

**MEETING MINUTES and AGENDA**

Date of Meeting:	9-Dec-16
Title:	Field Meeting #28
Time:	10:00 AM
Place:	Topsfield Housing Authority
Project:	Little Brook Village; Structural Repairs and Upgrades
Project No:	1403 298021
Recorded by:	AP
Present:	Please see bottom of notes for attendee listing.

Item No.	Date	Description/Discussion	Action required/by	Status
<b>Housing Authority Comments, Questions, Concerns</b>				
<b>1.1 Tenant Relocations - Notifications and Issues</b>				
1.1.q	18-Nov-16	Andrew to look at hardware		
	2-Dec-16	A/P send HC sketch to clarify door hardware. HC to schedule 7B work for 12/8	A/P & HC	Noted
	9-Dec-16	A/P specified & HA approved door hardware. HC to order and schedule work for 7B	HC	Pending
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.	Noted
	2-Dec-16	12B cable is not yet working. HA & HC are coordinating to complete repair and get cable working prior to the next move date. 12/9: not yet completed	HA & HC	Pending
	2-Dec-16	HC is not ready to confirm the next move date. HC will propose the next move date at the Dec. 9th Field Meeting.	HC	Noted
	9-Dec-16	HC confirmed the following dates: January 18, 19, 20 move back into Building A January 23, 24, 25 move out of Building B  HA to notify tenants	HA & HC	Pending