



Recreation Department

FREQUENTLY ASKED QUESTIONS

~ Click on question for answer ~

1. [Where is NARA Park?](#)
2. [How do I rent a Town recreational picnic area or field?](#)
3. [How much does it cost to rent a picnic area or field?](#)
4. [Are scholarship funds available for various programs and beach memberships?](#)
5. [Can you just go to NARA Park and have an outing?](#)
6. [What is the dog policy?](#)
7. [Lost and Found: Who do I contact for and item that has been left behind after a soccer/baseball/softball....practice? NARA Beach](#)
8. [Does Recreation run basketball program and/or have facilities?](#)
9. [Does the Town have an indoor swimming facility?](#)
10. [How do I obtain a Community Garden Plot?](#)
11. [I want to work at NARA Park, when can I apply?](#)
12. [How can I offer a program through the Recreation Department?](#)
13. [We would like to perform at NARA Park as part of your concert series. Who do we contact?](#)
14. [I have tried to call your office, but I have trouble getting through.](#)
15. [What is the NARA Park Beach Office Phone Number?](#)
16. [What is your Tax ID#?](#)
17. [How do I contact AB Youth Soccer, AB Little League, Pop Warner \(here are all of the league contacts that we have\)](#)
18. [What does the NARA Youth Summer Program do on rainy days?](#)
19. [Is the NARA Youth Program an indoor or outdoor facility?](#)
20. [How do I know if the fields are closed due to weather conditions?](#)
21. [How do I request a refund?](#)
22. [In the event of inclement weather, how do I find out if an event is cancelled or postponed?](#)
23. [How do I find out if swim lessons are cancelled?](#)
24. [What are your office hours?](#)
25. [How do I volunteer?](#)
26. [How can I sponsor or donate towards a special event?](#)
27. [How do I know if I have gotten into a program--do you send a confirmation?](#)
28. [If I want to register for a program or rent a field in Acton, how do I know if Acton Recreation or Community Education is responsible for it?](#)
29. [Water quality at NARA Pond](#)

1. Where is NARA Park?

Nara Park is located off Rt. 27 on 25 Ledge Rock Way. Lower parking lot access (beach, playground) is off Ledge Rock Way or Quarry Road for the upper parking lot, playing fields, and Amphitheater.

[\[Top of Page\]](#)

2. How do I rent a Town recreational picnic area or field?

On the Recreation Department page of the Town website: www.acton-ma.gov you will find a Facilities and Field Use Request Form. All inquiries for rentals for both field and picnic use need to have this form completed as the first step for inquiry. Please allow up to two weeks for processing. Fees are not quoted until a form has been fully completed.

[\[Top of Page\]](#)

3. How much does it cost to rent a picnic area or field?

General rates are available for viewing on the website. Fees are not quoted until a Facilities Use Form has been submitted and reviewed by the Recreation Director.

[\[Top of Page\]](#)

4. Are scholarship funds available for various programs and beach memberships?

Scholarships are awarded through the Doli Atamian Scholarship Fund. There is a call line for you to leave your contact information and your call will be returned. The number is: 978-263-0131 and their mailing address is Doli Atamian, PO Box 693, Acton, MA 01720.

[\[Top of Page\]](#)

5. Can you just go to NARA Park and have an outing?

NARA Park Picnic and Pavilion are generally rented out during peak hours and peak season and most weekends. Enforcement of permits are handled by NARA staffing. We encourage you to have a permit to secure your picnic/field location for your outing. A group of people is considered more than 6 people.

[\[Top of Page\]](#)

6. What is the dog policy in Acton?

NARA Park has a dog policy that dogs must be leashed at all times, as set forth by the Board of Selectmen, March 2007. This policy is still in effect.

As a responsible dog owner, please dispose of your dog's waste in proper receptacles. Dog pick-up bags are available at NARA Park, the Arboretum, and Great Hill.

The Town of Acton has an animal control bylaw which states the following:

Acton Bylaws Relating to Animal Control

E22. No person shall own or keep a dog, six months or older, within the Town unless a license for such dog is obtained from the Town Clerk. The license period is the time frame between January 1st and the following December 31st, inclusive. The fee for such a license will be determined by the Board of Selectmen in a public meeting.

E23. Any person who is the owner or keeper of a dog in the Town of Acton and who fails to license said dog within the time required by Chapter 140, Section 137 and 137A of the General Laws shall be subject to a penalty of twenty-five dollars (\$25.00) to be collected as provided by law.

E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go at large to the injury or nuisance of others. In addition, a dog should not go outside the boundaries of the property of its owner or keeper unless under the complete and effective control of said owner or keeper by means of a leash or otherwise.

E25. Owners or keepers of animals in violation of the foregoing section shall be subject to fines which shall be determined by the Board of Selectmen.

[\[Top of Page\]](#)

7. Lost and Found: Who do I contact for and item that has been left behind after a soccer/baseball/softball....practice? NARA Beach?

Very few items are turned into the Recreation Department. We suggest that you contact the coach, the league organization or try emailing our grounds crew chief with your lost item at somalley@acton-ma.gov

What if an item is lost at the beach or around NARA during the seasonal operating time? Try the bathhouse office. There is a lost and found bin they keep outside.

NOTE: The Town is not responsible for lost or left behind up personal items.

[\[Top of Page\]](#)

8. Does Acton Recreation offer basketball programs and/or have basketball facilities?

Sorry, we don't at this time. You need to contact Community Education at 978-266-2525. We do offer a Start Smart basketball program for little tykes ages 3-5.

[\[Top of Page\]](#)

9. Does the Town have an indoor swimming facility?

The Recreation Dept. does not run the indoor pool at the Acton Boxborough Regional High School. We run NARA Park Beach where we have recreational swimming, swim lessons, boating, and a snack bar during the summer. For information about the indoor swimming facility and programs, please contact Community Education at 978-266-2525. For NARA Park please contact recreation@acton-ma.gov or visit www.acton-ma.gov

[\[Top of Page\]](#)

10. How do I obtain a Community Garden Plot?

We oversee two community gardens, one in N. Acton off Rt. 27 and one at Morrison Farm located off Concord Rd. Both gardens are very popular and fill up quickly when available plots become available annually the second Friday of each December for the upcoming season. Available plots are given on a first-come first-serve basis and only one plot per household family is permitted.

[\[Top of Page\]](#)

11. I want to work at NARA Park, when can I apply?

NARA Park offers opportunities for many college students and high school seniors for various job positions: lifeguard, beach monitors, counselors and snack bar.

New job applicants may apply as early as November for the following summer season. Please note that new applicant interviews do not start until mid-spring. The Recreation Department will contact an applicant for an interview if a position is suitable to a qualified candidate.

Applications can be found on the Human Resources page of the Town website: www.acton-ma.gov or visit Marianne Fleckner, Director, Human Resources, 1st Floor, Acton Town Hall, to obtain a hard copy of the Town of Acton Employment Application. All applications are submitted through Human Resources. [\[Top of Page\]](#)

12. How can I offer a program through the Recreation Department?

The Recreation Department is open to proposed new classes for our program. We ask that the potential instructor put a proposal together with details of the class program you are interested in teaching, the location, age group, price you intend to charge, and any other details involved for the class such as materials needed that students must provide or that you provide, if you need field space, etc. Submit this information to the Recreation Director at the Acton Town Hall in person, email at recreation@acton-ma.gov or mail it to the Recreation Dept., 472 Main Street, Acton, MA 01720

[\[Top of Page\]](#)

13. We would like to perform at NARA Park as part of your concert series. Who do we contact?

The Recreation Department requests that all performers submit a demo with their promo pack including performance fee via mail to: Recreation Dept., 472 Main Street, Acton, MA 01720 Please include all information on background: where you have performed, how much you charge for a two hour performance, and what sound and lighting you provide in your fee.

Our summer series for 2009 is booked; however, we always have various events throughout the year and keep all submissions on file for review.

[\[Top of Page\]](#)

14. I have tried to call your office, but I have trouble getting through.

The Recreation Department has an automated voice messaging service which lists information options that address many questions. If you push 0, you will get through to the office. If we are not available to answer your call, please leave a detailed message including any questions, so

we may call you back or even leave a message with an answer to your question. During our beach season, if you are calling with a beach, swim lesson, or camp question, you may call NARA Park directly at 978-263-5519. Please note that staff is on duty and may step briefly in and out of the NARA Park office.

