



DATE POSTED:

Town Clerk Use Only

MEETING NOTICE

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A § 20 Act relative to extending certain COVID-19 measures adopted during the state of emergency

Marblehead Housing Authority Board of Commissioners

_ Name of Board/Committee

HYBRID MEETING

Address: Marblehead Housing Authority, 26 Rowland Street, Marblehead, MA 01945. ROOM: Community Room –OR-

By Zoom-

When: Feb 10, 2026 04:00 PM Eastern Time (US and Canada)

Topic: Marblehead Housing Authority

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/87293324405?pwd=rumsCXsZoh3SIJMjkmHFbvOClu2vo.1>

Passcode:827699

Phone one-tap:

+13052241968,,87293324405#,,, *827699# US

+13092053325,,87293324405#,,, *827699# US

Join via audio:

+1 305 224 1968 US

+1 669 444 9171 US

Webinar ID: 872 9332 4405

Passcode: 827699

Tuesday	February	10	2026	4:00 pm
Day of week	Month	Date	Year	Time

Agenda or Topics to be discussed listed below (That the chair reasonably anticipates will be discussed)

***All the reports and supporting documents related to this meeting can be found on www.marbleheadha.org**

1. Roll Call

- 2. New Business Items that Involve Discussion by the Board or Votes
 - a. Board Vote- Top 5 Salary Form, Lead Paint Compliance Form, Year end financials as of 12/31/2025 as prepared by Fenten, Ewald and Associates
 - b. Broughton Road Design Presentation by Winn Development Team
 - c. Adjournment

Hybrid Meeting Notice: Members of the public are welcome to attend this in-person at the Marblehead Housing Authority Roads School Community Room, 26 Rowland Street, Marblehead, MA 01945 or by the remote zoom connection provided. Please note that the in-person meeting will not be suspended or terminated if technological problems interrupt the remote connection.

THIS AGENDA IS SUBJECT TO CHANGE

Chairperson: Jenn Schaeffner
Posted by: Cathy Hoog
Date: February 5, 2026

Fiscal Year End Forms And Certifications

Marblehead Housing Authority

Top 5 Compensation Form

Fiscal Year: 2025

* Below please enter the compensation information requested for the Top 5 highest paid employees from all funding sources. Information must be provided at the LHA's Fiscal Year End and represents the ACTUAL compensation received for the entire year. NOT the budgeted amount. Not submitting this form will prevent the LHA from submitting their year-end operating statements.

* If the position you need to select is not available in the dropdown below, it is because your Budget "Schedule of All Positions and Salaries" does not include this position. As long as it is no later than the first (1st) day of the eleventh (11th) month of the LHA's current fiscal year, please submit a budget revision with this new position, and it will then appear in the dropdown as a position for the Top 5 Highest Compensation Form below. However, if it is past that date, please reach out to the Finance Manager at DHCD.

* You are obligated to report all income received for the Fiscal Year - if you are unclear on where to report a certain type of income, please contact your LIMS.

Position	Base Salary			Management Services Agreements and Other Management Contracts			Over Time			Other Compensation			Total Compensation	Composite Amount From Budget	% Change In Total Salary From Budget *
	State	Federal	Other	State	Federal	Other	State	Federal	Other	State	Federal	Other			
1 Plumber	117,416	0	0	0	0	0	28,894	0	0	0	0	0	146,310	114,712	2.4%
2 Maintenance Mechanic I	77,457	0	0	0	0	0	10,204	0	0	0	0	0	87,661	76,336	1.5%
3 Maintenance Mechanic I	76,854	0	0	0	0	0	9,294	0	0	0	0	0	86,148	76,336	0.7%
4 Groundskeeper/Custodian	62,021	0	0	0	0	0	9,682	0	0	0	0	0	71,703	60,341	2.8%
5 Groundskeeper/Custodian	61,704	0	0	0	0	0	9,012	0	0	0	0	0	70,716	60,341	2.3%

* Please consult the IRS for more information on how to assign value to these items.
 * Per DHCD Budget Guidelines, executive directors must not receive longevity payments from any source.
 * The percentage change calculates the variance, if any, between budgeted and actual salary, which is comprised of base salary and management services agreements / other management contracts, only.

Who Completed this form ? If Fee Accountant, Please list name: **Fenton Ewald and Associates**
 What information did you reference to fill in the information above? **Payroll Register**
 Comments

Housing Authority: Marblehead LHA Fiscal Year End: 12/31/2025

Regular Meeting Date: 2/10/2026 Time: 4PM
Regular

Members Present:

Members Absent:

Others Present:

**Certification of Compliance with Notification Procedures for
Federal and State Lead Paint Laws**

We, the undersigned members of the Marblehead Housing Authority, do hereby certify that the Marblehead Housing Authority is in compliance with the following:

1. Environmental Protection Agency (EPA) regulations at 40 CFR 745 Subpart F "*Disclosure of Known Lead-Based Paint and/or Lead-Based Paint Hazards Upon Sale or Lease of Residential Property,*"
2. Massachusetts Department of Public Health *Lead Poisoning Prevention and Control* regulations at 105 CMR 460.725,
3. EPA regulations at 40 CFR 745 Subpart E "*Residential Property Renovation,*" and
4. Massachusetts Division of Occupational Safety *Deleading and Lead-Safe Renovation Regulations* at 454 CMR 22.00.

and that the Marblehead Housing Authority is maintaining proper record-keeping related to such requirements.

Secretary, Ex Officio

Cathy Sheehan

Chairperson Jennifer Schaefer

Jean R. Eldridge

Teri Tauro

Willaim Kuker

Kristin du Bay Horton

Signed this _____ day of _____ 2026.

Certification of Top 5 Compensation Form

By completing this page, the Marblehead Housing Authority Board Members and Executive Director certify under pains and penalties of perjury that the Board Members have been provided with a copy of the Top 5 Compensation Form Submitted to DHCD for Marblehead Housing Authority for fiscal year ending 12/31/2025 and that the information presented is true, correct and complete to the best of our knowledge. The Department of Housing and Community Development will pursue any and all legal action for any false statements. False statements may be subject to criminal and/or civil penalties.

Certification of Year End Financial Statements and Tenants Accounts Receivables Data

On behalf of the Marblehead Housing Authority, we certify under pains and penalties of perjury that the facts and information provided in the attached year-end financial statements and tenants accounts receivables application data for the following programs 4001 for the fiscal year ending 12/31/2025 are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the physical condition of the development and the Housing Authority for this period. We understand that it is incumbent upon each of us to exercise appropriate care and diligence in reviewing and approving the financial statements and tenants accounts receivables application data.

Note: If ALL board members do not sign below, this form will not be accepted by DHCD and will be returned to the LHA for re-submittal.

Certify to Both	Certify to Top 5 Only	Certify to <i>Financial Statements</i> and Tenants Accounts Receivables Application Data Only	Decline to Certify to Both	Board Members
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Chairperson Jennifer Schaefer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Jean R. Eldridge
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Teri Tauro
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ William Kuker
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ Kristin du Bay Horton
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Secretary, Ex Officio Cathy Sheehan

Signed this _____ day of _____ 2026

FENTON, EWALD & ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS
280 HILLSIDE AVENUE
NEEDHAM, MA 02494-1365

OFFICE: (781) 444-6630
FAX (781) 444-6836
E-MAIL: office@feacpa.com

To the Board of Commissioners
Marblehead Housing Authority
26 Rowland Street
Marblehead, MA 01945

We have compiled the accompanying balance sheets of the Marblehead Housing Authority as of **December 31, 2025**, and the related statements of Revenues and Expenses for the **12** months then ended. We have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America. The information included in the accompanying Agency Wide Revenue and Expenses and Analysis of Nonroutine Expenditures and Credits are presented only for supplementary analysis purposes. Such information has been compiled from information that is the representation of management, without audit or review, and accordingly, we do not express an opinion or provide any assurance on such data.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusion about the authority's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Fenton, Ewald & Associates, P.C.

