

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



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Minutes of the Meeting of September 22, 2022

The regular meeting of the North Andover Housing Authority was held on Thursday, September 22, 2022, at the Community Room at O'Connor Heights.

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
Mary Beth Soucy-Larkin
Tracy Watson

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

Minutes

The board reviewed the minutes of the previous regular board meeting held on June 23, 2022. Tracy Watson then made a motion to approve the minutes of the meeting of June 23, 2022. Edward Capodilupo seconded the motion. The motion carried by a board vote of 4-0.

Tenant Participation

Board Member and resident Ed Capodilupo wanted to make sure that the administrative office was aware of a mouse issue at Morkeski Meadows. Maggie Cleary confirmed that they are aware and acting.

New Business

- a. Board Vote - Review of Resident Balance Report for August 2022, Vacancy Report, Work Order Report for June-August 2022, and Financials from June & July 2022: Tracy Watson made a motion to approve the Resident Balance Report, Vacancy Report, Work Order Report and Financials. Max Butterbrodt seconded the motion, and it was approved 4-0.
- b. Board Vote – Project 196068 Foulds Terrace Roof Replacement, Change Order for \$19,232.60 to replace wood rake and fascia trims with PVC. Maggie Cleary provided background for this, noting that it will be beneficial since a squirrel recently ate through the existing wood rake. Edward Capodilupo made a motion to approve the change order for \$19,232.60. Tracy Watson seconded the motion, and it was approved 4-0.
- c. Board Vote – Project 196070 Fountain Drive Emergency Roof Replacement Certificate of Final Completion and final payment of \$1615. Tracy Watson made a motion to approve the Certificate of

Final Completion and final payment of \$1615. Max Butterbrodt seconded the motion which was approved by a vote of 4-0.

- d. Board Vote – Administrative Office Window Replacement Project: Contract award to low bidder, Glass & Mirror, Inc. for \$53,250. The board reviewed the bid list and references for the low bidder. Tracy Watson made a motion to award the contract to the low bidder, Glass & Mirror, Inc. for \$53,250. Edward Capodilupo seconded the motion, and it was approved 4-0.
- e. Board Vote – Project 196062 Kitchen & Bathroom Upgrade Project at Family Housing: Contract Award to low bidder, Vareika Construction in the amount of \$1,279,300 and acceptance of Alternate #1 for \$417,000 and Alternate #2 for \$427,300 for total contract cost of \$2,124,300. The board reviewed the bidder list and references for the low bidder. Tracy Watson made a motion to award the contract to low bidder, Vareika Construction and to accept Alternates 1 & 2 for a total contract cost of \$2,124,300. Edward Capodilupo seconded the motion, and it was approved 4-0.
- f. Board Vote – Adoption of Fair Housing Marketing Plan, required by DHCD: The board reviewed the Fair Housing Marketing Plan. Maggie Cleary highlighted some demographic statistics. Edward Capodilupo made a motion to adopt the Fair Housing Marketing Plan as presented. Max Butterbrodt seconded the motion and it passed unanimously.
- g. Board Vote – Adoption of Reasonable Accommodation Plan, required by DHCD. Maggie Cleary noted that the NAHA has had a reasonable accommodation plan in place for quite some time, but recommended it be updated to be in line with DHCD guidance. Edward Capodilupo made a motion to adopt the Reasonable Accommodation Plan as presented. Max Butterbrodt seconded the motion and it passed unanimously.
- h. Board Vote – Amendments to Family Self-Sufficiency Program Action Plan, required by HUD. The board reviewed the highlighted changes to the plan and Maggie Cleary provided background information on some of the bigger changes. Tracy Watson made a motion to approve all amendments to the Family Self-Sufficiency Program Action Plan. Max Butterbrodt seconded the motion and it passed unanimously.
- i. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, such as the REAC inspection results. 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 Max Butterbrodt and passed 4-0. Mary Beth Soucy-Larkin declared the meeting adjourned at 4:38 p.m.

Respectfully Submitted,

Maggie Cleary
Executive Director