

North Andover Housing Authority

One Morkeski Meadows
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Minutes of the Meeting of April 24, 2024

The regular meeting of the North Andover Housing Authority was held on April 24, 2024, at the Community Room at Bingham Way.

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

Stephen Long called the meeting to order at 4:05 P.M. and upon roll call the following answered present:

Max Butterbrodt
Edward Capodilupo
Marsha Finkelstein
Stephen Long

Maggie Cleary was also in attendance. Tracy Watson was absent.

Minutes

The board reviewed the minutes of the previous regular board meeting held on March 28, 2024. Marsha Finkelstein made a motion to approve the minutes from the March 28, 2024 meeting. Max Butterbrodt seconded the motion. The motion to approve the minutes from March 28, 2024 was approved 4-0.

Tenant / Public Participation

A Bingham Way resident came to the meeting with some parking issues and Maggie Cleary advised her to contact the office during business hours to discuss her situation.

New Business

- a. Board Vote - Review of Resident Balance Report, Work Order Report, and Vacancy Report for March 2024 and Financials for February and March 2024: Max Butterbrodt made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for March 2024 and Financials for February and March 2024. Marsha Finkelstein seconded the motion, and it was approved 4-0.
- b. Board Vote – EOHLIC Project 196062 Veterans' Housing Kitchen & Bathroom Renovation Certificate of Substantial Completion: Maggie Cleary noted that all Community Preservation Funds for this project have been expended and the NAHA has begun moving new families into the renovated units. Marsha Finkelstein made a motion to approve the Certificate of Substantial Completion. Max Butterbrodt seconded the motion, and it was approved 4-0.
- c. Board Vote – EOHLIC Project 196073 Ashland Street Roof Replacement: Edward Capodilupo made a motion to award the contract for this project to the low bidder, JJS Universal Construction Company for \$32,500. Stephen Long seconded the motion and it was approved unanimously.
- d. Board Vote – Review and Approval of Management Services Agreement with the Wilmington Housing Authority: Maggie notified the board that she had been encouraged by EOHLIC to submit a letter of

interest to the WHA board to enter into a Management Services Agreement. The board discussed the benefits and challenges of managing another housing authority. Marsha Finkelstein made a motion to enter into a Management Services Agreement with the Wilmington Housing Authority for an initial term of 1 year and 5 months for an annual fee of \$75,000. Edward Capodilupo seconded the motion, and it was unanimously approved.

- 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

Everyone expressed their gratitude and appreciate to Max Butterbrodt since this was his last meeting. Max Butterbrodt then made a motion to adjourn the meeting. The motion was seconded by Edward Capodilupo and passed 4-0. Stephen Long declared the meeting adjourned at 5:02 p.m.

Respectfully Submitted,

Maggie Cleary

Maggie Cleary
Executive Director