

NOTICE OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
TOPSFIELD HOUSING AUTHORITY

Thursday September 10, 2015 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Roll Call

Minutes

To accept the minutes of the Regular Meeting on August 20, 2015.

Executive Director's Report

Old Business

New Business

George will submit an outline for the presentation to the Board of Selectmen

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for October 8th

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

NOTICE OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
TOPSFIELD HOUSING AUTHORITY

Thursday October 8, 2015 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Roll Call

Minutes

To accept the minutes of the Regular Meeting on September 10, 2015.

Executive Director's Report

Old Business

New Business

Approve payment for Aamodt Plumb Architects in the amount of \$7431.00 for project #298021

Approve proposed Capital Plan

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for November 12th

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

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

**Thursday September 10, 2015
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Richard Cullinan
 Paula Burke
 Rose David
Absent: George Anderson

Chairperson, Cullinan called the meeting to order at 9:35 AM.

Minute: Paula Burke made a motion to approve the minutes from the August 20th meeting 2nd by Rose David. U.

Bills and Communications: Diane Drinan presented the check summary for August 2015 totaling \$12,131.57 for the boards review.

Executive Director's Report: Diane Drinan reported:

3 vacancies, all offline for sill replacement project
15 work orders were completed for August
The waitlist has 45 applicants, 24 are elderly, 21 are non-elderly, 1 is an emergency
Presented the July Operating Statements for the boards review

Old Business

The board signed the amended management agreement with the Georgetown Housing Authority.

New Business

On August 31st the installation of the heating and air conditioning units began. The project is expected to last three months and is funded by a grant from Action Inc.

Adjournment: 10:55

Respectfully submitted:

Diane Drinan, PHM
Executive Director
Topsfield Housing Authority

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Thursday October 8, 2015

Administration and General

Public Housing

Vacancies 3 offline (sills project)

The waitlist has 46 applicants, 26 are elderly, 20 are non-elderly, 0 emergencies

Financial

August operating statements

Check summary report for September totals \$30,269.99

Respectfully,

Diane Drinan
Executive Director

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

**Thursday November 12, 2015
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Richard Cullinan
 Rose David
 George Anderson
 Paula Burke

Chairperson, Cullinan called the meeting to order at 9:35 AM.

Minutes: George Anderson made a motion to approve the minutes from the October 8th meeting 2nd by Rose David. U.

Bills and Communications: Diane Drinan presented the check summary for October 2015 totaling \$35,119.95 for the boards review.

Executive Director's Report: Diane Drinan reported:

3 vacancies, all offline for sill replacement project
The waitlist has 47 applicants, 28 are elderly, 19 are non-elderly, 0 emergencies
Presented the September operating statements for the boards review

Old Business

The board signed the lead paint certification.

New Business

Dick Culinan made a motion, 2nd by Rose David to sign the amended 2015 budget certification. U.

Paula Burke made a motion, 2nd by Dick Culinan to approve an additional 7.5 hours per week for maintenance hours for the duration of project #298021. U.

Dick Culinan made a motion, 2nd by George Anderson to approve amendment #6 for workplan 5001 in the amount of \$474,180.00. U.

The approval for the low bid from Homer Contracting for project #298021 in the amount of \$1,529,000 was tabled for a special meeting after all references have been submitted.

Adjournment: 10:30

Respectfully submitted:

Diane Drinan, PHM
Executive Director
Topsfield Housing Authority

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

~~Thursday~~ ^{Monday} December ¹⁴ 10, 2015 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Roll Call

Minutes

- ✓ To accept the minutes of the Regular Meeting on November 12, 2015.

Executive Director's Report

Old Business

- ✓ Relocation policy for project #298021, recommended to include a \$25.00 per day, per tenant stipend for second floor residents.
- ✓ Tenant coordinator - Chris
- ✓ Approve payment for Aamodt/Plumb Architects for invoice #616 in the amount of \$10,076.00.
- ✓ Approve payment to the Beverly Housing Authority for relocation services for project #298021 in the amount of \$7237.50.
- ✓ Approve payment to Valley Tree in the amount of \$6840 for project #298021

New Business

- ✓ Approve low bidder for project #298021.
- ✓ Approve work plan #5001 amendment #7 in the amount of \$1,520,918.23.
- ✓ Credit card policy
- ✓ Procurement policy
- ✓ Sign year end financial statement
- Maintenance budget

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for January 14, 2016.

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

Veterans ! 705 - family units
667 - LBR

National bid ↓ - caresses?

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Thursday December 10, 2015

Administration and General

On November 16 & 17 we had some tree limbing done and three trees removed for project #298021

Public Housing

Vacancies 5 offline (sills project)

The waitlist has 47 applicants, 28 are elderly, 19 are non-elderly, 0 emergencies

Financial

October operating statements

Check summary report for November totals \$30,138.67

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

**Thursday December 14, 2015
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Richard Cullinan
 Rose David
 George Anderson
 Paula Burke

Chairperson, Cullinan called the meeting to order at 1:00 PM.

Minutes: George Anderson made a motion to approve the minutes from the November 12th meeting 2nd by Dick Cullinan. U.

Bills and Communications: Diane Drinan presented the check summary for November 2015 totaling \$30,138.67 for the boards review.

Executive Director's Report: Diane Drinan reported:

5 vacancies, all offline for sill replacement project
The waitlist has 47 applicants, 28 are elderly, 19 are non-elderly, 0 emergencies
Presented the October operating statements for the boards review

Old Business

On November 16th & 17th we had some tree limbing done and three trees removed for project #298021.
Dick Cullinan made a motion, 2nd by Paula Burke to approve payment to Aamodt/Plum for invoice #616 in the amount of \$10,076.00, invoice #619 in the amount of \$2014.00 and invoice #624 in the amount of \$24,470.00 for project #298021. U.
George Anderson made a motion, 2nd by Paula Burke to approve payment to the Beverly Housing Authority for project #298021 in the amount of \$7237.50. U.
Dick Cullinan made a motion, 2nd by George Anderson to approved payment to Valley Tree in the amount of \$6840.00 for project #298021. U.

New Business

Paula Burke made a motion, 2nd by George Anderson to approve the relocation policy for project #298021 including a \$25.00 per day per tenant stipend for second floor residents. U.
Paula Burke made a motion, 2nd by George Anderson to require the tenant coordinator to be one person, not a job share. U.
George Anderson made a motion, 2nd by Dick Cullinan to withdraw the tenant coordinator position due to lack of interest over the past several months (September 4, 2015) and move forward using maintenance on an hourly basis. U.
George Anderson made a motion to approve Homer Contracting as approved by DHCD for the low bidder in the amount of \$1,529,000.00 for project #298021, second by Rose David.

Roll call vote:

Cullinan yes
Burke yes
David yes
Anderson yes

Rose David made a motion, 2nd by George Anderson to approve work plan #5001 amendment #7 in the amount of \$1,606,015.23. U.
Paula Burke made a motion, 2nd by George Anderson to approve the proposed credit card policy. U.
Dick Cullinan made a motion, 2nd by Paula Burke to approve the proposed procurement policy. U.
The board signed the year end financial statement.

Adjournment: 2:30

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

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Dec.
Thursday January 14, 2015

Administration and General

Public Housing

Vacancies 5 offline (sills project)

The waitlist has 48 applicants, 29 are elderly, 19 are non-elderly, 0 emergencies

Financial

November operating statements

Check summary report for December totals \$45,627.59

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

**Monday January 14, 2016 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Roll Call

Minutes

To accept the minutes of the Regular Meeting on December 14, 2015.

Executive Director's Report

Old Business

Update to Community room policy

New Business

Smoke free lease addendum

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for February 11, 2016.

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

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

**Thursday January 14, 2016 @ 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Roll Call

Minutes

To accept the minutes of the Regular Meeting on December 14, 2015

Executive Director's Report

5 vacancies → 7
6 displaced residents into

Old Business

Update to community room policy ✓
Approve payment of \$7237.50 for Beverly Housing Authority for relocation services for project #298021 ✓

New Business

Smoke Free lease addendum ✓
Approve 2016 Budget

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for February 11, 2016

Proposal - tabled until next month
BHA

Respectfully submitted:

GA! Diane
TA
Contractor

Diane Drinan
Interim
Executive Director

Committee to meet on a weekly basis
to discuss comfort level of residents

5 Buildings

#1 12 units

2 units below grade (on hill)

456 }
131415 } Button hill so considered below ground

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

**Thursday January 14, 2016
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present Rose David
 George Anderson
 Paula Burke
Absent Richard Cullinan
Guest: James Griffin, accountant

Vice Chairperson, Burke called the meeting to order at 9:30 AM.

