

*To be presented at Committee  
meeting scheduled for 11/9/17*



Roberts Field Advisory Committee  
*November 9, 2017 Meeting*

11/9/17

# Meeting Agenda

- Public Input
- Oct 4, 2017 and Nov 1, 2017 Meetings Minutes - *VOTE*
- Request For Proposal (RFP) Discussion – *VOTE*
- Fundraising Discussion
- Design and Construction Discussion
  - Online Survey & My Dream Playground
  - Tree Inventory and Protection Guidelines
  - Updated Project Milestones
- Volunteer Discussion
- Next Meeting Dates and Schedule
  - Wednesday, December 6<sup>th</sup> @ 7pm
  - Wednesday, December 20<sup>th</sup> @ 7pm

# Project Scope/General Conditions - draft

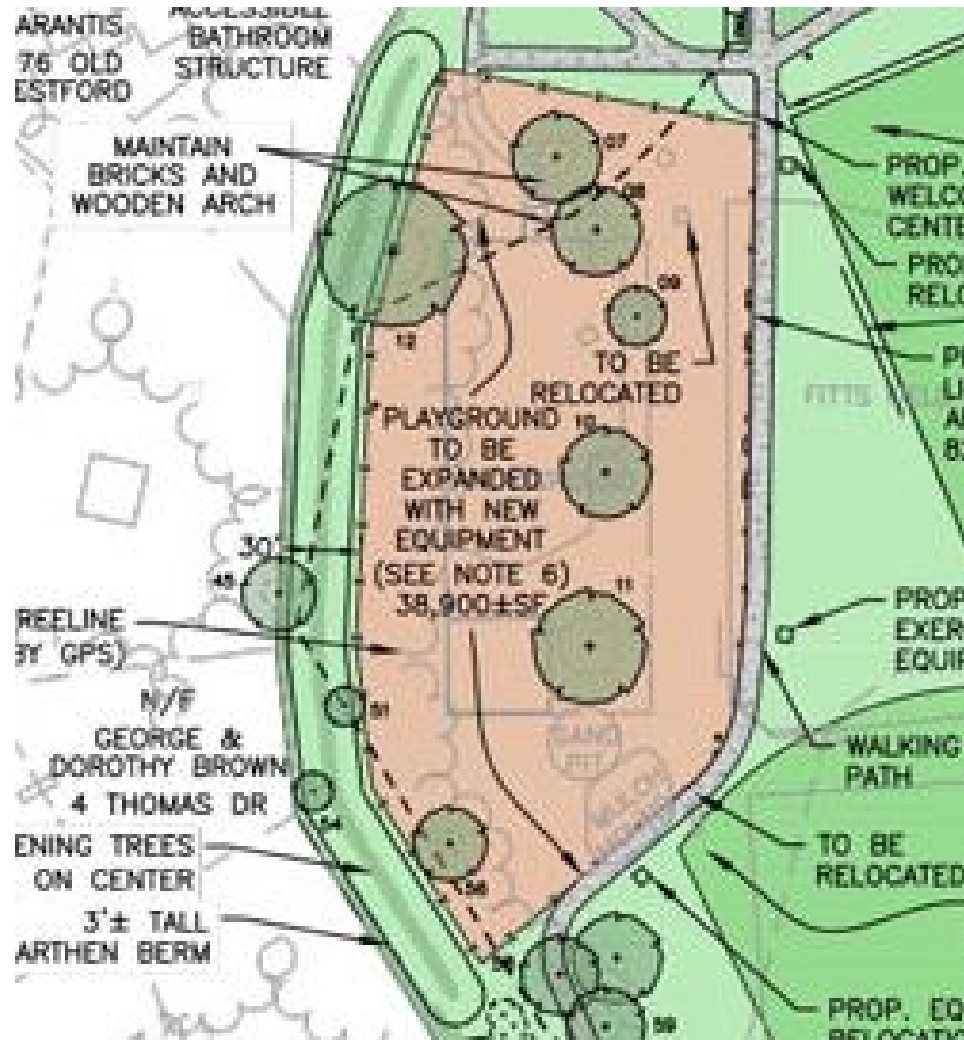
DPW Draft RFP Link: [click here](#)

- Project Scope: The ultimate objective of the RFP is to rebuild Friendship Park at Roberts Field, and provide the Town with the most equipment, universally enjoyable, play experiences and quality products at the established budget that will be most advantageous for the Town.
- Experience: Proposers must demonstrate suitable experience in custom-fabricated (i.e., not component-based) play structures by providing evidence of the successful completion of not less than 5 play structures of comparable size and complexity in the past 3 years (**preferable in community build play structures**).
- Project Budget is (\$450,000 ?) including all **equipment, landscaping, surfaces, resilient fall material, taxes, freight to Chelmsford and installation**. Play structure equipment, landforms and landscaping must fit within area shown in Park Master Plan Site Plan. Maximum Area is Approx. 40k sq. feet (see site plan).
- The nature-themed playground will include **a mix of natural landform play areas, prefab “natural” playground equipment, resilient fall material surfaces and pathways, landscaping, and natural play surfaces**. Equipment should be long-lasting, require minimal maintenance, and be fully warranted.
- This project includes playground design with Community engagement. The Town will provide a pdf of existing conditions and engineering survey for the designer. **Community “Design Day” process will include site and elementary classroom visits by the designer, public input session, and completion of schematic (concept) design. With feedback, the final Design Development Plan will include a structure and landscape plan to scale, material and equipment list (sourced), construction timeline and suggested equipment sponsorship costs**. Estimated design completion date is January 2018.

# Project Scope/General Conditions (cont.) - draft

- This project will be a community based installation project. The Town of Chelmsford intends to have community volunteers install the play equipment **under the direction/supervision of the playground equipment company's designated personnel who is a certified playground installer**. Estimated playground installation date is June 2018.
- New Playground must be ADA Compliant, **accessible and inclusive designed, with open views** and include:
  - **Equal opportunities for everyone to participate in a variety of play activities that address physical, social, cognitive, communication, and sensory development, encourages an appreciation of nature, and promotes an environment that encourages active exploration, problem solving, imagination, creativity and fun!**
  - Separate play areas for 2 – 5 and 5 – 12 year olds
  - Incorporate inventoried Park trees into design, and **adhere to Tree Protection Guidelines** during construction
  - Segregated natural **areas** that can be closed off for mowing and maintenance
  - Shade **structures**, picnic tables, and benches
  - Perimeter Fencing with front and rear openings
  - **Reuse and expand engraved brick pathway and opening structure**
  - Electricity, security lighting and camera, garbage cans and bike rack
  - Visual and sound mitigation design for Park abutters

# Master Plan: Maximum Available Playground Footprint



## NOTES:

1. THIS PLAN HAS BEEN PREPARED TO SUPPORT THE MASTER PLAN DOCUMENT TITLED "ROBERTS FIELD MASTER PLAN AS RECOMMENDED BY THE ROBERTS FIELD IMPROVEMENT COMMITTEE", AND IS NOT INTENDED FOR PERMITTING OR CONSTRUCTION.
2. WETLANDS FLAGGED BY TOWN CONSULTANT.
3. WALKING PATH TO BE SIX (6) FEET IN WIDTH, TO BE CONSTRUCTED OF CRUSHER FINES, SEE WALKWAY SECTION DETAIL BELOW. WALKWAY TO BE ADA COMPLIANT.
4. CONNECTOR PATH AND FOREST LOOP TO BE FOUR (4) FEET IN WIDTH CONSTRUCTED WITH PERMEABLE SURFACE AND TO BE ADA COMPLIANT.
5. BASEBALL FIELD BACKSTOP TO BE 15' IN HEIGHT. BASEBALL DUGOUT ROOFS TO BE 8' IN HEIGHT.
6. PLAYGROUND TO BE DESIGNED IN BID PROCESS WITH NEW EQUIPMENT, NATURAL PLAY AREAS, VARIOUS SURFACES, AND TWO (2) SHADE STRUCTURES WITHIN THE MAXIMUM IDENTIFIED FOOTPRINT.
7. MULTI USE PAVILION (20'X28') TO BE EQUIPPED WITH POWER AND LIGHTS TO BE PLACED ON A TOWN CONTROLLED TIMER.
8. ATHLETIC FIELD MAXIMUM SLOPES: LACROSSE FIELD: 1.5%; BASEBALL FIELD: 1% OUTFIELD, 3/4% INFIELD. NO RETAINING WALLS ARE TO BE USED IN THE GRADING OF ROBERTS FIELD.
9. ALL PROPOSED IMPROVEMENTS TO BE REROUTED OR REPOSITIONED AS NECESSARY TO PROTECT INVENTORIED TREES.

## WALKING PATH ALTERNATIVES

WALKING PATH: 1,882LF  
0.35 MI  
FOREST WALKING PATH: +110LF  
CONNECTOR PATH: +185LF

## PARKING ADDITION

EXISTING: ± 98 SPACE  
PROPOSED: 113 SPACES  
LANDBANK: 4 SPACES

- RFP Project Deliverables - draft
  - Design Process
    - Schematic (Concept) Design .pdf
    - Design Development Plan
      - Playground Structure and Landscape Site Plan (AutoCAD; .pdf)
      - Material Lists (sourced equipment; materials; landscaping; sponsorship costs)
      - Construction Timeline
    - Project Management
      - Project Kick-off meeting
      - “Design Day” (site visit; classroom visits; public input session)
      - Final Playground Design (design feedback; revisions)
  - Construction Process
    - Project Management
      - “Community Build” Supervision
      - Promote Community Volunteerism and Donations

# Friendship Park Play Structure Inventory

Duplicate existing playground features in new playground (provide list for playground bid process).

Existing Playground Features	Location
4 Baby Swings	Front
4 Regular Swings	Back
1 Small Sandbox	Front
1 Sand Playtable	Front
1 Sand Play Room	Front
1 Big sandpile	Back
1 Play car	Front
2 chin up bars	Main Structure
1 Tire climb	Main Structure
1 Covered walkway ramp	Main Structure
1 Covered shaky bridge	Main Structure
1 Uncovered shaky bridge	Main Structure
2 small slides	Main Structure
1 Big slide	Main Structure
1 Big swirly slide	Main Structure
1 rolling log	Back
1 uneven bars	Back

Existing Playground Features	Location
1 Crawl through tube	Main Structure
1 Tic Tac Toe game	Main Structure
1 Rope ladder climb	Main Structure
1 chain ladder climb	Main Structure
1 higher level play area	Main Structure
1 stationary monkey bars	Back
1 ring monkey bars	Main Structure
1 ring climb/swing	Back
2 sliding zip lines	Main Structure
1 fireman's pole	Main Structure
1 bike racks	Front
2 trash cans	Interior
4 benches	Interior
4 picnic tables	Interior
1 pvc xylophone	Front
1 tree stump	Front









# Request for Proposal Discussion

- Tonight: ***Vote*** on Committee Recommendation for Scope of RFP
  - Provide to DPW and Town Manager
- Final Committee Vote on RFP ?

# Fundraising Discussion

- Friends of Roberts Field – Reorganization Update
  - Filed as a 501 c4 since 2014 (non profit, but no tax donation benefit)
  - Board & Treasurer volunteers?
  - 501 c3 reorganization led by?
  - Facebook About draft:

The Friends of Roberts Field is a volunteer group that supports and advocates for improvements to the Park including Friendship Park playground, the athletic fields, the pond, the nature trails, Pollinator Park and the natural areas of Roberts Field, located at 260 Old Westford Road, Chelmsford, MA.

This volunteer community group is committed to enhancing and protecting Roberts Field Park for the enjoyment of everyone, and acts to:

1. Promote responsible use and care of Roberts Field and Friendship Park playground
2. Connect park and playground users and supporters
3. Organize volunteer efforts to work, improve and support the Park and Playground
4. Fundraise to support improvements to the Park and Playground

# Fundraising Discussion

- Fundraising Activities

- Grant Writing – Led by Adelle Stavis

- Needs: Grant Database, Volunteer Grant writers
    - Work with DPW for Municipal grants

- Corporate & Private Sponsorships – Led by Bill Askenburg & Marcus Bush

- Needs: Giving Levels, Biz and Private Database; Introduction Letter & Email; Sponsorship ID/Plaque Design
    - Promote “Community Built” volunteer sign-up

- Carved Brick/Slat Campaign – Led by?

Files: [Gift Bricks Information](#); [Engraved Pickets Guide](#)

- Needs: Brochure, Order Form; “Order Coordinator”; PR; installation contractor
    - Online ordering: <http://iceinparadise.donationbricks.com/>; <http://ncha.donationbricks.com/>; <http://aws.donationbricks.com/>
    - Begin before Thanksgiving?
    - Pathway and/or Meditation Labyrinth?

- Other Fundraisers: “Dining Out”; Playground Events?

# Design and Construction Discussion

- Online Survey and My Dream Playground
- “Last Day To Play” at Old Friendship Park
  - Date TBD by DPW
- Tree Protection Guidelines and Inventory
  - Files: [Tree Protection Guidelines](#)
- Updated Milestone Draft



# Online Playground Survey

Help Build Your Dream Playground In Chelmsford Today!

Please Share Your Voice About Rebuilding Friendship Park playground at Roberts Field.

Your feedback is important! Please complete this **brief six question survey to help design and select the right equipment for the new ADA accessible and universal designed Friendship Park playground** at Roberts Field, 260 Old Westford Rd, Chelmsford, MA.

The Roberts Field Advisory Committee is working with the Town of Chelmsford to build the new nature-themed playground that will include a mix of natural landform play areas, prefab “natural” playground equipment, resilient fall material surfaces and pathways, landscaping, and natural play surfaces. Equipment should be long-lasting, require minimal maintenance, and be fully warranted with an expected 30+ year usable life. The new playground design will be finalized January 2018, with a **“Community Built” installation planned for Summer 2018.**

**Please join our email list below (Q6)** for timely updates, and to learn how to GET INVOLVED in our Summer 2018 playground “Community Built” event. For more information please come to a Roberts Field Advisory Committee meeting, [email the Committee](#), join the [Friends of Roberts Field Facebook Group](#), or visit [www.robertsfield.org](http://www.robertsfield.org).

