

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

**Thursday September 14, 2017  
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present                      George Anderson  
   Gerald McCarthy  
   Collen Gibson  
   Richard Cullinan

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

**Minutes:** The minutes from the June 8th meeting were accepted.

**Bills and Communications:** Diane Drinan presented the check summary for August 2017 totaling \$18,941.03 for the boards review. \$10,010.00 are expenses for project #298021.

**Executive Director's Report:** Diane Drinan reported:

0 vacancies  
The waitlist has 81 applicants, 54 are elderly, 27 are non-elderly, 0 emergencies, 1 transfer  
Presented the May, June and July operating statements for the boards review

**Old Business**

Five sheds were delivered and installed on 9/6/17

**New Business**

DHCD approved our request for \$5500.00 for an automatic door opener for a handicapped resident and \$29,197.00 for an asphalt walkway from the rear of building #12 as a reasonable accommodation.

On September 7<sup>th</sup> we were notified that we received an award of \$10,000 for tree installation to replace the trees removed for project #298021.

George Anderson made a motion, 2<sup>nd</sup> by Jerry McCarthy to approve change order #4 for project #298021. U.

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

**Adjournment: 10:25**

The board went into executive session

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority