

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

**November 10, 2022
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Talisa Rafferty
Colleen Gibson
Jennifer DiCarlo

Absent: Gerald McCarthy
Guests: James Griffin

The meeting was called to order at 9:00 AM

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

Bills and Communications: Diane Drinan presented the check summary for October 2022 totaling \$174,066.75. \$122,550 was reimbursed by DHCD for project #298038

Executive Director's Report:

Diane Drinan reported:

6 vacancies

The waitlist has 2202 applicants, 837 are elderly, 1363 are non-elderly, 2 transfers

Enclosed the September operating statement

Old Business

New Business

Approved ARPA projects: #298043 ADA shower \$2261
#298044 Bollards around electrical equipment \$30,000
#298045 Water heaters \$121,000

Talisa Rafferty made a motion, 2nd by Colleen Gibson to approve the certificate of final completion for project #298042. U.

Talisa Rafferty made a motion, 2nd by Jen DiCarlo to approve and sign year end certifications and top five. U.

Talisa Rafferty made a motion, 2nd by Colleen Gibson to approve the 2023 budget. U.

Roll call:

Dicarlo yes

Rafferty yes

Gibson yes

Jen Dicarlo made a motion, 2nd by Colleen Gibson to approve the DHCD contract amendment in the amount of \$170,178.U.

Adjournment 10:00 AM

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority