

Meeting Date	2/4/2016				
Issue Date	2/4/2016				
Notes Taken By:	Christian Huntress				

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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.	Closed	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.	Closed	N/A	N/A
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.	Closed	RAD	12.15.15
4	12.31.15	12/2015 Monthly Update: HAI visited the project site on 12/09, 12/10, 12/17, 12/23, 12/30 & 12/31.			
5	12.31.15	Correspondence from W&S dated 12/22, 12/28 and 12/31 is in the record file. Recommendations from W&S include direction to RAD for improving erosion control measures that were damaged through trucking activity and/or weather. Correspondence dated 12/31/15 states that no erosion or siltation had migrated beyond the erosion control and into the resource area. W&S to continue to monitor and provide direction as required.	Closed	RAD	Ongoing
6	12.31.15	Tom Liddy of Lucas Environmental has been on site on several occasions to provide training, education direction and observation regarding the Turf Habitat area and the NHESP permit. IN a email dated 12/23/15 Lucas reported that the vegetative clearing was approximately 90-95% complete, recommends 9-12" of sand material be installed throughout the site and some slope stabilization measures be provided for long term stabilization of steeper area. HAI directed RAD to cut and place timber logs perpendicular to the grade and bench them into the hillside as a check dam to help hold the sand in place. Tom Liddy agreed this was a good idea	Closed	RAD	Ongoing

7	12.31.15	Ross Povenmire contact HAI with concerns regarding the stream crossing and requirements of the NHESP permit. The permit requires the crossing be made with mats and all activity take place when the stream is dry or frozen. RAD installed an elevated temporary bridge, not mats. The stream has been flowing on occasion and the ground has not yet frozen. HAI to contact NHESP and review the current conditions for compliance with the permit. 1/7/16 Update: NHESP has replied to HAI via email and takes no objection to the use of a temporary elevated bridge. NHESP is aware of the current site conditions and feels the intent of the permit condition is being satisfied. See correspondence from NHESP dated 1/7/16.	Closed	HAI	ASAP
8	12.31.15	1/20/16 Monthly Update: HAI visited the project site on 1/05, 1/07, 1/14, 1/15, 1/21, 1/22, 1/28, 1/29 & 2/04.			
9	1.07.16	Turtle Habitat construction is on-going. Greg Hochmuth was on site today and reviewed the condition of the erosion control & site work. With the exception of minor adjustments to the erosion control the site is in good shape.	Closed	HAI	Update
10	1.14.16	Tom Liddy of Lucas Environmental has identified the need for additional Sand to provide the proper depth for the turtle nesting area. RAD to provide CO for additional scope of work. HAI to review with Town of Boxford and provide direction on how to proceed. Additional quantities of sand total 140cy. 1/25/16 Update: Boxford BOH and PBC approved additional sand. RAD to proceed and complete the turtle nesting area as directed.	Closed	HAI/TOB	1.22.16
11	1.21.16	RAD has completed the earthwork and sand installation associated with the turtle nesting habitat area. RAD to provide and install the gate at the trailhead, deconstruct the access roadway and provide bunch grass plantings as per the plans and details.	Closed	RAD	1.25.16
12	1.25.16	Roadway deconstruction completed. Gate installed and plantings are going in today. RAD is coordinating with Tom Liddy regarding placement and spacing of bunch grass plantings.	Closed	RAD	1.25.16
13	1.29.16	Tom Liddy provided a final review of the construction associated with phase one. HAI to provide sketch as-built drawings and Greg Hochmuth to issue a final review from the Environmental Monitor. HAI to request that the Boxford Conservation Commission allow the project to advance to phase two.	Closed	LE/WS/HAI	1.29.16
14	2.4.16	RAD initiated installation of erosion control for phase two. HAI to review status with Boxford Conservation Commission and provide direction on how to proceed with phase two.	Open	HAI/TOB	2.4.16

End of project notes: Changes or clarifications may be submitted by email to [chris@huntressassociates.com](mailto:chris@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