



# Town of Griswold



28 Main Street  
Griswold, CT 06351  
Phone (860) 376-7060, Fax (860) 376-7070

## 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 compliant 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 60 calendar days after the alleged violation to:

Dana Bennett, First Selectman  
860-376-7060, extension 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 Peter Zvingilas, ADA Coordinator, 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 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 First Selectman or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet with 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 were 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.

April 11, 2023  
Date

Dana Bennett  
Dana Bennett, First Selectman