

To be presented at Committee
meeting scheduled for 5/2/18



Roberts Field Advisory Committee
May 2, 2018 Meeting

5/2/18

Meeting Agenda

- Public Input
- New Playground Project Update and Discussion
 - DPW Update
 - “Natural Play Area” Design Discussion
 - Playground Signage Plan Update
 - Playground Elements
- Fundraising Update & Discussion
- Community Build Update & Discussion
- Upcoming Committee Meeting Schedule
- Meeting Minutes Approval
- Adjourn



Update From Steve Jahnle, DPW

- For an update, site work is obviously ongoing.
- Equipment is still tentatively schedule for delivery May 14.
- Tables, benches and border have been ordered.
- Baseball is using the field until approximately May 25th, then we can demo the fencing and do the remaining prep work.
- I've been in contact with the Harrington group and can repurpose old bench brackets for them to use and should be able to salvage at least 2 more sets of brackets (assuming we can get the concrete off without too many issues).

EWF AREA: 2,620 SF.
PIP AREA: 460 SF.

EWF AREA: 3,759 SF.
PIP AREA: 155 SF.

EWF AREA: 2,022 SF.
PIP AREA: 790 SF.

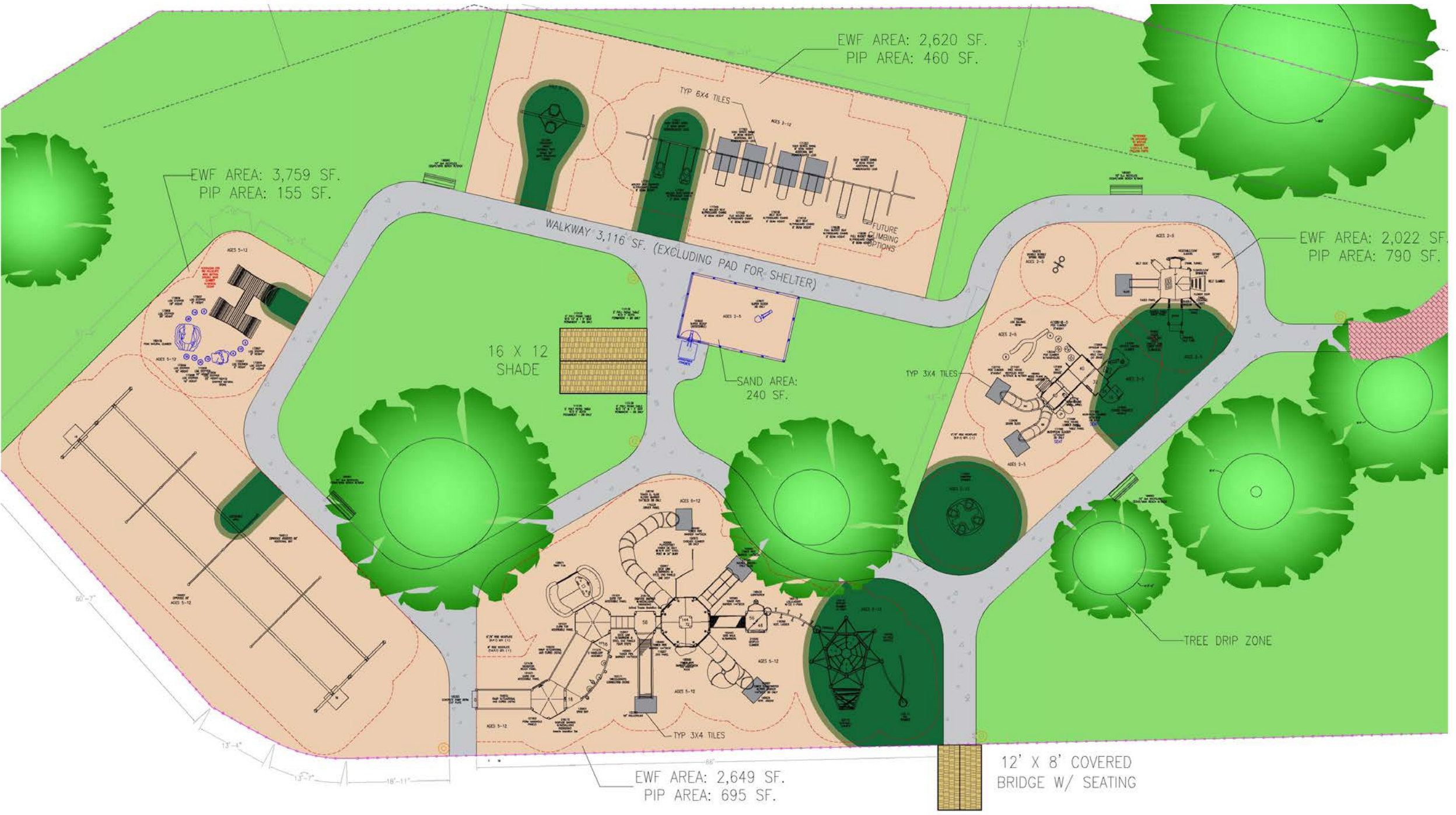
WALKWAY 3,116 SF. (EXCLUDING PAD FOR SHELTER)

