

North Andover Housing Authority

One Morkeski Meadows
North Andover, MA 01845



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Minutes of the Meeting of December 19, 2024

The regular meeting of the North Andover Housing Authority was held on December 19, 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 4:04 P.M. and upon roll call the following answered present:

Adam Bagni
Edward Capodilupo
Marsha Finkelstein
Stephen Long

Maggie Cleary and fee accountant Jenna Milne were also in attendance.

Minutes

The board reviewed the minutes of the previous regular board meeting held on November 6, 2024. Edward Capodilupo made a motion to approve the minutes from the November 6, 2024, meeting. Adam Bagni seconded the motion. The motion to approve the minutes from November 6, 2024, was approved 5-0.

Tenant / Public Participation

There were several residents from the Morkeski Meadows complex in attendance. Resident Pamela Emmett provided the board with a list of issues to discuss, including mice in the building, a malfunctioning door, cleaning of the common areas, and violations of the smoke-free policy. All board members listened to Ms. Emmett's issues. Maggie Cleary reminded residents to call in all work orders to the office and encouraged residents to contact the North Andover Police Department if they feel their safety is threatened. She also said they would have the entire building treated for mice, rather than only the units that call in work orders and would examine the side door again.

New Business

- a. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for October and November 2024: Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for October and November 2024. Stephen Long seconded the motion, and it was approved 5-0.
- b. Board Vote – Approval of 2024 Year End Financials, Certification of Top 5 Compensation Form and Compliance with Lead Laws: Fee Accountant Jenna Milne presented the year-end materials to board members. She highlighted that the reserves in our state program are just above the minimum requirement but expects them to increase next year. The federal reserves are in excellent shape. Marsha Finkelstein made a motion to approve the 2024 YE Financials, the Top 5 Compensation Form and Compliance with Lead Laws. Edward Capodilupo seconded the motion, and it was approved 5-0. Certification documents were distributed for signature.

- c. Board Vote – NAHA FY 2025 Budget Submission: Jenna Milne presented the FY 2025 Budget documents for the state public housing, federal public housing, MRVP, and Section 8 programs. She highlighted the 12 % increase to ANUEL from EOHLC that has been incorporated into the budget, as well as the 4% increase to ED salary guidelines and 9% increase allowance for staff salaries. Edward Capodilupo made a motion to approve the FY 2025 Budget as presented. Stephen Long seconded the motion, and it was unanimously approved 5-0.
- d. Board Vote – Adoption of Board Meeting Remote Participation Policy: Maggie Cleary informed the board she drafted the policy by referencing the sample policy MassNAHRO provided which was written by KP Law and the Town of North Andover’s Remote Participation policy. She also confirmed that it was in compliance with 940 CMR 29.10 Adam Bagni made a motion to approve the North Andover Housing Authority Policy for Remote Participation. Marsha Finkelstein seconded the motion, and it was approved 5-0.
- e. Board Vote – EOHLC Project 196072 O’Connor Heights Roof Replacement: Contract Award to low bidder, WPI Construction, Inc. for \$159,000. The board reviewed the bid sheet. Adam Bagni made a motion to award the contract for project 196072 to the low bidder, WPI Construction, Inc. for \$159,000. Tracy Watson seconded the motion, and it carried 5-0.
- f. Board Vote – North Andover Housing Authority Board Member Appointment to the Community Preservation Committee: Edward Capodilupo started a conversation by asking who was interested in serving on the CPC. Marsha Finkelstein said that she would like to be appointed to the Committee, noting that no women are serving on the committee at this time. All agreed that Marsha could provide valuable input to the committee. Edward Capodilupo made a motion to appoint Marsha Finkelstein to serve as the housing authority representative on the Community Preservation Committee. Stephen Long seconded the motion, and it was unanimously approved.
- g. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including staff changes, the FSS holiday gift drive, and a visit from Secretary Ed Augustus from EOHLC. 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 5-0. Tracy Watson declared the meeting adjourned at 5:37 p.m.

Respectfully Submitted,

Maggie Cleary

Maggie Cleary
Executive Director