

Meeting Date	4/27/2016				
Issue Date	4/28/2016				
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	mcmenzer@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	4.27.16	Regular Weekly Meeting: 7:45 am. CH, JD & EK.	Update	HAI	N/A
2	4.27.16	Erosion control installation was inspected is being properly maintained.	Update	HAI	N/A
3	4.27.16	Field #1 Progress - Concrete turf anchor is complete, chain link fence has been cored and posts and rails are in place. Installation of drainage stone base under synthetic turf field is 80% complete. Field goal posts are being installed today.	Update	HAI	N/A
4	4.27.16	Installation of compacted gravel sub base on entry road is ongoing. Middleton Road was inspected and looked clean and well kept.	Update	HAI	N/A
5	4.27.16	CH reviewed the stockpiled material on-site. The playground structures have been delivered and are in good shape.	Update	HAI	N/A
6	4.27.16	Drainage swales have been loamed and seeding is ongoing. Drainage structures, stone overflow and spillways are complete and stabilization efforts are ongoing.	Update	HAI	N/A
7	4.27.16	JD reviewed the schedule of work over the next two weeks. RAD will complete the installation of the base stone of Field # 1 this week. Work on the associated drainage, parking, playground structures will continue into next week. JD confirmed that the crumb rubber infill had been ordered. CH reminded all that the rubber was to be shipped in super sacks and stockpiled on tarps until the second round of testing was complete. The first round of crumb rubber test results came in on 4.21.16 from Alpha Labs. CH provided copies to RAD and the Boxford BOH. The synthetic turf field is scheduled to arrive by May 12th, installation is expected to take 4-5 weeks, being completed by early-mid June. Landscape & planting efforts are also schedule to start over the next two weeks.	Update	HAI	N/A
8	4.27.16	EK & CH reviewed the grading plan, storm water design and associated site details.	Update	HAI	N/A
9	4.27.16	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	4.27.16	The anticipated schedule includes completion of Field #1 in May/June 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	4.27.16	Next meeting is scheduled for May 4, 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					

CONTINGENCY EXPENSE & CHANGE ORDER LOG					
Total Contingency Available			\$223,430.00		
Expense / Change Order #	As requested by:	Scope of work	Cost	Accept /Reject	By
Lucas Environmental	PBC - Town of Boxford	Wildlife Biologist to oversee Turtle Habitat Construction on behalf of the Town of Boxford - Required by NHESP	\$17,950.00	Accepted	PBC
PCO #1	PBC - Town of Boxford	Provide and install additional sand in the Turtle Nesting Habitat Area, as required by Lucas Environmental.	\$6,428.80	Accepted	PBC
PCO #2	PBC - Town of Boxford	Provide & install 12 signs around project site to limit access, as requested by Boxford Board of Selectmen	\$618.00	Accepted	PBC
PCO #3	PBC - Town of Boxford	Credit for removal of football hash marks, numbers and arrows, as requested by PBC.	(\$4,200.00)	Accepted	PBC
Alpha Analytical	PBC - Town of Boxford	Cost for testing of crumb rubber, as required by the Boxford Board of Health	\$720.00	Accepted	PBC
Total of Accepted PCO's to date:			\$21,516.80		
Total Remaining Contingency Available			\$201,913.20		
Pending Change Orders					
8 SAMUEL BIXBY WAY	PBC - Town of Boxford	Solid Board Privacy Fence (355' LF at 6' Height)	\$25,560.00	Pending	
	PBC - Town of Boxford	Solid Board Privacy Fence (355' LF at 8' Height)	\$29,820.00	Pending	
	PBC - Town of Boxford	Solid Board Privacy Fence (355' LF at 10' Height)	\$102,062.50	Pending	
16 SAMUEL BIXBY WAY	PBC - Town of Boxford	Solid Board Privacy Fence (130' LF at 6' Height)	\$9,360.00	Pending	
	PBC - Town of Boxford	Solid Board Privacy Fence (130' LF at 8' Height)	\$10,920.00	Pending	
	PBC - Town of Boxford	Solid Board Privacy Fence (130' LF at 10' Height)	\$37,375.00	Pending	
	PBC - Town of Boxford	Additional Evergreen Trees - 9 White Spruce	\$6,220.35	Pending	
FIELD #1 - ENTRY PLAN	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending	
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending	
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending	
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending	
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending	
FIELD #2 - ENTRY PLAN	PBC - Town of Boxford	Precast Concrete Pavers (Unilock Brussels Block, tumbled)	\$22,240.00	Pending	
	PBC - Town of Boxford	Benches (3, total)	\$3,825.00	Pending	
	PBC - Town of Boxford	Relocate Site Memorial Stone (No Charge)	\$0.00	Pending	
	PBC - Town of Boxford	Additional Stone Landscape Walls (1) (44 LF Total - 2 walls)	\$4,720.32	Pending	
	PBC - Town of Boxford	Concrete Footing at Kiosk to support weight of future bronze plaque	\$500.00	Pending	
	PBC - Town of Boxford	Additional Benches on 3'x7'x4" Concrete Pad	\$6,705.00	Pending	
MIDDLETON ROAD ENTRY	PBC - Town of Boxford	Additional Stone Landscape Walls (1)	\$17,700.00	Pending	
(1) If additional stone wall material is required to be purchased from off-site source an additional charge of \$125/ton would apply.					
Pricing for all item provided upon the request of the Town of Boxford and the PBC.					



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12