



TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169
BROOKLYN, CONNECTICUT 06234

OFFICE OF SELECTMEN
(860) 779-3411 Option 2

TOWN CLERK
(860) 779-3411 Option 4

TAX COLLECTOR
(860) 779-3411 Option 5

ASSESSOR
(860) 779-3411 Option 6

TOWN OF BROOKLYN **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 Brooklyn.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, and 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 60 calendar days after the alleged violation to:

Austin Tanner, First Selectman
(860) 779-3411
4 Wolf Den Rd. PO Box 356
Brooklyn, CT 06234

Within 15 calendar days after receipt of the complaint, Austin Tanner will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Austin Tanner 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 Austin Tanner and offer options for substantive resolution of the complaint.

If the response by Austin Tanner does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the Board of Selectmen or his or her designee.

Within 15 calendar days after receipt of the appeal, the Board of Selectmen or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Board of Selectmen or his or 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 Town of Brooklyn, appeals to the Board of Selectmen or his or her designee, and responses from the ADA coordinator and the First Selectman or his or her designee will be kept by the Town of Brooklyn for at least 3 years.

April 30, 2023
Date

Austin Tanner
Austin Tanner, First Selectman