# Online Playground Survey

1. How often do you visit Friendship Park playground?

- Daily
- 2 - 3 times per week
- Weekly
- Monthly

Other (please specify)

2. What age children do you bring to Friendship Park? (Check all that apply)

- 6 months - 23 months
- 2 - 5 years old
- 6 - 12 years old

# Online Playground Survey

3. Do you or any of the children you bring to Friendship Park have any special needs or considerations that should be accounted for in the new playground design and equipment selection? (Please be specific)

4. How important are the following types of playground features and equipment to you?

	Not At All Important	Not So Important	Somewhat Important	Very Important	Extremely Important
Toddler swing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Junior swing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Basket swing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Aerial runway/Zip line	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climber (wall or rope)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical, interactive play	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Toddler climbing frame and slide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Junior climbing frame and slide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Roundabout	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seesaw	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaped tunnels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Landscaping (boulders)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Themed item (tree house, tree, nest)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sandy digging area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
"Gift Brick" Pathway	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Spiral Tube Slide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tall Wavy Slide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensory Touch Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Musical Instrument Area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing Rings and Bars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered Playhouse	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

# Online Playground Survey

5. Do you have any comments, questions, or concerns about rebuilding Friendship Park?

6. Please provide your contact information to join our email list for updates and information about the "Community Built" playground installation.

Name	<input type="text"/>
Email Address	<input type="text"/>



# Online Playground Survey

- Other Survey Questions ?
  - Visiting from: Chelmsford residents, nearby communities
  - Usage Occasion: Day of the week, time of day
  - “Custom Built” Volunteer Info: availability, scheduling
- Survey Dates: Nov 10 – Dec 1 (three weeks) ?
  - RFP Bids close Dec 14th

# My Dream Playground

Created by: \_\_\_\_\_ Age: \_\_\_\_\_

Please draw or describe your dream Friendship Park playground. Email image to [dreamplayground@robertsfield.org](mailto:dreamplayground@robertsfield.org) or mail to Roberts Field Advisory Committee, Chelmsford Town Offices, 50 Billerica Rd, Chelmsford MA 01824  
The new universal designed, nature-themed Friendship Park playground at Roberts Field will open Summer of 2018.



# “Last Day To Play” At Old Friendship Park

- Date TBD by DPW
- Event
  - Sign-up sheets
  - Telemedia Filming
  - Games, Snacks ?
  - My Dream Playground Drawings



# Master Plan - Inventoried Tree Protection Guidelines

Protect the inventoried trees' **Critical Root Zone** (area around the tree trunk that extends outward from the trunk with a diameter of **12 times the diameter of the tree trunk**). The tree trunk is measured at a point 4 ½ feet above ground level. It shall be the responsibility of the Towns Site Supervisor to enforce all of these Guidelines during Park Construction.

## Construction Standards

- Trees designated for protection will be clearly marked inside construction zones by Consulting Arborist Jim Martin.
- A protective 5' snow fence on 5' metal posts will be installed before any construction work begins. The fence is to remain in place in good condition and not be removed, even temporarily, until after all construction work is completed and equipment removed from the work site.
- The fence is to be located completely surrounding the outer margin of the Critical Root Zone.
- Nothing is to be stored, even temporarily, inside the Root Zone including surplus soil, plant material, supplies, equipment, machinery, tools, vehicles, fuel, or anything else that could potentially harm the tree.
- There will be no fires within 100 feet of the Protection Zone.
- Protection Zone signage is to be weather proof and installed to the fence every 8 feet with a minimum of 2 signs.
- When there is to be a grade change adjacent to the Critical Root Zone, a trench, located 1 foot outside the protective fence, will be dug by hand to a depth of 24 inches. The exposed root ends are to be cleanly cut on the side toward the tree with sharp pruning tools. Do not make slanting cuts. The roots are not to be chopped, crushed, ripped, or torn. The roots are not to be allowed to dry out. Cover with moist soil as soon as they are properly cut.
- If necessary for safety reasons, dead branches over 3 inches in diameter should be removed from the tree before work commences by properly trained and qualified tree workers in accordance with the Z-133 & A-300 Standards, under the direct supervision of a Massachusetts Certified Arborist.
- Trees are not to be topped or to have the canopy thinned or reduced.
- The tree should NOT be fertilized before or during construction but one year or more later if necessary by soil & tissue test.
- ***Underground utilities such as water or electrical lines or irrigation pipes are not to be installed by trenching through the Critical Root Zone.*** If necessary, by boring at a depth of 35 inches or greater under the tree from one side or the other.

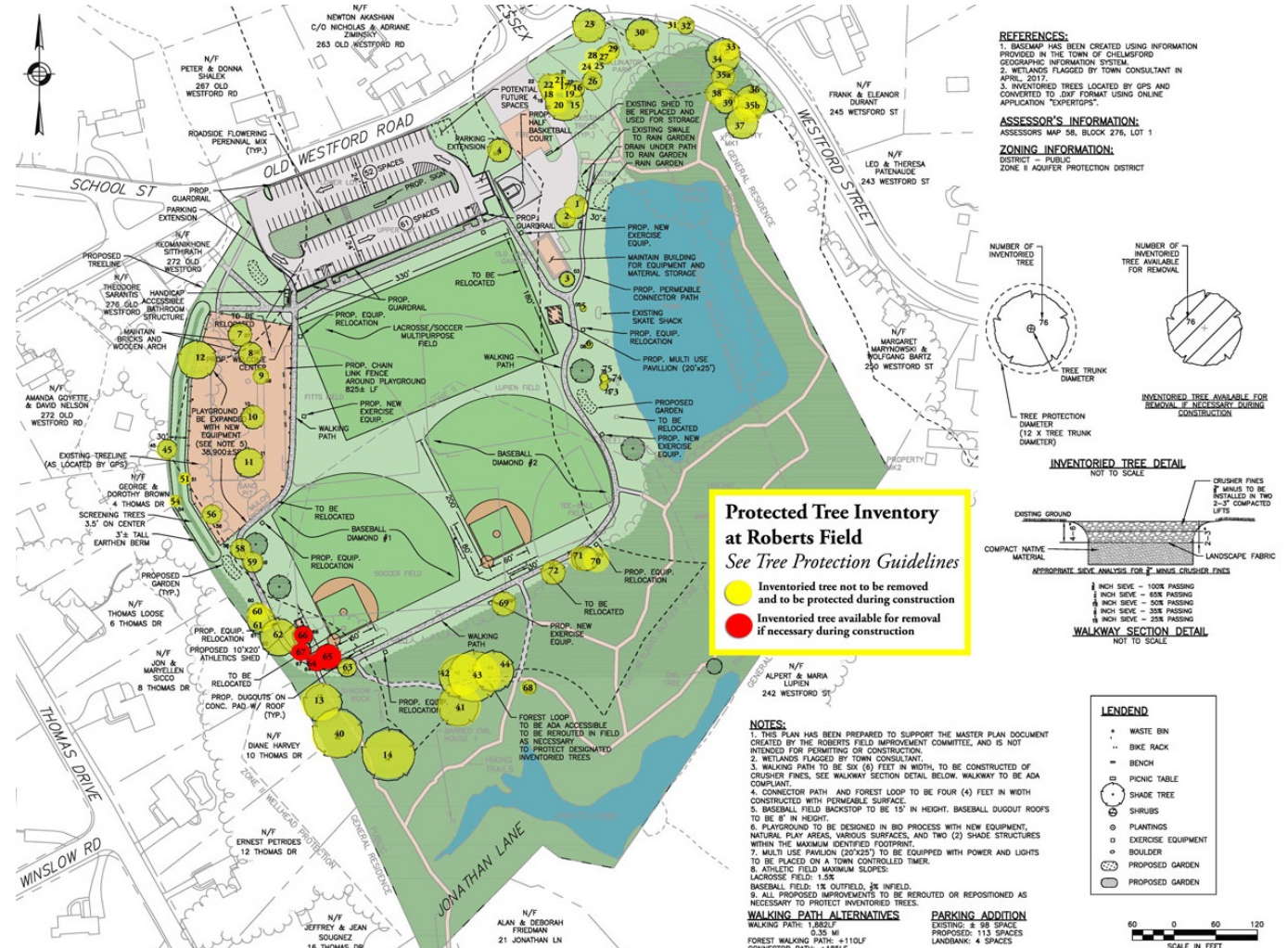


# Master Plan - Park Tree Inventory

Park Tree inventory created by James Martin, MS, Consulting Arborist for the Chelmsford Tree Committee

- Recommend changes to Park Tree Inventory to be approved by Park Advisory Board or Chelmsford Board of

