

MEETING MINUTES and AGENDA

Date of Meeting:	3-Feb-17
Title:	Field Meeting #33
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
Housing Authority Comments, Questions, Concerns				
1.1 Tenant Relocations - Notifications and Issues				
	9-Dec-16	<p>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 12/16: HC confirmed schedule and HA confirmed tenants have been notified. 12/23: HC confirmed they are on schedule for move dates. 1/6: HC & HA confirmed they are on schedule for move dates. 1/12: on Schedule</p>		Complete
	16-Dec-16	<p>HA & HC confirmed there have been no parking issues since last meeting. 12/23: HA & HC confirmed no issues since last meeting. 1/6: HA & HC confirmed no issues since last meeting. HA requests that HC remove unused dump truck. 1/11: HA asked again for dump truck to be removed. 2/3: No issues reported.</p>	A/P, Clerk, HA, HC	Ongoing
	3-Feb-17	Next move date target is Friday, March 31st. 30 day notice is required, team to confirm by 2/28.		Pending
1.2 Requests for Additional Work				