

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 November 16, 2023

The regular meeting of the North Andover Housing Authority was held on Thursday, November 13, 2023, at the Community Room at O'Connor Heights.

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

Tracy Watson called the meeting to order at 4:02 P.M. and upon roll call the following answered present:

Edward Capodilupo
Marsha Finkelstein

Maggie Cleary, Executive Director of the North Andover Housing Authority was also in attendance, as was fee accountant, Jenna Milne. Max Butterbrodt and Stephen Long were absent.

Minutes

The board reviewed the minutes of the previous regular board meetings held on October 26, 2023. Marsha Finkelstein made a motion to approve the minutes. Edward Capodilupo seconded the motion. The motion carried by a board vote of 3-0.

Tenant / Public Participation

There were no tenant matters brought forth.

New Business

- a. Board Vote - Review of Resident Balance Report, Work Order Report, and Vacancy Report for October 2023: Maggie Cleary updated the board on court cases related to resident balances and vacant unit turnover. Tracy Watson noted that the priority screening process seems to be going smoother for LHAs now that ASG, the third-party verifier contracted by EOHLC, has begun conducting applicant priority screening. Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for October 2023. Edward Capodilupo seconded the motion, and it was approved 3-0.
- b. Board Vote – Approval of 2023 Year End Financials, Certification of Top 5 Compensation Form and Compliance with Lead Laws: Fee Accountant Jenna Milne presented the year-end materials to board members. She highlighted that the reserves in our state program are 8% above the minimum requirement and will be higher once the \$26K insurance reimbursement is deposited. The federal reserves are in excellent shape. Edward Capodilupo made a motion to approve the 2023 YE Financials, the Top 5 Compensation Form and Compliance with Lead Laws. Marsha Finkelstein seconded the motion, and it was approved 3-0. Certification documents were distributed for signature.
- c. Board Vote – NAHA FY 2024 Budget Submission: Jenna Milne presented the FY 2024 Budget documents for the state public housing, federal public housing, MRVP, and Section 8 programs. She highlighted the

increase to ANUEL from EOHLIC that has been incorporated into the budget, as well as the 2% increase to ED salary guidelines and 7% increase allowance for staff salaries. Edward Capodilupo made a motion to approve the FY 2024 Budget as presented. Marsha Finkelstein seconded the motion and it was unanimously approved 3-0.

- d. Board Discussion – Fountain Drive Surplus Land: Tracy Watson stated that she would prefer to have this discussion when the entire board is present. Since there is no deadline, she suggested the discussion be tabled until the next board meeting. Marsha Finkelstein agreed and made a motion to table the discussion. Edward Capodilupo seconded the motion and it carried by a vote of 3-0.

- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including EOHLIC’s vacant unit turnover initiative, and expected federal program changes in 2024 due to HOTMA (the Housing Opportunities Through Modernization Act). Maggie Cleary then updated the board on capital activities at both the state and federal complexes, including the progress on the family housing kitchen and bathroom upgrade project.

Other Business

Edward Capodilupo made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 3-0. Tracy Watson declared the meeting adjourned at 4:56 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director