16 X 12 SHADE

SAND AREA: 240 SF.

12' X 8' COVERED BRIDGE W/ SEATING

EWF AREA: 2,649 SF.
PIP AREA: 695 SF.



Natural Play Area Design Concept Plan

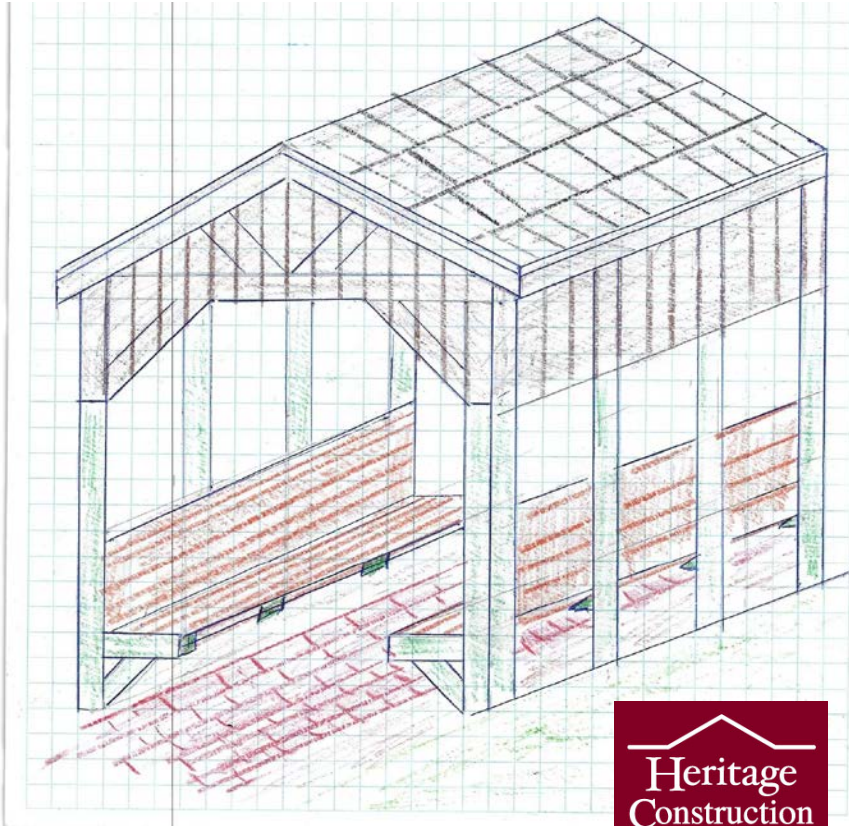
- Climbing Rocks
- Central Raised Garden
 - 14' wide center garden with 24" tall stone masonry wall
 - Sensory plants (community donations)
 - Metal kinetic wind sculpture
- Hardscape Pathways
 - Interesting Design
 - Natural hardscape (gravel, stone, pebbles)
 - 3 access points
 - Tree safe zones – gravel, sand, paver on top, about 4" total, or wooden boardwalk
- Five Senses Gardens (teardrop shaped)
 - Phase 1: Grass
 - Phase 2: Sensory plants
- Satellite Butterfly Garden
 - Plants donated by Weston
 - 20" Gazing Ball
- Grassy Meadow
- Stone Benches



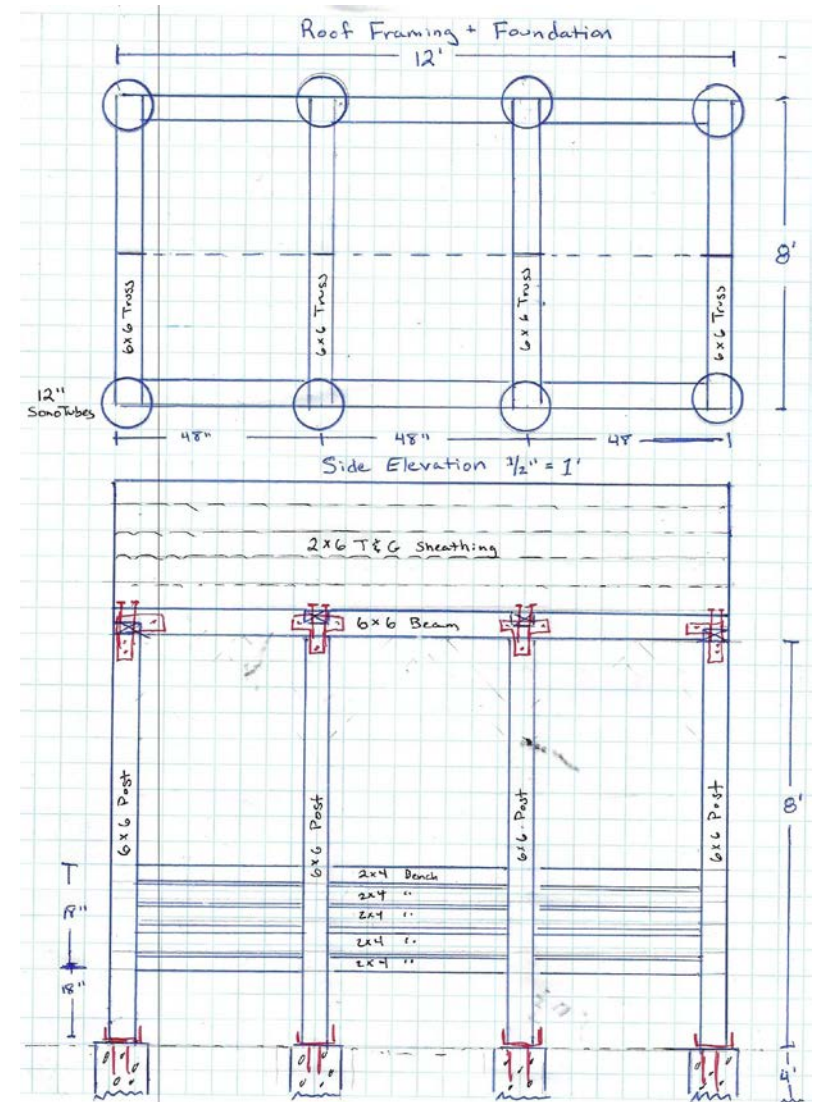
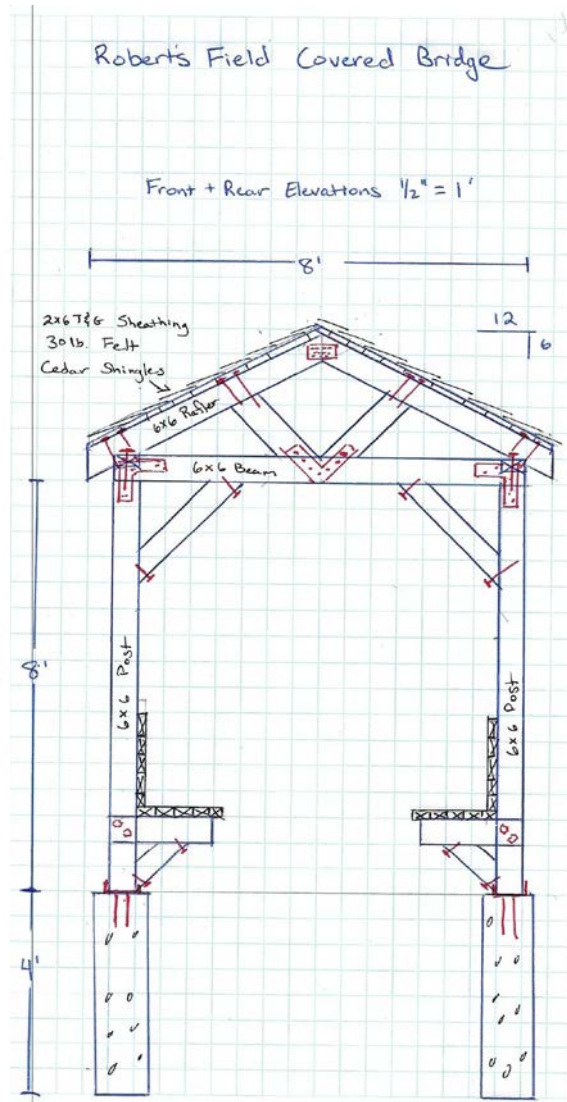
“Five Senses Garden & Labyrinth”



Covered Bridge Entry Way Design



Material Cost Estimate: \$5k-\$7k
 Labor: Donated - Heritage Construction
 Not Included in \$450k budget



New Playground Project Update and Discussion

- Signage Kiosk – Heritage Construction will design and work with Scout to build (limited supervision).
- “Buddy Bench” – Harrington Girl Scout Troop Led Volunteer Project
 - Troop Leader prefers rehabbing older bench vs buying new steel bench. Will get in touch with Steve to pick up older bench to start work.
- Metal Kinetic Wind Sculpture – Classroom project requests issued, volunteer flyers submitted to Scouts.
- “All Available Volunteer Projects” Flyer provided to BSA Scout Leaders and posted on Facebook

Roberts Field Advisory Committee Design and Construction Milestones

Timing (2018)	Project Milestones
January 29 - Monday	BOS Meeting: Award Contract – <i>BOS/Town Manager Approval</i>
Feb 6 – Tuesday 10am	Playground Design Working Session (DPW, RFAC, O’Brien and Sons)
Feb 12 6pm-7pm	Public Input Session – First Draft of the Playground Design
Feb 12 – Monday 7pm	Roberts Field Advisory Committee Meeting – Town Offices, Room 205
Feb 20 - Tuesday 7pm	Roberts Field Advisory Committee Meeting – Town Offices, Room 205
Feb 27 – Tuesday 6pm	Public Input Session
March 9 - Friday	Finalize Playground Design - <i>Town Manager Approval</i>
March 16 - Friday	Purchase New Equipment (4-6 weeks delivery)
March 2018	Begin Corporate Sponsorship and Grant Writing
May 6th	End Carved Brick Fundraising Campaign
May - Month	Site Prep
May 10 - 14	Equipment Delivery
June 2 & 3 – Sat/Sun	Community Build
Week of June 11	PIP in place, Pathways installed
June 23, 2018 - Saturday	Playground Grand Opening

Playground Signage Update

- Need Dimensions, Designs and Copy
 - Entryway sign
 - Kiosk
 - Welcome
 - Story/Rules/Playground Map
 - Park Map?
 - Bulletin Board
 - Sponsor & Volunteer Rock
 - Natural Play Area
 - Main Sign (double sided)
 - Small Signs (5x) – senses, Chelmsford Ma Rocks
 - Trail Signs (5x)



