

MEETING MINUTES and AGENDA				
Date of Meeting:	31-Mar-17			
Title:	Field Meeting #38			
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				
	31-Mar-17	No Parking issues reported.	A/P, Clerk, HA, HC	Ongoing
	31-Mar-17	HC & HA confirmed we are on track for move on April 5 & 6.	HC, HA	Pending
1.2 Requests for Additional Work				
	24-Mar-17	DHCD has denied the request for this work. HC to prepare a COP for review. 3/31: A/P & HC walked the site and identified the area that the HA would like to have paved. HC to prepare a COP for review.	HC	Pending
	3-Mar-17	DHCD requested that HC provide hydroseeding at all disturbed areas and asked HC to confirm whether this is included in the spec. If not HC to provide a COP for the work. 3/17: HC to submit COP for review. 3/24: HC to submit COP for review. 3/31: HC to submit COP for review.	HC	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			