

# North Andover Housing Authority

One Morkeski Meadows  
North Andover, MA 01845



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## Minutes of the Meeting of November 18, 2021

The regular meeting of the North Andover Housing Authority was held on Thursday, November 18, 2021 at the Community Room at Bingham Way.

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

Mary Beth Soucy-Larkin called the meeting to order at 4:01 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, as well as NAHA employee Janee Guzman and fee accountant Jenna Milne.

### Minutes

The board reviewed the minutes of the previous regular board meeting held on October 28, 2021. Edward Capodilupo then made a motion to approve minutes of the meeting of October 28, 2021. Stephen Long seconded the motion. Tracy Watson abstained. The motion carried by a board vote of 4-0 with 1 abstention.

### Tenant Participation

Resident board member Edward Capodilupo brought up an issue with a resident at Morkeski Meadows. Care was taken not to identify the resident so as not to compromise confidentiality. Maggie Cleary noted that she has been working closely with Elder Services of the Merrimack Valley to try to help residents in need of services.

### New Business

- a. Board Vote - Review of Resident Balance Report, Vacancy Report, Work Order Report for November 2021: Edward Capodilupo noted an incorrect unit number on the vacancy report. Maggie Cleary amended it and informed the board of the correct unit number. Tracy Watson made a motion to approve the resident balance report, vacancy report, and work order report for October 2021. Edward Capodilupo seconded the motion and it was approved 5-0.
- b. Board Vote – Approval of 2021 FYE Financials, Certification of Top 5 Compensation Form and Compliance with Lead Laws: NAHA’s fee accountant, Jenna Milne, of Milne, Shaw, and Robillard presented the fiscal year end financials to the board. She noted that the NAHA has very strong reserves overall and highlighted the income from the solar net metering program. A discussion ensued regarding the use of operating funds for the generator project. Tracy Watson then made a motion to approve the Year End Financials for 2021 for the 400-1, MRVP, Federal 107, and Section 8 programs for the fiscal

year ending 9/30/2021. Edward Capodilupo seconded the motion and it passed unanimously. Documents were then circulated for signature by board members.

- c. Board Vote – Project 196070 Fountain Drive Roof Replacement: Approval of low bid in the amount of \$32,300 to SI Services. Maggie Cleary described this project to the board, noting that it is for only one building at Fountain Drive. It is also being managed by the RCAT (Regional Capital Assistance Team). Tracy Watson made a motion to approve the low bid of \$32,300 and award the contract for roof replacement at Fountain Drive to SI Services. Stephen Long seconded the motion and it passed unanimously.
- d. Board Vote – Update to the HCV Administrative Plan. Maggie Cleary provided the board with background regarding the update to the Section 8 Housing Choice Voucher Administrative Plan, detailing the verifying documents needed to remove household members. Tracy Watson made a motion to approve the update to the HCV Admin Plan. Stephen Long seconded the motion and it passed unanimously.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the much needed DHCD change to the Congregate program waitlist. No vote was necessary.

**Other Business**

Tracy Watson made a motion to adjourn the meeting. The motion was seconded by Max Butterbrodt and passed 5-0. Mary Beth Soucy-Larkin declared the meeting adjourned at 5:01 p.m.

Respectfully Submitted,

Maggie Cleary  
Executive Director