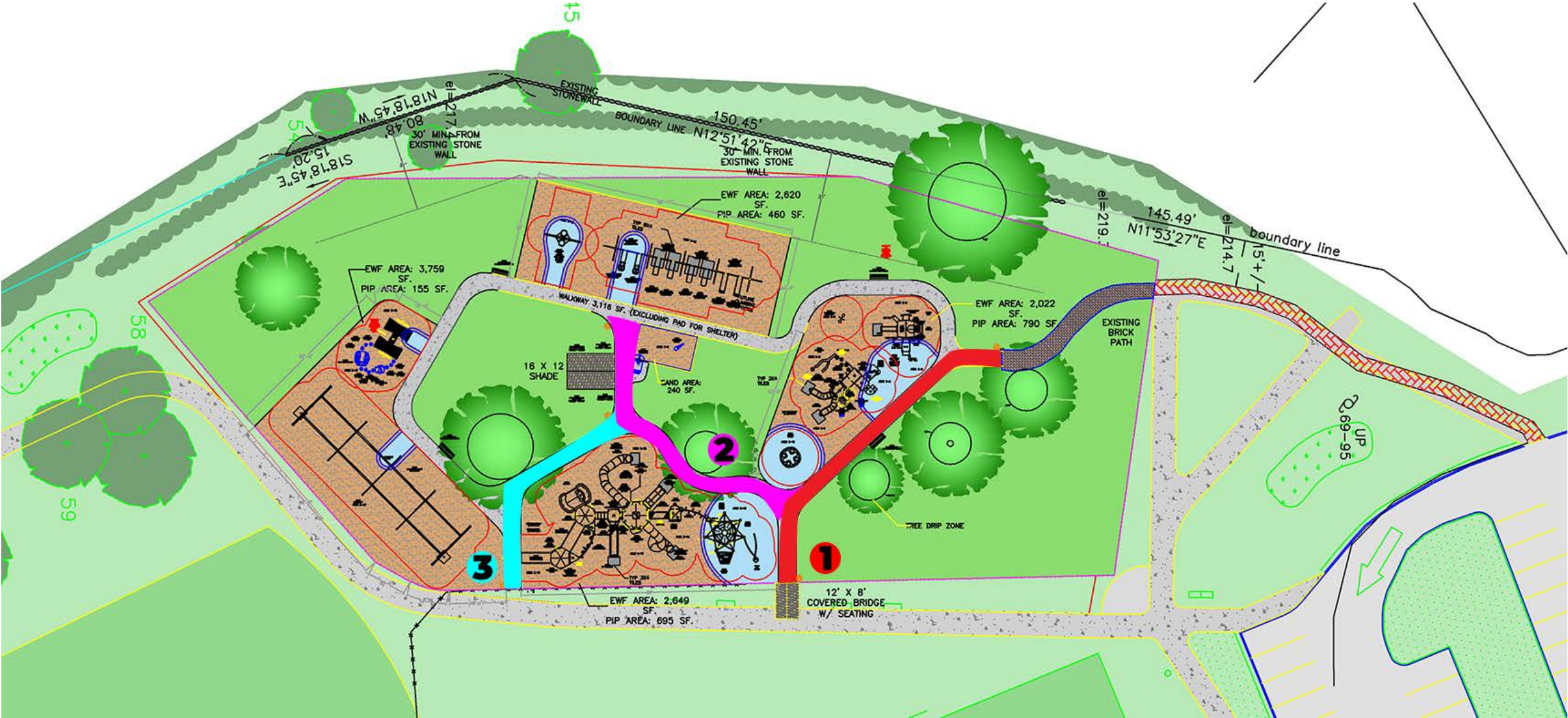
Budget Estimate

Town of Chelmsford				
Friendship Park at Roberts Field				
Construction Budget				
5/2/2018				
DPW Budget (Prepared by: Steve Jahnle, Assistant Director Chelmsford DPW)				
Shade Structure	\$	10,199		not installed
Wood chips	\$	8,500		not installed
Border	\$	11,000		not installed
tables	\$	1,300		not installed
benches	\$	1,500		not installed
abutter screening	\$	5,000		est
perimeter fence	\$	15,000		est
walkways	\$	12,000		est
O'Brien	\$	<u>381,160</u>		equipment/partial install/PIP
	\$	445,659		
Not Budgeted (Prepared by Roberts Field Advisory Committee)				
Covered Bridge Entryway	\$	6,800	Spruce, cedar and pressure treated and sign	Volunteer install
Natural Play Area	\$	20,000	pathway, edging, plants	Volunteer install
Center Garden Wall & Dirt	\$	6,000	Wall=\$5600, Dirt=\$400	Volunteer install
Climbing Rocks & Benches		TBD		DPW install
Engraved Brick Pathway	\$	25,000	estimated cost	DPW install
Signage				
Signage Kiosk		TBD	Sign/seat/bulletin board	Volunteer install
Donor Rock and Plaque	\$	2,000	2'10"x2'4" plaque on 26 cu yd stone	Volunteer install
Natural Play Area	\$	300	3' x 4' double sided sign on posts	Volunteer install
Five Senses Garden	\$	100	5x mini signs in garden circle	Volunteer install
Nature Trail Scavenger Hunt	\$	250	5x nature learning signs on trail	Volunteer install
Metal Kinetic Wind Sculptur	\$	500	Materials for sculpture	Volunteer install
Buddy Bench	\$	-	Girls Scouts buidling and funding	Volunteer paid and install
Two Sandbox Diggers	\$	1,843		Volunteer install
Original Picnic Table Rehab		TBD		DPW install
Original Bench Rehab		<u>TBD</u>		DPW install
	\$	62,793		

