

# KNOW

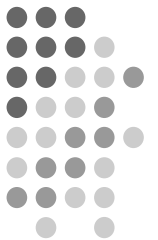
...a whole lot more about...

# YOUR TOWN



**ACTON**

League of Women Voters — Acton Area  
Post Office Box  
Acton, MA 01720  
[www.lwv-aa.org](http://www.lwv-aa.org)  
[info@lwv-aa.org](mailto:info@lwv-aa.org)





Acton Town Hall  
472 Main Street  
Acton, MA 01720  
www.acton-ma.gov



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Acton Town Clerk  
978 264-9615

clerk@acton-ma.gov

- **Dog License**
- **Marriage License**
- **Vital Records**
- **Request Voter Registration**
- **Absentee Ballot Application**
- **Absentee Ballot Application for a family member**
- **Business Certificate**
- **Nomination Papers to run for office**

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Collector's Office  
978 264-9618

collector@acton-ma.gov

If you pay property tax, auto excise and/or sewer bills, you may make your payments in person at the Collector's Office.

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South Acton Commuter Lot  
Parking Clerk  
978 264-9612

ParkingClerk@acton-ma.gov

The Commuter Lot has two types of parking spaces—resident sticker spaces and spaces with meters.

- **Resident Sticker**—This resident sticker is NOT valid for spaces with meters.
- **ParkCard**—This is a debit card for the spaces with meters.

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Building Department  
978 264-9632

building@acton-ma.gov

- **General Building Permit Application**
- **Residential Additions**
- **Residential Basements**
- **Residential Pools**
- **Residential Sheds**
- **Residential Decks**
- **New Commercial Buildings**
- **New Roofs**

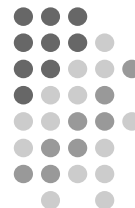
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Other Offices at Town Hall

- **Town Engineer**
  - **Conservation**
  - **Recreation**
  - **Planning**
  - **Board of Health**
  - **Town Manager**
  - **Assessors**
  - **Nursing**
  - **Municipal Properties**
  - **Veterans' Services**
  - **Human Resources**
  - **Information Technology**
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Acton Memorial Library  
486 Main Street  
Acton, MA 01720  
[www.actonmemoriallibrary.org](http://www.actonmemoriallibrary.org)



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Acton Memorial Library  
978 264-9641

The Acton Memorial Library is a member of the Minuteman Library Network. Access to the Minuteman Catalog is available on the Library's website.

Circulation Desk  
[actcirc@minlib.net](mailto:actcirc@minlib.net)

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William Allan Wilde gave the Acton Memorial Library to the Town as a memorial to its Civil War veterans in 1890. The building was expanded in 1967, and a second major expansion and renovation was completed in 1999.

### Hours

Monday-Wednesday: 9:00 a.m. - 9:00 p.m.

Thursday and Friday: 9:00 a.m. - 5:00 p.m.

Saturday: 9:00 a.m. - 5:00 p.m. (9:00 a.m. - noon from mid-June to mid-September)

Sunday: 2:00 p.m. - 5:00 p.m. (mid-September to mid-May; closed on Sunday from mid-May to mid-September)

The Library is closed on state and federal holidays, and on the day after Thanksgiving.

**Library Cards** are available to any Massachusetts resident who has reached his or her fourth birthday. Please bring proof of name and address when applying for a card. Children under 14 need a parent or legal guardian's signature on their application.

**Check Out—Please Bring Your Card!** You must have a library card issued by a Massachusetts library in order to check out Library materials. If you have lost or misplaced your Minuteman Library card, a photo I.D. may be used until the card is found or replaced.

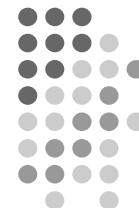
**Loan Periods:** Most items circulate for three weeks and may be renewed. Vacation loans of four weeks are available on request. The loan period for DVDs, videos, and CD-ROM is one week.

**Renewals:** Too busy to come to the library to renew your books? Call us at 978-264-9641 and renew your books over the phone. Items may be renewed once. Requests and renewals may also be submitted online from home with a combination of library card number and PIN, which patrons can create themselves on line.

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West Acton Citizens' Library  
21 Windsor Avenue  
Acton, MA 01720



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West Acton Citizens' Library  
978) 264-9652

The West Acton Citizens' Library opened its doors in 1883 and has provided unique and varied services to the citizens of Acton ever since.

[wacl@acton-ma.gov](mailto:wacl@acton-ma.gov)

### Hours

Tuesday: 10:00 am - 7:00 pm

Wednesday-Friday: 10:00 am - 5:00 pm

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Acton Public Safety Building  
365 Main Street  
Acton, MA 01720



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Police Department  
978 264-9638

police@acton-ma.gov

911 Emergency Telephone

Detectives 978-264-9640

The department has set up a schedule with expanded hours for handling administrative duties. The building will be open for the tasks listed below on Tuesday and Wednesday nights between the hours of 4:00 p.m. and 8:00 p.m. This time period will be utilized for administrative duties which are required by the general public. It is always best to call ahead since there may be times during emergencies when we will be unable to take care of non-emergency functions or when there may be delays in processing. Other days and hours are available by appointment by contacting Lt. Don Palma at (978) 264-9638 or 9639.

- Fingerprinting (State/Federal required)
- Firearm Identification Card Application and pickup
- Pistol Permit Applications (fingerprinting and photos)
- License application to sell firearms and ammunition and renewals
- Solicitor's licenses
- Accident and Incident report copies
- Alarm Information packages
- Permit Photography
- Sex Offender Registry inquiries
- Good Conduct Letters

As of this date the I.N.S. will only allow certified agencies to complete fingerprinting services for applicants. The cost is \$10.00, you must have the appropriate cards from I.N.S., and have some form of positive identification. Prior to being processed the applicant must have the fingerprint card filled out completely. Payment is to be made by personal check, bank check, money or postal orders. Payment is to be made out to the Town of Acton.

Photography:

License to Carry \$25.00

Fingerprints \$10.00

FID Cards \$25.00

Reports \$0.50 per page, \$5.00 if mailed

Solicitor Permits \$10.00

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Acton Public Safety Building  
365 Main Street  
Acton, MA 01720



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Fire Department  
978 264-9645

fire@acton-ma.gov

911 Emergency Telephone

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Acton Fire Department  
Regulations for Open Burning  
January 15th—April 30, 2005 4:00 P.M.

The following regulations must be followed:

1. A permit will be required for permission to burn.
2. Burning will only be allowed 10 A.M. to 4 P.M.; **all fires must be extinguished by 4 P.M.**
3. **Burning must be at least 75 feet from all dwelling units.**
4. Burning must take place on land proximate to the source of material being burned.
5. No starters such as gasoline or tires may be used.
6. No hay, grass, leaves, whole trees, stumps, carpentry debris, building debris, paper or rubbish may be burned at any time.
7. **No land clearing or site clearing for development debris may be burned.**
8. Under the law you are allowed to burn debris from the following: domestic tree trimming and pruning, domestic garden preparation, commercial nursery tree trimming and pruning, government nursery and forest tree trimming and pruning, and maintenance of existing access ways.
9. No burning will be allowed in barrels.
10. **Burning must be conducted without causing a hardship or nuisance to others.**
11. **The issuing of a permit does not release the holder from liability for damages caused by his fire.**
12. **A means of extinguishing the fire must be available at all times.**
13. **The fire must never be left unattended.**

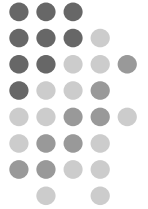
**If high winds or excessive dry conditions exist, open burning is discouraged.**

If you have any questions, please contact the Fire Department at 978 264-9645.

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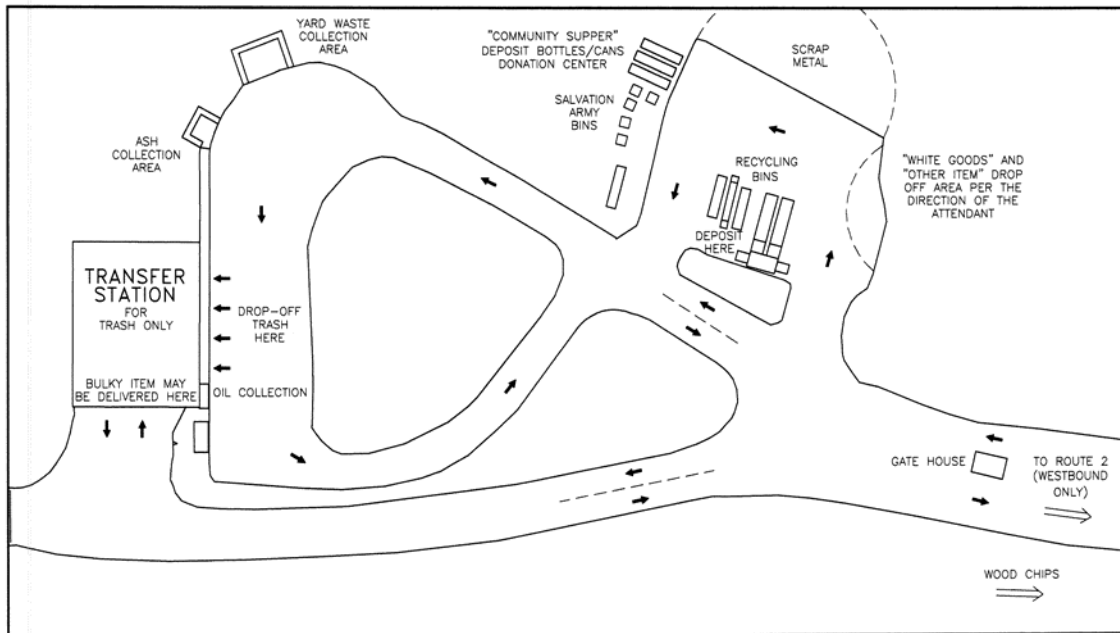


Acton Transfer Station  
14 Forest Road/Route 2  
Acton, MA 01720



Acton Transfer Station  
978 264-9452

The Transfer Station and Recycling Center are located in one central location at 14 Forest Road. Access to the facility is from the westbound lane of Route 2, 1/4 mile north of Hosmer Street. The Transfer Station and Recycling Center take care of all disposal and recycling needs for the Town of Acton.



The map above shows the various disposal/recycling areas: Paper/Cardboard Bin, Glass Bottles/Cans/Plastic Containers Bin, Yard Waste Disposal Area, Ash Collection Area, Scrap Metal Pile, White Goods Area and the Donations Area.

If you are visiting the recycling center and transfer station for the first time, please ask the attendant for help.

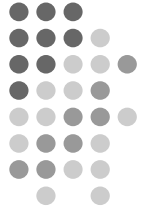
Effective July 1, 2005

Hours of the Transfer Station and Recycling Center:

Sunday CLOSED  
Monday CLOSED  
Tuesday 8:00 - 3:00  
Wednesday 8:00 - 3:00  
Thursday 8:00 - 3:00  
Friday 7:00 - 3:00  
Saturday 7:00 - 4:30



Council on Aging  
50 Audubon Drive  
Acton, MA 01720



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Acton Senior Center  
978 264-9643

[seniorcenter@acton-ma.gov](mailto:seniorcenter@acton-ma.gov)

Mailing Address:  
472 Main Street  
Acton, MA 01720

The Council oversees a wide range of programs and services for the Senior Citizens of Acton.

Programs include Meals on Wheels, Drop-In Center, Exercise Class, Book and Singing Groups, Arts and Crafts, Bus Trips, Christmas Dinner, and Friendly Visitors.

Services include Tax Assistance, Van Service, Medicare Information, Newsletter, Health & Housing Information and Referral, and other social services.

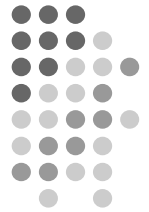
A monthly newsletter is sent to all Acton senior residents providing news and a calendar of activities and events for seniors.

A lunch program provided by Minuteman Homecare serves lunch at the senior center Monday through Thursday for a donation of \$2.00. Reservations are required by 11:00 A.M. the prior day by calling (978) 263-5053.





Acton Water District  
Massachusetts Avenue  
Acton, MA 01720  
www.actonh2o.com

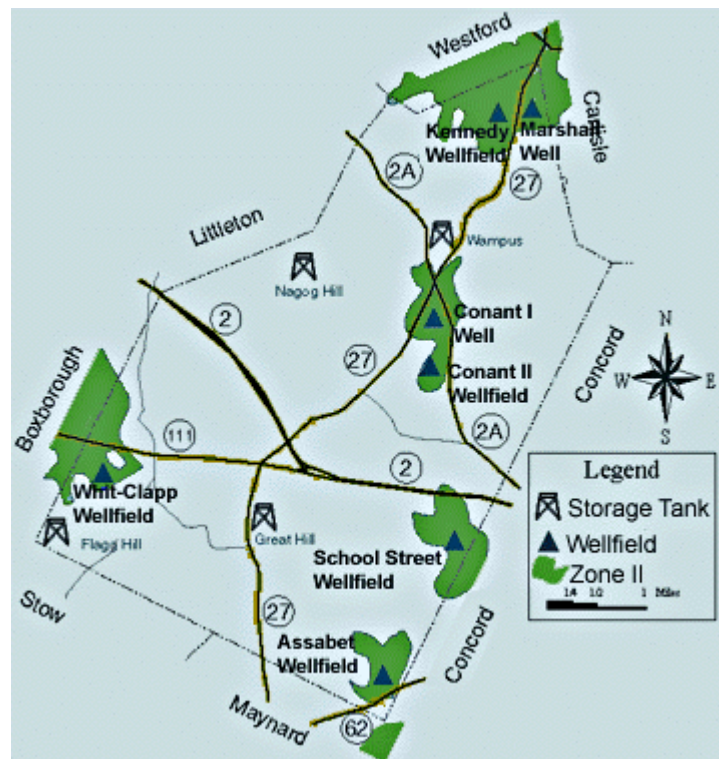


Acton Water District  
978 263-9107

### Emergency Contacts

You can reach us at 978-263-9107 between 7:30 AM and 4:00 PM, Monday through Friday. Our FAX is: 978-264-0148.

