

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

**December 14, 2017
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present George Anderson
 Collen Gibson
 Richard Cullinan
 Gerald McCarthy

Chairperson, Cullinan called the meeting to order at 9:50 AM.

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

Bills and Communications: Diane Drinan presented the check summary for November 2017 totaling \$10,306.52 for the boards review. \$935.00 are expenses for project #298021, \$0 for project #298029 and \$0 for project #298032.

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 65 applicants, 46 are elderly, 19 are non-elderly, 1 emergency, 1 transfer

Presented the October operating statements for the boards review

Old Business

New Business

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

George Anderson made a motion, 2nd by Jerry McCarthy to approve the low bid of \$262,969 from Jupiter Electric for project #298028 fire alarm upgrade. U.

George Anderson made a motion, 2nd by Colleen Gibson to cancel the January meeting due to lack of a quorum. U.

Adjournment: 10:50

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority