

# North Andover Housing Authority

One Morkeski Meadows  
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## Minutes of the Meeting of September 30, 2025

The regular meeting of the North Andover Housing Authority was held remotely on June 26, 2025.

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

Stephen Long called the meeting to order at 4:03 p.m. and upon roll call the following board members responded present:

Edward Capodilupo  
Adam Bagni

Maggie Cleary was also in attendance. Marsha Finkelstein joined the meeting at 4:15 p.m. Tracy Watson was absent.

### Minutes

The board reviewed the minutes of the previous regular board meeting held on June 26, 2025, and the special meeting held on September 3, 2025. Stephen Long made a motion to table the approval of the minutes of both meetings, since they did not have a quorum of members who had attended the meetings to approve. Edward Capodilupo seconded the motion. The motion to table the minutes until the October 2025 meeting was approved 3-0.

### Tenant / Public Participation

There was no tenant or public participation at this meeting.

### New Business

4. Board Vote – Resident Balance Report and Vacancy Report for September 2025, Work Order Reports for June – August 2025, and Financials for May – July 2025: Maggie Cleary highlighted the low vacancy rates, at the North Andover Housing Authority, noting this was the lowest it has been in years. She also pointed out the positive increase in the state reserves. Edward Capodilupo made a motion to approve the Resident Balance Report and Vacancy Report for September 2025, Work Order Reports for June – August 2025, and Financials for May – July 2025. Adam Bagni seconded the motion, and it was approved 3-0.

5. Board Vote - FY 2025 Budget Revision to reflect increased maintenance spending: Maggie Cleary explained that a budget revision was needed due to the personnel changes that occurred in the maintenance department over the course of the fiscal year. The NAHA spent more than anticipated because it hired two maintenance employees in May 2025, instead of hiring one employee in May 2025 and another in August 2025, when the maintenance supervisor retired. It was much easier and practical to hire both employees at the same time and train them together. She also confirmed that the NAHA would be only carrying four full-time maintenance employees going forward. Edward Capodilupo made a motion to approve the budget revision to reflect increased maintenance spending. Adam Bagni seconded the motion, and it was unanimously approved.

6. Board Vote – Adoption of EOHLA Affirmative Action Goal: Maggie Cleary explained that EOHLA has set an affirmative action goal for the North Andover Housing Authority, based on the 2019 census data. The percentage of minority households must be higher than the Metropolitan Statistical Area that North Andover is a part of, which is the Boston-Cambridge-Newton, MA-NH Metro Area. The North Andover Housing Authority exceeded its set affirmative action goals of 18.2% for the elderly / disabled population and 34.3 for the family housing population, so no placement rate is required. Adam Bagni then made a motion to adopt the affirmative action goals for the North Andover Housing Authority. Marsha Finkelstein seconded the motion, and it passed 4-0.

7. Board Vote – EOHLA Project 196074 Ashland Street Vacancy Initiative Renovation Contract Award to low bidder, Paqcon, LLC for \$228,000: The board reviewed the bid list and the contractor reference letter from architect firm Nilsson & Siden Associates. Edward Capodilupo made a motion to award the contract for Project 196074 to low bidder, Paqcon, LLC for \$228,000. Steven Long seconded the motion, and it was approved 4-0.

8. Board Vote – HUD 5 Year Plan for 2025-2029: The board reviewed the five-year capital plan for the federal properties, Morkeski Meadows and McCabe Court. Marsha Finkelstein made a motion to approve the plan as presented. Edward Capodilupo seconded the motion, and it carried 4-0.

9. Report of the Executive Director: Maggie Cleary updated the board on general housing authority business, personnel updates, a resident coffee hour, and progress on repositioning the federal public housing portfolio. She then touched upon capital projects, providing updates on new projects including Concrete Stair Repair/Replacement jobs at Fountain Drive & Bingham Way.

#### **Other Business**

Adam Bagni recommended that Maggie Cleary attend a future CPC meeting. Marsha Finkelstein also shared how impressed she was with Harbor Light Homes out of Beverly and suggested Maggie reach out to Harbor Light Homes to learn about their work.

Adam Bagni made a motion to adjourn the meeting. The motion was seconded by Marsha Finkelstein and passed 4-0. Stephen Long declared the meeting adjourned at 4:37 p.m.

Respectfully Submitted,



Maggie Cleary  
Executive Director