For emergencies - such as water main breaks - on weekends or after hours please call 263-9107 and dial "1" for the operator on call. You may also check the new information link for water system operation updates.



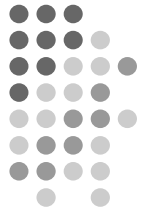
### Outdoor Water Use Restrictions

Effective May 1- October 1

- Even numbered houses may use water outdoors: Tues, Thurs, Sat
- Odd numbered houses may use water outdoors: Wed, Fri, Sun
- No lawn watering from 7AM-7PM. This restriction applies to lawns only
- No outdoor water use on Mondays (includes new lawns)



Acton Public Schools  
16 Charter Road  
Acton, MA 01720



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District Central Office  
978 264-4700

The Acton Public School District consists of five elementary schools and the Acton Public School Preschool.

<http://ab.mec.edu/>

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Conant Elementary School  
978 266-2550

<http://conant.ab.mec.edu/>



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C.T. Douglas Elementary School  
978 266-2560

<http://douglas.ab.mec.edu/>



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Gates Elementary School  
978 266-2573

<http://gates.ab.mec.edu/>



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McCarthy-Towne Elementary School  
978 264-4700 ext. 3701

<http://mct.ab.mec.edu/>



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Merriam Elementary School  
978 264-4700 ext. 3751

<http://merriam.ab.mec.edu/>



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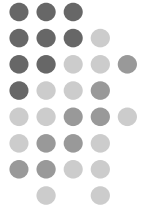
Acton Preschool  
978 264-4700 ext. 3255

[http://mail.ab.mec.edu/  
%7echuebner](http://mail.ab.mec.edu/%7echuebner)





Acton-Boxborough Regional Schools  
36 Charter Road  
Acton, MA 01720



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District Central Office  
978 264-4700

The Acton-Boxborough Regional School District consists of the R.J. Grey Junior High School and the Acton-Boxborough Regional High School.

<http://ab.mec.edu/>

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R.J. Grey Junior High School  
978 264-4700 ext. 3304

