

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

**March 9, 2023
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present: Talisa Rafferty
Colleen Gibson
Absent: Jennifer DiCarlo
Gerald McCarthy

The meeting was called to order at 9:02 AM

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

Bills and Communications: Diane Drinan presented the check summary for February 2023 totaling \$23,342.29

Executive Director's Report:

Diane Drinan reported:
3 vacancies, one unit off line for a Mod project
The waitlist has 2614 applicants, 1019 are elderly, 1593 are non-elderly, 2 transfers
Enclosed the January operating statement

Old Business

New Business

Jen DiCarlo made a motion, 2nd by Jerry McCarthy to approve the certificate of substantial completion for project #298038. U.

Jen DiCarlo made a motion, 2nd by Talissa Rafferty to approve the contract with DHCD in the amount of \$85,089.00. U.

Adjournment 9:13 AM

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