

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
TOPSFIELD HOUSING AUTHORITY**

Thursday April 13, 2017
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Members Present George Anderson
 Gerald McCarthy
 Collen Gibson
 Richard Cullinan

Chairperson, Cullinan called the meeting to order at 9:40 AM.

Minutes: The minutes from the February 16th meeting were accepted. There was no quorum for the March 9th meeting.

Bills and Communications: Diane Drinan presented the check summary for March 2017 totaling \$9479.25 for the boards review. \$6999.83 are expenses for project #298021.

Executive Director's Report: Diane Drinan reported:

8 vacancies, 8 offline for sill replacement project
The waitlist has 58 applicants, 26 are elderly, 32 are non-elderly, 2 emergencies, 0 transfers
Presented the February operating statements for the boards review

Old Business

The AUP has been completed. There were no findings and no corrective action required.

New Business

George Anderson made a motion, 2nd by Colleen Gibson to approve 8 additional admin hours for project #298021.U.

George Anderson made a motion, 2nd by Jerry McCarthy to approve change order #3 in the amount of \$52,788.80. U.

Jerry McCarthy made a motion, 2nd by Colleen Gibson to approve amendment #10 to work plan #5001 in the amount of \$231,391.00.

Adjournment: 10:35

Respectfully submitted:
Diane Drinan, PHM
Executive Director
Topsfield Housing Authority