

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 November 6, 2024

The regular meeting of the North Andover Housing Authority was held on November 6, 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 4:05 P.M. and upon roll call the following answered present:

Adam Bagni
Edward Capodilupo
Marsha Finkelstein

Maggie Cleary was also in attendance.

Tracy Watson then welcomed new board member, Adam Bagni to the NAHA Board of Commissioners.

Minutes

The board reviewed the minutes of the previous regular board meeting held on September 23, 2024. Marsha Finkelstein made a motion to approve the minutes from the September 23, 2024, meeting. Edward Capodilupo seconded the motion. Adam Bagni abstained. The motion to approve the minutes from September 23, 2024, was approved 3-0 with one abstention.

Tenant / Public Participation

Resident Board Member Edward Capodilupo suggested reaching out to the Town to inquire about joining their procurement of rock salt. He also reminded Maggie Cleary about addressing the ceiling fans in the lobby of Morkeski Meadows.

New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for September 2024, Financials for August 2024: Maggie Cleary noted the program reserves levels and informed the Board that fee accountant Jenna Milne would present the 2024 YE Financials and fiscal year 2025 budget at the December board meeting. Marsha Finkelstein made a motion to approve the resident balance report, work order report and vacancy report for September 2024, and the Financials for August 2024. Adam Bagni seconded the motion, and it passed unanimously.
- b. Board Vote – Uncollectable Tenant Balance Write-Offs for FYE 09/30/2024: The board reviewed the uncollectable balances left from vacated or deceased former tenants. Edward Capodilupo made a motion to write off \$4,614.00 in uncollectable balances from FYE 9/30/24. Marsha Finkelstein seconded the motion, and it passed unanimously.
- c. Board Vote – Adoption of Federal Housing Choice Voucher Payment Standards for Calendar Year 2025: Maggie Cleary provided the board with an overview of the HUD Payment Standard regulations, as well

as the NAHA's decision to adopt the Small Area Fair Market Rent for zip code 01845. Edward Capodilupo made a motion to approve the Federal HCV Standards for Calendar Year 2025. Adam Bagni seconded the motion, and it was approved 4-0.

- d. Board Vote – Remote Meeting Option: The board discussed the benefits of remote meeting participation. The consensus was that board members should have the option to participate in the meeting remotely with the understanding that their physical presence at meetings is always preferred. Tracy Watson also mentioned that in order for a board member to participate remotely, there must be at least a physical quorum of members at the meeting location. Marsha Finkelstein made a motion for Maggie Cleary to draft a remote participation policy to be presented for adoption at the next meeting. Edward Capodilupo seconded the motion, and it carried 4-0.
- e. Board Discussion – Televised Meetings: Adam Bagni explained his reasoning for considering the option of holding televised board meetings, noting that it would promote awareness of the housing authority and its programs throughout town and be beneficial for those who cannot physically attend meetings. Technological needs were discussed as well. Tracy Watson noted that the board meetings cannot be held at Town Hall because board meetings are held at different community rooms each month so residents of that complex can attend. Marsha Finkelstein and Edward Capodilupo both noted that residents enjoy attending the meetings in person at their home community rooms and would not attend if they had to drive to Town Hall. Tracy Watson also noted that it is not standard practice for housing authority board meetings to be televised and raised concerns about potential confidentiality issues being raised during the public comment period.
- f. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including a recent roundtable discussion hosted by HUD Regional Administrator Juana Matias that she and the FSS Coordinator, Ellen Weinhold, attended. She also touched upon capital projects, providing updates on the Bingham Way stove replacement project and the roof replacement projects at O'Connor Heights or Ashland Street.

Other Business

Marsha Finkelstein then 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 5:07 p.m.

Respectfully Submitted,



Maggie Cleary
Executive Director