



Town of Burlington  
29 Center Street  
Burlington, MA 01803

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## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Burlington will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

### **Effective Communication**

The Town of Burlington will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Town of Burlington's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

### **Modifications to Policies and Procedures**

The Town of Burlington will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the Town of Burlington offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Burlington should contact the Town's Disability Access Coordinator as soon as possible but no later **than 2 business days** before the scheduled event:

**Christopher Hanafin**  
Veterans Services Director and Disability Access Coordinator  
29 Center Street  
Burlington, MA 01803  
TEL: 781-270-1740  
EMAIL: [chanafin@burlington.org](mailto:chanafin@burlington.org)

The ADA does not require the Town of Burlington to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden. Complaints that a program, service, or activity of the Town of Burlington is not accessible to persons with disabilities should be directed to the Town's Civil Rights Coordinator. Reasonable Accommodation Request forms for residents are located on the town's website or with the Town's Disability Access Coordinator.

The Town of Burlington will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

### **Employment**

The Town of Burlington is committed to equal opportunity in all aspects of employment for qualified individuals with disabilities. In accordance with the Americans with Disabilities Act (ADA) and other federal and state law, it is the policy of the Town of Burlington to provide necessary reasonable accommodation in employment to any qualified individual with a disability unless the accommodation would impose an undue hardship on the operation of the Town of Burlington or would change the essential functions of the position. Employee Reasonable Accommodation Request forms are located on the Town's website or with the Town's Civil Rights Coordinator:

**Joanne M. Faust**  
**Human Resources Director and Civil Rights Coordinator**  
**Town of Burlington**  
**29 Center Street Burlington, MA 01803**  
**TEL: 781-505-1160**  
**EMAIL: [jfaust@burlington.org](mailto:jfaust@burlington.org)**