

## MEETING MINUTES and AGENDA

Date of Meeting:	14-Apr-17
Title:	Field Meeting #39
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>				
	14-Apr-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.		Complete
<b>1.2 Requests for Additional Work</b>				
	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. 4/14: HC quoted ~\$5,500 for the work. HA does not want to proceed. It was agreed between HC & HA that the thin strips of asphalt will be filled in as a trade off for the Unit 15 asphalt walk that was pulled out of the scope.	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. 4/14: HC to submit COP by 4/18 for review.	HC	Pending
<b>1.3 Potential HA/Tenant (Non-Construction) Impacts to Schedule</b>				