



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

TEL 860-870-3100 FAX 860-870-3102

www.ellington-ct.gov

MAURICE W. BLANCHETTE
First Selectman

RONALD F. STOMBERG
Deputy First Selectman

MELINDA M. FERRY
A. LEO MILLER, JR.
JAMES M. PRICHARD
LORI L. SPIELMAN
JOHN W. TURNER

ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements 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 and policies or the provision of services, activities, programs or benefits by the Town of Ellington.

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. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available to persons with disabilities upon request.

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

ADA Coordinator:	Mary Bartley
Office Address:	Tow of Ellington, 31 Arbor Way, P.O Box 31, Ellington CT 06029
Phone Number	860-870-3118

Within 15 calendar days after receipt of the complaint, Mary Bartley, as ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Ms. Bartley will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Town of Ellington and the options for substantive resolution of the complaint.

If the response by Ms. Bartley does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of Ms. Bartley, in her role as the ADA Coordinator, within 15 calendar days after the receipt of the response to the First Selectman. Within 15 calendar days after receipt of the appeal, the First Selectman will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the First Selectman will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Ms. Bartley, appeals to the First Selectman, and responses from the ADA Coordinator and Board of Selectmen will be kept by the Town for at least three years.

This notice is available upon request in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

March 17, 2014

A handwritten signature in blue ink that reads "Maurice W. Blanchette".
Maurice W. Blanchette, First Selectman

