

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

**Thursday January 12, 2017
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present George Anderson
 Gerald McCarthy
 Collen Gibson

Members Absent: Richard Cullinan

Vice Chairperson, Anderson called the meeting to order at 9:44 AM.

Minutes: The minutes from the December 8th and 15th meeting were accepted.

Bills and Communications: Diane Drinan presented the check summary for December 2016 totaling \$721,751.23 for the boards review. \$688,592.46 are expenses for project #298021.

Executive Director's Report: Diane Drinan reported:

10 vacancies, 9 offline for sill replacement project
The waitlist has 58 applicants, 26 are elderly, 32 are non-elderly, 0 emergencies, 2 transfers
Presented the November operating statements for the boards review

Old Business

New Business

We have a temporary fix for the fire alarm panel. The Capital Plan was revised to change the fire alarm upgrade to immediate status. The fire watch cost was \$5491.20.

Adjournment: 10:00

Respectfully submitted:
Diane Drinan, PHM
Executive Director
Topsfield Housing Authority