

North Andover Housing Authority

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Minutes of the Meeting of June 27, 2024

The regular meeting of the North Andover Housing Authority was held on June 27, 2024, at the Community Room at O'Connor Heights.

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

Stephen Long 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 a resident of Foulds Terrace. Tracy Watson was absent.

Minutes

The board reviewed the minutes of the previous regular board meeting held on May 23, 2024. Edward Capodilupo made a motion to approve the minutes from the May 23, 2024, meeting. Marsha Finkelstein seconded the motion. The motion to approve the minutes from May 23, 2024, was approved 3-0.

Tenant / Public Participation

Ellen Walker of Foulds Terrace offered commentary on the EOHLA Annual Plan for Fiscal Year 2025. Details of these comments can be found in the Annual Plan under the Public Comment Document section.

New Business

- a. Board Vote – EOHLA Annual Plan for Fiscal Year 2025 for North Andover Housing Authority's State-funded Public Housing Program: After listening to resident comments as part of the public hearing process, Marsha Finkelstein made a motion to approve the Annual Plan for Fiscal Year 2025. Edward Capodilupo seconded the motion, and it passed unanimously.
- b. Board Vote - Review of Resident Balance Report, Work Order Report, and Vacancy Report for May 2024 and Financials for April and May 2024: Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for May 2024 and Financials for April and May 2024. Edward Capodilupo seconded the motion. The motion was approved 3-0.
- c. Board Vote – Annual Civil Rights Certification, HUD Form 50077-CR. The board discussed the importance of the annual civil rights certification. Edward Capodilupo made a motion to approve and affirm the Annual Civil Rights Certification. Marsha Finkelstein seconded the motion, and it was unanimously approved.
- d. Board Vote – FY24 Budget Revision to reflect the Management Services Agreement with Wilmington Housing Authority: The board reviewed the budget revision. Marsha Finkelstein made a motion to approve the budget revision as presented. Edward Capodilupo seconded the motion, and it passed 3-0.

- e. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including the housing choice voucher program and increased leasing rates. She also touched upon capital projects, providing updates on the kitchen & bathroom project at Veterans' Housing, and the roof replacement projects at O'Connor Heights or Ashland Street.

Other Business

The board had a brief discussion about the process to fill the vacant seat formerly occupied by Max Butterbrodt. Edward Capodilupo then made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 3-0. Stephen Long declared the meeting adjourned at 4:57 p.m.

Respectfully Submitted,

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

Maggie Cleary
Executive Director