[\[Top of Page\]](#)

15. What is the NARA Park Office Phone Number?

978-263-5519

[\[Top of Page\]](#)

16. What is your Tax ID#?

046-001-062 The NARA Summer Youth Program is accepted for Flexible Spending Account reimbursement.

[\[Top of Page\]](#)

17. How do I contact AB Youth Soccer, AB Little League, Pop Warner

C O N T A C T I N F O R M A T I O N

The Recreation Department is located on the ground floor of the Acton Town Hall, 472 Main Street, Acton. Normal business hours are Monday-Friday, 8AM-5PM.

Phone: (978) 264-9608 **Fax:** (978) 264-9630 **Dept. Email:** recreation@acton-ma.gov

NARA Park Bathhouse Phone (seasonal): 978-263-5519

Director of Natural Resources: Tom Tidman, ttidman@acton-ma.gov

Recreation Director: Cathy Fochtman, cfochtman@acton-ma.gov

Events Coordinator/Administrative Assistant: Maura Haberman, mhaberman@acton-ma.gov

Recreation Commission: Ron Schlegel (Chair), Karen Jarsky, Frank Calore, Kim Bodner, Brendan Cotter

Email: rc@acton-ma.gov

ACTON SPORTS CONTACT INFORMATION

YOUTH SPORTS

Acton Boxborough Youth Baseball: www.abyb.org, President, Sanjay Khosla (617) 901-0407
president@abyb.org

Acton Boxborough Pop Warner Cheerleading: Tammy Sarnelli, tammy.sarnelli@biogenidec.com

Acton Boxborough Field Hockey: Steve Desy, ABRHS Director of Athletics (978) 264-4700 x3422 or x4320

Acton Boxborough Pop Warner Football: www.abpw.org Gerry McGavick, President (978) 264-0071 gmcgavick@hearst.com, Jim Harer, Director of Fields (978) 263-0793
harerj@marcor.com

Acton Boxborough Youth Ice Hockey: www.abyha.org David Peduto (978) 263-5151
director@abyha.org

Acton Boxborough Boys Youth Lacrosse: www.ablax.org Bill Brumback (978) 264-4876
wbrumback@verizon.net and Bill Troy (978) 263-6851, billtroy3rd@hotmail.com

Acton Boxborough Girls Youth Lacrosse: Pia Finneran, President (978) 580-5751
piadesign@comcast.net

Acton Boxborough Youth Soccer: www.abys.org President-Seth Tower stower@gunndesign.com
(978) 635-0775, Sue Reuther, ABYS Registrar & Board Secretary (978) 266-1490,
sreuther@comcast.net, Cliff Larsen, Field Scheduler cliff.larsen@verizon.net Dave Scheuer, Exec.
Director (978) 263-2105 dave.scheuer@interactivedata.com

Acton Boxborough Youth Softball: www.absoftball.com Tom Reuther, President (978) 266-1490
TomReuther@comcast.net Gary Ropiak, Summer Director (978) 635-0391 garyropiak@gmail.com

ADULT SPORTS

Abunted Over the Hill: Will Bigelow (978) 263-0863, Mark Giglio (978) 264-3950, Antonio Furlan (978) 635-9209

Men's Senior Baseball (Acton Orioles): www.400hitter.com Bob Major (978) 448-2797 / (978) 729-8321
actonorioles@yahoo.com Phil Belanger (978) 266-1995

Acton Adult Softball League: www.actonasl.com Rich Gottesman, Commissioner (978) 808-0766
rich@actonasl.com Matt Murphy, Asst. Commissioner/Webmaster (617) 877-3961, matt@actonasl.com

Other Contacts:

Acton Boxborough Regional High School: Steve Desy, Director of Athletics (978) 264-4700 x3422 or x4320

Acton Boxborough Community Education: www.comed.ab.mec.edu Erin O'Brien Bettez, Director (978) 266-2525
ebettez@mail.ab.mec.edu

Acton Garden Club: Pat Kosicki, (978) 263-2812

Acton Pickup Soccer (weekdays/lunchtime): Andrew Valente, (978) 489-2203, avathome@yahoo.com

Acton Recreation Department Start Smart Sports Programs: Jamie Norton, (978) 897-6924,
millernorton@yahoo.com

All Seasons Tennis Club: Ron Parlman, (978) 263-3660

Boxborough Recreation: Sue Reuther, (978) 266-1490, sreuther@comcast.net

Next Champion Tennis: Moe Leclerc, (978) 369-8747, www.thenextchampions.com

[\[Top of Page\]](#)

18. What does the NARA Youth Summer Program do on rainy days?

Our picnic pavilion has new custom weather protection panels which are installed for rainy days. This will enclosed the pavilion area like a giant room. Arts and Crafts are under the large outdoor tents, the amphitheatre is also used during light rain, and an additional tent with sides is also utilized. Each counselor has rainy day kit of activities. In the event of severe weather, we recommend that parents pick-up their child.

[\[Top of Page\]](#)

19. Is the NARA Youth Summer Program an indoor or outdoor facility?

Our program is an outdoor facility with covered areas. We offer several covered structures at the Park, but not buildings. There are no air conditioned facilities at NARA. Periodic sunscreen applications are required by NARA staff. Parents must apply sunscreen prior to dropping their

child off and provide lotion daily in backpack. Also children are recommended to always bring a hat, water bottle, swim suit, towel, beach sandals,

[\[Top of Page\]](#)

20. How do I know if the fields are closed due to weather conditions?

ALL FIELDS ARE CLOSED IN THE EVENT OF THUNDER AND/OR LIGHTING.

Leagues are aware of the Town of Acton's Field Use Weather Policy which is in effect at all times and must be abided by all user groups as outlined. Email notices are not always issued. Please note that in the absence of a closure notice, the Field Weather Policy covers all weather conditions.

INCLEMENT WEATHER FIELD USE POLICY: Field closings are the responsibility of the Acton Recreation Department during weekdays, and group users on weekends. Regardless of whether the field is officially closed or not, a practice or a game should not commence or continue on a field if:

- The field has standing water on it (i.e. puddles).
- Softball and baseball fields are often playable even with standing water on the infield (base paths should have no water).
- By playing on the field, the players are or would be damaging the field beyond normal wear and tear (i.e. tearing up the turf, creating muddy areas, etc.).
- Lightning is present. There is no exception to this rule.
- The field is saturated with water. Saturation is when you step on the field and water seeps up to footprint, like a sponge.

[\[Top of Page\]](#)

21. How do I request a refund?

The Recreation Department has various refund policies depending on program. All refund requests must be submitted in writing. Please refer to the refund guideline in the Program booklet for specific information for your request.

REFUNDS & WITHDRAWALS POLICY: You may withdraw from a program up to 7 (seven) business days prior to the start date—a non-refundable administrative fee of **\$10 will be applied to all registrations**. After that time, no refunds will be issued. All refunds must be submitted in writing to the Recreation Department requesting withdrawal and refund. It will take two-three weeks for the refund to be processed. Refunds will not be made for classes missed due to inclement weather. Exception to policy: a written letter from a licensed physician excusing participant from a program. The Recreation Department reserves the right to suspend a participant in a program due to inappropriate behavior. No refunds will be given for any participant who has been suspended from a program. **NOTE: Certain programs and trips have separate refund policies and will be duly noted in description and/or on form.**

CLASS CANCELLATION POLICY: Classes are cancelled if Acton-Boxborough Schools have closed or have early dismissal due to weather. Notification via email for Recreation Dept. run programs will be made if a class is cancelled due to poor weather or field conditions or lack of min. participants or maximum participants. Programs run outside of the Recreation Department are responsible to notify participants of class cancellations. Efforts will be made to makeup weather cancelled classes, but are not guaranteed. Any class cancellations due to an illness of an instructor will be made-up or refunded. Refunds will not be offered due to a participant's inability to partake in missed makeup sessions. Some programs or classes have special cancellation policies and are noted in program description and/or special registration form.

