

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

**February 13, 2020**

**69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present:           Richard Cullinan  
                                  Colleen Gibson  
                                  George Anderson  
Absent:                       Gerald McCarthy

Chairperson, Cullinan called the meeting to order at 10:05 AM.

**Minutes:** The minutes from the December 12th meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for January 2020 totaling \$43,438.96 for the boards review.

**Executive Director's Report:**

Diane Drinan reported:

1 vacancy

The waitlist has 635 applicants, 263 are elderly, 372 are non-elderly, 9 emergencies, 0 transfers

Presented the December operating statements for the boards review

**Old Business**

We received a letter from DHCD with the formula funding award for 2023 in the amount of \$94,704.

Colleen Gibson made a motion, 2<sup>nd</sup> by George Anderson to update the personnel policy to include "twenty percent (20%) of sick pay may be paid upon retirement". U.

**New Business**

Colleen Gibson made a motion, 2<sup>nd</sup> by George Anderson to approve the contract with DHCD for \$96,181.00.U.

Colleen Gibson made a motion, 2<sup>nd</sup> by George Anderson to approve the wildlife feeding policy. U.

Colleen Gibson made a motion, 2<sup>nd</sup> by George Anderson to approve the updated preventative maintenance policy. U.

**Adjournment: 10:25**

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority