

## FRIENDS OF MARSHALL SQUARE PARK

### Minutes of Meeting on September 14, 2017

The meeting was called to order at 7:04 p.m. by Jeff Beitel. In attendance were Linda Scott, Bill Scott, Anne Walters, Eric Miller, Chantelle Fieldhouse and Veronica Balassone.

--The minutes of the last meeting were approved and entered into the record.

--Linda Scott gave the Treasurer's Report. The current balance in the checking account is \$10,723. Funds earmarked for the fountain have been spent and fountain expenses are now being paid out of the general fund. Linda expressed a need to be more assertive about raising funds through bench and fountain stone sales.

On the Receipts and Disbursements statement the Music at Marshall income totaled \$6,905 from sponsorships. FMSP will retain 85% of that amount. Summer concert expenses for food and the bands totaled \$1,643. This year food for the picnic was purchased and not donated as in years past. Some of the sponsorship funds have yet to be collected. Jim Salvas, Jeff Beitel and Chantelle Fieldhouse were given recognition for the hours spent organizing the concerts and picnic this year. It was made clear that others need to be recruited to do the same next year.

--There's been no progress on the park's restroom repairs. Jeff will draw up a "mini" set of construction documents to hopefully move the project forward. There is debate about creating public access to the restrooms as they are frequently vandalized in other parks. Chantelle feels very strongly that access to the restrooms is mandatory for young children's needs. Jeff encouraged her to make herself and other mothers heard on this issue at borough meetings and the Recreation department. Bill Scott said it was his understanding that funds had been budgeted for a system of remote control of restroom locks so that they may be open during the day and closed at night. It is unclear as to why the borough is not moving forward on this.

--Jeff reported that he, Anne Walters and Bill Scott presented a plan at the Public Works meeting for repair of the brick sidewalks on the perimeter of the park. They specify a 7-foot wide walk of consistent width all around the park using the historic brick now in place with an industry base for walks. In addition, the steps on North Matlack Street would be replaced with a new concrete structure with extra thick stone treads. The brick retaining walls would remain and be painted. FMSP will be paying for removal and storage of the sidewalk bricks as well as for a new railing for the steps. Public Works voted 3-0 in favor of their proposal. Anne emphasized that we narrowly avoided having all the historic bricks thrown out and the sidewalk significantly reduced in width due to borough cost concerns. FMSP is contributing approximately \$20,000 and the low bid accepted by the borough is \$66,000 for a grand total of \$86,000 to have the sidewalks and stairs replaced. Our contribution gave us leverage in determining the specifications of the project.

--No one has come forward to contract with the borough for mulching the leaves in the park. This is a separate budget item from mowing. Jeff suggested we either buy the necessary equipment ourselves, or hire someone to do it. Bill Scott has had discussions with Public Works about the issue and believes they have a plan to address the leaves this year.

--The process to apply for 501c3 status has been temporarily sidelined. Linda Scott will work with an attorney at a benefactor's expense to get this done. Articles of Incorporation as well as By-Laws will be required for the application. Our goal is to accomplish the filing by next spring. There is a one-time filing fee of \$850 as well as incorporation fees, totaling around \$1500. In addition we will need event (liability) insurance for our events moving forward. It was suggested that Linda contact Kristin Gerling, who was involved in Barclay Park's incorporation for advice.

--The Events Committee has made all the necessary preparations for this year's Fall Party to be held on Saturday, September 30<sup>th</sup> at the Cornell's residence on Walnut Street.

--Eric Miller and Jeff agreed that Wild Apricot is not working well at all for our purposes. Jeff is suggesting hiring an outside company to manage communications, in particular, membership lists and invoicing for annual dues. Anne offered to look into finding someone who can handle some aspects of a membership data base. Eric reported that some invoices have gone out, although there is no clear way to determine who has paid and who has not. Linda has records and said she could email those who are not paid. Lane Randall is in the process of attempting to bill members for annual dues.

--Anne and Jeff reported for the Fountain Restoration Committee. Clogging of the fountain has been an issue. Grass clippings from the chutes on the mowers have been sprayed directly toward the fountain, and leaf debris are the main problems. Strainer baskets over the drains may help to control the clogs.

The restored fountain has won a West Chester Preservation Award. The ceremony will take place on Thursday, October 19<sup>th</sup> at 5:30 p.m. at the Chester County Historical Society. Four complementary tickets to the event will be reserved for the fountain's major donors. FMSP will be purchasing tickets for others involved in the funding and direction of the restoration.

--The October meeting will be held on Wednesday, the 18<sup>th</sup>.

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Veronica Balassone, Recording Secretary