

Oak Hill Site Plan Committee
Chelmsford

Meeting Minutes
February 17, 2016

Meeting Location: Chelmsford Town Hall, Billerica Road, Chelmsford MA

Members Present: Paul Gleason, Chair; David McLachlan; Laura Merrill

Members Absent: Jim Murray

The meeting was called to order at 6:05 PM.

1. Approve Minutes – The minutes of March 31st, April 28th, May 26th, September 24th, November 18th and December 16th were approved.
2. Status Reports
 - a. Notice of Intent Application was submitted to the Conservation Commission and approved.
 - b. Site Plan Improvements – All work on the site has been on hold due to the weather.
 - i. Budget – no update was given
 - ii. Pedestrian Bridge - prefabrication update - Material has been purchased and construction by Jim Murray has begun. Bridge will be stored in sections at DPW until installation.
 - iii. Entrance gate – Existing gate will be moved in from the parking area and rebuilt by DPW.
 - iv. Granite Sign – The design is set. DPW will purchase the sign when needed. It was agreed to place a PO for a granite sign on March 1.
 - v. Kiosk – Nashoba Tech has agreed to build a kiosk for the entrance to the reservation. Laura Merrill will give them the go ahead by March 1.
 - vi. Parking lot – The location and size for 8 parking spaces has been set.
 - vii. Salt Barn – The fence beside the trail has been repaired, jersey barriers located and sited and sand piles straightened out. A berm around the salt site has been built. The exit points for rainfall outflow need to be improved.
 - viii. Trail designation and construction – The trail location is finalized. The trail to the left of the salt shed has been constructed.
 - ix. Right of way surveying – The DPW will conduct the surveying for the land to be conveyed to ConCom at spring Town Meeting.
 - x. Warrant Article – Paul Cohen and Steve Jahnle will draft the language for the warrant article.

Next Meeting : March 16, 2016 at 6:00pm.

The meeting ended at 6:30 PM

Submitted by D. McLachlan

Minutes approved at March 16, 2016 meeting by unanimous vote.