

Meeting Date	3/2/2016				
Issue Date	3/2/2016				
Notes Taken By:	Christian Huntress				

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**Boxford Common Project Meeting Notes**

ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	3.2.16	On site meeting at 8:00 am. CH & EK of RAD	Update	HAI	N/A
2	3.2.16	Erosion control installation is complete and is being properly maintained.	Update	HAI	N/A
3	3.2.16	Tree Clearing and stumping was complete. Subgrade earthwork was ongoing in the location of Field #1 throughout the time of our review.	Update	HAI	N/A
4	3.2.16	CH reviewed the clearing and grading along the property line of the Samuel Bixby Way homes and provided instruction to EK to provide a 10' graded topsoil shelf off the back of the stone wall to allow the evergreen trees to be planted at a slightly higher elevation. Minor modification to the swale were discussed in the field.	Update	HAI	N/A
5	3.2.16	CH reviewed the salvaged stone material to be reset as landscape walls along the edges of the roadway. The stone were in good shape and in a protected area.	Update	HAI	N/A
6	3.2.16	EK informed CH that earthwork sample materials were available for review on site. CH review the stock materials and had no objection. The Boxford Board of Health will be reviewing the earthwork permit application for installation of these materials on 3.14.16	Update	HAI	N/A
7	3.2.16	CH reviewed the condition of Middleton Road with RAD and informed them that additional street sweeping and continued maintenance of the construction vehicle entrance was required as per the project specification. Also, periodic inspection of the silt sacks in the catch basins should be performed to insure they are working properly.	Update	HAI	N/A
8	3.2.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	3.2.16	EK stated the project schedule includes continued earthwork, grading and clearing over the next two weeks.	Update	HAI	N/A
10	3.2.16	CH inquired about the status of the planting submittal and requested that all efforts be made to install the planted buffer material along Samuel Bixby Way ASAP. EK to review with JD and provide an updated schedule.	Update	HAI	N/A
11	3.2.16	CH walked out to the Turtle Nesting Habitat area to inspect erosion control and the condition of stabilized slopes. The hall roadway, stream crossing and habitat appeared to be in good shape.	Update	HAI	N/A
12	3.2.16	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](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**

**Photo 12**