

North Andover Housing Authority

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Minutes of the Meeting of April 28, 2026

The regular meeting of the North Andover Housing Authority was held on April 28, 2026, at the Community Room at Bingham way. 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
Richard Vaillancourt

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

2. Board members joined Maggie Cleary in congratulating Richard Vaillancourt on his election to the board. He thanked everyone and all agreed they look forward to working together.

Minutes

3. The board reviewed the minutes of the previous regular board meeting held on March 26, 2026. Marsha Finkelstein made a motion to approve the minutes of March 26, 2026, as presented. Edward Capodilupo seconded the motion, and it was approved 3-0. Richard Vaillancourt abstained.

Tenant / Public Participation

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

New Business

5. Board Vote - Work Order Report, Resident Balance Report and Vacancy Report for March 2026 and Financials from March 2026: Maggie Cleary highlighted that the state program reserve level is at 56.6 %, well above the required 35% minimum. She also updated the board on recent court actions regarding unpaid rent. Edward Capodilupo made a motion to approve the Work order Report, the Resident Balance Report, and the Vacancy Report for March 2026 and Financials from March 2026. Marsha Finkelstein seconded the motion, and it was approved 4-0.
6. Board Vote - Project 196061 Tree Removal Services at Foulds Terrace: Contract award to low bidder, Mayer Tree Services, Inc. Maggie Cleary stated that the NAHA has worked with Mayer Tree before and was satisfied with their work. She noted that the trees marked for removal

were identified as dead or dying by an arborist. Most trees will be pruned instead of removed. Marsha Finkelstein motioned to award the contract for Project 196061 to low bidder, Mayer Tree Services, Inc. for \$24,248. Edward Capodilupo seconded the motion, and it was approved 4-0.

7. Board Vote – Project 196076 Fountain Drive Concrete Stoop and Sidewalk Repair: Contract award to low bidder, Derek Leider Masonry, LLC for #315,867: The board reviewed the bid recommendation letter from civil engineering firm, Allen and Major Associates as well as their recommendations from previous jobs. Although the low bid was significantly lower than the other bids, all references were positive and there was no reason not to accept the bid. Marsha Finkelstein made a motion to award the contract for Project 196076 to low bidder, Derek Leider Masonry, LLC for \$315,867. Richard Vaillancourt seconded the motion, and it was approved 4-0.
8. Board Vote – Project 196081 Bingham Way Common Area Painting: Contract award to low bidder, Katco Contracting, for \$34,300. The board reviewed the award recommendation letter from the RCAT, as well as the bid list. Edward Capodilupo made a motion to award the contract for Project 196081 to low bidder, Katco Contracting, for \$34,300. Marsha Finkelstein seconded the motion, and it was approved 4-0.
9. Board Vote – Authorization to request Administrative Fees from EOHLC for Project 196061 (\$2,025) and Project 196081 (\$2,178). Maggie Cleary explained that these administrative fees were for the administrative work of both maintenance and office staff in managing the project, including notifying and coordinating with residents and contractors. Richard Vaillancourt made a motion to authorize the requisition of the administrative fees from EOHLC. Edward Capodilupo seconded the motion, and it passed unanimously.
10. Executive Director’s Report: Maggie Cleary provided updates on housing authority activities, including the recent federal audit, and the many capital improvement projects taking place at the housing authority.

Other Business

Richard Vaillancourt 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 4:46 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director