

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

**December 12, 2019
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Richard Cullinan
 Colleen Gibson
 Gerald McCarthy
 George Anderson

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

Minutes: The minutes from the November 14th meeting were accepted.

Bills and Communications: Diane Drinan presented the check summary for November 2019 totaling \$15,102.21 for the boards review.

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 531 applicants, 234 are elderly, 297 are non-elderly, 0 emergencies, 0 transfers

Presented the October operating statements for the boards review

Old Business

Jerry McCarthy made a motion, 2nd George Anderson to approve the updated preventative maintenance policy. U.

Jerry McCarthy made a motion, 2nd George Anderson to approve the updated procurement policy. U.

Jerry McCarthy made a motion, 2nd George Anderson to approve the rent collection policy. U.

New Business

George Anderson made a motion, 2nd by Jerry McCarthy to approve the request to recognize the tenants association. U.

Adjournment: 10:00

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority