The Town of Windsor Locks
Home of Bradley International Airport

PUBLIC PARTICIPATION PLAN

Windsor Locks Senior Center Mini Bus Transportation uses a variety of methods to ensure information regarding our services is available to the residents of the Town of Windsor Locks.

The Windsor Locks Senior Center and Mini Bus Transportation works with the Social Service Department to disseminate information, ensure we are meeting the transportation needs of our community, and make referrals when appropriate. Additionally, we continue to monitor and establish relationships with additional outreach organizations. Others include Windsor Locks Housing Authority and churches within our community.

Mini Bus Transportation has a printed pamphlet containing all of the information regarding our transportation services. Contained on the back cover of the pamphlet is information on how to contact the department if a resident is hearing impaired or of limited English proficiency. This booklet is available by the front doors of the ADA compliant Senior Center, Social Service office, Senior Housing, and Town Hall. A copy of the pamphlet is mailed, at no cost upon request.

Windsor Locks Senior Center & Mini Bus Transportation publishes a monthly newsletter of all of the activities and programs available to the community. Copies of the newsletter are delivered to Town Hall, Windsor Locks Library, and Senior Housing, various churches, area businesses and banks in town. Additionally, the newsletter is available on the Town of Windsor Locks web-site for download. Individuals can get a copy e-mailed to them or a hard copy can be mailed.

Information regarding programs and services is submitted monthly to the Windsor Locks Journal which is mailed free to every household in Windsor Locks. Free copies of the Windsor Locks Journal are also available at the Windsor Locks Senior Center and in various businesses throughout town. Additionally, program information is published monthly in North Central News, Journal Inquirer and the Hartford Courant.

The Town of Windsor Locks maintains a web-site: www.windsorlocksct.gov. Windsor Locks Senior Center & Mini Bus Transportation each has a page on this site containing information about our programs and services.

The Windsor Locks Senior Center maintains a Facebook page. The Director of the Senior Center is an administrator on the site and regularly posts flyers of the activities and programs offered by the department.

There are no membership fees associated with The Windsor Locks Senior Center & Mini Bus Transportation. An annual donation of $30 per person is suggested. No qualified individual (60 years of age or older or permanently disabled person) is refused transportation due to inability to pay.

This plan is an active working document to be used by the Windsor Locks Senior Center & Mini Bus Transportation to assure all individuals 60 years of age or older and individuals with disabilities have the ability to participate in our programs and services. The plan will be evaluated and updated periodically to assure it remains up to date and effective.