

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

**September 13, 2018
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

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

Vice Chairperson, Anderson called the meeting to order at 9:50 AM.

Minutes: The minutes from the August 9th meeting were accepted.

Bills and Communications: Diane Drinan presented the check summary for August 2018 totaling \$13,789.57 for the boards review.

Executive Director's Report:

Diane Drinan reported:
0 vacancies
The waitlist has 91 applicants, 68 are elderly, 23 are non-elderly, 1 emergency, 0 transfers
Presented the July operating statements for the boards review

Old Business

Jerry McCarthy made a motion, 2nd by George Anderson to approve change order #1 for project #298028. U.
Jerry McCarthy made a motion, 2nd by Colleen Gibson to approve the certificate of substantial completion for project #298028. U.
Jerry McCarthy made a motion, 2nd by Colleen Gibson to approve change order #1 for project #298029. U.

New Business

Adjournment: 10:05

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