

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



(978) 682-3932
(978) 794-1142 FAX
(800) 545-1833 Ext. 100 TDD

Minutes of the Meeting of December 16, 2021

The regular meeting of the North Andover Housing Authority was held on Thursday, December 16, 2021 at the Community Room at Foulds Terrace.

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.

Minutes

The board reviewed the minutes of the previous regular board meeting held on November 18, 2021. Tracy Watson then made a motion to approve minutes of the meeting of November 18, 2021. Stephen Long seconded the motion. The motion carried by a board vote of 5-0.

Tenant Participation

Resident board member Edward Capodilupo noted that there is no founding sign hanging at Foulds Terrace. He believes there is a sign in the basement and he would like to see if hung up. Maggie Cleary said that she would look into this and thanked him for the information.

New Business

- a. Board Vote - Review of Resident Balance Report, Vacancy Report, Work Order Report for December 2021: Edward Capodilupo made a motion to approve the resident balance report, vacancy report, and work order report for November 2021. Stephen Long seconded the motion and it was approved 5-0.
- b. Board Vote – Project 196055 O’Connor Heights Boiler and Domestic Hot Water Heater Replacement – Certificate of Substantial Completion: Tracy Watson made a motion to approve Certificate of Substantial Completion for Project 196055. Stephen Long seconded the motion and it passed unanimously.
- c. Board Vote – Project 196055 O’Connor Heights Boiler and Domestic Hot Water Heater Replacement – Certificate of Final Completion and approval of final payment in the amount of \$6,180.00: Tracy Watson made a motion to approve the Certificate of Final Completion and final payment in the amount of \$6,180.00 to Performance Plumbing, Inc for Project 196055. Edward Capodilupo seconded the motion and it passed unanimously.

- d. Board Vote – Project 196068 Foulds Terrace Roof Replacement – Approval of low bid in the amount of \$137,000 to WPI Construction, Inc.: Tracy Watson stated that she has worked with WPI Construction, Inc. in the past and has been satisfied with their work. Maggie Cleary noted that Winslow Architects found all references to be in order. Stephen Long made a motion to approve the low bid of \$137,000 and award the contract to WPI Construction, Inc. Edward Capodilupo seconded the motion and it passed unanimously.
- e. Board Vote – NAHA Community Room Policy. Maggie Cleary provided the board with background regarding the need for a Community Room Policy. Tracy Watson made a motion to approve the North Andover Housing Authority Community Room Policy. Max Butterbrodt seconded the motion and it passed unanimously.
- f. Discussion and Board Vote - NAHA Remote Work & Telecommuting Policy: the board reviewed the policy as presented. Maggie Cleary noted that it was drafted by KP Law. A discussion ensued regarding the immediate need for the policy given the unpredictability of the pandemic. Edward Capodilupo made a motion to approve the NAHA Remote Work & Telecommuting Policy as presented. Tracy Watson seconded the motion and it was approved unanimously.
- g. Report of the Executive Director and Distribution of 2022 Board Meeting Schedule: Maggie Cleary updated the board on general housing authority business, including year-end activities. 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 4:35 p.m.

Respectfully Submitted,

Maggie Cleary
Executive Director