

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

**August 13, 2020  
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present:            Talisa Rafferty  
                                     Colleen Gibson  
                                     Gerald McCarthy

Jerry McCarthy called the virtual meeting to order at 9:30 AM

**Minutes:** The minutes from the July 16th meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for July 2020 totaling \$29,570.06 for the boards review.

**Executive Director's Report:**

Diane Drinan reported:

0 vacancies

The waitlist has 833 applicants, 352 are elderly, 479 are non-elderly, 14 emergencies, 0 transfers

Presented the June operating statements for the boards review

**Old Business**

**New Business**

Colleen Gibson made a motion, 2<sup>nd</sup> by Talisa Rafferty to approve the grievance procedure. U.

Kathleen Hunt objected to allowing a single hearing officer.

Diane will add the panel members email address after Kathleen submits them.

**Adjournment: 9:50AM**

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority