

Roberts Field Advisory Committee (RFAC) Meeting Minutes

Date: 2/20/18

Time: 7pm

Location: Chelmsford Town Offices [Room 205 50 Billerica Rd Chelmsford, MA](#)

Committee Attendees: Bill Askenburg, Marcus Bush, Elisabeth Bobrow, Adelle Stavis, and Denille Ruth

Chelmsford Telemedia recorded and re-broadcast on Verizon 37/Comcast 39

Link to Meeting Video: <https://www.youtube.com/watch?v=pprs015t9s&feature=youtu.be>

Link to Agenda (prepared by Bill):

<http://www.townofchelmsford.us/AgendaCenter/ViewFile/Agenda/02202018-3501>

Meeting Presentation Doc (prepared by Bill): <http://www.robertsfield.org/wp-content/uploads/2018/02/Feb-20-2018-RFAC-Meeting-Presentation-Document.pdf>

Bill convened the meeting of the Roberts Field Advisory Committee (RFAC) at approximately 7:02.

Public input (none)

New playground project update and discussion

Revised design

- GFRC slide is steel inside, only lower height and double roller slide, not community build friendly

Next steps

- Do not have updated design yet (current design shown here not finished and doesn't have all changes), not sure if will have updated design prior to public input on 2/27
 - Bill to ask Steve for that and also put in master plan design with pathways
- Bill has sent what we have so far to Weston and they identified possible area for "natural play area with gardens, rocks, etc)

Design & construction Milestones

- These were presented as shown in the meeting presentation, no further updates from DPW or OBS at this time

The following notes kindly provided by Bill as Denille had to excuse herself early from the meeting...

The committee discussed the development of a playground signage plan to be placed outside of the main entrance to the playground. The committee reviewed photographs of signage at the Castle In The Trees playground, and determined that four signage panels were needed for Friendship Park, including 1) Name, Story, rules, contact, 2) Sponsors and Donors, 3) Volunteer and Committee, and 4) Bulletin Board. The committee discussed a preference for a wooden sign structure square in shape, with four opposing panels, a roof, and similar in style to the planned covered bridge entryway. The surface around the sign should be the same surface as the interior walking track. Bill provided an estimated sign printing cost of \$8 per square foot, printed on ½ inch PVC panels. The printer said this was a similar material used in park settings and would stand up to UV rays and weather.

The committee also discussed creating a shorter, lower profile sign for the Natural Play Area. The two panels would feature information about the sensory garden, butterfly garden, animal tracks, Nature

Trail Scavenger hunt, and Chelmsford MA Rocks! Display. Bill agreed to send Steve Jahnle an outline of the committee signage preferences.

Bill updated the committee about the Friends of Roberts Field's 501c3 non profit application. A meeting was planned for Friday between an attorney, CPA, FoRF Treasurer and Bill. The application would be mailed to the IRS by the following Monday.

The committee discussed the grant process. Adelle offered information about a Disney grant that closes March 1st. She believed the grant might be an opportunity based on the inclusive nature of the playground. She planned to forward to Steve, and try to find the person at the DPW who she can work with on grants.

Marcus presented information about the fundraising process. The goal for the corporate fundraising is \$50k, and he provided a breakout of how the goal could be met with general donations, equipment sponsorships, and crowdsourcing (GoFundMe). General donations would be broken into categories – Platinum (\$10k+), Gold (\$5k), Silver (\$2.5k), Bronze (\$500). Marcus discussed methods of promoting sponsorships, and a need to define the value proposition and equipment list along with a database of Chelmsford businesses. Also, spoke of the need to develop a list of people who could either introduce us to a business (Ambassador) or make phone calls on our behalf to either close on a donation or set a meeting to follow up with. Adelle agreed to look into signing up with Amazon for their charity benefits.

The committee did not vote on meeting minutes, and scheduled their next meeting dates as March 7th and March 19th.