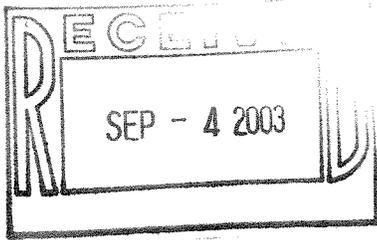


7:10



TOWN OF ACTON
Building Department

INTERDEPARTMENTAL COMMUNICATION

- Garry:
- ① Please obtain list of locations 9/22 (3)
 - ② Run the list thru the staff comment process
 - ③ Final Board approval will be scheduled for the 9/22 meeting

To: Board of Selectmen

Date: September 3, 2003

From: Garry Rhodes, Building Commissioner *GR*

Subject: Sign Request Acton-Boxborough United Way

Please see the attached request to install 20 to 50 signs for the Acton-Boxborough United Way in conjunction with their annual campaign at locations around town. At first glance the requested signs appear to be similar to political signs in that they show "support of" something. However they do not meet the Zoning Bylaw definition for political signs.

The request is for signs approximately four square feet in display area. It appears the signs will be placed within the right of way at individual supporter's addresses. The request is to keep the signs up for approximately a month coinciding with their campaign.

The exact number of signs to be installed and their locations are unknown at this time. They are willing to provide a list of locations if required. If this request is approved I would recommend an exact list of locations be provided prior to installation. Normally the locations are specified in our permits with copies forwarded to the Highway and Municipal Properties Departments so they are aware of signs lawfully within the right of way. The town should reserve the right to remove or relocate signs from the right of way that are hindering traffic or blocking sight distance.

The exact locations are also important as the Board of Selectmen have no authority to allow signs on State controlled roads such as Route 111 and Route 2A.

These signs are in addition to three A-frame signs located at Route 111 and Route 27, Route 27 and Route 2A, and West Acton Square already approved under the Signs within the Right of Way policy.

The Board of Selectmen under Section 4 (e) of the policy can approve multiple signs placed within the right of way displayed for longer periods of time.

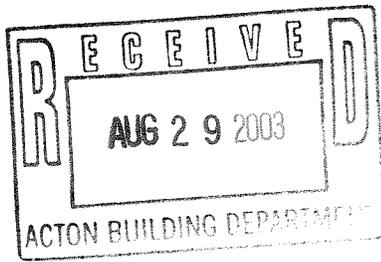
Please advise of your decision.

Bos:

Please note this request.

As you will note I have returned it to Garry in order to plug some of the info. needs.

Also I have scheduled approval for 9/22. Due to the fact, that there is a short window of time from approval to desired installation, if Board members feel the request is unacceptable, then please contact [unclear] office.



Local Dollars Helping Local People

Acton-Boxborough United Way

570 Massachusetts Ave
Acton, MA 01720
(978) 263-1777
FAX: (978) 263-1863
Email: abuw@fiam.net
Web: www.abuw.org

August 29, 2003

Board of Selectmen
Town of Acton
472 Main Street
Acton, MA 01720

Officers

Susan M. Carlson
President

Leslie Hogan
Campaign VP

Phyllis Procter
Budget & Allocations VP

Betsy Bentley
Communications co-VP

Kristin Bullwinkel
Communications co-VP

John W. Murray
Treasurer

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Secretary

Terry Fink
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Glen Dash
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Pam Harting-Barrat
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Cheryl Levine
Sarah Little
Tina Morgan
Nancy Nephew
Carol Place
Patrice Rochette
Bill Ryan
Tom Ryder
Ken Shaffer
Steve Steinberg
Bruce Thatcher
Hal Tugal
Micki Williams

Directors Emeritus

Joseph Andrade
Leslie G. Brody
Bonnie L. Cameron

Executive Director

Sandra L. Campbell

To Whom It May Concern:

I am writing as Chairman of the Acton Boxborough United Way's Campaign Committee to request permission for our supporters to place printed lawn signs on their properties during the period of our 2003 Annual Campaign. The details of our plan are as follows:

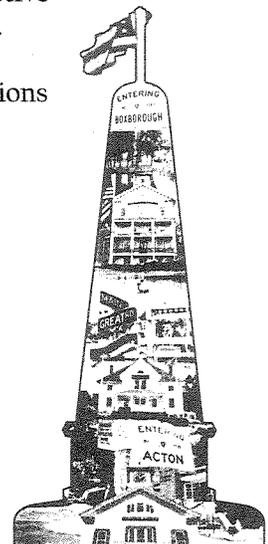
- The signs will be approximately four square feet and will be affixed to small wooden stakes.
- They will be placed within the eight foot right of way from the adjacent street, as we understand to be the Town requirement.
- We expect that we might enlist from 20 to 50 of our supporters to place the signs on their lawns, although we have not yet finalized a list on a property-by-property basis. We will provide the exact addresses to you as we get agreement from individual property owners, if you require a complete and detailed list of locations.
- The text is expected to read "We Support the AB United Way...Local Dollars Helping Local People" with our logo, although there might be a slight variation from this exact wording.
- We hope to have the signs go up during the last week in September and remain up until late October, to correspond to the timing of letters we are mailing to each household and other efforts to encourage annual contributions.