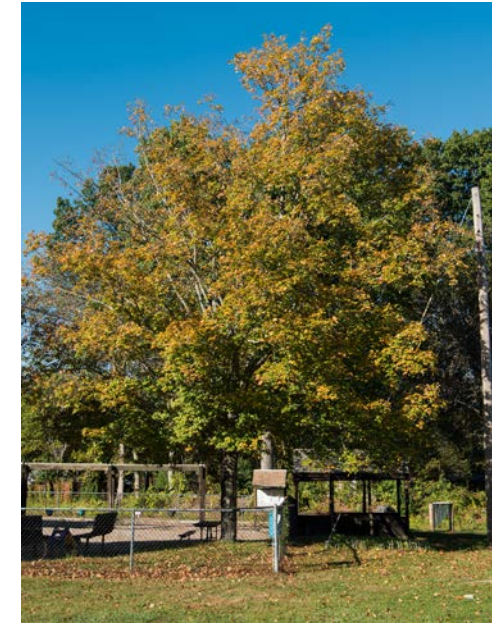
Inv #	GPX #	Street / Property	Tree Species	DBH	Cond.	Notes	Map	Spread	Height	Lat.	Long.	Date	By
RF001	01	Roberts Field	Linden Littleleaf	16	Good	Split Trunk Chain Imbedded	43	36	25	42°36'356"	71°23'343"	1/31/2017	BA/JM
RF002	02	Roberts Field	Linden Littleleaf	13	Fair		43	31	27	42°36'354"	71°23'346"	1/31/2017	BA/JM
RF003	03	Roberts Field	Maple Red	0.4	Poor	Const Damage to roots trunk	43	24	33	42°36'343"	71°23'345"	1/31/2017	BA/JM
RF004	04	Roberts Field	Crabapple	12	Good	Suckers mower	43	30	31	42°36'369"	71°23'367"	1/31/2017	BA/JM
RF005	05	Roberts Field	Maple Red	1.5	Poor	Roots & trunk construction damage	43	5	15	42°36'333"	71°23'338"	1/31/2017	BA/JM
RF006	06	Roberts Field	Elm American	4.5	Good		43	9	28	42°36'324"	71°23'336"	1/31/2017	BA/JM
RF007	07	Roberts Field	Crabapple	14	Good		43	30	35	42°36'326"	71°23'447"	1/31/2017	BA/JM
RF008	08	Roberts Field	Maple Sugar	14.4	Good	Sap Sucker	43	38	45	42°36'322"	71°23'444"	1/31/2017	BA/JM
RF009	09	Roberts Field	Pear Bradford	13.6	Fair	trunk vandalized	43	24	32	42°36'317"	71°23'442"	1/31/2017	BA/JM
RF010	10	Roberts Field	Linden Littleleaf	14	Good		43	33	40	42°36'309"	71°23'444"	1/31/2017	BA/JM
RF011	11	Roberts Field	Maple Sugar	22.1	Good		43	43	53	42°36'297"	71°23'443"	1/31/2017	BA/JM
RF012	12	Roberts Field	Oak Red	26	Good	Boundary Line Tree	43	56	60	42°36'321"	71°23'462"	1/31/2017	BA/JM
RF013	13	Roberts Field	Oak Red	35.3	Fair	Boundary Line Tree old wire	44	60	68	42°36'238"	71°23'422"	1/31/2017	BA/JM
RF014	14	Roberts Field	Oak Red	51.3	Good	Pruning 37.5/32.5/12.5	44	77	70	42°36'226"	71°23'404"	1/31/2017	BA/JM
RF015	15	Roberts Field	Maple Red	3.6	Fair		43	56	38	42°36'382"	71°23'344"	2/27/2017	BA/JM
RF016	16	Roberts Field	Oak Black	3	Good		43	12	20	42°36'385"	71°23'340"	2/27/2017	BA/JM
RF017	17	Roberts Field	Maple Red	10	Good		43	22	40	42°36'385"	71°23'345"	2/27/2017	BA/JM
RF018	18	Roberts Field	Maple Red	11.3	Good		43	22	40	42°36'384"	71°23'349"	2/27/2017	BA/JM
RF019	19	Roberts Field	Maple Red	13	Good		43	21	40	42°36'386"	71°23'345"	2/27/2017	BA/JM
RF020	20	Roberts Field	Maple Red	15	Fair		43	22	30	42°36'381"	71°23'346"	2/27/2017	BA/JM
RF021	21	Roberts Field	Maple Red	8.9	Fair		43	20	40	42°36'387"	71°23'346"	2/27/2017	BA/JM
RF022	22	Roberts Field	Maple Red	15	Fair	Construction damage	43	31	35	42°36'386"	71°23'349"	2/27/2017	BA/JM
RF023	23	Roberts Field	Oak Red	25.4	Good		43	48	48	42°36'400"	71°23'336"	2/27/2017	BA/JM
RF024	24	Roberts Field	Maple Red	9.9	Good		43	31	42	42°36'387"	71°23'335"	2/27/2017	BA/JM
RF025	25	Roberts Field	Maple Red	8.6	Good		43	23	42	42°36'387"	71°23'335"	2/27/2017	BA/JM
RF026	26	Roberts Field	Maple Red	15.9	Good		43	34	42	42°36'387"	71°23'335"	2/27/2017	BA/JM
RF027	27	Roberts Field	Cherry Black	8	Fair	Weed Barrier	43	26	30	42°36'393"	71°23'331"	2/27/2017	BA/JM
RF028	28	Roberts Field	Maple Red	11.7	Good	Weed Barrier	43	21	30	42°36'393"	71°23'331"	2/27/2017	BA/JM
RF029	29	Roberts Field	Maple Red	15.4	Fair	Weed Barrier	43	33	30	42°36'394"	71°23'329"	2/27/2017	BA/JM
RF030	30	Roberts Field	Maple Red	18.6	Good	7.4,8.6,8.5,7.5,8	43	48	51	42°36'398"	71°23'319"	2/27/2017	BA/JM
RF031	31	Roberts Field	Cherry Black	8.5	Poor		43	25	35	42°36'400"	71°23'305"	2/27/2017	BA/JM
RF032	32	Roberts Field	Maple Sugar	7.7	Good		43	24	35	42°36'400"	71°23'305"	2/27/2017	BA/JM
