

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

**March 7, 2018
69 WASHINGTON STREET, TOPSFIELD MASSACHUSETTS**

Members Present Collen Gibson
 Richard Cullinan
 Gerald McCarthy

Absent: George Anderson
Guest: James Griffin

Chairperson, Cullinan called the meeting to order at 9:45 AM.

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

Bills and Communications: Diane Drinan presented the check summary for February 2018 totaling \$15,179.15 for the boards review.

Executive Director's Report:

Diane Drinan reported:

0 vacancies

The waitlist has 73 applicants, 53 are elderly, 20 are non-elderly, 0 emergencies, 0 transfers

Presented the January operating statements for the boards review

Old Business

Action Energy has agreed to box in the line sets for the heat pumps.

New Business

Dick Cullinan signed the certification for the wage match system.

Jerry McCarthy made a motion, 2nd by Colleen Gibson to approve the 2018 budget. U.

Roll call vote:

McCarthy yes

Gibson yes

Cullinan yes

Colleen Gibson made a motion, 2nd by Jerry McCarthy to approve the certificate of final completion for project #298021. U.

Adjournment: 11:15

Respectfully submitted:

Diane Drinan, PHM

Executive Director

Topsfield Housing Authority