<http://ab.mec.edu/rjweb/index.html>



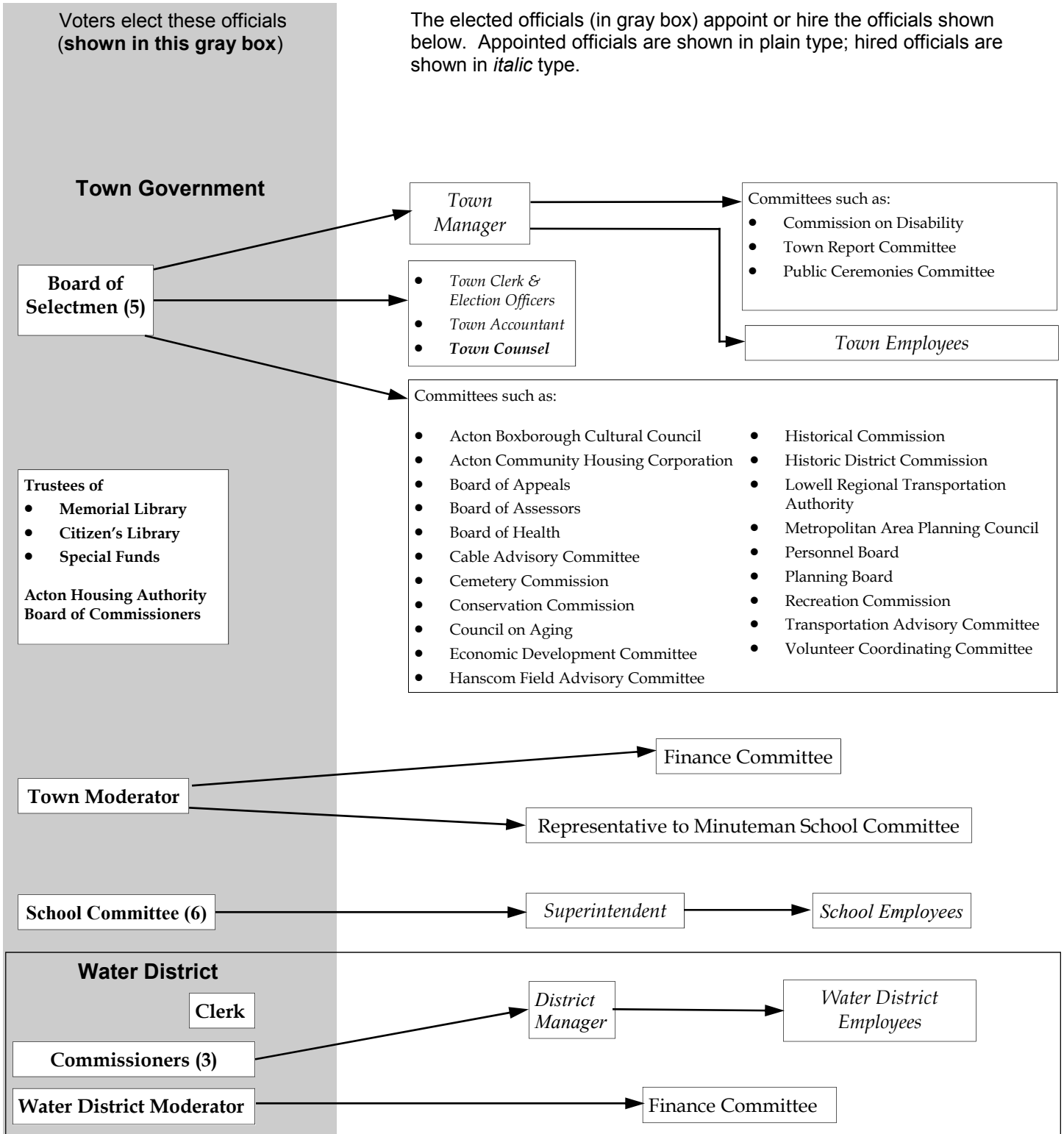
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Acton-Boxborough Regional High School  
978 264-4700

<http://ab.mec.edu/abrhs/>

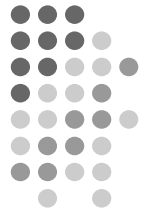


# Acton Town Officials





# Some Helpful Websites



[www.acton-ma.gov/](http://www.acton-ma.gov/)

Official Town website—calendar, information on Town boards and commission

[www.mass.gov](http://www.mass.gov)

Official Massachusetts' website

[www.wheredoivotema.com](http://www.wheredoivotema.com)

Massachusetts' Elections Division—information on where to vote

[www.voteinfo.info](http://www.voteinfo.info)

Massachusetts League of Women Voters elections website—voter information, including where to vote, how to vote, and dates

[www.actonh2o.com](http://www.actonh2o.com)

Acton Water District website

[www.actonmemoriallibrary.org](http://www.actonmemoriallibrary.org)

Acton Memorial Library website

[www.mln.lib.ma.us](http://www.mln.lib.ma.us)

Minuteman Library Network website—catalog can be searched, materials reserved and renewed

[www.ab.mec.edu](http://www.ab.mec.edu)

Acton and Acton-Boxborough School System website—links to each of the schools' websites and Community Education

[www.lwv-aa.org](http://www.lwv-aa.org)

League of Women Voters — Acton Area website—calendar, contact information and links to state and national League websites

[www.dgink.com](http://www.dgink.com)

The Acton Weekly newspaper subscription website

[www.townonline.com/acton](http://www.townonline.com/acton)

The Beacon newspaper website

[www.discoverymuseums.org](http://www.discoverymuseums.org)

The Children's and Science Museum's website

[www.cafy.net](http://www.cafy.net)

Community Alliance for Youth—Acton and Boxborough website

[www.abuw.org](http://www.abuw.org)

Acton Boxborough United Way website

[www.abnewcomers.org](http://www.abnewcomers.org)

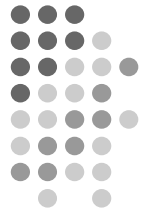
Newcomers and Neighbors Social Club website

[www.actonfamily.org](http://www.actonfamily.org)

Acton Family Network website



# Glossary



## Annual Town Meeting

By Charter, Acton's Annual Town Meeting is held on the first Monday in April.

Acton has an "Open Town Meeting" at which every registered voter in Town may participate.

At Annual Town Meeting, voters must pass the Town and school budgets for the coming fiscal year. They also vote on zoning articles and other matters relating to Town business.

From time to time, there are Special Town Meetings.

Voters may petition the Board of Selectmen for a Special Town Meeting by gathering 200 signatures on a petition.