RF033	33	Roberts Field	Maple Red	7.8	Good	5,6	43	29	36	42°36'394"	71°23'291"	2/27/2017	BA/JM
RF034	34	Roberts Field	Maple Red	23.5	Good	11.8,15.3,8.7,10.1	43	51	54	42°36'393"	71°23'291"	2/27/2017	BA/JM
RF035	35A	Roberts Field	Maple Red	9.7	Fair	9,7	43	34	45	42°36'388"	71°23'291"	2/27/2017	BA/JM
RF035	35B	Roberts Field	Maple Red	20	Good	18,8,8	43	44	56	42°36'382"	71°23'284"	2/27/2017	BA/JM
RF036	36	Roberts Field	Maple Red	23.7	Fair	21,7,9.5	43	56	45	42°36'381"	71°23'285"	2/27/2017	BA/JM
RF037	37	Roberts Field	Maple Red	19.9	Fair	Boundary Line Tree 13,15	43	48	45	42°36'377"	71°23'287"	2/27/2017	BA/JM
RF038	38	Roberts Field	Maple Red	16.8	Fair	7,15	43	33	40	42°36'384"	71°23'291"	2/27/2017	BA/JM
RF039	39	Roberts Field	Maple Red	19.3	Fair	5,7.5,2.5,8.6,2.14,2	43	36	40	42°36'382"	71°23'291"	2/27/2017	BA/JM
RF040	40	Roberts Field	Oak Red	33.1	Good	Boundary Tree?	44	73	75	42°36'232"	71°23'417"	3/30/2017	JM
RF041	41	Roberts Field	Oak Red	31.1	Good	12,11,18,9/17,3,12,8	44	60	65	42°36'239"	71°23'382"	3/30/2017	JM
RF042	42	Roberts Field	Oak Red	22.1	Good	17,3,4/13,2	44	61	45	42°36'244"	71°23'379"	3/30/2017	JM
RF043	43	Roberts Field	Oak Red	29.3	Good		44	75	74	42°36'245"	71°23'375"	3/30/2017	JM
RF044	44	Roberts Field	Oak Red	39	Good	22,4/28,9/13,6	44	60	73	42°36'246"	71°23'373"	3/30/2017	JM
RF045	45	Roberts Field	Cherry Black	12	Fair	PL	43	25	37	42°36'296"	71°23'471"	4/30/2017	BA/JM
RF051	51	Roberts Field	Red Oak	7	Good		43	15	20	42°36'289"	71°23'462"	4/30/2017	BA/JM
RF054	54	Roberts Field	Crabapple	7.5	Poor	Historic? Boundary wire in trunk	44	15	20	42°36'284"	71°23'464"	4/30/2017	BA/JM
RF056	56	Roberts Field	Oak Red	9	Fair		44	27	24	42°36'281"	71°23'453"	4/30/2017	BA/JM
RF058	58	Roberts Field	Catalpa Northern	12	Fair		44	30	28	42°36'273"	71°23'443"	4/30/2017	BA/JM
RF059	59	Roberts Field	Catalpa Northern	11	Fair		44	30	42	42°36'270"	71°23'443"	4/30/2017	BA/JM
RF060	60	Roberts Field	Oak Red	20.1	Good		44	35	45	42°36'258"	71°23'437"	4/30/2017	BA/JM
RF061	61	Roberts Field	Oak Red	20.1	Good	8x10,3x11,7x12	44	40	58	42°36'256"	71°23'436"	4/30/2017	BA/JM
RF062	62	Roberts Field	Oak Red	18.7	Good		44	55	79	42°36'252"	71°23'430"	4/30/2017	BA/JM
RF063	63	Roberts Field	Larch European	9.7	Good		44	25	42	42°36'246"	71°23'408"	4/30/2017	BA/JM
RF064	64	Roberts Field	Pine White Eastern	9.3	Fair		44	25	30	42°36'247"	71°23'418"	4/30/2017	BA/JM
RF065	65	Roberts Field	Oak Red	12.1	Good		44	38	53	42°36'248"	71°23'414"	4/30/2017	BA/JM
RF066	66	Roberts Field	Oak Red	11	Good		44	30	52	42°36'253"	71°23'422"	4/30/2017	BA/JM
RF067	67	Roberts Field	Maple Red	8.1	Fair		44	25	50	42°36'249"	71°23'423"	4/30/2017	BA/JM
RF068	68	Roberts Field	Hickory Shagbark	3.7	Good		44	20	20	42°36'244"	71°23'354"	4/30/2017	BA/JM
RF069	69	Roberts Field	Cherry Black	11.5	Good		44	35	47	42°36'262"	71°23'358"	4/30/2017	BA/JM
RF070	70	Roberts Field	Pine White Eastern	19.4	Good		44	35	45	42°36'273"	71°23'332"	4/30/2017	BA/JM
RF071	71	Roberts Field	Pine White Eastern	16.1	Good		44	35	45	42°36'273"	71°23'332"	4/30/2017	BA/JM
RF072	72	Roberts Field	Pine White Eastern	14.2	Good		44	35	45	42°36'270"	71°23'341"	4/30/2017	BA/JM
RF073	73	Roberts Field	Alder	3	Good		43	12	12	42°36'314"	71°23'328"	4/30/2017	BA/JM
RF074	74	Roberts Field	Alder	3.3	Good	1.5x3	43	12	12	42°36'315"	71°23'328"	4/30/2017	BA/JM
RF075	75	Roberts Field	Alder	4.7	Good	4x12x1	43	12	12	42°36'316"	71°23'328"	4/30/2017	BA/JM



