

North Andover Housing Authority

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Minutes of the Meeting of February 16, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, February 16, 2023, at the Community Room at Fould's 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:

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 meetings held on January 26, 2023. Edward Capodilupo made a motion to approve the minutes. Stephen Long seconded the motion. Tracy Watson abstained. The motion carried by a board vote of 4-0.

Tenant / Public Participation

There was no specific tenant participation at this meeting. A member of the public, Marcia Finkelstein was in attendance and introduced herself as a candidate for the open housing authority board seat in the upcoming 2023 Town Election and noted that she was here to listen.

New Business

- a. Board Vote - Review of Resident Balance Report for January 2023, Vacancy Report, and Work Order Report for January 2023, Financials for November & December 2022: Tracy Watson made a motion to approve the Resident Balance Report, Vacancy Report, Work Order Report, and November and December 2022 Financials. Edward Capodilupo seconded the motion, and it was approved 5-0.
- b. Board Discussion: Review of DHCD Performance Management Review Results for FY 9/30/22: Maggie Cleary reviewed the PMR results with the board members. The board members were satisfied with the results, as well as the complimentary email from the DHCD Housing Management Specialist.
- c. Board Discussion: Review of HUD PHAS Results: The board reviewed the one-page Physical Housing Assessment Score Report for FY 9/30/2022, and all were happy with the housing authority's High Performer designation.

- d. Board Discussion: Executive Director Maternity Leave: Maggie Cleary informed the board of her plans for her upcoming maternity leave in April 2023. She noted that she expects leave to go smoothly as this will be her second time. The board was supportive.

- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, such as staff leave, and how the housing authority fared during the recent cold snap. Maggie Cleary also updated them on capital activities at both the state and federal complexes, including the long-awaited Veterans Housing Kitchen & Bath renovation project. . No vote was necessary.

Other Business

Stephen Long 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 4:43 p.m.

Respectfully Submitted,

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

Maggie Cleary
Executive Director