

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

**October 12, 2023**

**69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present:            Colleen Gibson  
   Jennifer DiCarlo  
   Gerald McCarthy

Absent:                            Talisa Rafferty

The meeting was called to order at 9:08 AM

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

**Bills and Communications:** Diane Drinan presented the check summary for September 2023 totaling \$20,248.76

**Executive Director's Report:**

Diane Drinan reported:  
7 vacancies, one unit off line for a Mod project  
The waitlist has 3148 applicants, 1323 are elderly, 1825 are non-elderly, 2 transfers  
Enclosed the August operating statement

**Old Business**

**New Business**

Jerry McCarthy made a motion, 2<sup>nd</sup> by Colleen Gibson to sign the contract with EOHLC for financial assistance in the amount of \$85,062.00. U.

This contract is an award for emergency funding in the amount of \$60,000 for water heater replacement and \$17,263 for HVAC repairs.

Jen DiCarlo made a motion, 2<sup>nd</sup> by Jerry McCarthy to add an LTO report to the agenda going forward. U.

**Adjournment 9:24 AM**

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