Needham, Massachusetts
Dated: February 2, 2026

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
BALANCE SHEET

Marblehead Housing Authority
12/31/2025 Period Ended
4001 Program Number

ACCOUNT NUMBER	ASSETS		X Administration Modernization Development
CASH			
1111	Cash Development or Modernization fund - Unrestricted	0.00	
1111.1	Cash Development or Modernization fund - Restricted	0.00	
1112	Cash Administration Fund - Unrestricted	194,571.48	
1112.1	Cash Administration Fund - Restricted	0.00	
1113	Cash - Escrow	0.00	
1114	Security Deposit and Pet Deposit Fund Cash	15,249.14	
1117	Petty Cash	100.00	
1118	Change Fund	0.00	209,920.62
ACCOUNTS RECEIVABLE			
1121	Federal and DHCD--Section 8 Subsidy-Shelter Rent	0.00	
1122	Tenants Accounts Receivable	53,588.35	
1123	Allowance for Doubtful Accounts - Dwelling Rents	(14,247.32)	
1125	Accounts Receivable Subsidy	0.00	
1129	Accounts Receivable - Cultural Grants	0.00	
1130	Interprogram Due From State Mod	177,405.00	
1131	Allowance for Doubtful Accounts - Other	0.00	
1145	Accrued Interest Receivable	0.00	216,746.03
INVESTMENTS			
1162	Investments - Unrestricted		554,295.26
DEFERRED CHARGES			
1211	Prepaid Insurance	96,653.50	
1212	Inventory	0.00	
1290	Deferred Charges - Retirement	63,138.00	
1291	Deferred Outflows of Resources	168,446.00	328,237.50
FIXED ASSETS			
1400.2	Cost Control Account - Development/Modernization	0.00	
1401	Land	291,150.00	
1402	Building and Building Improvements	10,972,864.20	
1403	Furniture, Equipment and Machinery - Dwellings	159,112.80	
1404	Other Equipment - Administration/Maintenance	120,325.04	
1405	Leasehold Improvements	0.00	
1406	Accumulated Depreciation	(9,090,890.91)	
1407	Infrastructure	0.00	
1408	Capital Leases	0.00	2,452,561.13
TOTAL ASSETS			3,761,760.54
LIABILITIES AND EQUITY			
ACCOUNTS PAYABLE			
2106	Bank Overdraft	0.00	
2111	Accounts Payable <=90 Days	199,675.66	
2111.1	Accounts Payable >90 Days Past Due	0.00	
2112	Contract Costs	0.00	
2114	Tenants Security Deposits & Pet Deposits	15,249.14	
2115	Bid Deposits	0.00	
2117	Employee's Payroll Deductions	3,400.92	
2118	Accounts Payable - Subsidy Overpayment	200,540.00	
2119	Accounts Payable - Interfund	0.00	
2120	Accounts Payable - Other	0.00	417,865.72
ACCRUED LIABILITIES			
2130.2	Accrued Contingent Liability	0.00	
2135	Accrued Compensated Absences - Current Portion	63,888.20	
2137	Payment in Lieu of Taxes (PILOT)	0.00	
2138	Accrued Payroll	9,308.40	
2139	Accrued Liabilities - Other	0.00	73,196.60
DEFERRED CREDITS			
2240	Tenants Prepaid Rents	23,589.46	
2290	Deferred Revenue - Rent	3,147.00	
2291	Deferred Revenue - Subsidy	0.00	
2292	Deferred Revenue - Other	475,180.00	501,916.46
NOTES PAYABLE			
2299	Notes Payable Capital Borrowings - Current Portion	0.00	
2299.1	Notes Payable Operating Borrowings - Current Portion	0.00	0.00
NON-CURRENT LIABILITIES			
2301	Notes Payable Capital Borrowings - Non-Current Portion	0.00	
2301.1	Notes Payable Operating Borrowings - Non-Current Portion	0.00	
2335.01	Accrued Compensated Absences - Non-Current Portion	0.00	
2339	Accrued Pension Liability - GASB 68	763,471.00	
2339.1	Accrued OPEB Liability - GASB 75	1,392,545.00	2,156,016.00
EQUITY (NET ASSETS)			
2700	Net Income (Deficit)	0.00	
2802	Invested in Capital Assets, net of Related Debt	2,452,561.13	
2805	Net Assets - Restricted	0.00	
2806	Net Assets - Unrestricted	Max % 53.53% 622,954.63	
2806.1	Net Assets - Pension & OPEB Liabilities	(2,462,750.00)	612,765.76
TOTAL LIABILITIES AND EQUITY			3,761,760.54

See Accountants' Compilation Report

Marblehead Housing Authority
12 months ending
December 31, 2025

4001 307 units
3684 unit months

Fenton, Ewald & Associates, P.C.
PSP 02/02/26

Account Number	Classification	Approved Budget Amount	Pro Rata Budget 12 Months	Budget P.U.M.	Actual To Date P.U.M.	Actual To Date Amount	Amount Favorable (Unfavorable)	Actual As a Factor of Pro Rata	Available Remainder of the Year
OPERATING RECEIPTS									
3110	Shelter Rent - Tenant	1,959,000	1,959,000	531.76	533.78	1,966,447.97	7,448	1.004	(7,448)
3115	Shelter Rent - Federal Sect. 8	0	0	0.00	0.00	0.00	0		0
3190	Non Dwelling Rentals	0	0	0.00	0.00	0.00	0		0
3400	Administrative Fees - MRVP	0	0	0.00	0.00	0.00	0		0
3610	Interest on Investments - Unrestricted	14,000	14,000	3.80	6.17	22,722.30	8,722	1.623	(8,722)
3611	Interest on Investments - Restricted	0	0	0.00	0.00	0.00	0		0
3690	Other Revenue	15,000	15,000	4.07	5.41	19,920.77	4,921	1.328	(4,921)
3950	Operating Grants	0	0	0.00	0.00	0.00	0		0
3691	Other Revenue Retained	0	0	0.00	24.15	88,969.76	88,970		(88,970)
3692	Other Revenue - Operating Reserves	0	0	0.00	0.00	0.00	0		0
3801	Operating Subsidy	590,903	590,903	160.40	167.25	616,161.00	25,258	1.043	(25,258)
3920	Gain/Loss From Sale/Disp. of Prop.	0	0	0.00	0.00	0.00	0		0
TOTAL OPERATING RECEIPTS		2,578,903	2,578,903	700.03	736.76	2,714,221.80	135,319	1.052	(135,319)
OPERATING EXPENDITURES									
ADMINISTRATIVE									
4110	Administration Salaries	281,302	281,302	76.36	68.05	250,699.25	30,603	0.891	30,603
4120	Compensated Absences	0	0	0.00	0.00	1.93	(2)		(2)
4130	Legal	50,000	50,000	13.57	5.48	20,189.63	29,810	0.404	29,810
4140	Compensation-Board Members	12,600	12,600	3.42	3.30	12,170.00	430	0.966	430
4150	Travel and Related Expenses	5,000	5,000	1.36	1.09	4,008.66	991	0.802	991
4170	Accounting Services	16,514	16,514	4.48	4.39	16,164.00	350	0.979	350
4171	Audit Services	5,250	5,250	1.43	1.43	5,250.00	0	1.000	0
4180	Penalties & Interest	0	0	0.00	0.00	0.00	0		0
4190	Administrative Other	214,556	214,556	58.24	61.43	226,322.15	(11,766)	1.055	(11,766)
4191	Tenant Organization	1,842	1,842	0.50	0.00	0.00	1,842	0.000	1,842
TOTAL ADMINISTRATIVE EXPENSE		587,064	587,064	159.36	145.17	534,805.62	52,258	0.911	52,258
UTILITIES									
4310	Water & Sewer	234,134	234,134	63.55	79.71	293,665.22	(59,531)	1.254	(59,531)
4320	Electricity	146,211	146,211	39.69	33.53	123,541.34	22,670	0.845	22,670
4330	Gas	141,842	141,842	38.50	41.10	151,398.56	(9,557)	1.067	(9,557)
4340	Fuel	0	0	0.00	0.00	0.00	0		0
4360	Energy Conservation	0	0	0.00	0.00	0.00	0		0
4390	Other	0	0	0.00	0.00	0.00	0		0
TOTAL UTILITIES EXPENSE		522,187	522,187	141.74	154.34	568,605.12	(46,418)	1.089	(46,418)
ORDINARY MAINTENANCE									
4410	Maintenance Labor	433,466	433,466	117.66	128.17	472,170.87	(38,705)	1.089	(38,705)
4420	Materials And Supplies	63,034	63,034	17.11	20.78	76,537.08	(13,503)	1.214	(13,503)
4430	Contract Costs	165,000	165,000	44.79	41.53	152,996.73	12,003	0.927	12,003
TOTAL ORDINARY MAINTENANCE		661,500	661,500	179.56	190.47	701,704.68	(40,205)	1.061	(40,205)
GENERAL EXPENSE									
4510	Insurance	127,954	127,954	34.73	34.48	127,042.10	912	0.993	912
4520	Pilot	4,836	4,836	1.31	1.34	4,951.00	(115)	1.024	(115)
4540	Employee Benefits	272,189	272,189	73.88	82.55	304,127.12	(31,938)	1.117	(31,938)
4570	Collection Losses	30,000	30,000	8.14	1.43	5,251.58	24,748	0.175	24,748
4580/90	General Expenses	0	0	0.00	0.00	0.00	0		0
TOTAL GENERAL EXPENSES		434,979	434,979	118.07	119.81	441,371.80	(6,393)	1.015	(6,393)
TOTAL OPERATING EXPENSES		2,205,730	2,205,730	598.73	609.80	2,246,487.22	(40,757)	1.018	(40,757)
NET INCOME (DEFICIT) BEFORE SUBSIDY and NON-ROUTINE EXPENSES		(217,730)	(217,730)	-59.10	(40.29)	(148,426.42)	69,304	0.682	(69,304)
NET INCOME (DEFICIT) before NON-ROUTINE, and INCLUDING SUBSIDY		373,173	373,173	101.30	126.96	467,734.58	94,562	1.253	(94,562)
NONROUTINE EXPENSES AND (CREDITS)									
4610	Extraordinary Maintenance	60,000	60,000	16.29	15.45	56,924.00	3,076	0.949	3,076
4611	Equip. Purchased - Non Capitalized	10,000	10,000	2.71	6.50	23,947.99	(13,948)	2.395	(13,948)
4612	Restricted Reserve Expenditures	0	0	0.00	0.00	0.00	0		0
4715	Housing Assistance Payments	0	0	0.00	0.00	0.00	0		0
TOTAL NONROUTINE EXPENSES		70,000	70,000	19.00	21.95	80,871.99	(10,872)		
CAPITAL EXPENDITURES									
7520	Replacement of Equipment-Capitalized	0	0	0.00	0.00	0.00	0		0
7540	Betterments & Additions - Capitalized	0	0	0.00	0.00	0.00	0		0
TOTAL CAPITAL EXPENDITURES		0	0	0.00	0.00	0.00	0		0
2700 NET INCOME (DEFICIT) FROM OPERATIONS		303,173	303,173	82.29	105.01	386,862.59	83,690		
4801	Depreciation Expense	0	0	0.00	119.57	440,479.77			
4541	Other Post Employment Benefits Exp	0	0	0.00	(33.09)	(121,917.00)			
NET CHANGE IN UNRESTRICTED NET ASSETS		303,173	303,173	82.29	18.54	68,299.82	(234,873)		

