

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

**March 11, 2021**

**69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Talisa Rafferty  
Colleen Gibson  
Gerald McCarthy  
Absent: Jennifer DiCarlo

Jerry McCarthy called the virtual meeting to order at 9:35 AM

**Minutes:** The minutes from the February 11<sup>th</sup> meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for February 2021 totaling \$20,288.70 for the boards review.

**Executive Director's Report:**

Diane Drinan reported:

0 vacancies

The waitlist has 1177 applicants, 488 are elderly, 689 are non-elderly, 21 emergencies, 0 transfers

Enclosed the December operating statement

**Old Business**

**New Business**

On March 4<sup>th</sup> the Housing Authority hosted a covid vaccine clinic for the tenants who are over 75 years old. This was the second vaccine for this group.

Talisa Rafferty made motion, 2<sup>nd</sup> by Colleen Gibson to approve the low bid from K & G remodeling in the amount of \$31,900 for project # 298037. U.

**Adjournment: 9:50 AM**

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