



Town of Griswold

First Selectman's Office
Phone 860-376-7060
Fax 860-376-7109



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 Griswold.

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/designee as soon as possible but no later than 60 calendar days after the allege violation to:

Tina R. Falck, First Selectman
860-376-7060 ext. 2202
Griswold Town Hall, 28 Main Street, Griswold, CT 06351

Within 15 calendar days after receipt of the complaint, Mario J. Tristany, Jr., ADA Coordinator, will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting Mario J. Tristany, Jr., 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 Griswold and offer options for substantive resolution of the complaint.

If the response by Mario J. Tristany, Jr., ADA Coordinator, does not satisfactorily resolve the issue, the complaint and/or his/her designee may appeal the decision of the ADA coordinator within 15 calendar days after receipt of the response to the mayor or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman 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 Mario J. Tristany, Jr., ADA Coordinator, appeals to the First Selectman or his or her designee, and responses from the ADA coordinator and First Selectman or his or her designee will be kept by the Town of Griswold for at least three years.

Date

4/26/24

Tina R. Falck, First Selectman



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ADA Notice

(Public Entity) does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. (Public Entity) does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided 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 (Public Entity's) designated ADA Compliance Coordinator.

Name: Mario J. Tristany, Jr.

Title: Town Planner

Office Address: 28 Main St., Griswold, CT 06351

Phone Number:

Voice 860-376-7060x2111

TDD

Email Address: townplanner@griswold-ct.org

Days/Hours Available: Monday – Wednesday: 8:30 AM – 4 PM
Thursday: 8:30 AM – 6 PM
Friday: 8 AM – 1 PM

28 Main Street, Griswold, CT 06351