

North Andover Housing Authority

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North Andover, MA 01845



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Minutes of the Meeting of March 26, 2026

The regular meeting of the North Andover Housing Authority was held on March 26, 2026, at the Community Room at O'Connor Heights. It was an open meeting, and all members of the public could attend via Zoom with a link that was provided or in person.

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

1. Stephen Long called the meeting to order at 4:03 p.m. and upon roll call the following board members responded present:

Edward Capodilupo
Marsha Finkelstein

Maggie Cleary was also in attendance. Tracy Watson and Adam Bagni were both absent.

Minutes

The board reviewed the minutes of the previous regular board meeting held on February 26, 2026.

2. Since Marsha Finkelstein was absent from the February 26, 2026, meeting, there were not enough members to vote on the minutes, the Board decided to table the vote until the next meeting.

Tenant / Public Participation

3. There were no comments from tenants or the public at this meeting.

New Business

4. Board Vote - Work Order Report, Resident Balance Report and Vacancy Report for February 2026 and Financials from February 2026: The recent eviction and subsequent bedbug treatment plan were discussed. Marsha Finkelstein made a motion to approve the Work order Report, the Resident Balance Report, and the Vacancy Report for February 2026 and Financials from February 2026. Edward Capodilupo seconded the motion, and it was approved 3-0.
5. Board Vote - Project 196082 Foulds Terrace Community Room Generator: Contract award to low bidder, CDS Unlimited, LLC for \$73,850. The Bid Acceptance Recommendation Letter from Rogue Engineering & Design was reviewed. Edward Capodilupo motioned to award the contract for Project 196082 to low bidder, CDS Unlimited, LLC for \$73,850. Marsha Finkelstein seconded the motion, and it was approved 3-0.

6. Board Vote - Authorization to request Administrative Fees from EOHLC for Projects 196060 (\$1,500), 196076 (\$6,000), and 196082 (\$5,172.77): Edward Capodilupo motioned to approve the Authorization to request administrative fees. Marsha Finkelstein seconded the motion, and it was approved 3-0.
7. Board Vote - Authorization for Change Order Proposal for Project 196077 Fountain Drive Window Replacement: A change order recommendation letter from Vance Architects was reviewed. The change order includes two proposals: upgrade to tempered Glass and exterior painting of steel window lintels. Edward Capodilupo motioned to approve the Change Order #1 for \$5,701.35 for Project 196077 Fountain Drive Window Replacement. Marsha Finkelstein seconded the motion, and it was approved 3-0.
8. Maggie Cleary recognized the contributions of Adam Bagni his service as a Board Member. All in attendance agreed that Mr. Bagni deserved a heartfelt thank-you!
9. Executive Director's Report: Maggie Cleary provided updates on a few housing authority activities, including the upcoming federal audit, a recent eviction, and the excellent job the maintenance department did tackling snow removal this past winter. She also provided a status update on all capital projects.

Other Business

Edward Capodilupo made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 3-0. Stephen Long declared the meeting adjourned at 4:47 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Maggie Cleary". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Maggie Cleary
Executive Director