

**MEETING MINUTES and AGENDA**

Date of Meeting:	4-Nov-16
Title:	Field Meeting #26
Time:	10:00 AM
Place:	Topsfield Housing Authority
Project:	Little Brook Village; Structural Repairs and Upgrades
Project No:	1403 298021
Recorded by:	RED/SM
Present:	Please see bottom of notes for attendee listing.

Item No.	Date	Description/Discussion	Action required/by	Status
<b>1+13:731 Housing Authority Comments, Questions, Concerns</b>				
<b>1.1 Tenant Relocations - Notifications and Issues</b>				
1.1.q	21-Oct-16	Team reviewed post occupancy list from Phase 2 move back. To be revisited this week.		
	28-Oct-16	Tile to be completed today. Pocket door - hardware works as intended but seems awkward - Andrew to look at during punchlist on 11/4		Pending
1.1.r	30-Sep	Need to confirm dates with HC, but HA targeting move dates: Phase 3 Punchlist 11/4, Sign off by 11/8 - Move In on 11/9 and 11/10, Phase 4 Move Out to be 3 days - on 11/14, 11/15, 11/16. Turn Phase 4 over to Homer on 11/17 Team notes Veterans' Day is a holiday and may cause a lag time.	Notifications need to go out Friday 10/7 - team to confirm dates at next meeting	Pending
	7-Oct-16	Punchlist tentatively scheduled for 11/4 11 am. Dates corrected above. Notifications by HA out. Tenants can stay on 2nd floor 11/9.		
	28-Oct-16	Homer looking to start a couple units early - HA to advise which units they can get into by Wednesday 11/16	11-4 per Diane - no units available for early access	
	28-Oct-16	Relocation team - looking at options for Pods. Also to move fridges in and out with moves		Noted
	4-Nov-16	HA has comcast scheduled - hoping for no cable issues		
1.1.s	4-Nov-16	Automatic door opener needed for upcoming phase. See email correspondence for details.		noted