Raising community awareness of the human service needs in our town is an important part of the mission of United Way and these lawn signs can be an especially effective means of creating high visibility for us. We hope you will allow us to erect them.

Please feel free to contact me directly at 978-266-9410 should you have any questions about our application. Thank you for your consideration.

Sincerely,

Kenneth Shaffer



Acton Police Department

InterDepartmental Memo

1302

From: Frank J. Widmayer, Chief of Police

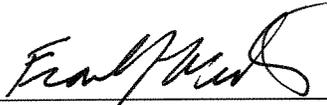
Date: September 15, 2003

To: Don Johnson, Town Manager

Subj: Acton-Boxborough United Way Sign Request

I have reviewed the request by the ABUW to install signs for their annual campaign.

I recommend that the Board of Selectmen approve this request.



Frank J. Widmayer
Chief of Police

TOWN OF ACTON

Building Department

INTERDEPARTMENTAL COMMUNICATION

To: Board of Selectmen

Date: September 19, 2003

From: Garry Rhodes, Building Commissioner



Subject: Sign Request Acton-Boxborough United Way Additional Information

I have received the additional information requested. The list of locations received was circulated for staff comment. Please see attached.

TOWN OF ACTON

Building Department

INTERDEPARTMENTAL COMMUNICATION

To: Garry Rhodes, Building Commissioner **Date:** September 17, 2003

From: Isabella V. Choate, Sign Coordinator 

Subject: Location List, Acton-Boxborough United Way Sign Request

Attached is the information forwarded to the appropriate departments for review. To date I have received comments back from Engineering which are also attached.

**TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION**

Date: September 15, 2003

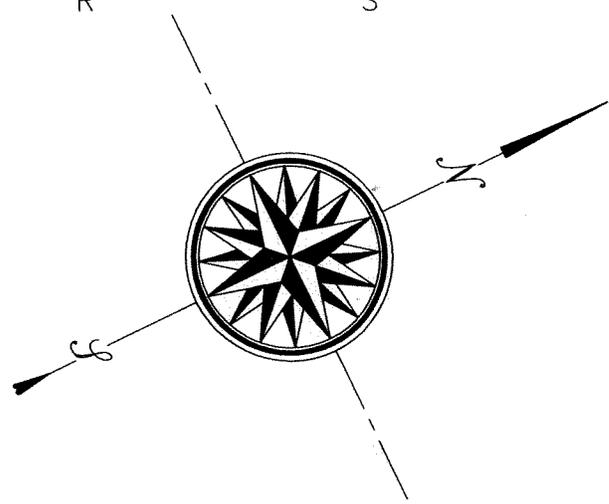
To: Isabella V. Choate, Sign Coordinator

From: David F. Abbt, Engineering Administrator

D. Abbt

Subject: United Way Lawn Sign Locations

Enclosed is a map we prepared showing the forty-one lawn sign locations. If you need additional copies please let us know. We have no particular concerns with the requested locations, except to support the comments by Garry Rhodes in his memo to the Selectmen on this subject dated September 3, 2003. That is the specific right to remove or relocate signs that are hindering traffic or blocking sight distance, should that situation occur.



