

Meeting Date	4/13/2016				
Issue Date	4/14/2016				
Notes Taken By:	Christian Huntress				

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Boxford Common Project Meeting Notes

ITEM	DATE	DESCRIPTION	STATUS	RESPONSIBLE	DUE DATE
1	4.13.16	Regular Weekly Meeting: 7:45 am. CH, JD & EK.	Update	HAI	N/A
2	4.13.16	Erosion control installation was inspected is being properly maintained.	Update	HAI	N/A
3	4.13.16	Field #1 subgrade in complete and compaction testing results have been provided. All test results for the field subgrade were above 95% and are acceptable. 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	4.13.16	Additional stone has been put in place at the construction access roadway off Middleton Road. Middleton Road appeared to be clean and well kept. See photos for details. CH Requested that the 200' Construction Sign on the south side of the entry be moved away from the driveway to the residence. EK and CH staked out a location further away from the driveway. RAD to move the post as soon as possible.	Update	HAI	N/A
5	4.13.16	CH reviewed the stockpiled material on-site. The playground structures have been delivered and are in good shape.	Update	HAI	N/A
6	4.13.16	Fence posts have been set into the concrete turf anchor on the far side of Field #1, as per plan. Only two sides of the field are to receive the 4' chain link fence.	Update	HAI	N/A
7	4.13.16	JD reviewed the schedule of work over the next two weeks. RAD will begin to haul material for the base stone of Field # 1 starting on Monday of next week. JD expects that effort to continue for 7-8 business days. Work on the field subbase, drainage and turf anchor will continue.	Update	HAI	N/A
8	4.13.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	4.13.16	JD requested an update on the status of the proposed CO's for the additional work requested by the PBC. CH explained that the PBC had tabled the items at their March meeting and expects they will vote on them at the April Meeting later this month.	Update	HAI	N/A
10	4.13.16	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
11	4.13.16	Next meeting is scheduled for April 26, 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