

**MINUTES OF THE
REGULAR MEETING
FOR THE MARBLEHEAD HOUSING AUTHORITY
Tuesday March 17, 2026
3:00 p.m.**

1. Called Meeting to Order at 3:00 p.m.

2. Roll Call

Present

Jenn Schaeffner(online)
Terri Tauro
Kristin duBay Horton
Bill Kuker

Absent

Jean Eldridge

Also Present: Cathy Hoog, Executive Director and Gary Dean Director of Maintenance(online)

3. Minutes of Previous Meeting(s)

Bill Kuker moved to approve the Minutes of the Regular Meeting held on January 20, 2026 and February 10, 2026. Jenn Schaeffner seconded the motion and the vote was as follows:

Ayes

Jenn Schaeffner
Kristin duBay Horton
Bill Kuker
Terri Tauro

Nays

4. Tenant/Public Engagement

Joanne-Roads School-Reported that the washer and dryer repair company doesn't come quickly when called. ED will reach out to the company.

Judith Z. -Farrell Court-shares concerns about noise disturbances in her building along with cigarette smoke and marijuana smoke. She reads an article on noise disturbances in senior housing and asks the Board to consider a quiet hours policy. She also submitted a document to be included in the minutes as attached.

Elaine McGrath, Roads School-Shares complaints that robo call wasn't sent out as a reminder for the Board meeting to residents. She also shares complaints that Roads School benches need work, there is a broken lamp post and that dogs urinate in the grass and there should be a sign in her opinion that dogs aren't allowed on property.

A motion was made to move the order of the agenda such that the Budget presentation could go ahead of the remaining agenda items. Motion was made by Bill Kuker and seconded by Jenn Schaeffner, all members were in favor.

Board Vote-Marblehead Housing Authority Budget for Fiscal
Year 2026

Following a presentation by Paul Pavia, Fee Accountant of the 2026 Budget and a question and answer period, Bill Kuker motioned to approve the MHA 2026 Budget which was seconded by Kristin duBay Horton. The vote was as follows:

Ayes

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Tauro

Nays

A motion was made by Bill Kuker which was seconded by Kristin duBay Horton to move back to the order of the original agenda beginning with Communications. All members were in favor.

5. 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.

ED also shared new requested info on how many calls were received regarding champ questions in the last month.

6. Items from the Commissioners

Terri Tauro shares that she needs to reschedule the commissioner office hours and asked ED to send info on who is doing what office hours in the community amongst the staff.

7. Report from Committees

A discussion took place regarding the funding availability for the 250th celebration of America and how the state money would be spent on an event.

8. Broughton Road Redevelopment Updates

ED gave update to the Board about the recent two abutter meetings on 3/9 and 3/10 and the feedback received from the abutters about wanting landscaping buffer zones, the desire for coordination with the rail trail design team to ensure alignment with the two projects/drainage and feedback from the abutters on the latest design iterations. ED also informed the Board that EOHLC did not fund the project through the Housing Innovations grant for pre-development funding. The feedback was centered around the project not being in a position that was far enough along to apply for the next round of competitive funds as the NOFA stated that should be in place to coincide with the pre-development funding.

9. Report of the Executive Director

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

10. New Business

- a. Board Vote-Vendor Payment Bills for Period of January 2026 and ending February 28, 2026.

Bill Kuker motioned to approve the Vendor payments for period January/February 2026 which was seconded by Kristin duBay Horton. The vote was as follows:

Ayes

Nays

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Tauro

- b. Board Vote-Monthly Balance Statements of Revenues and Expenses as prepared by Fenton, Ewald and Associates for period January and February 2026.

A vote was not taken as the reporting was not yet completed by the Fee Accountant.

- c. Board Vote-Wage Match Employee Acknowledgement and Certification for 2026

Kristin duBay Horton motioned to approve the Wage Match Employees and the Certification which was seconded by Bill Kuker. The vote was as follows:

Ayes

Nays

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Tauro

11. Adjournment

Bill Kuker moved that the Board adjourn the regular Meeting at 4:24 p.m. Kristin duBay Horton seconded the motion to adjourn the meeting. The vote was as follows:

Ayes

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Taruo

Nays

Chairman Schaeffner adjourned the meeting at 4:24 PM.

Respectfully Submitted,

Cathy Sheehan

Cathy Sheehan, Executive Director