

Meeting Date	2/24/2016				
Issue Date	2/24/2016				
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	2.24.16	On site meeting at 8:00 am. CH, EK & JD of RAD	Update	HAI	N/A
2	2.24.16	Erosion control installation is complete and is being properly maintained.	Update	HAI	N/A
3	2.24.16	Tree Clearing and stumping was continuing. Trees were being chipped and stumps removed throughout the time of our review.	Update	HAI	N/A
4	2.24.16	CH reviewed the location of the existing mailbox at the site entry. The mailbox appears to be the property of the homeowner across the street from the main entrance. The existing mailbox was in the way of the new entry drive and has been relocated. CH to review with the owner the possibility of providing a new permanent mailbox post for the homeowner.	Update	HAI	N/A
5	2.24.16	CH reviewed with RAD the existing stone walls to be removed and stockpiled for future use. EK identified a location for stockpiling the stone and stated the stone would be removed and stockpiled for reuse over the next few days.	Update	HAI	N/A
6	2.24.16	JD requested an update regarding the status of Requisition #2 dated 1.30.16. CH to review with the PBC on 2.25.16	Update	HAI	N/A
7	2.24.16	JD requested an update regarding the status of the AstroTurf Field Layout submittal. CH to review with the PBC on 2.25.16	Update	HAI	N/A
8	2.24.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	2.24.16	JD stated the project schedule includes continued earthwork, grading and clearing over the next two weeks.	Update	HAI	N/A
10	2.24.16	JD informed the group that a storm was forecast for the evening and the erosion control would be checked first thing in the morning.	Update	HAI	N/A
11	2.24.16	Next meeting is scheduled for March 9, 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.



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7

Photo 8



Photo 9

Photo 10



Photo 11