

**MINUTES OF THE
REGULAR MEETING
FOR THE MARBLEHEAD HOUSING AUTHORITY
Tuesday November 18, 2025
6:00 p.m.**

I. Called Meeting to Order at 6:00 p.m.

II. Roll Call

Present

Jenn Schaeffner

Bill Kuker

Terri Tauro(arrives at 6:07pm)

Kristin duBay Horton (arrives 6:10 pm)

Absent

Jean Eldridge

Also Present: Cathy Hoog, Executive Director

III. Approval of Minutes of Regular meeting held on October 21, 2025, November 3, 2025 and November 5, 2025. A motion was made by Bill Kuker to accept the three sets of minutes as presented and seconded by Kristin duBay Horton and the vote was as follows:

Ayes

Jenn Schaeffner

Bill Kuker

Terri Tauro

Kristin duBay Horton

Nayes

IV. Tenant/Public Engagement

Elaine McGrath, Roads School-

Elaine states how public comment section of the agenda should say in her opinion "public and tenant comment".

Elaine reports many items that she feels need attention at Roads school including: flashing on roof area/wood is deteriorating, benches need replacement, street lamp (owned by Town) needs replacing, trees need

attention due to squirrel damage, the green space shouldn't allow (resident and community) dogs to pee on it, comments that robo calls should be issued to remind residents of meetings.

Elaine mentions that the MAPC grant is great but other developments need grant monies as well.

V. Executive Director Report

Cathy Hoog summarized Executive Director Report and gave Board members an opportunity to ask questions.

VI, Communications

MHA Department Reports (Move In, Move Out, Modernization Report, Completed Work Orders, Resident Services Report, Champ Data Report-ED summarized the reports asking Board members if they have any questions.

VII. Items from the Commissioners

Kristin duBay Horton and Terri Tauro discuss how they will attend Laura Veligor's office hours next month and offer an opportunity for residents to have a free-flowing conversation "town hall style".

Jenn Schaeffner gives an update on the RFI listening session hosted by the Community Development Department of the Town. Jenn shares how three proposals were submitted to the RFI, MHA, Harborlight and the Cemetery Department. Discussed how attendees spoke of open space desires, how the general consensus was that any development considered should be affordable and that the Town will reconvene and issue an RFP in near future.

Terri Tauro suggests having activities for families with children during the night meetings.

VIII. Report from Committees

V. Broughton Road Redevelopment Updates

Cathy Hoog shares information about an upcoming Design Meeting for residents on December 8th at the High School at 5:30pm to show updated version of designs following feedback from Town, Board and residents.

X. New Business

- a. Board Vote-Vendor Payment Bills for Period of October 2025.

Terri Tauro motioned to approve the Vendor payments for period ending September 2025 which was seconded by Kristin duBay Horton. The vote was as follows:

Ayes

Nayes

Jenn Schaeffner
Bill Kuker
Terri Tauro
Kristin duBay Horton

- b. Board Vote-Monthly financial statements as provided by Fenten Ewald and Associates for month ending 10/31/25.

Terri Tauro motioned to approve the Financial statements as presented. The motion was seconded by Bill Kuker and the vote was as follows:

Ayes

Nayes

Jenn Schaeffner
Bill Kuker
Terri Tauro
Kristin duBay Horton

- c. Board Vote-Champ Waitlist Affirmative Action Goal, which is, that no goal is needed as the category has been met for affirmative action for fiscal year 2026.

A motion was made by Terri Tauro which was seconded by Bill Kuker and the vote was as follows:

Ayes

Jenn Schaeffner
Bill Kuker
Terri Tauro

Nays

Kristin duBay Horton

XI. Board Vote-Adjournment

Bill Kuker motioned to adjourn the meeting at 7:17 PM which was seconded by Terri Tauro. The vote was as follows:

Ayes

Jenn Schaeffner
Bill Kuker
Terri Tauro
Kristin duBay Horton

Nays

Chair Schaeffner adjourned the meeting at 7:17 pm.

Respectfully Submitted,

Cathy Hoog

Cathy Hoog, Executive Director