

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

**November 15, 2018  
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present:           Richard Cullinan  
                                  Colleen Gibson  
                                  George Anderson  
                                  Gerald McCarthy

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

**Minutes:** The minutes from the October 11th meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for October 2018 totaling \$95,114.56 for the boards review. \$53,710.30 for project #298028 (fire alarm upgrade) and \$17,815.00 for project #298032 (ADA walkway)

**Executive Director's Report:**

Diane Drinan reported:

0 vacancies

The waitlist has 115 applicants, 67 are elderly, 48 are non-elderly, 1 emergency, 0 transfers

Presented the September operating statements for the boards review

**Old Business**

The 2018 budget revision was approved by DHCD on November 8<sup>th</sup>.

**New Business**

The board signed the year end certifications

Jerry McCarthy made a motion, 2<sup>nd</sup> by George Anderson to approve the certificate of final completion for project #298028. U.

George Anderson made a motion, 2<sup>nd</sup> by Jerry McCarthy to approve the certificate of substantial completion for project #298029. U.

Colleen Gibson made a motion, 2<sup>nd</sup> by George Anderson to approve the certificate of final completion for project #298029. U.

George Anderson made a motion, 2<sup>nd</sup> by Jerry McCarthy to approve the 2019 budget. U.

Roll call vote:

McCarthy     yes

Anderson     yes

Gibson        yes

Cullinan      yes

**Adjournment: 10:50**

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority