

North Andover Housing Authority

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Minutes of the Meeting of February 29, 2024

The regular meeting of the North Andover Housing Authority was held on February 29, 2024, 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 and a few members of the public were also in attendance.

Minutes

The board reviewed the minutes of the previous regular board meetings held on November 16, 2023 and January 25, 2024. Edward Capodilupo made a motion to approve the minutes from the November 16, 2023 meeting and a second motion to approve the minutes from the January 25, 2024 meeting. Stephen Long seconded both motions. The motion to approve the minutes from November 16, 2023 was approved 4-0 with one abstention. The motion to approve the minutes from January 25, 2024 was approved 3-0 with two abstentions.

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 January 2024 and Financials for December 2023: Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for January 2024 and Financials for December 2023. Edward Capodilupo seconded the motion, and it was approved 4-0.
- b. Board Vote – Project 196062 Veterans’ Housing Kitchen & Bathroom Renovation: Change Order #2 for -\$132,774.35 and Addition of 29 Days to Contract Length: Maggie Cleary summarized the reasons for the change order, highlighting the large credit for not replacing the exterior railings. Stephen Long made the motion to approve Change Order #2 for -\$132,774.35 and the addition of 29 days to contract length. Marsha Finkelstein seconded the motion, and it was approved 5-0.
- c. Board Vote – Fountain Drive Surplus Land Development RFP: The board discussed the option of issuing an RFP for the development of the surplus land at Fountain Drive into deed-restricted affordable housing. Stephen Long made a motion to authorize the Executive Director to issue a request for

proposals for the development of the surplus land. Max Butterbrodt seconded the motion, and it was unanimously approved.

- d. Board Vote: Review of RFP and response to Federal Repositioning Contract: The board reviewed the sole response received by the North Andover Housing Authority for a federal repositioning contract. Marsha Finkelstein made a motion to enter into a contract for federal repositioning to the sole respondent, Recap Real Estate Advisors. Edward Capodilupo seconded the motion, and it was approved 5-0.
- e. Board Vote – Accounting Contract for Milne, Shaw, and Robillard: Edward Capodilupo made a motion to approve the contract for accounting services between the North Andover Housing Authority and Milne, Shaw, and Robillard. Marsha Finkelstein seconded the motion and it was unanimously approved.
- f. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including a recent HUD visit by Regional Administrator Juana Matias, successful FSS program completions, and a meeting with the Community Preservation Committee. 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

Stephen Long made a motion to adjourn the meeting. The motion was seconded by Edward Capodilupo and passed 5-0. Tracy Watson declared the meeting adjourned at 5:04 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director