

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

December 9, 2021

69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS

Members Present: Talisa Rafferty
 Colleen Gibson
 Jennifer DiCarlo

Absent: Gerald McCarthy

Talisa Rafferty called the meeting to order at 9:04 AM

Minutes: The minutes from the October 14th meeting were accepted.

Bills and Communications: Diane Drinan presented the check summary for November 2021 totaling \$25,926.40 for the boards review.

Executive Director's Report:

Diane Drinan reported:

4 vacancies

The waitlist has 1663 applicants, 664 are elderly, 999 are non-elderly, 2 transfers

Enclosed the October operating statement

Old Business

New Business

Colleen Gibson made a motion, 2nd by Jennifer DiCarlo to approve the space heater policy. U.

Adjournment 9:26 AM

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority