

*To be presented at Committee
meeting scheduled for 10/4/17*




Roberts Field Advisory Committee

October 4, 2017 Meeting

Draft - 10/2/17

Meeting Agenda

- Public Input
- Election of Committee Officials
- Committee Mission Statement and Deliverables
-  Master Plan Recap and Moving Forward
- Town Meeting Warrant Article 8
- Next Meeting Dates and Schedule

Election of Committee Officials

- Committee positions/responsibilities
 - Chair*
 - Presides at meetings, decides questions of order, calls special meetings, and signs official documents that require the chair's signature.
 - Reserves meeting room, prepares and posts meeting agenda with Town Clerk, prepares meeting presentation document
 - Otherwise, has the same rights as other members to offer resolutions, make or second motions, discuss questions, and vote thereon.
 - Vice Chair or Co Chair
 - Performs responsibilities of Chair, when Chair is not able to
 - Clerk*
 - Take and transcribe meeting minutes, and provide them to Town Clerk after voted on by committee

*Required committee positions

Roberts Field Advisory Committee

Mission Statement

The Town Manager has established a five-person Roberts Field Advisory Committee. Reporting to the Town Manager, the advisory committee shall provide citizen input towards the implementation of the Roberts Field Master Plan.

The Department of Public Works (DPW) shall consult with the advisory board regarding the maintenance and capital improvements to Roberts Field, including the design and construction processes, the planting and protection of trees and landscaping, and the establishment of park rules and regulations.

This shall be a community focused process that will actively solicit public input and engage volunteer opportunities.

In cooperation with the DPW, the advisory committee may explore grants, sponsorships, donations and other revenue sources, as well as volunteer contributions for the enhancement of Roberts Field.

Committee Deliverables

- In consultation with the Department of Public Works (DPW)
 - Playground Design and Construction RFP (sample available)
 - Playground and Park Fundraising and Cost Sharing Report
 - Playground and Park Rules and Policies
 - Tree Protection Inventory
 - Roberts Field Maintenance Plan (sample available)
 - Master Plan Implementation Budget Schedule
 - Master Plan Implementation Timeline
- Committee charges
 - “Community Build” Volunteer Staffing

Fall Town Meeting - Warrant Article 8

- \$450k funding to rebuild Friendship Park to be presented to Town Meeting on Monday, October 16, 2017
 - Community Preservation Committee and Finance Committee both voted unanimously to support
 - Board of Selectmen voted to support (3-1, 1 absent)
 - Requires 2/3 Town Meeting vote for approval
- YES to Article 8 support efforts
 - Email to Town Meeting Representatives, town leaders and Park email list
 - Other group email opportunities (youth sports, mothers clubs, etc)
 - Facebook and Patch postings – *Please Share*
 - Flyer at Friendship Park
 - Lowell Sun and Chelmsford Independent article
 - Appearance on “Town Talk” on CTM

Moving Forward (Getting Started)

- Custom Playground Design and Community Build Installation
 - Enlist Volunteers: Possible Playground and Master Plan Volunteer Job Titles
 - General Coordinator
 - Volunteer Coordinator
 - Fundraising Coordinator
 - Grant Writer or Coordinator
 - Public Relations Coordinator
 - *Materials Coordinator (Donated or Purchased)*
 - *Tools Coordinator*
 - *Food Coordinator*
 - Playground Design (and Construction) RFP
 - Playground and Park Fundraising and Cost Sharing Report
 - Create Spreadsheets – grants (playground, park, state, nature, etc), donations (stakeholders, commercial, organizations, unions, etc) – *mine other playground projects lists*
 - Standardized information for submissions
 - Grant writing process and writers
 - Playground and Park Rules and Policies
 - Chelmsford Facilities Department

Next Meeting Date(s)

- Room 205, Town Offices - 7pm, CTM broadcast
- Available Dates:
 - Thursday, 10/26
 - Wednesday, 11/1 – *All Souls Day*
 - Thursday, 11/9
 - Monday, 11/13
 - Wednesday, 11/15
 - Thursday, 11/16