

From: [Dean Charter](#)
To: [Manager Department](#)
Cc: [Andrea Ristine](#); [Frances Portante](#)
Subject: FW: Request to reserve use of the Acton Common for the May 16, 2015 Plant Sale
Date: Friday, January 09, 2015 1:17:28 PM

This is a routine request from the Garden Club to use the Town Common and the Red House for the Plant Sale. This is a good event and never presents any problems. In view of the charitable nature of the event, I am recommending that the Board of Selectmen approve this use of town space.

Dean A. Charter
Municipal Properties Director

From: FRANCES PORTANTE [mailto:franportante@verizon.net]
Sent: Friday, January 09, 2015 11:13 AM
To: Municipal Properties Department; Dean Charter
Cc: Mike Svoboda; Dorothy Robbins
Subject: Request to reserve use of the Acton Common for the May 16, 2015 Plant Sale

January 9, 2015

Dean Charter
Director, Municipal Properties
Town of Acton
472 Main Street
Acton, MA 01720

Dear Dean,

I'm writing on behalf of the Acton Garden Club. I am one of the co-chairs for the annual plant sale for 2015, my co-chairs being Dorothy Robbins and Mike Svoboda. The AGC would like to reserve the use of Acton Common for the upcoming plant sale, scheduled for May 16, 2015, from 9AM to 1 PM.

Typically we have used the Red House across the street to collect and catalog donated plants and stage them for transport to the Commons on the morning of the sale. We would like to operate as we have for the past several years using this facility.

I appreciate your help getting permission from the Board of Selectman and reserving the Common on May 16. Let me know if there is anything further needed at this time to reserve the site.

Thank you,
Fran Portante
Co-Chair Ways & Means
Acton Garden Club

Cc: Mike Svoboda
Dorothy Robbins