

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

**November 16, 2017
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present George Anderson
 Collen Gibson
 Richard Cullinan
Member absent: Gerald McCarthy

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

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

Bills and Communications: Diane Drinan presented the check summary for October 2017 totaling \$32,102.05 for the boards review. \$5070.61 are expenses for project #298021, \$10,800 for project #298029 and \$4190.00 for project #298032.

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 60 applicants, 41 are elderly, 19 are non-elderly, 0 emergencies, 0 transfers

Presented the September operating statements for the boards review

Old Business

The Capital Plan was approved by DHCD on 10/18/17

We were awarded an additional \$50,187 for asbestos removal for project #298028, fire alarm upgrade.

New Business

The new trees were installed on 11/3/17 with a grant from DHCD.

Adjournment: 10:30

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority