

# North Andover Housing Authority

One Morkeski Meadows  
North Andover, MA 01845



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## Minutes of the Meeting of September 23, 2024

The regular meeting of the North Andover Housing Authority was held on September 23, 2024, at the Community Room at Bingham Way.

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

Tracy Watson called the meeting to order at 5:02 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.

### Minutes

The board reviewed the minutes of the previous regular board meeting held on June 27, 2024. Stephen Long made a motion to approve the minutes from the June 27, 2024 meeting. Marsha Finkelstein seconded the motion. Tracy Watson abstained. The motion to approve the minutes from May 23, 2024 was approved 3-0 with one abstention.

### Tenant / Public Participation

Resident Board Member Edward Capodilupo suggested that the picnic table at Morkeski Meadows would better serve the residents at Family Housing. The attached seats are difficult for the residents at Morkeski to use.

Foulds Terrace resident Ellen Walker asked about the joint meeting with the Select Board to be held later that night. Tracy Watson explained the procedures regarding filling the vacant board seat and the select boards involvement in the process.

### New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for August 2024, Financials for June & July 2024: Maggie Cleary noted the program reserves levels. Marsha Finkelstein made a motion to approve the resident balance report, work order report and vacancy report for August 2024, and the Financials for June & July 2024. Edward Capodilupo seconded the motion, and it passed unanimously.
- b. Board Vote – Project 196062 Veterans’ Housing Kitchen & Bath Upgrades, Certificate of Final Completion and final payment of \$101,127.84. Maggie Cleary noted that this project is complete, and this last payment will complete the contract cost sum of \$2,022,556.79. A few minor plumbing and flooring issues have occurred since completion, but contractor Vareika Construction, Inc. has been extremely responsive and corrected all issues. Edward Capodilupo made a motion to approve the Certificate of Final Completion for Project 196062 and issue final payment of \$101,127.84. Marsha Finkelstein seconded the motion, and it was approved 4-0.

- c. Board Vote – Project 196061 Electric Range Replacement at Bingham Way: Contract Award to Sole Bidder, Lowe’s for \$27,015.75. Maggie Cleary provided details on the project, noting that Lowe’s was the only respondent to the posting on CommBuys, the statewide procurement website. The project involves the purchase and installation of 45 stoves at Bingham Way, and disposal of old stoves. Stephen Long made a motion to award the contract for the Electric Range Replacement to Lowe’s for \$27,0015.75. Edward Capodilupo seconded the motion, and it passed 4-0.
- d. Board Vote – Federal Project Morkeski Meadows Roof Replacement, Contract Award to low bidder, WPI Construction, Inc. for \$389,000. The board reviewed the wide range of bids, as well as the bid approval recommendation letter from Winslow Architects. Maggie Cleary noted that WPI completed the roof replacement job at Foulds Terrace a few years ago and was satisfied with the job. Edward Capodilupo made a motion to award the contract for the Morkeski Meadows Roof Replacement to WPI Construction, Inc. for \$389,000. Stephen Long seconded the motion, and it carried 4-0.
- 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**

Maggie Cleary presented the board with the Certificates of Substantial Completion and Final Completion for Project 196073 Roof Replacement and Insulation Improvements at Ashland Street. She noted that the contractor had just submitted them and requested the board consider approval of both documents as the job has been completed to satisfaction. Marsha Finkelstein made a motion to approve the Certificates of Substantial and Final Completion and final payment to contractor JJS Universal Construction Company for \$1644. This will complete the contract cost of \$32,880. Stephen Long seconded the motion and it carried 4-0.

Edward Capodilupo then made a motion to adjourn the meeting. The motion was seconded by Stephen Long and passed 4-0. Tracy Watson declared the meeting adjourned at 5:48 p.m.

Respectfully Submitted,



Maggie Cleary  
Executive Director