

MEETING MINUTES and AGENDA

Date of Meeting:	17-Feb-17
Title:	Field Meeting #34
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				
	17-Feb-17	No Parking issues reported.	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. 2/17: HC still on track for move on 3/30. Team to confirm via email before 3/1 so that the HA can give the required 30 day notice.	A/P, HC, HA	Pending
1.2 Requests for Additional Work				
	17-Feb-17	2/17: A/P reviewed requests with Civil Engineer with the following responses. The small strips of grass can be filled in with asphalt. Civil Eng. recommends grading these areas back towards the parking areas. Connecting the new accessible parking to the existing and redesigning the parking layout can be done. Additional design costs are probably around \$1,000. A/P to submit additional service request to DHCD and a COP request to Homer for the additional work.	A/P	Pending
1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule				
2	GC Project Update	Phase 1 = C, Phase 2 - D, Phase 3 = E, Phase 4 = A, Phase 5 = B		
2.1 Work Completed				
	3-Feb-17	Building B abatement work began on 1/30. Structural repairs on units 4-6 began on 2/2. HC to provide schedule for remainder of project by 2/4.		Noted