

# Oak Hill Site Plan Committee

Chelmsford

Meeting Minutes

May 18, 2016

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

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

Members Absent: None

Others Present: None

The meeting was called to order at 6.02 PM.

1. Approve Minutes – April 13, 2016 minutes were approved
2. Site Plan Improvement Discussion
  - a. Budget – No update was presented
  - b. Pedestrian Bridge - Construction by Jim Murray is underway. Bridge will be stored in sections at DPW until installation. Granite footings in place on either side of the stream. Bridge will be stained green
  - c. Entrance gate - Existing gate be moved in from parking area and rebuilt by DPW.
  - d. Granite Sign - Sign is on order. Sign will be sited about 25 feet from Swain Road to the right of the entrance to the site.
  - e. Parking lot - Parking completed; stops need to be put in place; need to have a clear cut view to Swain Road
  - f. Kiosk - Uncertain whether Nashoba can build the kiosk. Laura to have discussion with teacher at Nashoba
  - g. 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 point for rainfall outflow across the trail need to be improved. Barn itself needs to be secured with fencing.
  - h. Trail designation and construction - Trail from parking lot to stream roughed in. Street grindings in place from the Parking lot down to salt shed. Want to put street grindings 5-6 feet wide on the rest of the trail down to the stream crossing.
  - i. Right of way - The DPW is conducting the surveying for land conveyed to ConCom by 2016 Town Meeting. Follow up that easement is filed with appropriate authorities.
3. The Committee suggested that there be a “handoff” ceremony with the Conservation Commission

**Next Meeting :** June 22, 2016 @ 6pm in Town Hall

The meeting adjourned at approximately 7:00 pm

Prepared by David McLachlan

Minutes Approved unanimously by members attending the 6/22/2016 meeting.