

# 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 February 24, 2022

The regular meeting of the North Andover Housing Authority was held on Thursday, February 24, 2022, at the Community Room at McCabe Court.

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

Stephen Long called the meeting to order at 4:00 P.M. and upon roll call the following answered present:

Max Butterbrodt  
Edward Capodilupo  
Tracy Watson

Maggie Cleary, Executive Director of the North Andover Housing Authority and Jenna Milne, fee accountant for the NAHA, were also in attendance. Mary Beth Soucy-Larkin was absent.

### Minutes

The board reviewed the minutes of the previous regular board meeting held on January 20, 2022. Edward Capodilupo then made a motion to approve the minutes of the meeting of January 20, 2022. Max Butterbrodt seconded the motion. Tracy Watson abstained. The motion carried by a board vote of 3-0.

### Tenant Participation

There were no comments from tenants at this meeting.

### New Business

- a. Board Vote - Review of Resident Balance Report, Vacancy Report, Work Order Report for January 2022, and Financials from December 2021: Tracy Watson made a motion to approve the resident balance report, vacancy report, and work order report for January 2022 and the Financials for December 2021. Edward Capodilupo seconded the motion and it was approved 4-0.
- b. Board Vote – NAHA FY 2022 Budget Submission: Jenna Milne presented the FY 2022 Budget documents for state public housing, federal public housing, MRVP, and Section 8 programs. Jenna stated that the overall financials are in great shape and the NAHA has a healthy amount of funds in reserve. She also highlighted the recently released DHCD Executive Director salary guidelines and incorporated the ED salary increase in the budget. Tracy Watson made a motion to approve the FY 2022 Budget as presented. Edward Capodilupo seconded the motion and it was approved 4-0.
- c. Board Vote – Annual Civil Rights Certification: Stephen Long entertained a motion to approve the Annual HUD Civil Rights Certification (HUD Form 50077-CR). Tracy Watson made a motion to approve the Annual Civil Rights Certification. The motion was seconded by Max Butterbrodt and was unanimously approved.

- d. Fountain Drive Site Development Discussion: Maggie Cleary updated the board members on the recent discussions between the NAHA, Affordable Housing Trust, and Community Preservation Committee regarding the potential development of 12 affordable housing units on the vacant field at Fountain Drive.
  
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including social events held by the Resident Services Coordinator in cooperation with the North Andover PD. She also updated them on capital activities at both the state and federal complexes. No vote was necessary.

**Other Business**

Tracy Watson made a motion to adjourn the meeting. The motion was seconded by Edward Capodilupo and passed 4-0. Stephen Long declared the meeting adjourned at 5:04 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Maggie Cleary".

Maggie Cleary  
Executive Director