

Meeting Date	3/9/2016				
Issue Date	3/9/2016				
Notes Taken By:	Christian Huntress				

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Boxford Common Project Meeting Notes

ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	3.9.16	On site meeting at 8:00 am. CH, JD & EK of RAD	Update	HAI	N/A
2	3.9.16	Erosion control installation is complete and is being properly maintained.	Update	HAI	N/A
3	3.9.16	Subgrade earthwork was ongoing in the location of Field #1 and in the access roadway throughout the time of our review.	Update	HAI	N/A
4	3.9.16	CH reviewed the clearing and grading along the property line of the Samuel Bixby Way homes and reviewed the preliminary grading to insure the buffer plantings would be most effective. Minor modification to the swale were discussed in the field.	Update	HAI	N/A
5	3.9.16	CH inspected Middleton Road and requested that RAD continue to maintain the roadway on a regular basis to insure that dirt/debris is not entering the public way. JD informed CH that additional crushed stone was being delivered shortly to reinforce the construction vehicle entrance. CH walked down to the fire station to review the existing catch basin. See photos for details.	Update	HAI	N/A
6	3.9.16	CH observed several truck entering and leaving the site and documented that the tires were not carry mud and debris as they left the site. See photos for details.	Update	HAI	N/A
7	3.9.16	JD of RAD informed CH that the construction vehicle entrance 200' signs had been installed. CH confirmed in the field. See photos for details. CH also requested that RAD use some of the excavated stone material near Middleton Road to close the old logging trail access. The stone is to be loose laid in the style of the existing stone wall to remain	Update	HAI	N/A
8	3.9.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	3.9.16	EK stated the project schedule includes continued earthwork, grading and clearing over the next two weeks.	Update	HAI	N/A
10	3.9.16	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	3.9.16	CH reviewed the limits of the requested privacy fence with EK & JD. The length requested by the neighbors at 8 Samuel Bixby Way is 355' If and has been marked in the field for reference.	Update	HAI	N/A
12	3.9.16	Next meeting is scheduled for March 16, 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

Photo 12