

Meeting Date	6/15/2016				
Issue Date	6/16/2016				
Notes Taken By:	Christian Huntress				
<b>CIRCULATION</b>	<b>COMPANY</b>	<b>EMAIL ADDRESS</b>	<b>PHONE</b>		
Alan Benson	Town of Boxford	<a href="mailto:abenson@town.boxford.ma.us">abenson@town.boxford.ma.us</a>	978.887.6000 x502		
Susan Inman	Town of Boxford	<a href="mailto:sinman@town.boxford.ma.us">sinman@town.boxford.ma.us</a>	978.887.6000 x502		
Ross Povenmire (RP)	Town of Boxford	<a href="mailto:rpovenmire@town.boxford.ma.us">rpovenmire@town.boxford.ma.us</a>	978.887.6000 x181		
Margaret Chow Menzer	Town of Boxford	<a href="mailto:mcmenger@gmail.com">mcmenger@gmail.com</a>	978.887.8135		
Thomas E. Liddy	Lucas Environmental	<a href="mailto:tel@lucasenvironmental.net">tel@lucasenvironmental.net</a>	617.405.4053		
Christopher M. Lucas	Lucas Environmental	<a href="mailto:cml@lucasenvironmental.net">cml@lucasenvironmental.net</a>	617.405.4140		
Greg J. Hochmuth (GH)	Williams & Sparages, LLC	<a href="mailto:ghochmuth@wsengineers.com">ghochmuth@wsengineers.com</a>	978.539.8088		
Christian C. Huntress (CH)	Huntress Associates, Inc. (HAI)	<a href="mailto:chris@huntressassociates.com">chris@huntressassociates.com</a>	978.470.8882		
John Morin	Morin Cameron, LLC (MC)	<a href="mailto:John@morincameron.com">John@morincameron.com</a>	978.887.8586		
Michael J. DeRosa	DeRosa Environmental, LLC (DeRosa)	<a href="mailto:michaelderosa@gmail.com">michaelderosa@gmail.com</a>	978.948.7717		
James Doherty	RAD Sports	<a href="mailto:jpd@radsports.com">jpd@radsports.com</a>	781.871.4400 x205		
Ed Kingsley (EK)	RAD Sports		781.871.4400		
Anthony Marchetti	RAD Sports	<a href="mailto:an@radsports.com">an@radsports.com</a>	781.871.4400		
<b>Boxford Common Project Meeting Notes</b>					
<b>ITEM</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>RESPONSIBLE</b>	<b>DUE DATE</b>
1	6.15.16	<b>Regular Weekly Meeting:</b> 7:45 am. CH, JD & EK.	Update	HAI	N/A
2	6.15.16	Erosion control installation was inspected is being properly maintained.	Update	HAI	N/A
3	6.15.16	Field #1 Progress - Field #1 is complete and Gmax testing is pending. CH to reach out to John Dold, BTA/Bolt & PBC to determine who should be involved in maintenance training..	Update	HAI	N/A
4	6.15.16	Installation of compacted gravel sub base on entry road is complete, sidewalk areas is nearing completion. Middleton Road was inspected and looked clean and well kept.	Update	HAI	N/A
5	6.15.16	CH reviewed the construction of the stone landscape walls and directed RAD to simplify the construction. The walls should look like the surrounding fieldstone framers walls and not look like a mortared wall. The shed has been installed and the kiosk has been delivered to site and is being stored temporarily in the shed. The shed requires application of 5/8" plywood on the interior walls.	Update	HAI	N/A
6	6.15.16	Work is ongoing on the emergency access roadway. The base stone and drainage have been installed and the roadway is being topped with loam and seed. The trench for electric will remain open until approved by Ngrid.	Update	HAI	N/A
7	6.15.16	JD reviewed the schedule of work over the next two weeks. Plant material, fencing and ancillary site work will continue into the next several weeks. CH to locate plant material with RAD on site.	Update	HAI	N/A
8	6.15.16	EK & CH reviewed the grading plan, access roadway gate and fencing details.	Update	HAI	N/A
9	6.15.16	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	6.15.16	The anticipated schedule includes completion of Field #1 in May/June and continued site work through June 2016.	Update	HAI	N/A
11	6.15.16	Next meeting is scheduled for June 22, 2016 at 7:30am	Update	HAI	N/A
End of project notes: Changes or clarifications may be submitted by email to <a href="mailto:chris@huntressassociates.com">chris@huntressassociates.com</a> Otherwise, all information contained in this document is considered accurate and shall become part of the project record					

CONTINGENCY EXPENSE & CHANGE ORDER LOG					
<b>Total Contingency Available</b>			<b>\$223,430.00</b>		
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
<b>Total of Accepted PCO's to date:</b>			<b>\$68,477.15</b>		
<b>Total Remaining Contingency Available</b>			<b>\$154,952.85</b>		
<b>Pending Change Orders</b>					
<b>FIELD #1 - ENTRY PLAN</b>					
	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	
<b>FIELD #2 - ENTRY PLAN</b>					
	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	
<b>MIDDLETON ROAD ENTRY</b>					
	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.					
<b>Pricing for all item provided upon the request of the Town of Boxford and the PBC.</b>					



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**