

MEETING MINUTES and AGENDA				
Date of Meeting:	24-Mar-17			
Title:	Field Meeting #37			
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				
	3-Mar-17	No Parking issues reported. 3/17: Due to snow, tenant guests may have parked in HC spots and HC then parked in some of the tenant spots. HA requires that HC needs to contact Diane with the make and model of any unauthorized vehicles parked in HC designated spots. If this occurs again, HC will have to park along the entry drive and <u>not</u> in tenant spots. 3/24: No 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. 3/3: 3/30 move date confirmed. 3/6: Move dates revised due to flooding incident. Units 5 & 6 confirmed for April 5 & 6 move. Unit 4 move date to be confirmed at 3/17 team meeting. 3/17: HC confirmed that Units 4, 5 & 6 will be ready for the move on April 5 & 6. The back hall of Unit 4 will be partially incomplete at this time due to ongoing dehumidification of the crawl space below. The back hall of Unit 4 will be made safe for tenant egress. 3/24: HC & HA confirmed we are on schedule.	HC, HA	Pending
1.2 Requests for Additional Work				