

Meeting Date	3/16/2016				
Issue Date	3/16/2016				
Notes Taken By:	Christian Huntress				

CIRCULATION	COMPANY	EMAIL ADDRESS	PHONE		
Alan Benson	Town of Boxford	abenson@town.boxford.ma.us	978.887.6000 x502		
Susan Inman	Town of Boxford	sinman@town.boxford.ma.us	978.887.6000 x502		
Ross Povenmire (RP)	Town of Boxford	rpovenmire@town.boxford.ma.us	978.887.6000 x181		
Margaret Chow Menzer	Town of Boxford	mcmenger@gmail.com	978.887.8135		
Thomas E. Liddy	Lucas Environmental	tel@lucasenvironmental.net	617.405.4053		
Christopher M. Lucas	Lucas Environmental	cml@lucasenvironmental.net	617.405.4140		
Greg J. Hochmuth (GH)	Williams & Sparages, LLC	ghochmuth@wsengineers.com	978.539.8088		
Christian C. Huntress (CH)	Huntress Associates, Inc. (HAI)	chris@huntressassociates.com	978.470.8882		
John Morin	Morin Cameron, LLC (MC)	John@morincameron.com	978.887.8586		
Michael J. DeRosa	DeRosa Environmental, LLC (DeRosa)	michaelderosa@gmail.com	978.948.7717		
James Doherty	RAD Sports	jpd@radsports.com	781.871.4400 x205		
Ed Kingsley (EK)	RAD Sports		781.871.4400		
Anthony Marchetti	RAD Sports	an@radsports.com	781.871.4400		

Boxford Common Project Meeting Notes

ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	3.16.16	Regular Weekly Meeting: 7:45 am. CH, JD & Scott Novak of the PBC.	Update	HAI	N/A
2	3.16.16	Erosion control installation is complete and is being properly maintained.	Update	HAI	N/A
3	3.16.16	Field #1 subgrade in process. Gravel base for turf anchor and the collector pipe for the subbase drainage on the northeast and southwest side of the field is being installed. Subgrade for the access driveway is exposed and compacted and installation of the drainage swales and structures throughout phase two is ongoing.	Update	HAI	N/A
4	3.16.16	Additional stone has been put in place at the construction access roadway off Middleton Road. The catch basin and drainage structure adjacent to Middleton road has also been installed.	Update	HAI	N/A
5	3.16.16	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	3.16.16	The new stone wall has been extended across the old trail access drive adjacent to Middleton Road.	Update	HAI	N/A
7	3.16.16	JD reviewed the schedule of work over the next two weeks. RAD to continue to bring in material for the subgrade of field #1. Work on the field subbase, drainage and turf anchor will continue.	Update	HAI	N/A
8	3.16.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	3.16.16	HAI to provide RAD with proposed sketches for additional improvements requested by the Owner, including additional landscape, stone walls, concrete until pavers and memorial stones. HAI also to provide proposed sketches for additional fences and landscape for the property line adjacent to the homes on Samuel Bixby Way. This additional work was requested by the PBC and Town of Boxford.	Update	HAI	N/A
10	3.16.16	Middleton Road Meeting 8:30am Attending: Alan Benson, Ross Povenmire, John Dold, Chris Huntress, Scott Novak & Jim Doherty.	Update	HAI	N/A
11	3.16.16	The Owner has expressed concern about the ongoing maintenance and dirt/debris being tracked into Middleton Road. This meeting was scheduled to review the concerns, existing procedures and required efforts moving forward.	Update	HAI	N/A
12	3.16.16	Specific Concerns: Dirt tracking into Middleton Road creating an unsafe roadway condition, leaving dirt and debris on the edges of the roadway and abutting properties including the entrance to Samuel Bixby Way, abutting driveways, Fire Station and associated Catch basins and drainage structures. The Town has also requested additional signage to alert oncoming vehicles as to the presence of construction activity in advance of the construction entrance.	Update	HAI	N/A
13	3.16.16	HAI & RAD reviewed the existing efforts prior to last Wednesday March 9, 2016. Prior to last Wednesday the roadway was being swept twice a day, once after lunch and again at the end of the day.	Update	HAI	N/A
14	3.16.16	Upon notice from HAI on 3.9.16 that the above efforts were not sufficient, RAD has provided the following additional measures: An additional mechanical sweeper has been brought to the site and is being used in Middleton Road. The frequency of sweeping has been increased to once after every round of trucks, or more frequently as needed. Trucking will not occur on rainy days. The construction vehicle entrance has been extended and reinforced with additional 1 1/2" stone. RAD has also had men hand sweeping the edges of the roadway, CB structures and neighbor's driveway aprons to remove any dirt or debris from the trucking efforts. The Town has also requested that RAD provide silt sacks in the CB structures near the Fire Station.	Update	HAI	N/A
15	3.16.16	The Owner requested larger signs (2'x2') alerting drivers to the construction activity and trucking entrance on Middleton Road.	Update	HAI	N/A

16	3.16.16	John Dold asked about the frequency of trucks and the expected schedule for continued trucking. JD of RAD stated that the site is presently seeing 40-60 truckloads a day and that effort would continue for approximately the next 10-14 days to establish the subgrade of Field #1. After that time the site would see a reduction in the frequency of deliveries for dense grades stone for the roadways and parking areas, dynamic stone for the turf field subbase, and drainage stone for piping and other structures. Truck activity is anticipated to continue in a reduced capacity through the end of May 2016.	Update	HAI	N/A
17	3.16.16	The anticipated schedule includes completion of Field #1 in May and continued site work through June 2016. RAD will stop major construction activity in July-September of 2016 to allow the site to stabilize and grass/vegetation to take hold. At this time the start of Phase 3 is anticipated for October of 2016. HAI will coordinate with the PBC and conservation commission in advance of the start of any Phase 3 activities.	Update	HAI	N/A
18	3.16.16	Next meeting is scheduled for March 23, 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