

Meeting Minutes (Rev 3) Roberts Field Advisory Council

Date: January 27, 2021; 7:00pm

Committee Attendees: Bill Askenburg, Elisabeth Bobrow, Marcus Bush, Barry Jefferson, Adelle Stavis

Other Attendees; Sandie Rainey, David and Amanda Nelson, Wolfgang Bartz

Next meeting target: end of February 2021 – exact date TBD

Marcus called the meeting to order, presented the PowerPoint agenda, and noted that the meeting was being recorded; there was no public input

There was a review of RFAC members. Due to COVID-19 imposed time restrictions, Elisabeth Bobrow stepped down as co-chair but remained on the committee. Barry Jefferson was voted in to take her place along-side Marcus Bush.

Marcus presented his latest received project update from Steve Jahnle of the DPW. Most upcoming efforts, including permitting, irrigation, and field grading, are expected to resume in the spring of 2021. Marcus and Barry will try to get more irrigation plan details from Steve Jahnle to add to the CAD model (see below). Permitting is expensive and, per Steve Jahnle, could use some funding help. Adelle then led a discussion about grant opportunities that could help. She is going to help us apply again to the state grant which should be submitted before the end of April. To do that, however, we need to finalize and execute the demographics part of the survey we developed. Bill indicated that our submission should include a schedule of costs.

This led to a discussion about the survey. It has two parts: demographics and user satisfaction. The town will help us conduct the survey, but most likely they will not support conducting more than one per year. This means we need to finalize both parts of the survey quickly. We need to collect demographics information, park usage by minorities in particular, to help support several of our grant requests. Adelle will reach out to Latosha Dixon from the *Chelmsford Diversity, Racial Equity, and Inclusion Committee* for guidance in adding an appropriate question to the survey for this. Beyond this, we reviewed the survey and made a couple of other minor wording changes.

Continuing the subject of grants, Adelle is going to help us reapply for a shade structure grant from the Dermatological Association. Beyond that, we discussed how difficult and time consuming it is to research to find grant opportunities and that she cannot do it all. The committee is going to try to spread this effort among its members over the coming months. Due to shifts from the pandemic, Lowes Parks and Community grant is no longer viable, at least for the near future.

During a different but related conversation, Barry indicated that he had sent pictures of the proposed toilets enclosure to a local builder, Steve Desjardins. He asked Steve a) if he could broadly indicate what such a structure might cost, b) if his firm would accept doing this work, and c) if he would be interested in donating any combination of materials and labor for recognition. Steve's firm has acknowledged receipt of the request but is not expected to respond any time soon. Beyond this, Barry was asked to reach out to Justin Whitehouse to see if he would still be interested in donating some hand sanitizer stations to the park.

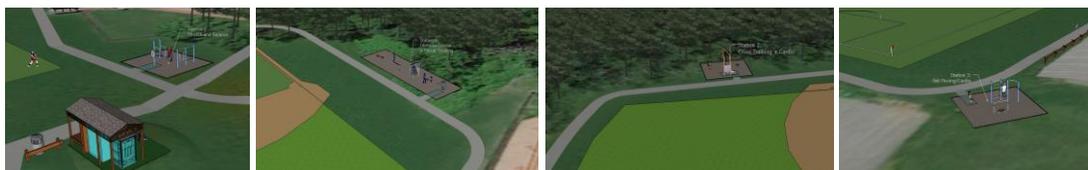
The next segment of the meeting was led by Barry who gave the team a tour of his most recent Computer Aided Design models of the park. He began by explaining that the model was to scale and that it matched in scale with the DPW diagram of the park originally developed by Howard Stein Hudson and incorporated into the model. He showed that, with one exception, the DPW picture was remarkably in agreement with the Google Earth image that was the basis of his model. The one exception is that the playground is actually smaller than that shown on the DPW plan. While this does not appear to pose any issues, it is nonetheless something that he and Marcus will bring to the attention of Steve Jahnle.

One effect of the noted differences is walking path locations. Specifically, the DPW plan shows the walking path running immediately next to the Friendship Park fencing, whereas the CAD model has it several feet away to take account for the covered bridge which juts out.

Barry next showed the park entrance from The Shack and the covered bridge which we would all like to see built there. Barry indicated that Laura Lindberg, who owns The Shack, has expressed interest in placing some picnic tables along the edge of the ravine that separates The Shack from Roberts Field. He next showed the welcome sign rock and garden and the committee indicated that what they saw aligned with their vision of this in the master plan.

The presentation next turned to the toilets and the enclosure structure. The committee liked having the seat and low table beside the toilets but suggested that we restore the wall between the seat and right-side porta-potty. The committee next agreed that while the lattice on the back side top of the structure was aesthetically pleasing, it would interfere with removing the toilets for maintenance. The decision was made to move the lattice to the front side of the structure. Barry indicated that the toilet structure would have to move slightly from what is currently shown to accommodate expansion of the parking lot. Because of land slope, this might require some land fill or other steps to achieve a flat base for the toilet structure.

Attention next turned to the new exercise stations targeted for spring installation. The model reflects the committee's recommendation that the stations be positioned counterclockwise around the field in the order: 1 – stretch and balance, 4 – Obstacle Course, 2 – Cross Training and Cardio, 3 – Get Moving/Cardio. This contrasts with the order 1,2,4,3 currently documented in the DPW plan. The committee reviewed this, and based on station sizes and possible land wetness, held to their recommendation. Marcus and Barry need to get a decision on this from Steve so that Bill can finish his sign work. A suggestion was made to ask the DPW to replace any trees needing to be removed for the stations or ball field elements.



Further examination of the model led the committee to revisit the question of where the proposed new (20' x 28') pondside shade structure and multi-use pavilion should be located. The current DPW diagram shows it near the edge of the safety net at the end of the multi-purpose playing field and directly behind the skate shack (left image below). The committee discussed various options for pavilion placement but didn't reach a final conclusion.



Discussion finally turned to the guard rail fencing. Everyone agreed that natural brown stain railing would be preferable to the white currently called for in the master plan. Barry and Marcus will add this to their topics to cover with Steve. Barry also took away the action item of verifying that the fence openings in the model are the same widths as in the park today. This has implications for emergency access to the park and fields.



Marcus and Barry will be setting up a meeting with Steve Jahnle to review the CAD model and to share comments and recommendations from the committee. Points to be discussed will include:

- DPW plan measurements of Friendship Park and running of pathways
- Location of toilets, building of a foundation slab, and the possible need for fill
- Order of exercise stations around the field
- Placement and size of ball field equipment storage
- Check on any intentions for adding bleachers
- Intentions for baseball field backstops, fencing, and player seating
- Replacement of trees taken down for construction
- Placement of the multi-use shade pavilion
- Information (if available) about the irrigation well and feed lines
- Color of the guard rail fencing
- Other items that Steve would like to see in the model

The following changes and additions are targeted for the CAD model:

- Modifying the toilet enclosure lattice as discussed above and adding a wall behind the seat
- Reviewing the toilet enclosure with the local building inspector
- Adding bike racks
- Adding the multi-use pavilion
- Correcting the stone bench models
- Verifying guard rail opening widths
- Adding the fire station and storage building behind it
- Adding the skate shack
- Extending the pond side pathing
- Adding a playing fields storage shack based on feedback from Steve
- Adding baseball field backstops, fencing, and player seating based on feedback from Steve
- Adding picnic tables near The Shack
- Adding Bill's signage where appropriate