This petition must have the articles that the petitioners wish to be discussed and voted at the Special Town Meeting.

The Selectmen have 45 days to call the Special Town Meeting.

The Selectmen may also call for a Special Town Meeting when particular issues require the vote of the Town Meeting.

## Town Meeting Tools

The Warrant: The Warrant is the agenda for Town Meeting. It is a legal document that must be posted 14 days before the start of the meeting.

In Acton, the warrant is mailed to every home. Once Town Meeting is completed, the warrant and a record of all the votes are sent to the Attorney General to ensure that the actions taken by the Town Meeting members are legal.

The warrant contains a series of Articles. It is the individual articles that are voted.

Articles dealing with money start with the words: raise and appropriate. Raise means to get the money from taxes; appropriate earmarks the funds for the specific item in the article.

In Acton, each article has a summary written in non-legalese English. If anyone has questions on a particular article, he or she may direct inquiries to the person listed under the summary.

There is also a notation: "Selectmen recommend, or do not recommend or defer." This means the Selectmen recommend a positive vote on the article, a negative vote, or have deferred their decision until Town Meeting. There are the same notations for the Finance Committee. Prior to the printing of the warrant, both the Board of Selectmen and Finance Committee review every article in public session and vote their recommendation or not. When an article is listed as deferred, that means the boards did not vote, sometimes because they need more information, or they run out of time before the printing deadline.

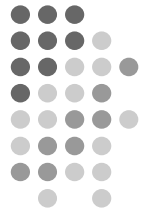
The elected five-member Board of Selectmen controls the contents of the Warrant. The Selectmen review every article and have Town Counsel vet articles, especially those dealing with zoning changes, before the warrant is printed.

Scope of an article: The scope is what is written in the warrant. Amendments cannot materially change this scope. For example, if the article asks to raise and appropriate money for a swing set, amendments cannot change the appropriation to purchase a fire engine.

Town Counsel will render an opinion at Town Meeting on the legality of any amendments.



# Glossary



**Citizens' Petition:** If 200 citizens sign a petition for a specific action and file it with the Town Clerk and the Board of Selectmen, the Board of Selectmen have 45 days in which to call a Special Town Meeting to address the petition. The Special Town Meeting is required to vote on the exact wording of the petition, so if that wording is faulty in some manner or not legal, the Special Town Meeting is obligated to vote against it. Therefore, it is best if the petitioner consults with the Board of Selectmen and the Town Manager BEFORE writing the petition and getting signatures for it.

One can also petition to have a Special Town Meeting within the regular Annual Town Meeting. This action requires 45 signatures. The Special Town Meeting is designated on a specific date and time.

Non-binding resolutions do not have the force of law or bylaw, but are a measure of the collective mood of the Town. In the past, Acton has had resolutions about national issues; these often create lots of debate.

## **Town Meeting Action**

**Moderator:** This is an elected position for a one-year term. The Moderator is like the emcee of the meeting, except that he or she is running a legal legislative body with the power to raise and appropriate tax money.

The Moderator also appoints the nine-member Finance Committee. The Finance Committee reports and advises the Town Meeting on the impact of particular articles on the tax rate and reviews the municipal and school budgets. The Finance Committee meets twice a month; their meetings are posted and open to the public. They are also televised on cable TV.

The Moderator appoints Acton's representative to the Minuteman School Committee.

The Moderator is responsible for the vote totals on articles. Most articles require a simple majority. However, articles dealing with zoning changes, incurring debt, and taking money from a stabilization fund require a two-thirds vote to pass.

The Moderator first asks for a voice vote. If that is not satisfactory, he or she asks voters to stand. If that is not definitive, he or she calls the tellers forth to do an exact head-count.

**Consent calendar:** Some articles are repeated every year. These are usually passed without question or debate. The Selectmen choose the articles for this calendar. As the Moderator reads through the calendar, if two or more voters call out "hold" for an article they feel needs discussion and debate, the article is taken off the Consent Calendar. The articles not "held," are voted as a whole.

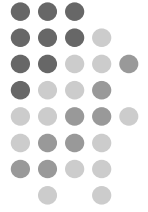
**Enterprise funds:** These are set-aside funds for specific purposes. Acton has enterprise funds for the nursing service, ambulance service, sewers, the Council on Aging van, and the running of the transfer station. There can be a taxpayer component to this type of fund. (These items are usually on the consent calendar.)

**Revolving funds:** These funds are set aside for specific purposes and are used to keep the funds solvent. For example: the funds generated by an after-school program that charges a fee go into the revolving fund. The revolving fund is then used to pay for the expenses of the program. (These items are usually on the consent calendar.)

