

# North Andover Housing Authority

One Morkeski Meadows  
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## Minutes of the Meeting of January 25, 2024

The regular meeting of the North Andover Housing Authority was held on January 25, 2024, at the Community Room at McCabe Court.

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

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

Max Butterbrodt  
Edward Capodilupo

Maggie Cleary and a few members of the public were also in attendance. Marsha Finkelstein and Tracy Watson were absent.

### Minutes

The board reviewed the minutes of the previous regular board meetings held on November 16, 2023. Max Butterbrodt had to abstain since he did not attend that meeting. The vote to approve minutes from the November 2023 meeting was tabled until February 2024.

### Tenant / Public Participation

There were no tenant matters brought forth and no public participation.

### New Business

- a. Board Vote - Review of Resident Balance Report, Work Order Report, and Vacancy Report for December 2023, Financials for November 2023: Max Butterbrodt inquired about some of the higher balances in relation to monthly tenant rent amounts. Maggie Cleary informed him that these balances were incurred when tenant monthly rents were higher than current rents listed. Max Butterbrodt then made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for December 2023 and Financials for November 2023. Edward Capodilupo seconded the motion, and it was approved 3-0.
- b. Board Vote – Amendment to Family Self-Sufficiency Program Action Plan: Maggie Cleary highlighted the changes to the plan, noting that changes were minor, mostly focusing on clarification regarding virtual options for program-required meetings. Edward Capodilupo made the motion to approve the amendments to the Family Self-Sufficiency Program action plan as presented. Max Butterbrodt seconded the motion, and it was approved 3-0.
- c. Board Vote – Review of RFP and Response to Federal Repositioning Contract: No vote was taken as all agreed they would prefer to consider this matter when the full board is present.

- d. Board Discussion – Fountain Drive Surplus Land: Discussion was brief, and consensus was that building affordable housing on the surplus land is in line with the NAHA’s mission and would be beneficial to North Andover and its residents. Stephen Long requested to consider the matter at the next meeting when the full board is present.
  
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including an upcoming HUD visit, successful FSS program completions, and the EOHLC required board training. 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 Max Butterbrodt and passed 3-0. Stephen Long declared the meeting adjourned at 4:40 p.m.

Respectfully Submitted,

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

Maggie Cleary  
Executive Director