

**Collecting Fees for Events at the Acton Arboretum
Presented by Cathy Hatfield, President and Bettina Abe, Clerk of
the Friends of the Acton Arboretum, Inc. (FAA) and Tom Tidman,
Acton Natural Resources Director, to the Conservation Commission
June 15, 2011**

Background:

Town staff put in extra hours to prepare for events such as weddings and parties at the Acton Arboretum.

- Picnic table arrangement
- Site selection for tents or other equipment
- Other miscellaneous duties in preparation of the event
- Clean-up/ re-arrangement of picnic tables, etc.

To compensate for expenditures of Staff time and talent, FAA recently passed the following motion unanimously at our May 26, 2011 Board of Directors' meeting:

“Mary Donald, M.D. moves that a policy be implemented whereby the following fee structure is applied in lieu of celebrations, weddings and parties at the Acton Arboretum: Guests numbering between 1-25 collect donation of \$150; Guests numbering 25-50 collect donation of \$200. ”

Suggested Procedure:

- A family or group contacts Town of Acton Conservation Dept.
- The event policy is communicated to the public in person, via email, website and/or phone.
- Events with more than 50 people are discouraged due to the impact they'd have on the site.
- The family donates payment in the form of a check made out to the Town of Acton, earmarked for the Arboretum.
- Funds are retained by the Town in a separate account, set up for the Arboretum.
- Funds are designated for general maintenance and beautification of the Acton Arboretum.
- FAA volunteers work in cooperation with Town staff to prepare the Arboretum for the event.