

**Oak Hill Site Plan Committee**  
**Chelmsford**

**Meeting Minutes**  
**June 22, 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 6.03 PM.

1. Approve Minutes – May 18, 2016 minutes were approved.
2. Status Reports – Pedestrian Bridge – Granite footings in place on either side of the stream. Construction of the bridge by Jim Murray is underway at his house. Bridge will be picked up by DPW and delivered to site at stream. Move all pieces out to site at one time and assemble on site. Bridge will be stained green. 4 extra beams and 30 - 8' x 8" planks for bridge to be ordered. Jim Murray will order all the remaining material. Paul to check with Steve Jahnle to expedite delivery. The 8-foot wide planks will be placed on the crossbeams. 2 railings will be inside of the 8 feet planks so the walkway across will be less than 8 feet wide. A backhoe from DPW to lift bridge pieces into place and to place material on the trail up the hill on the reservation side of the stream is needed.
3. Site Plan Improvement Discussion
  - a. Budget Review - None
  - b. Trail construction - Trail in place up to crest of the hill, trail grindings in place. Need to cut back the slope to the stream to make it less steep, finish constructing trail to stream, cover with trail grindings. This cannot be done until bridge is in place. Roll all the street grindings on trail and parking lot.
  - c. Kiosk Construction - Dave is meeting with Hana Barber 6/23/16 to proceed, cost is about \$300, shingles and stain available. Volunteers will move to site and install.
  - d. Pedestrian Bridge - See above
  - e. Entrance gate and new chain link fence – DPW has ordered.
  - f. Granite Sign - On order.
  - g. Parking lot construction - complete, bumpers need to be in place, need to roll the parking lot.
  - h. Tree/bush trimming - Do not clear cut, but have limited visibility from Swain Road to parking lot. Dave to check with Jennifer Bellissimo to make sure

police detail can check parking lot from street or will drive in to patrol. Paul and Laura to give direction to DPW.

- i. Salt Barn fence - DPW to do as a separate project.
  - j. 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.
  - k. 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.
  - l. Dedication ceremony – Deferred until project complete.
4. Other matters
- a. The Committee agreed to keep working on the project and established a new completion date of August 1, 2016. Dave will notify ConCom.
  - b. Jim suggested that wild grass seed be placed in areas between the trail and trail construction.

The meeting adjourned at approximately 7:00 pm

Minutes approved on July 20th.