

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



(978) 682-3932
(978) 794-1142 FAX
(800) 545-1833 Ext. 100 TDD

Minutes of the Meeting of January 26, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, January 26, 2023, at the Community Room at Bingham Way.

Proper 48-hour notice was filed with the Town Clerk.

Stephen Long called the meeting to order at 4:00 P.M. and upon roll call the following answered present:

Max Butterbrodt
Edward Capodilupo
Stephen Long
Mary Beth Soucy-Larkin

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance. Member Tracy Watson was absent.

Minutes

The board reviewed the minutes of the previous regular board meetings held on December 15, 2022. Edward Capodilupo made a motion to approve the minutes. Stephen Long seconded the motion. The motion carried by a board vote of 4-0.

Tenant Participation

There was no specific tenant participation at this meeting.

New Business

- a. Board Vote - Review of Resident Balance Report for December 2022, Vacancy Report, and Work Order Report for November 2022: Stephen Long made a motion to approve the Resident Balance Report, Vacancy Report and Work Order Report. Max Butterbrodt seconded the motion, and it was approved 4-0. Maggie Cleary noted that the Financials would be presented at the next meeting.
- b. Board Vote – Project 196068 Foulds Terrace Roof Replacements: Certificate of Substantial Completion. Edward Capdilupo made a motion to approve the Certificate of Substantial Completion for Project 196068. Stephen Long seconded the motion and it carried 4-0.
- c. Board Vote – Project 196068 Foulds Terrace Roof Replacements: Certificate of Final Completion and final payment in the amount of \$7,811.63. Maggie Cleary said the roofs came out great and the residents were very happy with the contractors. She also noted that this project was funded through CPC funds. It was suggested that Maggie reach out to the CPC to thank them for the funds and let them know this project was completed. She agreed. Edward Capodilupo made a motion to approve the Certificate of Final Completion and final payment of \$7,811.63. Max Butterbrodt seconded the motion and it unanimously approved.

- d. Maggie Cleary circulated the annual campaign finance report for signature. A few board members said they had also received this in the mail.
- e. HUD 5-Year Capital Fund Plan – The board reviewed the five-year capital plan for the federal properties, Morkeski Meadows and McCabe Court. Max Butterbrodt made a motion to approve the five-year plan. Edward Capodilupo seconded it and it was unanimously approved.
- f. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business. She thanked Mary Beth Soucy-Larkin for her many years of service to the North Andover Housing Authority. The rest of the board echoed these sentiments. Maggie Cleary also updated them on capital activities at both the state and federal complexes, as well as the potential Fountain Drive Development project, updating them on an alternative plan proposed by the Mass Housing Partnership. No vote was necessary.

Other Business

Maggie Cleary informed the board that she had a scheduling conflict for the February board meeting and requested the date be switched if possible. The board members were all amenable and it was agreed that the next board meeting would be held a week earlier than usual, on Thursday, February 16, 2023. Maggie Cleary thanked the board and noted that she would include update board meeting calendars in the February packet.

Edward Capodilupo made a motion to adjourn the meeting. The motion was seconded by Stephen Long and passed 4-0. Mary Beth Soucy-Watson declared the meeting adjourned at 4:56 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Maggie Cleary".

Maggie Cleary
Executive Director