BUS TRIPS: Bus trips will run if minimum amount of registrations are received. Many of our trips are merged with other local town departments to fill a bus to help meet the minimum required. If trip is cancelled due to the lack of minimum participants, a full refund will be issued. Please note that pickup/drop-off locations are subject to change if adequate number of registrations are not received for a pickup location in Acton. Refunds will not be issued for a non-Acton pickup/drop-off location. In the event of illness, a trip can be transferred but not refunded once commitment has been made. If you have any refund questions, please inquire prior to signing up. All changes and special requests must be completed in writing up to 30 days prior to the trip and are subject to a \$50 cancellation fee per person. No refunds will be issued with less than 30 days notice.

[\[Top of Page\]](#)

22. In the event of inclement weather, how do I find out if an event is cancelled or postponed?

Please check the Recreation Department main page of the website for announcements on cancellations or postponements. When an event is held on a weekend, announcements on our phone line are not always possible, so please check our website. New dates for postponed activities will be listed on the website as soon as they are arranged/confirmed.

[\[Top of Page\]](#)

23. How do I find out if swim lessons are cancelled?

You need to call the Beach at 978-263-5519 and ask to speak to a lifeguard about swim lessons for your child and if they are being held.

[\[Top of Page\]](#)

24. What are your office hours?

The office is generally staffed from 8-5 Monday-Friday. Due to running recreational programs and off-site meetings, the office may be closed during these times. There is a mail slot in our door for any paperwork you wish to drop off (secure to Recreation) for us to receive. Forms for programs are located within the bins outside the office. When Town Hall is closed, you may leave registration forms or other paperwork for Recreation (please note "Recreation" on envelope) in the mail drop located within the doorway of the ground floor entrance.

[\[Top of Page\]](#)

25. How do I volunteer?

There are many opportunities to volunteer. Please email us at recreation@acton-ma.gov or call us at 978-264-9608 ext. 0. We always need volunteers for events!

[\[Top of Page\]](#)

26. How can I sponsor or donate towards a special event?

There are many opportunities to sponsor or donate towards our great community events (July 4th, Acton Day, Summer Concert Series, etc...). Please email us at recreation@acton-ma.gov or call us at 978-264-9608 ext. 0. Ask for Cathy or Maura

[\[Top of Page\]](#)

27. How do I know if I have gotten into a program—do you send confirmations?

No news is good news. Consider you have gotten into a program if you have not been contacted by us. If a class has been cancelled by Acton Recreation due to not meeting minimum or exceeding maximum capacity as set forth in class description, you will be issued a letter or email stating a full refund will be sent.

[\[Top of Page\]](#)

28. If I want to register for a program or rent a field in Acton, how do I know if Acton Recreation or Community Education is responsible for it?

Acton Recreation is a Town Hall Department and oversees 18 town-owned recreational properties including NARA Park, offers a variety of classes and bus trips through our two publications the Spring/Summer and Fall Winter Recreation Program Guides. Recreation also sponsors many community events at NARA Park. The Acton Recreation Department is located at Town Hall, 472 Main Street, 978-264-9608 or by email recreation@acton-ma.gov or by visiting the website: www.acton-ma.gov

TOWN OF ACTON FACILITY USES & LOCATIONS

Permit applications can be obtained at the Recreation Dept. page of: www.acton-ma.gov

	Baseball	Soccer	Tennis	Basketball	Fishing	Swimming	Playground	Skateboard
NARA Park	Yes	Yes			Yes	Yes	Yes	
Concord Rd		Yes						
Elm St	Yes	Yes	Yes				Yes	
Gardner				Yes			Yes	
Goward							Yes	
Great Hill		Yes					Yes	
Hart Field	Yes							
Ice House Pond					Yes			
Jones Field	Yes	Yes					Yes	
MacPherson	Yes							
School St		Yes						
Veterans' Field	Yes						Yes	
T.J. O'Grady Skate Park								Yes

Veteran's Field: Veteran's Field is located at the intersection of 2A and Route 27.

This Field consists of 2 Little League diamonds and a playground. This is a tournament quality lighted field.

