

Meeting Minutes Roberts Field Advisory Council

Meeting date: 3/30/2023

Place: virtual (Microsoft Teams)

Committee attendees: Marcus Bush, Elisabeth Bobrow, Bill Askenburg, Amanda von Zirpolo, Adelle Stavis

Other attendees: Barry Jefferson, Kristen Dillon, Julia O'Brien, Martha Ho, Heather Allen

Next meeting target: April 13th, 2023

- I. Call to order, notification of recording
- II. Approval of previous meeting minutes (01/19/2023)
 - a. Unanimous approval
- III. **COMMITTEE MEMBERSHIP:** Nancy Polley (not present at meeting) has sworn in as a committee member. Marcus will reach out to Dan Leahy. Should he not respond within several weeks, the committee will request that his spot be vacated and subsequently filled by community member Julia O'Brien (in attendance).
- IV. **PUBLIC INPUT:** Marcus shared an email that he received from a community member inquiring about a hardscape basketball court discussed during earlier planning stages. Adelle mentioned that the future redesign of the West Fire Station could impact potential installation.
- V. **EARTH DAY:** Bill announced plans for an Earth Day event on April 22nd. As part of a townwide cleanup effort, volunteers can pick up trash, perform trail maintenance, gardening, and other general cleaning. Heather Allen stated that the Chelmsford Mothers Club (CMC) is planning to form a group to assist with the cleanup efforts at Roberts Field.
- I. **JUNPER DILLON MEMORIAL PLAYGROUND ("JUNIE'S PLACE" FOR 2-5 YEAR OLD CHILDREN):** With the expert guidance and support of Bill along with the partnership of Friends of Roberts Field and other community members, Kristen Dillon's vision for Junie's Place has become more solidified. Five pieces of equipment (combination of sensory and play structures) that honor Junie's playful and inclusive spirit have been selected. Bill has organized the proposal options into four tiers of descending cost, with the top level including all five pieces of equipment, full poured-in-place surface and a metal seating bench for a project total of \$145k. Equipment will be purchased through the town and O'Brien & Sons, using money from the already-established Junie's Place Memorial Fund. The fundraising campaign will officially launch on April 2nd. There are plans for outreach to a variety of groups to draw donations. Flyers with a QR code to the memorial fund PayPal will be placed in positions of prominence at Friendship Park. Adelle will add verbiage to the existing grant proposal about Junie's Place. Should that grant be awarded, funds from it can be allocated to the project. Martha Ho, president of the CMC, discussed additional avenues of donation solicitation, and shared that the CMC has selected the Junie's Place Memorial Fund as its charitable project of choice for the 2023-2024 club year. This initiative will include seeking individual member donations, corporate donations, matching gifts, and other creative ways to increase public awareness of the campaign and draw financial support. Chelmsford DPW will be responsible for the purchase, installation, and ongoing equipment/surface maintenance. Once ordered, there would be a six-month shipping lead time. Anticipated installation date is Spring 2024. Concerns were raised about the maintenance

requirements for DPW of poured-in-place surface, as some of the existing poured-in-place surface has already begun to show signs of degradation at Friendship Park. Bill stated that the town has not challenged the poured-in-place component of the project proposal thus far. Per Bill, several select board members have voiced their full support of this project. RFAC members are also in full, unanimous support.

II. **SIGNAGE:** New signs to be finalized. A new drone image of the park is required prior to painting. Baseball field signs will be provided by the Lupien family, to be installed by DPW/volunteers. A carved granite sign at the park’s entrance will cost ~ \$5700. Bill will share plans/design for Junie’s Place signage once drafted.

III. **BENCHES AND TABLES:** All metal benches and sponsor plates have been installed. Remaining six granite benches are awaiting creation by LeMausier Granite. Table #10 will be installed by Bill once weather permits and his schedule allows. Table #2 still available for purchase.

IV. **GRANT APPLICATION:**

Adelle will be adding the top-tier option of Junie’s Place project (\$145k) into the ask letter as a line item. After submitting the ask letter in the near future (potentially as soon as next week), copies will be sent to our state representative & senator to seek support. Bill suggested that the letter should be shared with Paul Cohen and the select board for endorsement. The following projects have already been included in the letter:

Project	Cost	Quoted By
Pond dredging	\$422,000 + 10% = \$464, 200 (includes permitting)	Christine Clancy
Irrigation system	\$60,000 + 10% = \$66,000	Corbett Inc via Steve Callaghan
Lacrosse safety nets	\$41,100 + 10% = \$45,100	BSN Sports via Steve Callaghan
Toilet enclosure	\$41,100 + 10% = \$45,100	B Squared Corp
Pond-side pavilion	\$36, 350 + 10% = \$39, 985	Bill
Park welcome area	\$5,700 + 10% = \$6,270	Bill

V. **FIELD USE:** Per Marcus, lacrosse teams are going to begin practicing on the fields soon. No safety nets or goal nets have been installed, there is speculation that teams will bring portable goal nets. Safety nets to hopefully be funded by the aforementioned grant.

- VI. **PARKING:** Though some additional parking spaces have been added to the existing lots, parking remains relatively limited for the large amount of park patrons. This is expected to become a more pressing problem as teams begin holding practices/games and the weather warms. Patrons will likely begin parking on the street.
- VII. **SECURITY CAMERAS:** Per Bill, will likely be installed in the spring or summer. Budget to be discussed at the Spring Town Meeting. Police Dept. and town IT to coordinate.
- VIII. **2023 GOALS:** Grant application submission, the projects listed in the grant, and Junie's Place are all top priorities for the RFAC.
- IX. **Meeting adjourned**