

North Andover Housing Authority

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Minutes of the Meeting of October 26, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, October 26, 2023, at the Community Room at Foulds Terrace.

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

Tracy Watson called the meeting to order at 4:02 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, as were several residents, members of the North Andover Affordable Housing Trust, Meegan O'Neil from Essex County Habitat for Humanity, and a reporter from The Eagle Tribune.

Minutes

The board reviewed the minutes of the previous regular board meetings held on September 28, 2023. Stephen Long made a motion to approve the minutes. Marsha Finkelstein seconded the motion. The motion carried by a board vote of 5-0.

Tenant / Public Participation

Ellen Walker, a resident of Foulds Terrace, brought up the recent power loss over the weekend and requested clarification on how National Grid is notified of power loss. The board chair assured her that National Grid is aware of power loss, as it rarely affects only Foulds Terrace, but the surrounding neighborhood homes as well. Maggie Cleary let her know that usually a resident calls the Answering Service and the maintenance person on-call is notified and monitors the situation with National Grid. Ellen Walker requested that a memo be circulated to residents noting this information. Maggie Cleary said she would include that with the annual winter weather prep memo.

- a. Presentation by Meegan O'Neil from Essex County Habitat for Humanity regarding Fountain Drive Surplus Land: Meegan O'Neil discussed Habitat for Humanity's mission, background, and current projects. She also presented her vision for the surplus land at Fountain Drive, and then fielded questions from the board.

New Business

- a. Board Vote - Review of Resident Balance Report and Vacancy Report for September 2023, Work Order Reports for September 2023, and Financials for August 2023: Maggie Cleary updated the board on court cases related to resident balances, including a recent eviction. She noted that the tenant who was evicted owed a large amount of rent and considerably damaged her unit. Stephen Long made a motion to approve the Resident Balance Report and Vacancy Report for September 2023, Work Order Reports

for September 2023, and Financials for August 2023. Max Butterbrodt seconded the motion, and it was approved 5-0.

- b. Board Vote – Uncollectable Tenant Balance Write-Offs for FYE 9/30/2023: The board reviewed the uncollectable balances left from vacated or deceased former tenants. Edward Capodilupo made a motion to write off \$18,223.26 in uncollectable balances from FYE 9/30/23. Max Butterbrodt seconded the motion and it passed unanimously.
- c. Board Vote – McCabe Court Standby Power Supply system – Contract Award to low bidder, Williams Electric LLC for \$98,840.00. Maggie Cleary informed the board that Nangle Engineering Inc. had recommended the contract be awarded to the low bidder. Marsha Finkelstein made a motion to award the contract for the McCabe Court Standby Power Supply System to the low bidder, Williams Electric, LLC for \$98,840.00. Edward Capodilupo seconded the motion and it passed unanimously.
- d. Board Vote – Federal Housing Choice Voucher Payment Standards for Calendar Year 2024: Maggie Cleary provided the board with an overview of the HUD Payment Standard regulations. Edward Capodilupo made a motion to approve the Federal HCV Standards for Calendar Year 2024. Stephen Long seconded the motion, and it was approved 5-0.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including recent evictions, the vacant unit turnover initiative, and expected federal program changes in 2024 due to HOTMA (the Housing Opportunities Through Modernization Act). 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 5:06 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director