Concord Rd. Field: Concord Rd. Field is located off of Concord Rd. between Ice House Pond and the cemetery entrance. It is a multi-use soccer field.

Elm St. Fields: The Elm St. playing fields are located on Elm Street next to the Douglas School (25 Elm Street) in West Acton. The Elm St. fields consist of a playground and picnic area, two tennis courts and, a lighted softball diamond, practice area and small soccer field.

[Gardner Field](#): Gardner Field is located off of Rte. 111 (Mass. Ave.) near Kinsley Rd. This field consists of a playground, basketball hoop, and field area.

[Goward Playground](#): Goward Playground is located behind the Acton Memorial Library in Acton Center.

[Great Hill](#): Great Hill is located off of School St. behind the South Acton Fire station. This field contains a soccer field located adjacent to the Great Hill Conservation Area.

[Hart Field](#): Hart Field is located at the Conant Elementary School. This field consists of a baseball/softball diamond.

[Jones Field](#): Jones Field is located off of Martin St. This field consists of a playground and a full size baseball diamond.

[MacPherson Field](#): MacPherson Field is located at the Conant Elementary School. This field consists of a baseball diamond.

[School St. Field](#): The School St. fields are located at the end of School St. off of Rte. 2 East. This field consists of soccer fields.

[Community Gardens](#): Located off Rt. 27 in N. Acton. Garden sign-ups begin on/around Dec. 15. There are approximately 45 garden plots varying from ½ to full plots. Morrison Farm Community Gardens are located on Concord Road and have 24 garden plots.

[Ice House Pond](#): The Ice House Pond is located off of Concord Rd. This pond has fishing and a picnic area.

[Morrison Property](#): Take Rt. 2A west at the Concord Rotary, follow Rt. 2A into Acton, turn left onto Concord Road Farm is on right, after Ice House Pond.

[Little Great Hill](#): Little Great Hill is located off of School St. behind the South Acton Fire station and to the left of the Great Hill Field. This field contains small sized soccer fields.

[NARA Park](#): NARA Park was opened in the summer of 1999. It is located at 25 Ledge Rock Way off of Rte. 27 (Main St.). NARA Park is home to the NARA Youth and Mighty Mini Summer Programs and also our summer cultural concert series. The park consists of a playground, NARA Pond and beach, a walking trail (approx. one mile loop), a softball field, a picnic pavilion, 3 soccer fields and an amphitheater.

[T.J. O'Grady Skate Park](#): This facility is for skateboarding and rollerblading and was opened in the fall of 2005. The park is free and is open to the general public during daylight hours. The Skate Park is located on Hayward Road (near the ABRHS).

ALL OTHER FIELD LOCATIONS FALL UNDER COMMUNITY EDUCATION/SCHOOL DEPT.

[Community Education](#) is an Acton Boxborough Regional Schools Department, offering a variety of programs through their “Interaction” publication issued four times yearly. Many of their programs are based on school grounds. They manage and permit all school fields and facilities use. They can be reached at 978-266-2525. Community Education, 16 Charter Road (Administration Bldg.—formerly the Merriam Elem. School on the central school campus).

[\[Top of Page\]](#)

29. Water quality at NARA Pond?

State regulations require that public swimming areas be tested periodically for acceptable levels of E.coli bacteria, to protect the health of the bathing public. NARA pond is a freshwater ecosystem that supports fish, turtles, frogs and other forms of life. Unlike other ponds and lakes open to swimming in the area, NARA is tested weekly, far more frequently than chlorinated public or residential pools, which are tested daily for chlorine levels. Testing is performed by the Health Department on Mondays and a water sample is sent to a lab with results made available in 24 hours. Bacteria testing requires this incubation period. A result that exceeds 235 ppm will trigger the closing of the beach to swimmers, until follow up testing, which will be performed daily, shows a reduction to acceptable bacteria levels. It should be noted that beach closings at NARA are not a

frequent event. In summer of 2006, there was one beach closing on a Tuesday in August. This beach closing was lifted on Thursday of that week, as a result of an acceptable water sample that was drawn on Wednesday. The previous summer, there were no beach closings. Please contact the Board of Health if you would like additional information at 978-264-9634.

[\[Top of Page\]](#)