

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



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Minutes of the Meeting of September 23, 2021

The regular meeting of the North Andover Housing Authority was held on Thursday, September 23, 2021 at the Community Room at Fountain Drive.

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

Mary Beth Soucy-Larkin called the meeting to order at 4:00 P.M. and upon roll call the following answered present:

Mary Beth Soucy-Larkin
Max Butterbrodt
Edward Capodilupo
Stephen Long
Tracy Watson

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance. All agreed that it was nice to be having an in-person meeting for the first time since February 2020.

Minutes

The board reviewed the minutes of the previous regular board meeting held on June 24, 2021. Stephen Long then made a motion to approve minutes of the meeting of June 24, 2021. Edward Capodilupo seconded the motion and it was approved by a board vote of 4-0. Tracy Watson abstained.

Tenant Participation

Resident board member Edward Capodilupo noted he was pleased with the lines being painted at McCabe Court and Morkeski Meadows.

New Business

- a. Board Vote - Distribution and Review of Resident Balance Report, Vacancy Report, Work Order Report, and NAHA Financials for June, July, and August 2021: Tracy Watson noted her satisfaction with the resident balance report and the volume of leasing over the summer. Mary Beth Soucy-Watson agreed. Tracy Watson then made a motion to approve the resident balance report, vacancy report, work order reports and NAHA financials for June, July, and August 2021. Max Butterbrodt seconded the motion and it was approved 5-0.
- b. Board Vote – Certificate of Final Completion for DHCD Project #196059 Installation of 3 Generators and Final Payment in the amount of \$11,002.04: Ed Capodilupo asked whether the generator at Morkeski Meadows would power the hallway emergency lights. Ms. Cleary responded that it would only power the Community Room. Tracy Watson then made a motion to approve the Certificate of Final Completion and final payment of \$11,002.04 to Dagle Electrical Contracting for the installation of 3 generators. Stephen Long seconded the motion and it was approved 5-0.

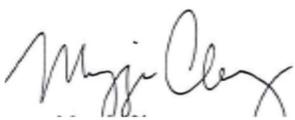
- c. Board Vote – Approval of Fee Proposal in the amount of \$20,500 to Winslow Architects, Inc. for DHCD Project #196068 Foulds Terrace Roof Replacement: Maggie Cleary informed the board that this is a rather urgent project since there are leaks in some units and squirrels have entered attics. This project is being partly funded with an award from the North Andover Community Preservation Commission. Tracy Watson made a motion to approve the fee proposal. Max Butterbrodt seconded the motion and it was approved 5-0.
- d. Board Vote – Project #196055 O’Connor Heights Boiler and Domestic Hot Water Heaters – Change Order No. 1 in the amount of \$1174.11 for the replacement of 3 air separators in the mechanical room. Tracy Watson made a motion to approve change order #1 for \$1174.11. Max Buterbrodt seconded the motion and it was approved 5-0.
- e. Board Vote – HUD 5 Year Capital Plan: Maggie Cleary presented the capital plan to the board and explained how the timeline can shift and projects can be funged from year to year depending on changing priorities. Edward Capodilupo made a motion to approve the HUD 5 Year Capital Plan. Stephen Long seconded the motion and it was approved 5-0.
- f. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including staff changes and the recommencement of in-person meetings with tenants. She also provided brief updates on all modernization and capital projects. Max Butterbrodt asked what issues tenants bring up at in-person meetings. Maggie Cleary responded that they are often requests for upgrades to their units, minor issues with neighbors, or maintenance work order requests.
- g. COVID-19 Update: Maggie Cleary informed the board about the NAHA’s continued COVID prevention efforts and current status for operations. The housing authority is following state and CDC guidelines.

Other Business

Maggie Cleary informed the board that the Affordable Housing Trust has reached out to the housing authority about assisting with developing the vacant land at Fountain Drive. They would be willing to award funds to the NAHA in order to assist with developing more affordable housing units. All were in agreement that they would like to see more affordable housing units in North Andover. Tracy Watson highlighted the enormity of such a project and suggested the Affordable Housing Trust earmark funds to pay for a feasibility study of the property, rather than earmarking a larger amount at this time. All agreed this was a good place to start.

Edward Capodilupo made a motion to adjourn the meeting. The motion was seconded by Stephen Long and passed 5-0. Mary Beth Soucy-Larkin declared the meeting adjourned at 4:58 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director