

*To be presented at Committee  
meeting scheduled for 12/26/17*



Roberts Field Advisory Committee  
*December 26, 2017 Meeting*

12/26/17

# Meeting Agenda

- Public Input
- RFP Bid Award Review and VOTE
- Playground Demolition Update
- Survey Update
- Fundraising Update
- Volunteer Update
- Next Meeting Date

*Attached: Design and Construction Milestones - draft*

# RFP Bid Review

- The Town revised the Committee's RFP Bid Award Review Process on 12/21 and 12/22.
  - Bid proposals will NOT be shared publicly as identified in meeting agenda (only public after final bid is awarded)
  - Five committee members received bid proposal copies on CD
  - The Town Manager indicated that the bid proposals can be discussed and voted on by the Committee in open session during Tuesday's meeting.
    - Meeting agenda was not revised, per the Town Manager "Simply leave the link as it is and move forward with the meeting."
  - Committee will select two members to meet with three DPW members in an attempt to provide one recommendation to the Town Manager
    - This meeting is not subject to the posting requirements or other regulations under the open meeting law.
  - If there is a lack of consensus, the Town Manager will make a determination as how to proceed to resolve the matter.

# RFP Bid Review

- Seven Bid Proposals received from:
  - Childscapes
  - Gametime
  - Kompan
  - Little Tikes
  - O'Brien and Sons – Landscape Structures
  - Play By Design – non-affiliated
  - Ultiplay – Playworld
- Make proposal recommendation - discuss and VOTE
  - One recommendation
  - Majority recommendation + minority opinion OR Recommendation of Top Two proposals
- Select two committee members to represent committee recommendation in meeting with three DPW members (Gary, Steve & Nick)
- If lack of consensus, chair will notify the Town Manager of details

# RFP Bid Award To Do's

- Make proposal recommendation - discuss and VOTE
  - One recommendation
  - Majority recommendation + minority opinion OR Recommendation of Top Two proposals
- Select two committee members to represent committee recommendation in meeting with three DPW members (Gary, Steve & Nick)
- If lack of consensus, chair will notify the Town Manager of details

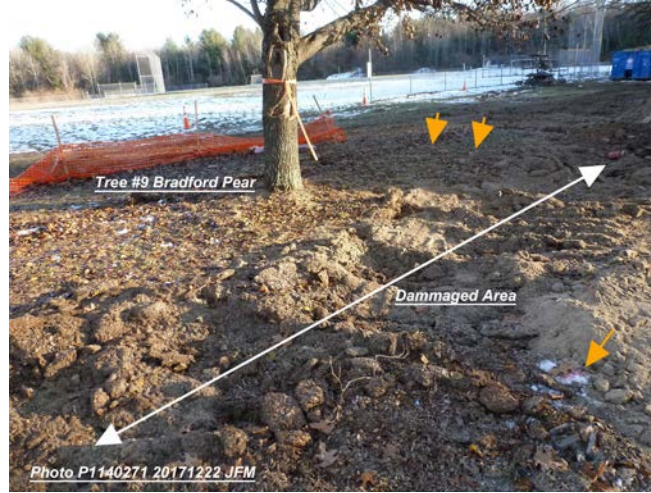
# Playground Demolition Update

- Demolition occurred Tuesday, Dec 19 – Friday, Dec 22<sup>nd</sup>
  - Swing seats (and chains?) were removed Monday (to another municipal entity). Benches and picnic tables were salvaged (?)
  - Three dumpsters were on site. Two were filled with wood for recycling (?)
  - With the exception of the twist slide (?), all plastic slides and tubes were added to the dumpster. DPW to confirm fate of twist slide (non-profit?)
  - The playground entry way was not able to be saved
  - Tree Protection: critical root zones were marked with paint, two were marked with wooden stakes, and a snow fence was installed around half of one tree, work was done inside the critical root zones



# Jim Martin Demolition Photos

Shared with Town Manager, to discuss this with Gary Persichetti when he returns from vacation next week.



# DPW Follow Up Items

- Property Survey
  - Relayed abutter concerns with identified property boundaries, Steve said he would follow up with abutter.
- Arborist report on inventoried trees (2<sup>nd</sup> opinion)
  - Steve said the report would be available Friday 12/22
  - Town Manager – “Trees will not be taken down upon the receipt of the report.”



# Survey Update

- A six question online survey asking for “help to design the new Friendship Park playground” was conducted November 11, 2017 – December 17, 2017 and collected 563 total responses.
  - Survey results [can be found here](#)
  - Survey results will be shared with new playground vendor and Town
- Key Findings:
  - Over half of respondents plan to use the playground weekly
  - Nearly 70% of respondents will bring 6-12 year olds to playground
  - There is strong support for inclusive, accessible, and sensory rich playground
  - Community playground equipment preferences were identified

# Fundraising Update

- Friends of Roberts Field held reorganization meeting (12/13)
  - Elected board of directors
  - Working on bylaws, articles of organization, IRS 1023, and bank account
- Gift Brick Campaign
  - On hold until bank account is created (pending bylaws & articles of organization)
- Grants
- Corporate Sponsorships
- Branding Development
  - Logos in development for playground, Park, natural areas and athletic fields
  - “Coming Soon” signs in development, placement approved by Town’s Building Inspector

# Volunteer Update

- Roberts Field Advisory Committee Email List – 331 email addresses
- Friends of Roberts Field Facebook Group – 551 members
- Friends of Roberts Field Membership forms – 16 completed forms

# Next Meeting Date

- Next Steps: New playground vendor meeting, public input/school sessions, finalize playground design (February)
- January Available Dates\*:
  - Wednesday, Jan 3
  - Wednesday, Jan 10
  - Monday, Jan 15
  - Wednesday, Jan 17
  - Monday, Jan 22
  - Wednesday, Jan 24
  - Wednesday, Jan 31

\*Pending Planning Board, Conservation Committee and CTM feedback

# Design and Construction Milestones - draft

Timing	Project Milestones
Nov 16, 2017	Issued: Custom Design & Construction Playground RFP
Nov 2017	DPW Site Engineering Surveys
Nov-Dec 2017	Online Playground Survey and "My Dream Playground" Design Submissions
Dec 2017	Begin Carved Brick/Slat Fundraising Campaign?
Dec 2, 2017	"Last Day To Play" at old Friendship Park (Rain Date: Dec 9, 2017)
Early Dec, 2017	Remove existing playground equipment
Dec 21, 2017	RFP Bids Closed
Dec 26, 2017	Vote: Committee Award 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)
April 2018	End Carved Brick/Slat Fundraising Campaign?
May 2018	Site Prep
June 2018	Equipment Delivery, "Build Week"
June 2018	Playground Grand Opening