

# 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 March 23, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, March 23, 2023, 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  
Stephen Long  
Tracy Watson

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance, as well as resident Ellen Walker.

### Minutes

The board reviewed the minutes of the previous regular board meetings held on February 16, 2023. Mary Beth Soucy-Larkin pointed out an error in her name (Mary Beth Soucy-Watson) and asked that the error be corrected. Tracy Watson made a motion to approve the minutes as amended. Edward Capodilupo seconded the motion. The motion carried by a board vote of 5-0.

### Tenant / Public Participation

Foulds Terrace resident Ellen Walker introduced herself to the board and voiced her appreciation to Mary Beth Soucy-Larkin for her time on the board. She noted how much she enjoyed having her as a board member and recognized the positive contributions Mary Beth has made to the North Andover Housing Authority over the past decade. She also brought up a concern regarding power outages at Foulds Terrace. The board and Executive Director listened and assured her that any communications from National Grid regarding power outages and restoration will continue to be reported to the residents as soon as possible.

### New Business

- a. Board Vote - Review of Resident Balance Report for February 2023, Vacancy Report, and Work Order Report for February 2023, Financials for January 2023: Tracy Watson requested a summary sheet from the fee accountant to be included with the financials each month. Tracy Watson then made a motion to approve the Resident Balance Report, Vacancy Report, Work Order Report, and January 2023 Financials. Edward Capodilupo seconded the motion, and it was approved 5-0.
- b. Board Vote - Election of Officers: Edward Capodilupo nominated Tracy Watson to serve as Chairperson. Steven Long seconded this motion. The motion was approved 5-0. Mary Beth Soucy-Larkin nominated Stephen Long to continue serving as Vice Chairperson. Tracy Watson seconded the motion. The motion

carried 5-0. Tracy Watson then nominated Edward Capodilupo to serve as Treasurer. Stephen Long seconded the motion, and it also was approved 5-0. In summary, the new board elected positions are as follows: Tracy Watson – Chairperson; Stephen Long – Vice Chairperson; Edward Capodilupo – Treasurer.

- c. Board Vote: Formal Acknowledgement of DHCD Wage Match System & Confidentiality Requirements: Maggie Cleary explained the DHCD Wage Match System to the board, as well as the confidentiality requirements for using the system. Tracy Watson made a motion to formally acknowledge the DHCD Wage Match System Confidentiality Requirements. Edward Capodilupo seconded the motion, and it was unanimously approved. Mary Beth Soucy-Larkin signed the acknowledgement form as Board Chair.
- 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,



Maggie Cleary  
Executive Director