Operating Subsidy Earned year-to-date 616,161

Operating Subsidy Rec'd year-to-date \$816,701

Amount (Over) or Under Subsidized (\$200,540)



Broughton Road Redevelopment

Neighborhood Meeting Invitation

The MHA and WinnDevelopment invite you to a neighborhood meeting to discuss the initial design and timeline of the future Broughton Road Redevelopment Project. This meeting will be held in an open house format. Preliminary renderings and plans will be displayed, and the team will be available throughout the meeting to get to know neighbors and gather feedback about the proposed redevelopment plan. Please RSVP using the QR code below, and email bjulian@wincco.com with any questions. We look forward to meeting you!



Monday
February 23, 2026



Marblehead High School Auditorium
2 Humphrey St



Time:
4:30-6:30 PM

For project information and updates, please visit:
<https://www.broughtonrd.com/>

Can't Attend?

Feel free to email bjulian@wincco.com if you would like to discuss other options to receive project information.





Broughton Road Redevelopment

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Tuesday
February 24, 2026



Marblehead High School Auditorium
2 Humphrey St



Time:
4:30-6:30 PM

For project information and updates, please visit:
<https://www.broughtonrd.com/>

Can't Attend?

Feel free to email bjulian@wincco.com if you would like to discuss other options to receive project information.

