HUNTRESS Sports

Landscape Architects & Planners
17 Tewksbury Street Andover, MA 01810

Conservation Recreation Project Town of Boxford

| Meeting Date | 12/9/2015 | | |
|-----------------|--------------------|--|---|
| Issue Date | 12/9/2015 | | ĺ |
| Notes Taken By: | Christian Huntress | | |

| CIRCULATION | COMPANY | EMAIL ADDRESS | PHONE | |
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Boxford Common Project Meeting Notes

| ITEM | DATE | DESCRIPTION | STATUS | RESPONSIBLE | DUE DATE |
|------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------|----------|
| 1 | 12.9.15 | Representatives from the Town of Boxford, RAD, Lucas, W&S, and Huntress met on site to walk the limits of Phase One (Turtle Habitat) activity. The discussion included a general overview of responsibilities of each party, scope of work for Phase One, construction access, erosion control and all requirements of the NHESP DFW Permit for the Turtle Habitat area. | Open | N/A | N/A |
| 2 | 12.9.15 | HAI reminded the project team that all correspondence, questions, RFI and related documents must go through our office. The Town of Boxford has set up a Dropbox site for file management. All parties listed above will be invited to participate in the dropbox account | Open | ALL | Ongoing |
| 4 | 12.9.15 | RAD is allowed to access the logging road over the Haynes property to gain access to the turtle habitat site. RAD to clearly delineate the truck access, provide appropriate signage and a barrier to prohibit accidental traffic from entering further than intended into the Haynes Property, and provide erosion control as identified in the field by W&S. | | | |
| 3 | 12.9.15 | Upon completion of the site walk, RAD stated that they shall continue to layout the location of the Turtle Habitat Area and construction access. Upon completion of the layout, and prior to the start of construction activity, RAD shall notify HAI that the layout is complete. HAI will review the layout with the project team and make adjustments as recommended or required by the prevailing permit approval. All work shall be reviewed by Lucas and W&S prior to the start of construction activity. | Open | RAD | 12.15.15 |
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| | | mail tochris@huntressassociates.com Otherwise, all information contained in this document is considered accur | | | |

End of project notes: Changes or clarifications may be submitted by email tochris@huntressassociates.com Otherwise, all information contained in this document is considered accurate and shall become part of the project record.







Photo 1



Photo 2



Photo 3



Photo 4



Photo 5 Photo 6







Photo 7



Photo 8



Photo 9



Photo 10



Photo 11 Photo 12