

## MEETING MINUTES and AGENDA

Date of Meeting:	23-Dec-16
Title:	Field Meeting #31
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	9-Dec-16	A/P specified & HA approved door hardware. HC to order and schedule work for 7B. <b>12/16:</b> HC has ordered hardware and waiting to receive. HC to check delivery date with supplier and email team with a target installation date. <b>12/23:</b> HC still waiting on hardware delivery. HC to confirm delivery date.	HC	Pending
1.1.r	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. <b>12/9:</b> not yet completed <b>12/16:</b> not yet completed <b>12/23:</b> not yet completed	HA & HC	Pending
	9-Dec-16	<b>HC confirmed the following dates:</b> January 18, 19, 20 move back into Building A January 23, 24, 25 move out of Building B HA to notify tenants <b>12/16:</b> HC confirmed schedule and HA confirmed tenants have been notified. <b>12/23:</b> HC confirmed they are on schedule for move dates.	HA & HC	Pending
1.1.t	16-Dec-16	HA & HC confirmed there have been no parking issues since last meeting. <b>12/23:</b> HA & HC confirmed no issues since last meeting.	A/P, Clerk, HA, HC	Ongoing