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TOWN OF ACTON  
Building Department

**INTERDEPARTMENTAL COMMUNICATION**

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**To:** Don P. Johnson, Town Manager **Date:** July 9, 2004  
**Cc:** Dean Charter, Municipal Properties Director

**From:** Garry A. Rhodes, Building Commissioner 

**Subject:** ACC request to use Town Common 9/19/04

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I have reviewed the request from Acton Congregational Church to use the Town Common. The Church will need to obtain a permit from the Building Department to install a tent. I would suggest the Church be required to contact "Dig Safe" before driving stakes for the tent into the ground unless Dean has total confidence in what is underground.

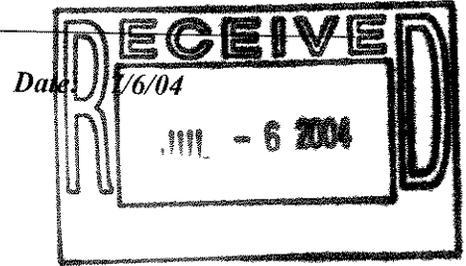
**ACTON MUNICIPAL PROPERTIES DEPARTMENT**

INTERDEPARTMENTAL COMMUNICATION

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**To:** Don P. Johnson, Town Manager  
**From:** Dean A. Charter, Municipal Properties Director (DAC)  
**Subject:** ACC request to use Town Common, 9/19/04

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Attached please find a request form the Acton Congregational Church to use a portion of the Town Common and one leg of Concord Road, in the vicinity of the Common, for a church picnic on September 19, 2004.

From a Municipal Properties point of view I see no problems with this request, other than to meet with the applicant prior to the event to make sure that the stakes from the proposed tent do not impact any underground features in the area around the monument.

To facilitate review, I am forwarding a copy of this memo to Police, Fire, Building, Health, and DPW, for comment.

Cc:  
Police  
Fire  
DPW  
Building  
Health

**Acton Congregational Church**

12 Concord Road, Acton, Massachusetts 01720  
(978) 263-2728 FAX (978) 264-9457

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Dr. Richard H. Olmsted, Senior Minister  
Rev. Gail L. Miller, Associate Minister  
Rev. Beverly I. Weinhold, Associate Minister

June 8, 2004

Dean Charter, Director  
Acton Town Hall  
Municipal Properties Department  
472 Main Street  
Acton, MA. 01720

Dear Mr. Charter;

I am writing to request permission for Acton Congregational Church to use the Town Common for a "Welcome Back Block Party" for our church members and friends on Sunday, September 19 from Noon until 3 PM. We would like to set up a tent with tables and chairs for eating to accommodate older members and to provide coverage in the event of rain. With the split of Concord Road at the Town Common, we think it advisable to close the north leg of Concord Road that runs along church property between the church building and the Parsonage. We ask permission to close this leg of Concord Rd. during our event. We plan to have barbeque grills set up on the Parsonage driveway, with a food table and tent on the lawn area between the Bean House and the Parsonage. Additional items on the Town Common area may include an area for a band, composed of church members, may play on the common. This would probably be next to the food table to allow us to use electricity from the Parsonage.

We anticipate having 250 members and friends in attendance, with other areas to be used including the church building, circular parking area, and lawns. We may make use of some of our parking lot, thus requiring members to park in the Fire Station area and behind Town Hall.

If our request is approved, we understand that we will need a permit from the Building Department, and will seek input from the Police Department concerning any safety issues. We plan to invite our immediate neighbors to the party as well.

Please contact me if you need any further information, or if you or the selectman have any questions.

Sincerely,



Pam Gillispie  
Coordinator of Lay Programs  
pam@actonc.org

**Christine Joyce**

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**From:** Robert Craig  
**Sent:** Friday, August 13, 2004 10:45 AM  
**To:** Christine Joyce  
**Subject:** RE: Immediate attention Please, Event on the Common

Christine: I would not object to a temporary closing of the leg of Concord Road with the usual stipulation that any barriers be temporary and moveable . R. Craig

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**From:** Christine Joyce  
**Sent:** Friday, August 13, 2004 10:22 AM  
**To:** Frank Widmayer; Robert Craig  
**Cc:** Allura Overstreet; Kerri Tejeiro  
**Subject:** Immediate attention Please, Event on the Common  
**Importance:** High

Don has asked that I get comments from Fire re: blocking the road. He also wants Frank's memo revised to note the knowledge/opinion of one leg of Concord Road being closed off during the event. We need this today by 3:00.

# Acton Police Department

## InterDepartmental Memo

**From:** Frank J. Widmayer, Chief of Police

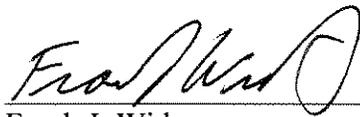
**Date:** August 9, 2004

**To:** Don Johnson, Town Manager

**Subj:** Acton Congregational Church

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I have reviewed the request for the use of the town common on September 19, 2004. I understand that the plan involves closing one leg of Concord Road adjacent to the town common for approximately three hours. I have no objection to this request and in my opinion closing the north leg of Concord Road will result in a safer situation for the event.



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Frank J. Widmayer  
Chief of Police