

North Andover Housing Authority

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Minutes of the Meeting of May 25, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, May 25, 2023, at the Community Room at Fountain Drive.

Proper 48-hour notice was filed with the Town Clerk.

Tracy Watson called the meeting to order at 4:00 P.M. and upon roll call the following answered present:

Max Butterbrodt
Edward Capodilupo
Marsha Finkelstein
Stephen Long

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance, as well as a resident of the housing authority.

Tracy Watson then welcomed new board member Marsha Finkelstein to the board.

Minutes

The board reviewed the minutes of the previous regular board meetings held on March 23, 2023. Edward Capodilupo made a motion to approve the minutes as amended. Max Butterbrodt seconded the motion. The motion carried by a board vote of 4-0 with 1 abstention.

Tenant / Public Participation

Foulds Terrace resident Sarah Dunlap introduced herself to the board and voiced concerns regarding landscaping at Foulds Terrace, parking signage concerns, and violations of the smoke-free policy. Chairperson Tracy Watson noted how housing authorities across the state struggle with smoking policy violations. She also suggested the Executive Director send another memo reminding residents of the smoke-free policy.

New Business

- a. Board Vote - Review of Resident Balance Report for April 2023, Vacancy Report, and Work Order Report for March & April 2023, Financials for February & March 2023: Maggie Cleary noted that the maintenance labor and contract costs were slightly over budget due to an influx in unit turnover. Marsha Finkelstein then made a motion to approve the Resident Balance Report, Vacancy Report, Work Order Report, and February & March 2023 Financials. Stephen Long seconded the motion, and it was approved 5-0.
- b. Board Vote – McCabe Court Interior Door Replacement Project: Contract award to low bidder, MJS Construction in the amount of \$309,000. Maggie Cleary mentioned that the low bidder (and only bidder), MJS Construction, has done extensive work with other housing authorities. Winslow Architects checked references, and all provided extremely positive feedback. Edward Capodilupo made a motion to

award the contract for interior door replacement to the low bidder, MJS Construction, in the amount of \$309,000. Marsha Finkelstein seconded the motion, and it was unanimously approved.

- c. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the upcoming Annual Plan Hearing, scheduled for the June board meeting. She also informed the board that the audit of the 9/30/2022 financials had concluded and there were no findings. Maggie Cleary then updated the board on capital activities at both the state and federal complexes, including the long-awaited Veterans Housing Kitchen & Bath renovation project and the completion of the window replacement project at the administrative office.

Other Business

Max Butterbrodt made a motion to adjourn the meeting. The motion was seconded by Stephen Long and passed 5-0. Tracy Watson declared the meeting adjourned at 4:34 p.m.

Respectfully Submitted,

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

Maggie Cleary
Executive Director