

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 May 26, 2022

The regular meeting of the North Andover Housing Authority was held on Thursday, May 26, 2022, 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 4:00 P.M. and upon roll call the following answered present:

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 February 24, 2022. Tracy Watson then made a motion to approve the minutes of the meeting of February 24, 2022. Stephen Long seconded the motion. Tracy Watson abstained. The motion carried by a board vote of 5-0.

Tenant Participation

There were no comments from tenants at this meeting.

New Business

- a. Board Vote - Review of Resident Balance Reports & Work Order Reports for February, March & April 2022, Vacancy Report from May 2022, and Financials from January, February, March, and April 2022: Members of the board expressed satisfaction with the leasing on the vacancy report. Maggie Cleary stated that maintenance and Public Housing Coordinator Dave Lynch have been very focused on unit turnover. Tracy Watson made a motion to approve the above-mentioned resident balance reports, vacancy reports, and work order reports. Edward Capodilupo seconded the motion, and it was approved 5-0.
- b. Board Vote – DHCD Contract for Financial Assistance – Amendment No. 10 to accept revised funding in the amount of \$229,962 for FY2025: Tracy Watson made a motion to approve amendment no. 10 to the contract for financial assistance for revised funding in the amount of \$229,962 for FY2025. Stephen Long seconded the motion and it carried by a board vote of 5-0.
- c. Board Vote – Adoption of Language Access Plan: Maggie Cleary pointed out key parts of the LAP, such as the on-call translation service and the census data for North Andover. Edward Capodilupo made a

motion to adopt the Language Access Plan as presented. Trace Watson seconded the motion, and it was approved 5-0.

- d. Board Vote – Project 196068 Foulds Terrace Roof Replacement – Change Order #1 for additional time: Maggie Cleary explained that the Notice to Proceed was issued in January, but all agreed it would be wise to start the project in the spring. This change order is to extend the contract to reflect this later start only. Tracy Watson made a motion to approve Change Order #1 for Project 196068 for additional time. The motion was seconded by Edward Capodilupo and was unanimously approved.
- e. Board Vote – Accounting Contract for Milne, Shaw, and Robillard, P.C.: The board reviewed the contract for accounting services between the North Andover Housing Authority and Milne, Shaw, and Robillard, P.C. Tracy Watson made a motion to approve the contract as presented. Stephen Long seconded the motion and was unanimously approved.
- f. Board Vote – McCabe Domestic Hot Water Heater Replacement: Low Bid Approval and Award of Contract to Glionna Plumbing, Inc. The board reviewed the bids for this federal project as well as the written recommendation to approve by the designer, Shekar & Associates. Stephen Long made a motion to award the contract for the replacement of domestic hot water heaters at McCabe Court to Glionna Plumbing, Inc. in the amount of \$59,000. Max Butterbrodt seconded the motion and it carried 5-0.
- g. Board Vote – NAHA Representative to the Community Preservation Committee: Tracy Watson stated that she would represent the NAHA on the CPC again, unless anyone else was interested. Stephen Long made a motion to appoint Tracy Watson as the housing authority representative to the Community Preservation Committee. Max Butterbrodt seconded the motion, and it was unanimously approved.
- h. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the upcoming HUD REAC inspection. She also updated them on capital activities at both the state and federal complexes. No vote was necessary.

Other Business

Edward Capodilupo made a motion to adjourn the meeting. The motion was seconded by Stephen Long and passed 5-0. Stephen Long declared the meeting adjourned at 5:20 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director