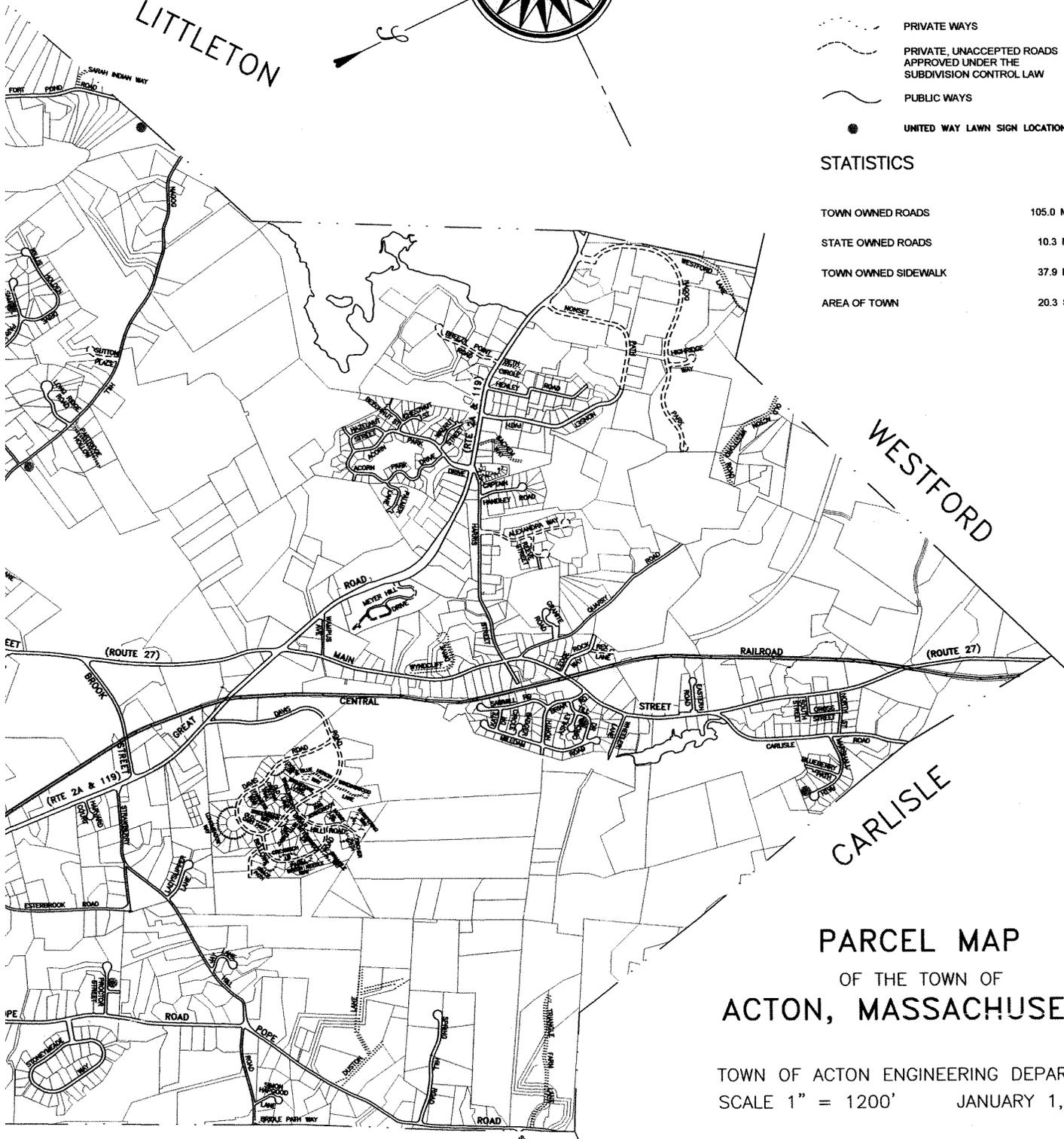
LITTLETON

LEGEND

- PRIVATE WAYS
- PRIVATE, UNACCEPTED ROADS APPROVED UNDER THE SUBDIVISION CONTROL LAW
- PUBLIC WAYS
- UNITED WAY LAWN SIGN LOCATION

STATISTICS

TOWN OWNED ROADS	105.0 MI.
STATE OWNED ROADS	10.3 MI.
TOWN OWNED SIDEWALK	37.9 MI.
AREA OF TOWN	20.3 S.M.



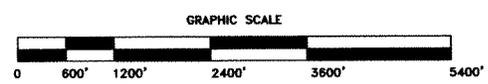
WESTFORD

CARLISLE

PARCEL MAP OF THE TOWN OF ACTON, MASSACHUSETTS

TOWN OF ACTON ENGINEERING DEPARTMENT SCALE 1" = 1200' JANUARY 1, 1997

STREETS AMENDED TO JANUARY 1, 2003



BOXBOROUGH

STOW

MAYNARD

SUDBURY

CONCORD



TOWN OF ACTON

Building Department

INTERDEPARTMENTAL COMMUNICATION

To: Police, Highway, Engineering and Municipal Properties

Date: September 11, 2003

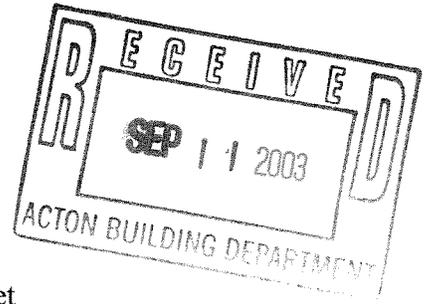
From: Isabella V. Choate, Sign Coordinator



Subject: Location List, Acton-Boxborough United Way Sign Request

Attached is a list of forty-one locations to accompany the request to install signs for the Acton-Boxborough United Way in conjunction with their annual campaign. This is scheduled for the Board of Selectmen meeting on September 22, 2003. Please comment and return to me by noon on Wednesday, September 17th.

**Lawn Sign Addresses
For Acton Boxborough United Way**



5 Horseshoe Drive

155 Newtown Road

15 Woodchester Drive

4 Samuel Parlin Drive

16 Carlton Drive

192 Newtown Road

2 Heather Hill Road

35 Mohegan Road

7 Minuteman Road

8 Guswood Rd

9 R Conant Street

5 Andrew Drive

25 Marshall Path

5 Valley Road

109 Concord Road

13 Joseph Reed Lane

16 Samuel Parlin Drive

63 Pope Road

16 Vanderbilt Rd

21 Captain Brown's Lane

159 Nagog Hill Road

35 Tuttle Drive

248 Central Street

194 High Street

38 Lawsbrook Road

103 High St

145 School St.

24 Knowlton Drive

13 Captain Brown's Lane

25 Robinwood Road

26 Revolutionary Road

53 Fort Pond Road

5 Till Drive

48 Jackson Drive

116 Newtown Road

16 Captain Forbush Lane

9 Grist Mill Road

3 Sandalwood Rd

58 Wood Lane

5 Proctor Street

60 Mohawk Drive

Remainder in Boxborough.