

ACTON MUNICIPAL PROPERTIES DEPARTMENT

INTERDEPARTMENTAL COMMUNICATION

To: Don P. Johnson, Town Manager **Date:** 6/6/05
From: Dean A. Charter, Municipal Properties Director *(DAC)*
Subject: ACC request to use the Town Common, 9/18/05

Attached please find a request from the Acton Congregational Church to set up a tent and sponsor a gathering on the Town Common on Sunday, September 18. This is very similar to an event last year, which created no issues that I am aware of. I am sending this along to the Highway, Police, Fire, Health, and Building Departments for review and comment, as this request touches on the areas of interest for all of those Departments. Any request for further information should be directed to Ms. Gillispie at ACC.

From the point of view of Municipal Properties, I recommend approval of this request. Please let me know if the Board of Selectmen approve this request, and I will notify Ms. Gillispie

Cc:

Highway
Police
Fire
Health
Building

Attach.

Acton Congregational Church

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

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

May 27, 2005

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 18 from Noon until 3 PM. We held this same event last year, and found it a wonderful addition to the start of our year. 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 found it was helpful to close the north leg of Concord Road that runs along church property between the church building and residence located at 481 Main Street. We ask permission to close this leg of Concord Rd. during our event. We plan to have barbeque grills set up on the Bean Garden area, with a food table and tent on the lawn area next to the Bean House. Additional items on the Town Common area may include an area for a band, composed of church members, which may provide live music on the common. This would probably be next to the food table to allow us to use electricity from the Bean House.

We anticipate having 150 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 for activities, 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. Last year I picked up blockades from the Building Department to use on Sunday. However, when I went to put up the blockades, I found that the police had dropped a set off for us to use early Sunday morning. Please let me know if I should pick-up the blockades, or if the police will again do this.

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

Sincerely,



Pam Gillispie
Coordinator of Lay Programs
pam@actonc.org