

**MEETING MINUTES and AGENDA**

Date of Meeting:	6-Jan-17
Title:	Field Meeting #32
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. 12/16: HC has ordered hardware and waiting to receive. HC to check delivery date with supplier and email team with a target installation date. 12/23: HC still waiting on hardware delivery. HC to confirm delivery date. 1/6: Hardware received, reviewed and approved for install by A/P & HA. HC to install in 7B on 1/9.	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. 12/9: not yet completed 12/16: not yet completed 12/23: not yet completed 1/6: not complete. Incoming tenant will call Verizon for install in advance of move.		Noted