

Meeting Date	5/25/2016				
Issue Date	5/26/2016				
Notes Taken By:	Christian Huntress				
CIRCULATION	COMPANY	EMAIL ADDRESS	PHONE		
Alan Benson	Town of Boxford	abenson@town.boxford.ma.us	978.887.6000 x502		
Susan Inman	Town of Boxford	sinman@town.boxford.ma.us	978.887.6000 x502		
Ross Povenmire (RP)	Town of Boxford	rpovenmire@town.boxford.ma.us	978.887.6000 x181		
Margaret Chow Menzer	Town of Boxford	mcmenger@gmail.com	978.887.8135		
Thomas E. Liddy	Lucas Environmental	tel@lucasenvironmental.net	617.405.4053		
Christopher M. Lucas	Lucas Environmental	cml@lucasenvironmental.net	617.405.4140		
Greg J. Hochmuth (GH)	Williams & Sparages, LLC	ghochmuth@wsengineers.com	978.539.8088		
Christian C. Huntress (CH)	Huntress Associates, Inc. (HAI)	chris@huntressassociates.com	978.470.8882		
John Morin	Morin Cameron, LLC (MC)	John@morincameron.com	978.887.8586		
Michael J. DeRosa	DeRosa Environmental, LLC (DeRosa)	michaelderosa@gmail.com	978.948.7717		
James Doherty	RAD Sports	jpd@radsports.com	781.871.4400 x205		
Ed Kingsley (EK)	RAD Sports		781.871.4400		
Anthony Marchetti	RAD Sports	an@radsports.com	781.871.4400		
Boxford Common Project Meeting Notes					
ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	5.25.16	Regular Weekly Meeting: 7:45 am. CH, JD & EK.	Update	HAI	N/A
2	5.25.16	Erosion control installation was inspected is being properly maintained.	Update	HAI	N/A
3	5.25.16	Field #1 Progress - Base stone is complete and drainage test have been submitted. Turf is being installed and is approximately 60% complete...work is ongoing.	Update	HAI	N/A
4	5.25.16	Installation of compacted gravel sub base on entry road and sidewalk areas is nearing completion. Middleton Road was inspected and looked clean and well kept.	Update	HAI	N/A
5	5.25.16	Stone landscape walls are being installed in grass areas surrounding the parking lot for field #1. The shed has been installed and the kiosk has been delivered to site and is being stored temporarily in the shed.	Update	HAI	N/A
6	5.25.16	Work has started on the emergency access roadway. The base stone and drainage has been installed and is being compacted in place. The stone will receive a topping of loam and seed once complete.	Update	HAI	N/A
7	5.25.16	JD reviewed the schedule of work over the next two weeks. RAD will complete the installation of the turf and infill on Field # 1 next week. Work on the associated parking, playground structures and landscape walls will continue into the next several weeks. CH has tagged trees for the planting schedule and material is expected to arrive on site shortly. The fence work for the abutters on SBW is expected to be complete by mid June.	Update	HAI	N/A
8	5.25.16	EK & CH reviewed the grading plan, access roadway and associated site details.	Update	HAI	N/A
9	5.25.16	RAD has requested that they be allowed to proceed to Phase #3. CH to review the request with the PBC and, if approved, request to be placed on the next available meeting with the Boxford Conservation Commission.	Update	HAI	N/A
10	5.25.16	The anticipated schedule includes completion of Field #1 in May/June and continued site work through June 2016.	Update	HAI	N/A
11	5.25.16	Next meeting is scheduled for June 1, 2016 at 7:30am	Update	HAI	N/A
End of project notes: Changes or clarifications may be submitted by email to chris@huntressassociates.com Otherwise, all information contained in this document is considered accurate and shall become part of the project record					

CONTINGENCY EXPENSE & CHANGE ORDER LOG					
Total Contingency Available			\$223,430.00		
Expense / Change Order #	As requested by:	Scope of work	Cost	Accept /Reject	By
Lucas Environmental	PBC - Town of Boxford	Wildlife Biologist to oversee Turtle Habitat Construction on behalf of the Town of Boxford - Required by NHESP	\$17,950.00	Accepted	PBC
PCO #1	PBC - Town of Boxford	Provide and install additional sand in the Turtle Nesting Habitat Area, as required by Lucas Environmental.	\$6,428.80	Accepted	PBC
PCO #2	PBC - Town of Boxford	Provide & Install 12 signs around project site to limit access, as requested by Boxford Board of Selectmen	\$618.00	Accepted	PBC
PCO #3	PBC - Town of Boxford	Credit for removal of football hash marks, numbers and arrows, as requested by PBC.	(\$4,200.00)	Accepted	PBC
Alpha Analytical	PBC - Town of Boxford	Cost for testing of crumb rubber, as required by the Boxford Board of Health	\$720.00	Accepted	PBC
PCO #4	PBC - Town of Boxford	Solid Board Privacy Fence (355' LF at 8' Height)	\$29,820.00	Accepted	PBC
PCO #4	PBC - Town of Boxford	Solid Board Privacy Fence (130' LF at 8' Height)	\$10,920.00	Accepted	PBC
PCO #4	PBC - Town of Boxford	Additional Evergreen Trees - 9 White Spruce	\$6,220.35	Accepted	PBC
Total of Accepted PCO's to date:			\$68,477.15		
Total Remaining Contingency Available			\$154,952.85		
Pending Change Orders					
FIELD #1 - ENTRY PLAN					
	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending	
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending	
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending	
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending	
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending	
FIELD #2 - ENTRY PLAN					
	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending	
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending	
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending	
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending	
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending	
	PBC - Town of Boxford	Additional Benches on 3'x7'x4" Concrete Pad	\$6,705.00	Pending	
MIDDLETON ROAD ENTRY					
	PBC - Town of Boxford	Additional Stone Landscape Walls (1)	\$17,700.00	Pending	
(1) If additional stone wall material is required to be purchased from off-site source an additional charge of \$125/ton would apply.					
Pricing for all item provided upon the request of the Town of Boxford and the PBC.					



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

Photo 8



Photo 9

Photo 10



Photo 11

Photo 12



Photo 13

Photo 14



Photo 15

Photo 16



Photo 17

Photo 18



Photo 19

Photo 20



Photo 21

Photo 22



Photo 23

Photo 24