

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

**June 14, 2018**

**69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

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

Chairperson, Cullinan called the meeting to order at 9:45 AM.

**Minutes:** The minutes from the May 10th meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for May 2018 totaling \$31,882.99. for the boards review.

**Executive Director's Report:**

Diane Drinan reported:  
0 vacancies

The waitlist has 87 applicants, 67 are elderly, 20 are non-elderly, 1 emergency, 0 transfers  
Presented the April operating statements for the boards review

**Old Business**

George Anderson made a motion, 2<sup>nd</sup> by Colleen Gibson to approve the management contract with Georgetown. U.

**New Business**

George Anderson made a motion, 2<sup>nd</sup> by Colleen Gibson to approve the low bid of \$19,119 by Osgood painting for project #298029.U.

George Anderson made a motion, 2<sup>nd</sup> by Colleen Gibson to approve the low bid of \$16,905 by CM. Conway for project #298032. U.

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

George Anderson made a motion. 2<sup>nd</sup> by Dick Cullinan to appoint Colleen Gibson to the board as the tenant representative. For one year. U.

Kathleen Hunt objects to the annual appointment by the board of a tenant representative.

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

George Anderson made a motion, 2<sup>nd</sup> by Colleen Gibson to suspend the July meeting. U.

**Adjournment: 10:25**

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