the Planning Board.

### Key Accessibility Issues

#### Parking

Accessibility issues include a sign located lower than allowed a lack of the designation “Van Accessible” at the identification sign.

#### Exterior Ramp

Accessibility issues at the exterior ramp include lack of the minimum required clear width at the ramp, and handrails located lower than the minimum required height.

#### Stairs

Accessibility issues at interior stairs include lack of handrail extensions and lack of a handrail provided on both sides of the staircase. Accessibility issues at interior and exterior stairs include handrails located lower than the minimum required height.

#### Vertical Circulation

Accessibility issues include a lack of an accessible means of vertical circulation between the first and third floors. IHCD has recommended providing a Limited Use Limited Application (LULA) elevator, however the Town could also restructure the building so that staff from the offices on the second and third floor could meet with members of the public in an accessible location on the first floor.

#### Signage

Accessibility issues include lack of interior designation signs with raised characters and braille located on the latch side of the door, a directional sign that has glare, lack of tactile signs (with braille and raised characters) at the emergency egresses, and lack of a directional sign at the west egress door directing visitors to the nearest accessible means of egress.

**Note:** If the exit sign at the accessible egress (main/east egress) door is replaced with an illuminated exit sign, also provide an illuminated International Symbol of Accessibility (ISA).

#### Doors and Doorways

Accessibility issues include doors that lack maneuvering clearance due to furniture or other items (such as fire

extinguishers), doors that lack the minimum required clear width at the doorway, one (1) door with noncompliant hardware, and interior doors require opening force greater than allowed.

Multi-User Toilet Rooms

Accessibility issues at both men’s and women’s toilet rooms include lack of a compliant accessible toilet compartment, lack of an audible and visual fire alarm, lack of knee and toe clearance at the lavatory, lack of a pipe that is not insulated underneath the lavatory and the bottom of the mirror is located higher than allowed. Additionally, the urinal in the men’s toilet room is located higher than the maximum height allowed.

Interior Access Routes

Accessibility issues include lack of the minimum required clear width at the accessible route to the women’s toilet room and the map room in the assessor’s and Cemetery Commission office due to the location of furniture and stored items.

**Additional Accessibility Issues**

- Nine (9) service counters are located higher than allowed. Additionally, some service counters act as protruding objects.
- The desk in online permitting lacks adequate knee clearance.

**Order of Magnitude Cost Estimates**

- Renovate toilet rooms: \$19,680
- Renovate service counters: \$7,920
- Renovate stairs and ramp: \$14,804
- Renovate doors: \$14,740
- Provide a Limited Use Limited Application (LULA) elevator: \$110,000
- Miscellaneous corrective actions (egress and designation signs, parking sign, work surface, cane-detectable barriers): \$6,600

**Total: \$173,744\***




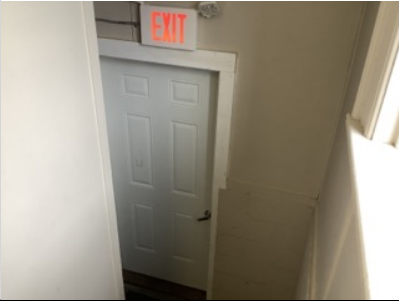
**\*Note:** IHCD is not providing costs for some exterior issues such as estimating the cost to repair expanses of sidewalk and walkways.

**Best Practice and Inclusive Design**






Best practice and inclusive design recommendations include elements that are not required in the standards but may create enhanced experiences for all users.

- Recommend striping (ladder-style) on the walkway between the accessible parking space and the entry ramp.
- Recommend providing contrasting strips on the exterior stair treads.

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Approach and Entrance												
Off-Street Parking Lot or Garage												
1	Parking Lot	Ext.		Off-Street Parking Lot or Garage	Visitor		Total # of parking Total # of designated car accessible parking spaces Total # of designated van accessible spaces Sign does not have the designation "Van Accessible" Sign bottom < 60" above finished grade	19 - 1 - 57"	Add the designation "Van Accessible" to the sign located at the van accessible space. Locate sign with the bottom of the sign 60" above the ground.	1	500 Labor	\$500
Exterior Ramp												
2	Ramp	Ext.		Exterior Ramp	N/A		Ramp < 48" wide Handrails < 34" or > 38" above ramp surface	43.6" 28.8"	Widen ramp so that the clear width is 48" min. Alter so the handrails are 34"- 38" high above the ground or finished floor.  Cost estimate for widening approximately 20' length of ramp.	1	9764 Labor	\$9764
Exterior Stair												
3	Stairs to Main Entrance	Ext.		Exterior Stair	N/A		Handrail height < 34" or > 38"	28.8"	Alter so the handrails are 34"- 38" high above the finished floor or ground.	1	Labor	\$0
Access to Goods and Services												
Means of Egress												
4	West Egress Door	B		Means of Egress	N/A		Tactile exit sign not provided		Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door.	1	232	\$232

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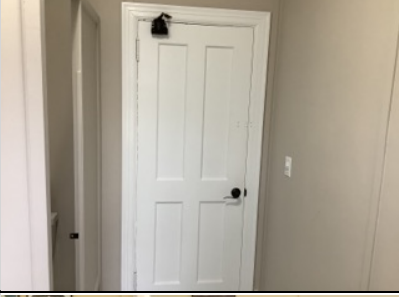


ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
5	Main/East Egress Door	1		Means of Egress	N/A		Tactile exit sign not provided Illuminated ISA symbol not provided (MAAB)	- -	Ensure that a tactile exit sign with raised characters and braille is provided at the exit door. Mount the sign between 48"- 60" above the finished floor located on the latch side of the door. When the illuminated exit sign is provided, provide an illuminated sign with the International Symbol of Accessibility (ISA).	1	232	\$232
6	To West Egress Door	B		Means of Egress	N/A		Directional sign to accessible emergency exit not provided	-	Provide a directional sign indicating the location of the nearest accessible emergency exit.	1	232	\$232
Interior Access Route												
7	Map Room In Assessor's and Cemetery Commission Office	1		Interior Access Route	N/A		Route < 36" wide	29.9"	Relocate the furniture to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
8	To Women's Toilet Room	1		Interior Access Route	N/A		Route < 36" wide	27"	Relocate the water cooler to ensure that a clear width of 36" min. is maintained at the accessible route.	1	Labor	\$0
9	Assessor's and Cemetery Commission Office	1		Interior Access Route	N/A		Obstructed by protruding objects	6.5"	Provide a cane-detectable barrier on both sides of the service counter, located underneath the counter.	2	306	\$612








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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
10	Building Inspection, Plumbing Inspection, Wiring	2		Interior Access Route	N/A		Obstructed by protruding objects	9"	Provide a cane-detectable barrier on both sides of the service counter, located underneath the counter.	2	306	\$612
11	Staircase	2		Interior Access Route	N/A		Accessible vertical route not provided	-	Provide accessible vertical access between the basement and the third floor or ensure that staff from the offices on the basement, second floor and third floor is able to meet with the public in an accessible location. (Cost to provide a 3-stop LULA elevator or other means of accessible vertical access is beyond the scope of this survey.)	1	110,000	\$110000
Doors, Doorways, & Gates												
12	Men's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32"	28"	Widen the door so that there is 32" min. clear width.	1	3366	\$3366
13	Planning Board	3		Doors, Doorways, & Gates	Office		Clear width at door < 32"	31"	Install offset hinges to ensure that the door has a clear width of 32 inches.	1	2232	\$2232
14	Conservation Commission	3		Doors, Doorways, & Gates			Clear width at door < 32" Maneuvering clearance(s) not provided	30" 6"	Install offset hinges to ensure that the door has a clear width of 32 inches. Relocate the fire extinguisher to provide maneuvering clearance.	1	2232 Labor	\$2232






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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
15	Main Egress Door	1		Doors, Doorways, & Gates	Emergency Egress		Clear width at door < 32" . Door requires > 5 lbs. of force to open	27.6" 17 lbs	During active business hours ensure both doors remain open to provide 32" min. clear width. Adjust closers so doors do not require more than 5 pounds of force to open.	1	Labor	\$0
16	Women's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Clear width at door < 32" . Door requires > 5 lbs. of force to open	27.4" 6 lbs	Widen the door so that there is 32" min. clear width. Adjust closers so doors do not require more than 5 pounds of force to open.	1	3366 Labor	\$3366
17	Men's Multi-User Toilet Room	1		Doors, Doorways, & Gates	Toilet Room		Maneuvering clearance(s) not provided	6"	Provide an automatic door opener.	1	3060	\$3060
18	Map Room In Assessor's and Cemetary Commission Office	1		Doors, Doorways, & Gates	Office		Maneuvering clearance(s) not provided Hardware not compliant	- -	Relocate the table to provide 18" min. maneuvering clearance at the pull-side of the door. Provide hardware that can be operable with one hand and not require tight grasping, pinching, or twisting of the wrist.	1	Labor 484	\$484
Stairways												
19	Staircase Between the First and Third Floors	1, 2, 3		Stairways	Egress		Handrail height < 34" or > 38" Handrail not provided on both sides Handrails do not extend 12" from stairs	30" - -	Alter so the handrails are 34"- 38" high above the floor. Provide handrails on both sides. Top: Ensure handrails extend horizontally above the landing for 12" min. beginning above the first riser nosing. Bottom: Ensure handrails extend to one tread depth beyond the last riser.	1	Labor 5040	\$5040

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Signage												
20	Map Room In Assessor's and Cemetary Commission Office	1		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	232	\$232
21	Building Department	2		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side. Ensure that the file folder is relocated so that there is 18" by 18" clear floor space at the designation sign.	1	232	\$232
22	Conservation Commission	3		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	232	\$232
23	Planning Board	3		Signage	Designation		Signage is not provided	-	Locate compliant signage with raised characters and braille alongside the door on the latch side.	1	232	\$232
24	Building Inspection, Plumbing Inspection, Wiring	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign	- -	Provide text with raised characters duplicated in braille on the sign.	1	232	\$232

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
25	Assessor's and Cemetary Commission Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
26	Tax Collector	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door		Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
27	Town Clerk, Licenses and Information Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
28	Treasurer Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
29	Veterans' Services	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232








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30	Water Commissioner Office	1		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side.	1	232 Labor	\$232
31	Board of Health	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Ensure that the hand sanitizer dispenser is relocated so that there is 18" by 18" clear floor space at the designation sign.	1	232 Labor	\$232
32	Board of Selectman and Personnel Board	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Ensure that the file folder is relocated so that there is 18" by 18" clear floor space at the designation sign.	1	232 Labor	\$232
33	Town Accountant	2		Signage	Designation		Raised characters not provided on sign Braille not provided on sign Sign not located on the latch side of the door	- - -	Provide text with raised characters duplicated in braille on the sign. Locate the sign at permanent rooms alongside the door on the latch side. Ensure that the file folder is relocated so that there is 18" by 18" clear floor space at the designation sign.	1	232 Labor	\$232
34	By Town Accountant	2		Signage	Directional		Non-glare finish and contrast not provided on sign	-	Install a sign with a non-glare finish with characters that have a high contrast to the background.	1	232	\$232





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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Service Counter												
35	Assessor's and Cemetery Commission Office	1		Service Counter	N/A		Counter > 36" high	42.7"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
36	Town Clerk, Licenses and Information Office	1		Service Counter	N/A		Counter > 36" high	43.5	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
37	Treasurer Office	1		Service Counter	N/A		Counter > 36" high	43.7"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
38	Water Commissioner Office and Tax Collector	1		Service Counter	N/A		Counter > 36" high	43.7"	Provide a counter that is 36" max. above the finished floor.	2	880	\$1760
39	Board of Health	2		Service Counter	N/A		Counter > 36" high	43.6"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
40	Board of Selectman and Personnel Board	2		Service Counter	N/A		Counter > 36" high	43.8"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
41	Building Inspection, Plumbing Inspection, Wiring	2		Service Counter	N/A		Counter > 36" high	42.3"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
42	Town Accountant	2		Service Counter	N/A		Counter > 36" high	43.7"	Provide a counter that is 36" max. above the finished floor.	1	880	\$880
Dining or Work Surfaces												
43	Online Permitting	2		Dining or Work Surfaces	Work Surface		Knee or toe clearance not provided	26"	Provide at least one work surface with 27" min. high knee and toe clearance.	1	700	\$700
Toilet & Bathing Rooms												
Overall Access												
44	Men's Multi-User Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided Audible and visible alarm not provided	- -	Renovate the toilet room to an accessible single-user toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	6182	\$6182

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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
45	Women's Multi-User Toilet Room	1		Overall Access	Toilet Room		Accessible plumbing fixtures or stalls not provided Audible and visible alarm not provided	- -	Renovate the toilet room to an accessible single-user toilet room. When fire system is updated, ensure that a visible and audible fire alarm is installed.	1	6182	\$6182
Lavatory												
46	Men's Multi-User Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	23.7" - 54"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	\$2034
47	Women's Multi-User Toilet Room	1		Lavatory	N/A		Toe or knee clearances not provided Plumbing underneath is exposed Mirror above lavatory w/reflective surface > 40"	23.2" - 43"	Provide at least one lavatory with knee and toe clearance positioned for a forward approach. Insulate or otherwise configure pipes to prevent contact for at least one lavatory. Lower mirror so that the bottom surface is at 40" max. above the finished floor.	1	2034	\$2034
Urinal												
48	Men's Multi-User Toilet Room	1		Urinal	N/A		Rim > 17" high	23.8"	Provide at least one urinal with the rim no higher than 17" above the finished floor.	1	3248	\$3248
Best Practice												



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ID	Location	Floor	Room	Element	Type	Photo	Issues	Current Measure	Recommendations	Quantity	Price	Cost Estimation
Exterior Access Route												
49	Ramp	Ext.		Exterior Access Route	Exterior				Recommend striping (ladder-style) on the accessible walkway to the ramp.	1	-	\$0
Staircase												
50	Stairs to Main Entrance	Ext.		Staircase	Exterior				Recommend providing contrasting strips on the exterior stair treads.	1	-	\$0