

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

**February 8, 2018
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present Collen Gibson
 Richard Cullinan
 Gerald McCarthy

Absent: George Anderson

Chairperson, Cullinan called the meeting to order at 9:40 AM.

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

Bills and Communications: Diane Drinan presented the check summary for January 2018 totaling \$31,670.71 for the boards review. \$0.00 are expenses for project #298021, \$0.00 for project #298029 and \$0.00 for project #298032.

Executive Director's Report:

Diane Drinan reported:
0 vacancies
The waitlist has 70 applicants, 50 are elderly, 20 are non-elderly, 1 emergency, 0 transfers
Presented the December operating statements for the boards review

Old Business

Gerry McCarthy made a motion, 2nd by Colleen Gibson to approve substantial completion for project #298021. U.

Roll call vote:

McCarthy yes
Gibson yes
Cullinan yes

New Business

Trash removal discussion was tabled until the May meeting

Gerry McCarthy made a motion, 2nd by Colleen Gibson to approve amendment #12 for project #298028 in the amount of \$274,917.66. U.

Collen Gibson made a motion, 2nd by Gerry McCarthy to approve the preventative maintenance policy. U.

Gerry McCarthy made a motion. 2nd by Colleen Gibson to approve a minimum of 10 hours per week for administration, additional hours as necessary. U.

Adjournment: 10:15

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority