

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 28, 2024

The regular meeting of the North Andover Housing Authority was held on March 28, 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 meeting held on February 29, 2024. Max Butterbrodt made a motion to approve the minutes from the February 29, 2024 meeting. Stephen Long seconded the motion. The motion to approve the minutes from February 29, 2024 was approved 5-0.

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 February 2024 and Financials for January 2024: Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for February 2024 and Financials for January 2024. Max Butterbrodt seconded the motion, and it was approved 5-0.
- b. Board Vote – EOHLIC Contract for Financial Assistance – Amendment #12 to accept revised funding in the amount of \$386,441.00 for FY 2027: Maggie Cleary noted that this total amount includes both Formula Funding and the Vacant Unit Initiative award for 18 Ashland Street. Stephen Long made the motion to approve Amendment #12 to the EOHLIC Contract for Financial Assistance to accept revised funding in the amount of \$386,441 for FY 2027. Marsha Finkelstein seconded the motion, and it was approved 5-0. Maggie Cleary let Chairperson Tracy Watson know that she would be sending her the DocuSign email to accept the funding.
- c. Board Vote – FY 24 Budget Revision to Maintenance Salary Schedule: Maggie Cleary presented the board with budget revisions compiled by she and fee accountant, Jenna Milne. Changes included increases in contract costs due to spending on electrical, an increase to the “Admin-Other” line item 4190 due to increased court costs and computer software costs, and an increase in Maintenance Labor due to creating a temporary part-time position, and a decrease to the employee benefits line item since

health insurance costs were estimated to be higher than actual. Edward Capodilupo made a motion to approve the budget revisions as amended. Stephen Long seconded the motion and it was approved unanimously.

- d. Board Vote – EOHL Project 196062 Veterans’ Housing Kitchen & Bathroom Renovation: Change Order #3 for \$8,217.67 and Addition of 7 Days to Contract Length: Maggie Cleary noted that the change order was to replace deteriorated insulation and framing due to past termite damage and to add additional strapping in a kitchen ceiling. Marsha Finkelstein made a motion to approve Change Order #3 for Project 196062. Edward Capodilupo seconded the motion, and it was approved 5-0.
- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including upcoming audits and a new maintenance employee. 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 as well as the generator at McCabe Court. The board suggested the housing authority opt for the steel generator enclosure as it could be installed more quickly rather than the backordered aluminum enclosure.

Other Business

Max Butterbrodt let the board know that he would be relocating to Seattle, and therefore resigning in May. The board all expressed that they would miss him but wished him well on his new venture. Stephen Long then 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 4:30 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director