**Stabilization fund:** This is a fund within a municipal accounting system used to accumulate amounts for capital or other future spending purposes. The fund balance is generated through appropriations from taxes or free cash. A two-thirds vote of Town Meeting is required to appropriate money from the Stabilization Fund.



# Glossary



Overlay fund: This is money put aside by the assessors to pay abatements of the property taxes of individuals. Any "excess" of money in this fund can be "tapped" by a two-thirds Town Meeting vote to pass.

## **Proposition 2 ½**

This is a State law promulgated through a ballot initiative that limits the increase in the tax levy limit by 2.5% over the previous year's limit.

Proposition 2½ can be overridden by Override votes.

A general operation override permanently increases the tax base.

A debt exclusion override is like a mortgage and once the bonds are paid off the specific tax increase for this override disappears. And like a mortgage, the payments decrease during the life of the bond. Debt exclusion is most frequently used for the construction of buildings like schools, library, and the Public Safety Facility.

A capital override is paid off in one fiscal year. It is specific-project-directed, as is the debt exclusion.

Debt exclusion and capital overrides require two-thirds votes to pass at Town Meeting, as well as an additional ballot vote since the Town is borrowing money. The ballot vote **must** take place within 45 days of the close of Town Meeting. The ballot vote **may precede** the vote at Town Meeting.

## **Budget Matters**

The Annual Town Meeting must pass the Municipal and Acton Public Schools (K-6, APS) budgets and the assessments, or Acton's share, of the Acton-Boxborough Regional Schools (7 -12), and the Minuteman Regional High School (9 - 12). Acton-Boxborough Regional Schools serve the two towns. Minuteman Regional serves 16 towns as the area's vocational-technical high school.

Bottom Line Budget: Acton passes a bottom line budget rather than a line item budget. This means that the Town Meeting members vote for a whole municipal budget rather than a budget for the fire department, another for the police department, etc. This allows for greater flexibility in budget management and savings.

Cherry Sheet: This refers to the color of papers from the section of the State budget that spells out the local aid to communities. State aid constitutes the second largest revenue source, behind property taxes.

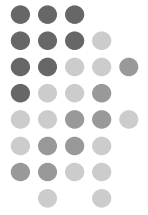
Local Aid: This comes under different chapters. These chapters refer to the laws that direct how the funds are to be spent.

- Chapter 70 — Aid for the schools
- Chapter 90 — Aid for highway construction and repair
- Lottery funds — These may be used at the Town's discretion

Off the top: This refers to the practice of the State's Department of Revenue taking money from a town's local aid distribution to pay bills that the Town may owe. These charges, which cover such things as payment for Charter schools, are taken out before the money is distributed to the Town.



# Glossary



**Excise tax:** This is the tax on motor vehicles. Owners of all vehicles registered in the Town receive an excise tax bill.

This tax is based on  $\frac{1}{4}$  of the value of the vehicle, and as the cars age, the value is determined by the Blue Book. The Registry of Motor Vehicles sends the Town a list with all the vehicles registered in the Town and the amount of the tax due. The Town then sends out the bills and the money comes directly back to the Town and not through the State.

**Free cash:** These are funds that have not been appropriated at Town Meeting so they are "free," that is, not earmarked for a particular project. Free cash can be accumulated through unspent funds from the operating budget in the designated fiscal year. For example, if a staff position voted at Town Meeting is not filled, the funds flow to free cash. Sometimes the State, at the end of the fiscal year (June-June) has excess lottery funds or some other form of local aid that it "returns" to the towns. This money is put into free cash since it was not available for appropriation at Town Meeting.

**Certified free cash:** The Department of Revenue (DOR) certifies the Town's free cash sometime in November before the tax rate is set and after the Selectmen vote on the tax classifications. It is this certified number that can be appropriated at Town Meeting for operating expenses or used to lower the tax rate for residents.

**Tax classifications:** The Selectmen vote to tax classes of real estate at a meeting in November in preparation for setting the tax rate. Acton has the following classes: Residential, Mixed Use, Commercial, Industrial, Personal Property, and Exempt.

**Uniform tax rate:** For the past few years, the Selectmen have voted to levy a uniform tax rate on all classes. This means there is no distinction between the classes, so the residential rate is the same as the commercial rate.

## **Laws, Bylaws, and Zoning**

**Open Meeting Law:** This is a State statute governed by the District Attorney. All Town boards and committees must meet in open session where minutes are taken and made available to the public. The time and location of meetings must be legally posted 48 hours prior to the meeting. A quorum of the board or committee cannot meet unless it is in open session. If a quorum is not present for a posted public meeting, then the committee or board cannot meet and transact business.