BUY A BRICK CAMPAIGN RECAP TO DATE

Friends of Roberts Field														
Buy A Brick Campaign Goals														
				5/2/2018	Current Sold				Goal One: \$25K		Goal Two: \$18k		Goal Three: \$10k	
Brick	Cost*	Price	Proceeds	Sold		Price	Proceeds		Proceeds	Bricks Sold	Raised	Bricks Sold	Raised	Bricks Sold
4 x 8	\$ 20.05	\$ 50	\$ 29.95	407	67%	\$ 20,350	\$12,189.65	50%	\$ 12,443	415	\$ 8,958.79	299	\$ 4,977.10	166
8 x 8	\$ 39.40	\$ 100	\$ 60.60	203	33%	\$ 20,300	\$12,301.80	50%	\$ 12,557	207	\$ 9,041.21	149	\$ 5,022.90	83
				610		\$ 40,650	\$24,491.45		\$ 25,000	623	\$ 18,000	448	\$ 10,000	249
										98%		136%		245%
Campaign Launch Date: 2/20/18														
Notes:														
*Cost includes Gift Brick purchase cost + paypal credit card fees														

Engraved Brick Pathway Location Priorities



Fundraising Update & Discussion

- Preexisting Account \$12,542
- Grant Writing Update - Pending
 - Shade=\$8k, 3M=\$2.5k, Kohls=\$500, Lawrence=\$5-\$10k
- Corporate Sponsorships
 - Premier Sponsorships (3) \$5,500
 - Equipment Sponsorships (3) \$4,405
 - GoFundMe \$86.49
- Buy A Brick Update (5/1)
 - Proceeds \$24,491.45
 - 610 bricks sold
- TOTAL FUNDS RAISED TO DATE \$47,024.94

New Inclusive Friendship Park TV Spot



Community Build Update & Discussion

- June 2-3, 7am-4pm
 - Two shifts (7am-noon, noon – 4pm)
 - Volunteer Needs
 - 11 equipment assembly teams
 - Preview instructions (pdf available)
 - Registration and Support Volunteers (27 registrations so far)
 - Registration table – waiver, name tags
 - Equipment Needs
 - 3/8 ratchet driver, A frame ladder, level, metal wheelbarrows, round nosed shovels
 - Food and Water Needs
- Registration Forms and Scheduling Portal Needed
- Potential Teams Contacted
 - Police, Fire, CYB, CYL, Pop Warner, CTM, Towing

Next Meeting Date

- Next Steps: Site Prep (May), Natural Play Area Design, Signage Plan, Community Build (June 2 & 3), Maintenance Plan Document
- Next Scheduled Meeting Date: Tuesday May 22 at 7pm in **Room 206** (BOS room)
- May meeting available dates
 - Tuesday May 8 – no Kurt
 - Wednesday May 16
 - Wednesday May 17
 - Monday May 21
 - Tuesday May 22
 - Thursday May 24
 - Monday May 28 – Memorial Day
 - Tuesday May 29
 - Wednesday May 30
 - Thursday May 31

Meeting Minutes Approval

- 2/27
- 3/15
- 4/4 has no minutes
- 4/19
- No minutes provided from site walk