

North Andover Housing Authority

One Morkeski Meadows
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Minutes of the Meeting of October 28, 2021

The regular meeting of the North Andover Housing Authority was held on Thursday, October 28, 2021 at the Community Room at Morkeski Meadows.

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

Mary Beth Soucy-Larkin called the meeting to order at 4:04 P.M. and upon roll call the following answered present:

Mary Beth Soucy-Larkin
Max Butterbrodt
Edward Capodilupo
Stephen Long

Tracy Watson was absent.

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance.

Minutes

The board reviewed the minutes of the previous regular board meeting held on September 23, 2021. Edward Capodilupo then made a motion to approve minutes of the meeting of September 23, 2021. Stephen Long seconded the motion and it was approved by a board vote of 4-0.

Tenant Participation

Resident board member Edward Capodilupo noted he was pleased with the amount of the annual board member compensation, which is tied to rent collected from the Chapter 200 family housing program. Mary Beth Soucy-Larkin concurred.

New Business

- a. Board Vote - Review of Resident Balance Report, Vacancy Report, Work Order Report for September 2021: Maggie Cleary informed the board that the year-end financials would be presented by fee accountant Jenna Milne at the November meeting. Board members were pleased to see progress on the Vacancy Report. Maggie Cleary noted the number of new vacancies in the federal properties that maintenance will be concentrating on. Max Butterbrodt then made a motion to approve the resident balance report, vacancy report, and work order report for September 2021. Stephen Long seconded the motion and it was approved 4-0.
- b. Board Vote – Uncollectable Tenant Balance Write-Offs for FYE 9/30/2021: Maggie Cleary told the board the list of uncollectable tenant balances is from tenants who either passed away or moved out, owing rent. She noted that the SHERA program cannot cover balances for tenants who are no longer in

residency. Stephen Long made a motion to write off the uncollectable tenant balance for FY 2021 in the amount of \$4,095.95. Edward Capodilupo seconded the motion and it was approved 4-0.

- c. Board Vote – Adoption of the Federal HCV Payment Standards for Calendar Year 2022: Maggie Cleary went over the payment standard approval process, noting that payment standards must be set in each area that the NAHA administers housing choice vouchers. Payment standards must be adopted that are within 90-100% percent of the HUD Fair Market Rent for each area. She also noted that the payment standard for the Boston FMR area needs to remain the same as 2021 since Boston is appealing its FMR amounts to HUD. Stephen Long made a motion to adopt the payment standards for 2022 as presented. Max Butterbrodt seconded the motion and it was approved 4-0.
- d. Board Vote – Project #196068 Intercom Upgrades at O’Connor Heights: Approval of low bid in the amount of \$8830 to Makina Engineering: Maggie Cleary let the board know that the RCAT checked all references for Makina Engineering and found the bid to be in order. Edward Capodilupo made a motion to approve approve the low bid of \$8830 and award the contract to Makina Engineering. Max Butterbrodt seconded the motion, and it was approved 4-0.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the settlement of a personal injury lawsuit, the congregate program, and staff trainings. She also provided brief updates on all modernization and capital projects, focusing on the upcoming bathroom and kitchen remodel project at Veterans Housing. A brief discussion ensued regarding possible relocation plans. No vote was necessary.
- f. COVID-19 Update: Maggie Cleary informed the board about the NAHA’s continued COVID prevention efforts and status for operations. The housing authority is following state and CDC guidelines.

Other Business

Maggie Cleary informed the board about the new DHCD Regional Legal Services Program that is replacing the pilot attorney program. DHCD has prequalified a list of attorneys and allotted \$7,000 annually to the NAHA for legal services related to the state-public housing program. She recommended that the housing authority participate in the program and contact Driscoll & Driscoll, PC about working together. After discussion and review of the Housing Authority Participation Agreement, Edward Capodilupo made a motion to abide by the terms of the DHCD Regional Legal Services Program Participation Agreement. Stephen Long seconded the motion, and it was approved 4-0.

Stephen Long made a motion to adjourn the meeting. The motion was seconded by Max Butterbrodt and passed 4-0. Mary Beth Soucy-Larkin declared the meeting adjourned at 5:04 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director