Appendix D: Roberts Field Tree Inventory



# Inventoried Trees at Roberts Field



# Design and Construction Milestones - draft

Timing	Project Milestones
Nov 16, 2017	Issue Custom Design & Construction Playground RFP <b>OR</b> Hire Playground Designer and Issue Construction Playground RFP – <i>Town Manager Approval</i>
Nov 2017	DPW Site Engineering Surveys
Nov 2017	Online Playground Survey and “My Dream Playground” Design Submissions?
Nov 2017	Begin Carved Brick/Slat Fundraising Campaign?
Dec 2017	“Last Day To Play” at old Friendship Park?
Dec 14, 2017	RFP Bids Closed
Dec 27, 2017	Committee Vendor Recommendation
January 8, 2018	BOS Meeting: Award Contract – <i>BOS/Town Manager Approval</i>
Jan 2018	“Design Day” and Public Input Session
Jan 2018	Finalize Playground Design - <i>Town Manager Approval</i>
Feb 2018	Begin Corporate Sponsorship and Grant Writing
Feb 2018	Source and Purchase New Equipment (3-4 months delivery) – <i>Town Manager Approval</i>
April 2018	End Carved Brick/Slat Fundraising Campaign?
May 2018	Remove Old Playground Equipment?
May 2018	Site Prep
June 2018	Equipment Delivery, “Build Week”
June 2018	Playground Grand Opening

# Volunteer Discussion

- **Jobs: Now Seeking**

- Four Board Members for “Friends of Roberts Field” Group
  - Including Treasurer (preferably a CPA)
- Volunteer Coordinator- seek out groups, organizations, and individuals to add to lists
- Fundraising Coordinators (Gift Brick, Dining Out)
- Corporate & Private Sponsorship Coordinators – “Tree shakers”
- Public Relations Coordinator
- Social Media Coordinators

- **Jobs: Will Be Seeking**

- Materials Coordinator (Donated or Purchased)
- Tools Coordinator
- Food Coordinator
- Daycare Coordinator

# Next Meeting Date

- Change/Cancel
  - Wednesday, December 6<sup>th</sup> at 7pm – Planning Board
- Confirmed?
  - Wednesday, December 20<sup>th</sup> at 7pm
- November Available Dates:
  - Monday, 11/13
  - Wednesday, 11/15
  - Thursday, 11/16
- December Available Dates:
  - Monday, Dec 11
  - Tuesday, Dec 12
  - Thursday, Dec 14
  - Thursday, Dec 21
  - Tuesday, Dec 26
  - Thursday, Dec 28