



TEL: (203) 389-3400

**TOWN OF WOODBRIDGE**  
11 MEETINGHOUSE LANE  
WOODBRIDGE, CONNECTICUT 06525

**ADA NOTICE**

The Town of Woodbridge does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Town of Woodbridge does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Woodbridge's designated ADA Compliance Coordinator.

**Name:** Jeanette Glicksman

**Title:** Human Services Director – ADA Coordinator

**Office Address:** 4 Meetinghouse Lane, Woodbridge CT 06525

**Phone Number Voice:** 203-389-3415

**Phone Number TDD/TTY:**

**Email Address:** [jglicksman@woodbridgect.org](mailto:jglicksman@woodbridgect.org)

**Days/Hours Available:** Monday through Friday, 8:30 a.m. to 4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Woodbridge are invited to make their needs and preferences known to the ADA Compliance Coordinator.

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

Adopted by the Woodbridge Board of Selectmen April 12, 2023.

Date: 4/12/2023

Beth Heller  
Beth Heller, First Selectman



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### **ADA MUNICIPAL 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 Woodbridge.

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 for persons with disabilities upon request.

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

Jeanette Glicksman, ADA Coordinator  
Human Services Department – 203-389-3415  
4 Meetinghouse Lane  
Woodbridge, CT 06525

or

Karen Crosby, Assistant Administrative Officer  
203-389-3403  
11 Meetinghouse Lane  
Woodbridge, CT 06525

Within fifteen (15) calendar days after receipt of the complaint, Jeanette Glicksman, the ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within fifteen (15) calendar days after the meeting, the ADA Coordinator 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 Woodbridge and offer options for substantive resolution of the complaint.

If the response by the Jeanette Glicksman does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within fifteen (15) calendar days after receipt of the response to the First Selectman.

Within fifteen (15) days after receipt of the appeal, the First Selectman or his/her designee will meet the complainant to discuss the complaint and possible resolutions. Within fifteen (15) days after the meeting the First Selectman or his/her designee 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 Jeanette Glicksman, appeals to the First Selectman or his/her designee, and responses from the ADA Coordinator and the First Selectman or his/her designee will be kept by the Town of Woodbridge for at least three (3) years.

Adopted by the Board of Selectmen April 12, 2023

Date

4/12/2023

*Beth Heller*  
Beth Heller, First Selectman