

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 January 22, 2026

The regular meeting of the North Andover Housing Authority was held remotely on January 22, 2026, at the Community Room at McCabe Court. It was an open meeting, and all members of the public could attend via Zoom with a link that was provided.

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

1. Stephen Long called the meeting to order at 4:05 p.m. and upon roll call the following board members responded present:

Edward Capodilupo
Adam Bagni
Marsha Finkelstein

Maggie Cleary was also in attendance. Tracy Watson was absent.

Minutes

The board reviewed the minutes of the previous regular board meeting held on June 26, 2025, the special meeting held on September 3, 2025, and the regular meeting held on September 30, 2025.

2. Edward Capodilupo made a motion to approve the June 26, 2025, meeting and Marsha Finkelstein seconded the motion. Adam Bagni abstained from voting since he was absent from this meeting. The June 26, 2026, minutes were approved 3-0.
3. Edward Capodilupo made a motion to approve the minutes of the September 3, 2025, meeting and Marsha Finkelstein seconded the motion. Adam Bagni abstained from voting since he was absent from this meeting. The September 3, 2025, meeting minutes were approved 3-0.
4. Edward Capodilupo made a motion to approve the minutes of the September 30, 2025, meeting and Marsha Finkelstein seconded the motion. The September 30, 2025, meeting minutes were approved 4-0.

Tenant / Public Participation

Foulds Terrace resident Martha Regan was in attendance but did not have any items to discuss at this public meeting.

New Business

5. Board Vote- Approval of 2024 Year End Financials, Certification of Top 5 Compensation Form & Compliance with Lead Laws. Maggie Cleary noted that these were presented by fee accountant Jenna Milne at the December board meeting but could not be voted on because there was no

physical quorum. Marsha Finkelstein made a motion to approve, and Adam Bagni seconded the motion, and it was approved 4-0.

6. Board Vote- NAHA FY 2025 Budget Submission- The final FY 2025 Budget after the approved Revision due to increased maintenance spending that was approved on September 30, 2025. Adam Bagni made a motion to approve The NAHA FY 2025 Budget Submission. Edward Capodilupo seconded the motion, and the NAHA FY Budget Submission was approved 4-0.
8. Board Vote- Work Order Report, Resident Balance Report and Vacancy Report for September, October, November, and December 2025. Edward Capodilupo made a motion to approve the Work order Report, the Resident Balance Report, and the Vacancy Report for September, October, November, and December 2025. Adam Bagni seconded the motion, and it was approved 4-0.
9. Board Vote-Uncollectable Tenant Balance Write-Offs for FYE 9/30/2025. Maggie Cleary explained that most write-offs were from residents who had passed away before paying their monthly rent. Adam Bagni made a motion to approve the Uncollectable Balance Write-Offs for FYE 9/30/2025 and Edward Capodilupo seconded the motion, and it was approved 4-0.
10. Board Vote- Adoption of Federal Housing Choice Voucher Payment Standards for CY 2026. Edward Capodilupo made a motion to approve the Adoption of Federal Housing Choice Voucher Payment Standards for CY 2026 and Adam Bagni seconded the motion and it was approved 4-0.
11. Board Vote- EOHLC Contract for Financial Assistance to accept Sustainability award of \$60,000 for Project 196074: Ashland ST ASHP Conversion, Water Heaters, & Electrical Upgrades. Adam Bagni motion to approve the EOHLC Contract for Financial Assistance to accept Sustainability award of \$60,000 for Project 196074: Ashland ST ASHP Conversion, Water Heaters, & Electrical Upgrades and Edward Capodilupo seconded the motion, and it was approved 4-0.
12. Board Vote- EOHLC Project 196074 O'Connor Heights Roof Replacement: Approvals of Certificate of Substantial Completion and Final Completion. Marsha Finkelstein motioned for approval and Edward Capodilupo seconded the motion, and it was approved 4-0.
13. Board Vote- EOHLC Project 196060 Bingham Way & Foulds Terrace Site Grading & Drainage Improvements-Contract Award to low bidder, New Boston Landscaping & Construction, LLC in the amount of \$119,500. The board reviewed the General Bid Log which had 21 bids ranging from \$119,500 to \$267,900 and the contract was awarded to the lowest bidder, New Boston Landscaping and Construction, LLC in the amount of \$119,500. Marsha Finkelstein motioned for approval and Edward Capodilupo seconded the motion, and it was approved 4-0.
14. Board Vote- Massachusetts State-Aided Property Insurance Program Participation Agreement. The terms of the agreement and program requirements were reviewed, and Adam Bagni made a motion to approve the Massachusetts State-Aided Property Insurance Program Participation Agreement. Marsha Finkelstein seconded the motion, and it was approved 4-0.

15. Executive Director's Report: Maggie Cleary recapped some recent business at the Housing Authority including the recent HUD NSPIRE inspection that took place at Federal properties on 1/7/26. All common areas, mechanical rooms, and 25 residential units were inspected and with the new scoring system our preliminary score was 94%. She also gave an update on the progress of the repositioning of the Federal housing portfolio which included resident meetings, radon testing and property surveying and the next step of getting a letter of support from the Town of North Andover. Recognition was made to the staff for achieving the lowest vacancy rate in ten years, particularly Dave Lynch and Janee Guzman, and especially the maintenance department for their turnover process. Marcia Kupiec, the NAHA bookkeeper, was also recognized for her suggestion of transferring funds to the Massachusetts Municipal Depository Trust (MMDT) to take advantage of their higher interest rate. The Wilmington Housing Authority has also expressed interest in renewing management services agreement for another three years.

Other Business

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 5:21 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Maggie Cleary".

Maggie Cleary
Executive Director