Minutes: George Anderson made a motion to approve the minutes from the December 14, 2015 meeting, 2nd by Rose David. U.
Bills and Communications: Diane Drinan presented the check summary for December 2015 totaling \$45,627.59 for the boards review.

Executive Director's Report: Diane Drinan reported:

5 vacancies, all offline for sill replacement project
The waitlist has 48 applicants, 29 are elderly, 19 are non-elderly, 0 emergencies
Presented the November operating statements for the boards review

Old Business

George Anderson made a motion to update the Community Room Policy as amended, 2nd by Rose David. U.
Paula Burke made a motion, 2nd by George Anderson to approve payment of \$7237.50 for the Beverly Housing Authority for relocation services for project #298021. U.

New Business

George Anderson made a motion, 2nd by Paula Burke to approve the smoke free housing authority policy to include "tenants and their guests must smoke off the property." U.

George Anderson made a motion to approve the budget as presented, second by Paula Burke.

Roll call vote:

Anderson yes
Burke yes
David yes

George Anderson made a motion to have a working committee including a member of the tenants association, Beverly Housing Authority, the contractor and admin to meet on a weekly basis during project #298021 to discuss tenant issues relating to the project, motion is tabled until the February meeting.

Adjournment: 10:55

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

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Thursday January 14, 2015

Administration and General

Public Housing

Vacancies 5 offline (sills project)

The waitlist has 55 applicants, 34 are elderly, 21 are non-elderly, 0 emergencies

Financial

December operating statements

Check summary report for January \$54,828.77

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

**Thursday, February 11, 2016 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Roll Call

Minutes

To accept the minutes of the Regular Meeting on January 14, 2016.

Executive Director's Report

Old Business

New Business

Approve maintenance to clean apartments between tenants for the relocation portion of project #298021. \$100 per unit reimbursed by DHCD.

Capitalization policy

Write off policy

Approve payment to Beverly Housing Authority in the amount of \$7237.50 for project #298021

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for March 10, 2016.

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

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

**Thursday February 11, 2016
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present Rose David
 Richard Cullinan
 Paula Burke

Absent George Anderson

Chairperson, Cullinan called the meeting to order at 9:30 AM.

Minutes: Paula Burke made a motion to approve the minutes from the January 14, 2016 meeting, 2nd by Rose David. U.

Bills and Communications: Diane Drinan presented the check summary for January 2016 totaling \$54,828.77 for the boards review.

Executive Director's Report: Diane Drinan reported:

5 vacancies, all offline for sill replacement project
The waitlist has 55 applicants, 34 are elderly, 21 are non-elderly, 0 emergencies
Presented the December operating statements for the boards review

Old Business

New Business

Dick Cullinan made a motion, 2nd by Rose David to approve Chris Prescott to clean apartments between tenants for the relocation portion of project #298021. \$100 per unit. U.
Paula Burke made a motion, 2nd by Dick Cullinan to approve the Capitalization Policy. U.
Paula Burke made a motion, 2nd by Dick Cullinan to approve the Write Off Policy. U.
Paula Burke made a motion, 2nd by Dick Cullinan to approve payment to the Beverly Housing Authority in the amount of \$7237.50 for project #298021. U.

Adjournment: 10:15

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

NOTICE OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE
TOPSFIELD HOUSING AUTHORITY

Thursday April 14, 2016 AT 9:30 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Roll Call

Minutes

To accept the minutes of the Regular Meeting on March 10, 2016.

Executive Director's Report

Old Business

New Business

Disposition Policy

Travel Policy

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for May 12, 2016.

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

COA - Trial Program in Emerson Hall
ATM

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

**Thursday March 10, 2016
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present Rose David
 Richard Cullinan
 Paula Burke

Absent George Anderson

Chairperson, Cullinan called the meeting to order at 9:30 AM.

