

North Andover Housing Authority

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Minutes of the Meeting of November 17, 2022

The regular meeting of the North Andover Housing Authority was held on Thursday, November 17, 2022, at the Community Room at Fountain Drive.

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 was also in attendance, as was Fee Accountant Jenna Milne. Member Mary Beth Soucy-Larkin was absent.

Minutes

The board reviewed the minutes of the previous regular board meetings held on October 27, 2022. Tracy Watson then made a motion to approve the minutes of the meetings of October 27th. Stephen Long seconded the motion. Max Butterbrodt abstained as he was not in attendance. The motion carried by a board vote of 3-0.

Tenant Participation

There was no specific tenant participation at this meeting.

New Business

- a. Board Vote - Review of Resident Balance Report for October 2022, Vacancy Report, and Work Order Report for October 2022: Edward Capodilupo made a motion to approve the Resident Balance Report, Vacancy Report and Work Order Report. Max Butterbrodt seconded the motion, and it was approved 4-0.
- b. Board Vote – Approval of 2022YE Financials, Certification of Top 5 Compensation Form and Compliance with Lead Laws, presented by fee accountant Jenna Milne: Jenna Milne discussed the year end financials with the board, highlighting increased maintenance costs most likely due to inflation as well as delayed work orders due to the pandemic. She noted that many housing authorities are also dealing with increased maintenance costs. She also highlighted that the reserves in our state program are 20% above the minimum requirement and in excellent shape on the federal side. Tracy Watson made a motion to approve the 2022 YE Financials, the Top 5 Compensation Form and Compliance with Lead Laws. Max Butterbrodt seconded the motion, and it was approved 4-0. Certification documents were distributed for signature.
- c. Board Vote – NAHA FY 2022 Budget Submission – Jenna Milne presented the FY 2023 Budget documents for the state public housing, federal public housing, MRVP, and Section 8 programs. She highlighted the

9% increase to ANUEL from DHCD that has been incorporated into the budget, as well as increased ED salary guidelines and 5% increase allowance for staff salaries. Edward Capodilupo made a motion to approve the FY 2023 Budget as presented. Max Butterbrodt seconded the motion and it was unanimously approved 4-0.

- d. Board Vote – DHCD Contract for Financial Assistance 4001 to accept ARPA funding in the amount of \$229,962: Edward Capodilupo made a motion to accept additional funding in the amount of \$229,962. Max Butterbrodt seconded this motion and it was approved 3-0. Tracy Watson departed shortly before the board vote.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, such social activities hosted by the Resident Services Coordinator. 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 3-0. Stephen Long declared the meeting adjourned at 4:56 p.m.

Respectfully Submitted,



Maggie Cleary

Executive Director