

MEETING MINUTES and AGENDA

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| Date of Meeting: | 18-Nov-16 |
| Title: | Field Meeting #27 |
| 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 |
|---|-------|------------------------|---|--|
| 1+13:73: Housing Authority Comments, Questions, Concerns | | | | |
| 1.1 Tenant Relocations - Notifications and Issues | | | | |
| | 1.1.q | 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 |
| New | | 18-Nov-16 | Andrew to look at hardware | OPEN |
| | 1.1.r | 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 | |
| New | 1.1.r | 18-Nov-16 | Phase 3 moves complete. Only open issue is move into 12B revealed that cable was not working. This is a life/safety issue as life alert is through cable line. Team agreed the current process is working better but this one slipped through the cracks from an earlier phase (no one knew it wasn't working). | Diane to confirm work order is in with Comcast. Homer to be responsible for repair. Homer does not expect issues as excavation is complete. HA to check lines. |
| | 1.1.s | 4-Nov-16 | Automatic door opener needed for upcoming phase. See email correspondence for details. | noted |
| | 1.1.t | 4-Nov-16 | HA wants parking spots for Bldg E by Nov 10 - Homer to remove equipment and materials only. | Site work to work around relocation schedule |