

North Andover Housing Authority

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Minutes of the Meeting of March 27, 2025

The regular meeting of the North Andover Housing Authority was held on March 27, 2025, at the Community Room at Foulds Terrace.

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

Tracy Watson, participating remotely, called the meeting to order at 4:02 P.M. and upon roll call the following answered present:

Adam Bagni
Edward Capodilupo
Marsha Finkelstein

Maggie Cleary was also in attendance. Stephen Long was absent.

Minutes

The board reviewed the minutes of the previous regular board meeting held on February 27, 2025. Marsha Finkelstein made a motion to approve the minutes of the February 27, 2025, meeting. Edward Capodilupo seconded the motion. The motion to approve the minutes from February 27, 2025, was approved 4-0.

Tenant / Public Participation

Resident Board Member Edward Capodilupo did not have any matters to bring forth. Resident Martha Reagan of Foulds Terrace inquired whether the housing authority had tenancy documents translated into different languages. Maggie Cleary responded that they did and provided residents with leases in their preferred language. Tracy Watson said housing authorities are required to have a language access policy. Martha Reagan also mentioned she would like the parking lot lines to be restriped at Foulds Terrace. Maggie Cleary said that it was doable, and Ed Capodilupo suggested the lines are painted yellow, since that lasts longer than the white paint.

Foulds Terrace resident Ellen Walker noted that the curbs at Foulds Terrace need accessibility upgrades. Maggie Cleary agreed and noted that she was adding a curb improvement project to the Capital Improvement Plan.

New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for February 2025 and Financials for January 2025: Maggie Cleary updated the board on court-ordered payment agreements for residents owing the housing authority back rent. Marsha Finkelstein asked about the vacancy turnover process. Maggie Cleary said that typically they try to balance the time a unit has been vacant versus the renovations needed to get the unit ready for occupancy and try to flip the units that require the least amount of work first. Adam Bagni made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for

February 2025 and Financials for January 2025. Marsha Finkelstein seconded the motion, and it was approved 4-0.

- b. Board Vote: EOHLC Contract for Financial Assistance – Amendment #13 to accept revised funding in the amount of \$296,399.26 for FY 2028: Maggie Cleary explained that this was the renewal of formula funding for the housing authority, a proportional needs-based award, as well as an additional \$32,800 Aging in Place award. This AIP award is to make accessibility upgrades during vacant unit turnover, such as the installation of grab bars and raised toilets. Edward Capodilupo made a motion to accept revised funding of \$296,399.26 for FYI2028. Adam Bagni seconded the motion, and it passed 4-0.
- c. Board Vote: Executive Director Contract Renewal: Maggie Cleary expressed that she very much enjoys her role as Executive Director of the North Andover Housing Authority and hopes to remain working here. The contract presented was the EOHLC standard ED Contract for a term of five years. She noted the salary listed was already approved in the budget by the board and EOHLC and was based on the EOHLC ED Salary Calculation guidelines. Board members expressed that they were satisfied with Maggie Cleary's management of the housing authority and noted that they would like her to remain in her position as well. Marsha Finkelstein then made a motion to approve the Executive Director contract with Maggie Cleary for a term of 5 years. Edward Capodilupo seconded the motion, and it passed 4-0.
- 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, as well as the recent audit conducted by CBIZ (formerly Marcum, LLC). She then touched upon capital projects, providing updates on new projects including Concrete Stair Repair/Replacement jobs at Fountain Drive & Bingham Way. Adam Bagni suggested that Maggie Cleary attend a CPC meeting to provide a project update to the committee. Marsha Finkelstein agreed, but noting the committee's schedule stated it may make sense to put it off until September.

Other Business

Before entertaining a motion to adjourn, Tracy Watson noted how pleased she was that the North Andover Select Board approved naming and dedicating the facilities hut at Grogan's Field after Bob Albrecht, a long-time maintenance employee of the housing authority and dedicated youth sports coach, who passed away in December 2024. Naming the hut after Bob received overwhelming support from town residents during the public comment period. All board members concurred that this was a fitting dedication.

Adam Bagni then made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 4-0. Tracy Watson declared the meeting adjourned at 4:58 p.m.

Respectfully Submitted,

Maggie Cleary

Maggie Cleary
Executive Director