

North Andover Housing Authority

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Minutes of the Meeting of May 22, 2025

The regular meeting of the North Andover Housing Authority was held on May 22, 2025, at the Community Room at Foulds Terrace.

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

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

Adam Bagni (remote)
Edward Capodilupo
Marsha Finkelstein

Maggie Cleary was also in attendance. Tracy Watson was absent.

Minutes

The board reviewed the minutes of the previous regular board meetings held on March 27, 2025 and April 17, 2025. Edward Capodilupo made a motion to table the approval of the minutes of the March 27th meeting. Marsha Finkelstein seconded the motion. The motion to approve the minutes of the March 27, 2025, was approved 4-0. Edward Capodilupo then made a motion to approve the minutes of the April 17, 2025 meeting. Marsha Finkelstein seconded the motion, and it carried 3-0. Adam Bagni abstained from this vote since he did not attend the April meeting.

Tenant / Public Participation

Resident Board Member Edward Capodilupo stated that he'd like to meet with Maggie Cleary to discuss some resident protocol issues and notices for the building regarding laundry, recycling, etc. There are a lot of new residents, so it would be good to update signage and remind residents of building etiquette.

New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for April 2025 and Financials for March 2025: Maggie Cleary updated the board on a unit occupied by an unauthorized resident who needs to vacate since the leaseholder passed away. The NAHA has initiated eviction proceedings to take possession of the unit. Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for April 2025 and Financials for March 2025. Edward Capodilupo seconded the motion, and it was approved 4-0.
- b. Board Vote: Formal Acknowledgement of EOHLC Wage Match System Confidentiality Requirements. Maggie Cleary provided background on the EOHLC Wage Match System and affirmed that its usage was restricted to employees who had proper training. Edward Capodilupo made a motion to approve the acknowledgement of the Wage Match System Confidentiality Requirements. Marsha Finkelstein seconded the motion, and it passed 4-0.

- c. Board Vote - Update to the Section 8 Housing Choice Voucher Administrative Plan regarding Terminations by the NAHA due to Insufficient Funding: The board reviewed the proposed language and Maggie Cleary provided context on the policy, noting that it was part of the shortfall prevention process. Marsha Finkelstein made a motion to approve the proposed update to the S8 HCV Administrative Plan as presented. Edward Capodilupo seconded the motion, and it was approved 4-0.
- d. Board Discussion - Creation of a Non-Profit Entity: The board discussed the purpose of creating a non-profit entity associated with the North Andover Housing Authority. Maggie Cleary confirmed that it's initial primary purpose would be for repositioning the federal public housing portfolio and converting to Project-Based Vouchers. She suggested that they steer away from using the word "development" in the name since that may confuse the public about the purpose of the entity.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including upcoming maintenance department staff changes and shortfall prevention actions being taken by the housing authority. She then touched upon capital projects, providing updates on new projects including Concrete Stair Repair/Replacement jobs at Fountain Drive & Bingham Way.

Other Business

Adam Bagni made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 4-0. Stephen Long declared the meeting adjourned at 4:36 p.m.

Respectfully Submitted,

Maggie Cleary

Maggie Cleary
Executive Director