

# North Andover Housing Authority

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## Minutes of the Meeting of June 26, 2025

The regular meeting of the North Andover Housing Authority was held on June 26, 2025, at the Community Room at O'Connor Heights.

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

Tracy Watson called the meeting to order at 4:07 P.M. and upon a roll call the following board members responded present:

Edward Capodilupo  
Marsha Finkelstein  
Stephen Long

Maggie Cleary was also in attendance. Adam Bagni was absent.

### Minutes

The board reviewed the minutes of the previous regular board meetings held on May 22, 2025. Stephen Long made a motion to table the approval of the minutes of the May 22, 2025, meeting. Marsha Finkelstein seconded the motion. Tracy Watson abstained from this vote since she did not attend the April meeting. The motion carried 3-1, with one abstention.

### Tenant / Public Participation

Joe Leblanc, District Director of Veterans Services for the Town of North Andover, was in attendance. He introduced himself to the board and discussed some of the benefits he can provide to the NAHA's veteran residents. Maggie Cleary told him she would invite him to some of the social events the housing authority holds so he can connect with residents. They also agreed that it would be beneficial to include information about the Town's Veterans Services in the lease-up packet for new residents.

### New Business

- a. Board Vote: EOHLC Annual Plan for Fiscal Year 2026 for North Andover Housing Authority's State-funded Public Housing Program – There were no public comments during the Annual Plan Hearing. Steven Long made a motion to approve the EOHLC Annual Plan for Fiscal Year 2026 as presented. Edward Capodilupo seconded the motion, and it passed unanimously.
- b. Board Vote – Resident Balance Report, Work Order Report, and Vacancy Report for May 2025 and Financials for April 2025: Maggie Cleary updated the board on a unit occupied by an unauthorized resident who needs to vacate since the leaseholder passed away and the status of eviction proceedings so the housing authority can take possession of the unit. Marsha Finkelstein made a motion to approve the Resident Balance Report, Vacancy Report, and Work Order Report for May 2025 and Financials for April 2025. Edward Capodilupo seconded the motion, and it was approved 4-0.

- c. Board Vote: Annual Civil Rights Certification, HUD Form 50077-CR - Tracy Watson read the Certification aloud. Marsha Finkelstein made a motion to approve and affirm the Annual Civil Rights Certification for the North Andover Housing Authority. Stephen Long seconded the motion, and it was unanimously approved.
- d. Board Correspondence: Review of FY24 Audit Communication to the NAHA Board from CBIZ, CPA – Board members acknowledged and reviewed the audit communication. No significant issues were found.
- e. Board Vote: Creation of Non-Profit Entity – The board discussed the mission of the non-profit entity and its important role in the federal public housing repositioning process. They then considered different names. Edward Capodilupo made a motion for the North Andover Housing Authority to create a non-profit entity called North Andover Affordable Housing Corporation. Steven Long seconded the motion, and it was approved 4-0.
- f. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, including housing choice voucher shortfall prevention actions being taken by the housing authority and the management agreement with the Wilmington Housing Authority. She then touched upon capital projects, providing updates on new projects including Concrete Stair Repair/Replacement jobs at Fountain Drive & Bingham Way.

**Other Business**

Stephen Long made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 4-0. Tracy Watson declared the meeting adjourned at 4:57 p.m.

Respectfully Submitted,



Maggie Cleary  
Executive Director