

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



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Minutes of the Meeting of September 28, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, September 28, 2023, at the Community Room at Bingham Way.

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

Tracy Watson called the meeting to order at 4:05 P.M. and upon roll call the following answered present:

Max Butterbrodt
Edward Capodilupo
Marsha Finkelstein
Stephen Long

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

Minutes

The board reviewed the minutes of the previous regular board meetings held on June 22, 2023. Stephen Long made a motion to approve the minutes as amended. Edward Capodilupo seconded the motion. The motion carried by a board vote of 4-0. Tracy Watson abstained.

Tenant / Public Participation

There were no members of the public in attendance. Resident Board Member Edward Capodilupo thanked the Executive Director and staff for providing food to residents who lost power earlier that month, stating that everyone appreciated it.

A scheduled presentation by Essex County Habitat for Humanity was postponed until the next meeting.

New Business

- a. Board Vote - Review of Resident Balance Report and Vacancy Report for August 2023, Work Order Reports for June – August 2023, and Financials for May – July 2023: Maggie Cleary updated the board on court cases related to resident balances. A short discussion ensued regarding vacancies and staffing challenges. Marsha Finkelstein then made a motion to approve the Resident Balance Report and Vacancy Report for August 2023, Work Order Reports for June – August 2023, and Financials for May – July 2023. Max Butterbrodt seconded the motion, and it was approved 5-0.
- b. Board Vote – EOHLC Contract for Financial Assistance – Amendment No. 11 to accept revised funding in the amount of \$230,396 for FY 2026: Marsha Finkelstein made a motion to accept revised funding in the amount of \$230,396. Edward Capodilupo seconded the motion, and it was unanimously approved.
- c. Board Vote – Project 196062 Kitchen & Bathroom Upgrade Project at Family Housing: Change Order No.1 for \$22,813.47 and adding 14 calendar days for structural repairs, additional basement windows,

electrical upgrades, insulation, and credit for not moving bathroom wall: Board members reviewed change order proposal documents. Edward Capodilupo made a motion to approve Change Order No. 1 for Project 196062 for \$22,813.47 and to add 14 calendar days to the project. Marsha Finkelstein seconded the motion. The motion carried 5-0.

- d. Board Vote – Annual Civil Rights Certification HUD Form 50077-CR: Tracy Watson entertained a motion to approve the Annual HUD Civil Rights Certification. Marsha Finkelstein made a motion for the North Andover Housing Authority to approve the Annual Civil Rights Certification. Max Butterbrodt seconded the motion, and it was unanimously approved. Tracy Watson endorsed HUD Form 50077-CR on behalf of the North Andover Housing Authority.
- e. Board Vote - HUD 5-Year Plan: The board reviewed the five-year capital plan for the federal properties, Morkeski Meadows and McCabe Court. Edward Capodilupo made a motion to approve the plan as presented. Marsha Finkelstein seconded the motion and it carried 5-0.
- f. Board Vote - Appointment of Max Butterbrodt as Secretary for Board of Directors: Maggie Cleary provided background regarding the need for an Approving Official for HUD's eLOCCS program. Stephen Long made a motion to appoint Max Butterbrodt as Secretary so he can serve eLOCCS Approving Official for the North Andover Housing Authority. Edward Capodilupo seconded the motion and it carried 5-0.
- g. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including resident social activities, recent storm damage to properties and the MBTA Communities meeting she attended. Maggie Cleary then updated the board on capital activities at both the state and federal complexes, including the progress on the family housing kitchen and bathroom upgrade project.

Other Business

Marsha Finkelstein made a motion to adjourn the meeting. The motion was seconded by Max Butterbrodt and passed 5-0. Tracy Watson declared the meeting adjourned at 5:05 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director