

# North Andover Housing Authority

One Morkeski Meadows  
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## Minutes of the Meeting of February 27, 2025

The regular meeting of the North Andover Housing Authority was held on February 27, 2025, at the Community Room at Fountain Drive.

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

Tracy Watson called the meeting to order at 4:06 P.M. and upon roll call the following answered present:

Adam Bagni  
Edward Capodilupo  
Marsha Finkelstein  
Stephen Long

Maggie Cleary was also in attendance.

### Minutes

The board reviewed the minutes of the previous regular board meeting held on January 23, 2025. Edward Capodilupo made a motion to approve the minutes from the January 23, 2025, meeting. Marsha Finkelstein seconded the motion. The motion to approve the minutes from January 23, 2025 was approved 4-0, with one abstention by Tracy Watson.

### Tenant / Public Participation

There were no members of the public in attendance. Resident Board Member Edward Capodilupo did not have any matters to bring forth.

### New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for January 2025 and Financials for December 2024: Maggie Cleary pointed out that the year-end reserve for the state program improved 3% over the last quarter. Stephen Long made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for January 2025 and Financials for December 2024. Marsha Finkelstein seconded the motion, and it was approved 5-0.
- b. Board Vote: Approval of Administrative Fee Submissions to EOHLC for Project 196068 in the amount of \$7308.40 and Project 196073 in the amount of \$1781.46: Maggie Cleary explained that these are funds allocated by EOHLC to pay the housing authority for the management and administration of the project. They now require a board vote in order to submit invoices for requisition. Adam Bagni made a motion to approve the administrative fee submissions for Project 196068 and 196073. Stephen Long seconded the motion, and it passed unanimously.

- c. Board Review: EOHLC FY2024 Performance Management Review Results: The board reviewed the PMR document. All expressed satisfaction with the results, particularly in regard to the occupancy rates and tenants accounts receivable. No vote was necessary.
- d. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the housing authority's participation in Compass Working Capital's FSS Link Lab. She noted that she should have more information after the March 10<sup>th</sup> kick-off call. She then touched upon capital projects, providing updates on some new projects including Concrete Stair Repair/Replacement jobs at Fountain Drive & Bingham Way. Edward Capodilupo suggested an exterior door replacement project at Morkeski Meadows. She also discussed possible changes to the federal programs under the new administration.

### **Other Business**

Adam Bagni then made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 5-0. Tracy Watson declared the meeting adjourned at 4:52 p.m.

Respectfully Submitted,



Maggie Cleary  
Executive Director