

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

**November 14, 2019
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Richard Cullinan
 Colleen Gibson
 Gerald McCarthy

Members absent: George Anderson

Chairperson, Cullinan called the meeting to order at 9:30 AM.

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

Bills and Communications: Diane Drinan presented the check summary for October 2019 totaling \$27,249.07 for the boards review.

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 467 applicants, 216 are elderly, 251 are non-elderly, 7 emergencies, 0 transfers

Presented the September operating statements for the boards review

Old Business

On October 31st our capital plan revision was approved by DHCD. The plan included a handicapped walkway from the back door of 6B.

New Business

Jerry McCarthy made a motion, 2nd by Colleen Gibson to approve the 2020 budget. U.

Roll call vote:

Gibson yes

Cullinan yes

McCarthy yes

The tenants association request for recognition is tabled to the December meeting. Kathleen will submit a proposed budget and a list of officers.

Adjournment: 9:40

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority