

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 May 23, 2024

The regular meeting of the North Andover Housing Authority was held on May 23, 2024, at the Community Room at Foulds Terrace.

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:

Edward Capodilupo
Marsha Finkelstein
Stephen Long

Maggie Cleary was also in attendance, as well as two residents of Foulds Terrace.

Minutes

The board reviewed the minutes of the previous regular board meeting held on April 25, 2024. Stephen Long made a motion to approve the minutes from the April 25, 2024 meeting. Edward Capodilupo seconded the motion. Tracy Watson abstained. The motion to approve the minutes from April 25, 2024 was approved 3-0.

Tenant / Public Participation

Two Foulds Terrace residents were in attendance. Ellen Walker inquired about a few agenda items and brought up concerns regarding a missed memo to residents. John Crossen paid compliments to the newest maintenance employee, Joshua Breeden. Resident Board Member Edward Capodilupo requested that an electrician remove the fans in the Morkeski lobby since they no longer work.

New Business

- a. Board Vote - Review of Resident Balance Report, Work Order Report, and Vacancy Report for April 2024 and Financials for April 2024: Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for April 2024. Edward Capodilupo seconded the motion. The April Financials were tabled until the June meeting as they were not provided by the fee accountant. The motion to approve the Resident Balance Report, Work Order Report, and Vacancy Report for April 2024 was approved 4-0.
- b. Board Vote – Updated Rent Collection Policy. Maggie Cleary explained that the current NAHA Rent Collection Policy was outdated and some aspects were unenforceable. The proposed rent collection policy reflects actual NAHA procedures and industry best practices. Stephen Long made a motion to approve the updated Rent Collection Policy. Marsha Finkelstein seconded the motion, and it was approved 4-0.
- c. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the upcoming EOHLA Annual Plan Hearing that will take place at the June meeting. She also provided the board with a letter from Marcum, LLC regarding the audit of the 9/30/2023

Financials for all federal programs. Both the federal audit and the EOHLC Agreed-Upon-Procedures review, conducted by Fenton, Ewald, and Associates yielded no findings.

Other Business

Stephen Long made a motion to adjourn the meeting. The motion was seconded by Edward Capodilupo and passed 4-0. Tracy Watson declared the meeting adjourned at 4:43 p.m.

Respectfully Submitted,

Maggie Cleary

Maggie Cleary
Executive Director