The use of telephones and e-mails to discuss topics that will become before a board is not allowed. Inter-board telephone and e-mail discussions are a violation of the Open Meeting Law.

**Town Charter:** This is similar to a constitution for the Town government. Acton's Charter spells out the type of government: Open Town Meeting; Town Manager; Town Manager's duties; the duties of the Selectmen; the volunteer boards and committees the Selectmen appoint, and the interrelationship among the boards.

**Changes in the Charter:** Changes can be made at Town Meeting unless they are significant changes. If so, a Charter Commission has to be elected to meet and make recommendations for approval at Town Meeting, followed by approval by ballot at the next Town election.

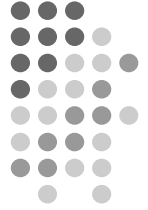
There are also Town bylaws that regulate such things as public drinking, dog control, and hunting.

**Site plan review:** This refers to proposed commercial construction. In Acton, the Selectmen are in charge, rather than the Planning Board.

All construction in Acton goes through an inter-departmental review process. For example, the Board of Health looks at matters relating to septic systems and matters relating to the safe handling of food at



# Glossary



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restaurants. The fire department looks at access, fire alarms, sprinklers, etc. When a project comes before the decision-making board, they refer to these reviews in making their decisions.

Zoning bylaws: These are presented to Town Meeting by the Planning Board. These deal with the use of the land, rules and regulations for that use, districts where particular structures are allowed (commercial, residential, and industrial). These bylaws require a two-thirds vote to pass.

There are State zoning bylaws as well as those of the Town. The Town's are usually more restrictive than those of the State. The State's zoning laws are found under Chapter 40.

Chapter 40B: This is a State zoning law designed to promote affordable housing. A developer petitions the Department of Community Housing and Development with a plan for a project. The plan must have ALL the financial data, as well as the scope of the project. The State limits the profit allowed under the development. For these restraints, the developer is allowed to bypass local zoning restraints. The developer must comply with the state Wetlands Act, Title 5, and build a project where 25% of the units are sold as affordable units. Affordable households are defined by the State as having a maximum income of 80% of the area's median income.

In Acton 40B projects are first reviewed by the Acton Community Housing Corporation and then all the Town departments. Sometimes these complex projects require legal and zoning assistance. They are "heard" before the Board of Appeals. If the outcome goes against the developer, it is likely to be overturned by the State. Acton encourages developers to act cooperatively with the Town to lessen any adverse impact of the developments.







# Vol unteer Coordinating Committee

Vol unteer Application

Town of Acton  
472 Main Street  
Acton, MA 01720

Tel ephone (978) 264-9612  
Fax (978) 264-9630  
E-mail vcc@acton-ma.gov

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. Mrs. Ms. Dr.	E-mail Address	Date
Last Name	First Name	Middle Initial
Street Address	Home Phone	Business Phone

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: \_\_\_\_\_

\_\_\_\_\_

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ How long have you lived in Acton? \_\_\_\_\_ In Massachusetts? \_\_\_\_\_

Present occupation and employer (Optional: Attach résum ) \_\_\_\_\_

\_\_\_\_\_

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? \_\_\_\_\_

\_\_\_\_\_

Education or special training: \_\_\_\_\_

\_\_\_\_\_

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:

\_\_\_\_\_

\_\_\_\_\_

Town of Acton Volunteer Boards, Committees and Commissions

- |                                   |  |
|-----------------------------------|--|
| Acton Community Housing           | Historic District Commission               |
| Acton-Boxborough Cultural Council | Historical Commission                      |
| Aging, Council on                 | Joint Technology Advisory Committee        |
| Appeals, Board of                 | Metropolitan Advisory Planning Council     |
| Assessors, Board of               | Minuteman Home Care                        |
| Cable Advisory Committee          | Minuteman Vocational School Representative |
| Cemetery Commission               | Personnel Board                            |
| Commission on Disabilities        | Planning Board                             |
| Community Preservation Committee  | Public Ceremonies Committee                |
| Conservation Commission           | Recreation Commission                      |
| Fair Housing Committee            | South Acton Revitalization Committee       |
| Finance Committee                 | Town Report Committee                      |
| Hanscom Field Advisory            | Transportation Advisory Committee          |
| Health, Board of                  | Volunteer Coordinating Committee           |

*Thank you.* If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, (978) 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

<b>VCC Interview</b>	<b>Appointing Body</b>
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission	
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
	Notification of Appointment
Recommendation Sent _____	Received by VCC _____
	Committee Notified _____
	Applicant Notified _____

No openings at this time