Minutes: Rose David made a motion to approve the minutes from the February 11, 2016 meeting, 2nd by Dick Cullinan. U.

Bills and Communications: Diane Drinan presented the check summary for February 2016 totaling \$20,738.03 for the boards review.

Executive Director's Report: Diane Drinan reported:

8 vacancies, 6 offline for sill replacement project
The waitlist has 58 applicants, 36 are elderly, 22 are non-elderly, 0 emergencies
Presented the January operating statements for the boards review

Old Business

New Business

Paula Burke made a motion to approve the contract with Secure Energy pending a positive recommendation by the Methuen Housing Authority, 2nd by Dick Cullinan. U.

Roll call vote:

Rose David yes
Paula Burke yes
Dick Cullinan yes

Paula Burke made a motion to approve the low bid from Big City Movers in the amount of \$26,500 for project #298021, 2nd by Rose David. U.

Invoice #7 from the Beverly HA in the amount of \$7237.50 for relocation services for project #298021 was approved.

Dick Cullinan made a motion, 2nd by Paula Burke to approved the request from Kathleen Hunt to receive THA communications instead of Martin Hart. U.

Paula Burke made a motion, 2nd by Dick Cullinan to form a committee comprised of Diane Drinan, Dick Cullinan and Kathleen Hunt to meet the requirements set forth in the MOU, to meet monthly on the 3rd Friday of each month at 9:00am beginning April 15th. U.

Adjournment: 11:05

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

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Thursday April 14, 2015

Administration and General

Public Housing

7 vacancies 7 offline (sills project)

The waitlist has 62 applicants, 40 are elderly, 22 are non-elderly, 0 emergencies

Financial

February operating statements

Check summary report for March \$35,761.55

We received a refund check from our Workers Comp insurance in the amount of \$1145.00.

On April 4th we had a preconstruction meeting for project #298021:

24 people attended

Exterior work will begin on April 20th

The first phase of tenants to be relocated will begin on May 4th.

We will have weekly field meetings on Fridays at 10:00

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

**Thursday May 12, 2016 AT 10:00 AM
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Roll Call

Minutes

To accept the minutes of the Regular Meeting on April 15, 2016.

Executive Director's Report

Old Business

New Business

To consider any other business the board of Commissioners might introduce.

Adjournment

The next meeting is scheduled for June 9, 2016.

Respectfully submitted:

Diane Drinan, PHM
Topsfield Housing Authority
Executive Director

**EXECUTIVE DIRECTOR'S REPORT
TOPSFIELD HOUSING AUTHORITY
REGULAR MEETING**

Thursday May 12, 2016

Administration and General

Public Housing

8 vacancies 8 offline (sills project)

The waitlist has 65 applicants, 42 are elderly, 23 are non-elderly, 0 emergencies

Financial

March operating statements

Check summary report for April \$47,251.35

Pods were delivered on April 26th.

Four tenants were moved to their temporary apartments on May 4th. One was moved on May 5th. The move went very well.

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

~~Friday~~ ^{to 5}
~~Thursday~~ April 15, 2016

69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Members Present Rose David
 Richard Cullinan
 Paula Burke
 George Anderson

Chairperson, Cullinan called the meeting to order at 9:30 AM.

Minutes: Paula Burke made a motion to approve the minutes from the March 10, 2016 meeting, 2nd by Rose David. U.

Bills and Communications: Diane Drinan presented the check summary for March 2016 totaling \$24,399.19 for the boards review.

Executive Director's Report: Diane Drinan reported:

7 vacancies, 7 offline for sill replacement project
The waitlist has 62 applicants, 40 are elderly, 22 are non-elderly, 0 emergencies
Presented the February operating statements for the boards review

Old Business

New Business

On April 4th we had a preconstruction meeting for project #298021: 24 people attended, exterior work will begin on April 20th. The first phase of tenants to be relocated will begin on May 4th. We will have weekly field meetings on Fridays at 10:00am.

Paula Burke made a motion to approve the Disposition Policy, 2nd by George Anderson, U.

Paula Burke made a motion to approve the Travel Policy, 2nd by George Anderson. U.

Adjournment: 10:45

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