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 6:00 pm.
The meeting ended at 6:30 PM

Submitted by D. McLachlan

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