

Oak Hill Site Plan Committee
Town of Chelmsford

Meeting Minutes
March 16, 2016

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

Members Present: Paul Gleason, Chair; Jim Murray; Laura Merrill

Members Absent: Dave McLachlan

The meeting was called to order at 6:10 PM.

1. Approve Minutes – The minutes of February 17, 2016 were approved unanimously

2. Status Reports:

- Mr. Gleason reported that he received a bill from the Chelmsford Independent Conservation the committee's for the legal notice regarding the NOI public hearing before the Commission. He forwarded it to Steve Jahnle for payment from the budget.

3. New Business:

- Laura Merrill reported that the Nashoba Tech representative reviewed the Kiosk specs that Mr. McLachlan supplied and can fabricate it for a total of \$687.50 which includes materials, expenses and overhead. The committee members voted favorably to authorize the work.

- Pedestrian Bridge: Mr. Murray said that he has the beams on his property and is prepared to start work. Mr. Gleason suggested that our highest priority is construction of the pedestrian bridge. He will arrange an onsite meeting with Steve Jahnle and the Road Foreman to discuss location and construction of the six sonic tube foundations needed to support the bridge. Mr. Murray is available mornings. Mr. Gleason will arrange the meeting and notify all members of the time and date.

- Other Improvements: Mr. Gleason will discuss with Mr. Jahnle that he will be able to schedule and complete the other pending onsite improvements i.e. parking lot, gate, sign and trail by June 30, 2016.

Next meeting: April 13, 2016

Meeting Adjourned: 6:45pm

Minutes prepared by: Paul Gleason

Minutes unanimously approved by committee members at April 13, 2016 meeting