

Meeting Date	2/10/2016				
Issue Date	2/10/2016				
Notes Taken By:	Christian Huntress				

CIRCULATION	COMPANY	EMAIL ADDRESS	PHONE		
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:mcmenzer@gmail.com">mcmenzer@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:michaelderosal@gmail.com">michaelderosal@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		

**Boxford Common Project Meeting Notes**

ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
3	2.10.16	On site meeting at 7:30 am. GH, CH, EK & Derick Delmonico of RAD	Update	HAI	N/A
4	2.10.16	Erosion control installation was progressing near Middleton road and around the northwest corner of field #1. CH reviewed limits of mulch sock and silt fence in the field with EK & DD.	Update	HAI	N/A
5	2.10.16	Tree Clearing and stumping was under way. EK asked to review the removal of several trees which were in or near the existing stone walls to remain. In review of one existing 18" pine tree along the northwest side of field #1 and within the 100' buffer zone to the wetland resource area, CH directed RAD to cut the tree but leave the stump as not to disturb the existing farmers wall intended to remain. CH also reviewed existing trees to remain near the entry to Middleton Road and adjust the clearing limits to save several trees adjacent to the stone wall which delineates the property line to the north. Trees that would have an impact to the existing wall upon removal will be saved in order to minimize impact to the existing wall and property line.	Update	HAI	N/A
6	2.10.16	RAD requested clarification on the screening requirements for topsoil to be used in the landscape area. The specifications call for screening to ½" for topsoil to be used in athletic fields, but is silent on the screening requirements for topsoil in landscape areas. CH directed RAD to screen topsoil to be used in landscape areas to 1".	Update	HAI	N/A
7	2.10.16	CH informed RP of the progress to date. RP anticipates visiting the site Thursday afternoon (2.11.16) to review the erosion control and work to date.	Update	HAI	N/A

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**