

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

December 13, 2018

69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Members Present: Richard Cullinan
 Colleen Gibson
 George Anderson
 Gerald McCarthy
Guest: Tim Gray

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

Minutes: The minutes from the November 15th meeting were accepted.

Bills and Communications: Diane Drinan presented the check summary for November 2018 totaling \$65,259.72 for the boards review. \$10,168.87 for project #298028 (fire alarm upgrade) and \$22,853.00 for project #298029 (painting)

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 127 applicants, 75 are elderly, 52 are non-elderly, 2 emergencies, 0 transfers

Presented the October operating statements for the boards review

Old Business

New Business

George Anderson made a motion, 2nd by Jerry McCarthy to suspend the regular meeting to hear Tim Gray discuss options for building additional housing. U.

George Anderson made a motion, 2nd by Jerry McCarthy to approved contract amendment #13 with DHCD in the amount of \$90,770 which extends the contract to June 30, 2021. U.

The board went into executive session at 11:05 to discuss a personnel issue. Went back into regular session at 11:15.

Jerry McCarthy made a motion, 2nd by George Anderson for Diane to deal with the issue brought up by Sue Was regarding a garden complaint.

Adjournment: 11:20

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority