

**MINUTES OF THE
REGULAR MEETING
FOR THE MARBLEHEAD HOUSING AUTHORITY
Tuesday May19, 2026
3:00 p.m.**

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

2. Roll Call

Present

Jenn Schaeffner (arrived 3:12pm)
Terri Tauro
Kristin duBay Horton (arrived at 3:50pm)
Bill Kuker
Jean Eldridge

Absent

Also Present: Cathy Hoog, Executive Director, Gary Dean, Director of Operations and Luis Lopez, Director of Maintenance

3. Minutes of Previous Meeting(s)

Jean Eldridge moved to approve the Minutes of the Regular Meeting held on April 21, 2026. Bill Kuker seconded the motion and the vote was as follows:

Ayes

Jenn Schaeffner
Kristin duBay Horton
Bill Kuker
Terri Tauro
Jean Eldridge

Nays

4. Tenant/Public Engagement

Anne Freedman-10 Farrell Court-asks if Policies are reviewed with new tenants when they move in. ED confirmed yes. Also asked about cars parked in wrong places. Encouraged Ann to call the Manager with any concerns on parking.

John (didn't catch last name) -FC-Suggests a crab apple tree get planted at Farrell Court or a cedar wax wing tree, suggests it go in the ground not in a planter.

Sanra Winter-FC-Asks if meeting notices for recertifications give more notice, stating she received it on Friday to be at main office on Monday.

Judith Z. -Farrell Court-shares she is not interacting with staff due to legal involvement but shares concerns about residents smoking in the building and shares that it is increasing everywhere including smoking marijuana. She stated that this needs to be addressed and feels that no one is responding to her complaints.

Bill Kuker-asks about how a reasonable accommodation is handled as a resident approached him about it. ED encouraged Bill to ask the resident to contact the office for the procedure.

Elaine McGrath, Roads School-See attached document for written comment summary.

Ellen McSwiggin-FC- Asks if anymore parking will be created for Farrell Court. The feasibility study indicated minimal possibility.

Paul Foley-FC-Thanks the Housing Authority for the Fire Escape work and shares appreciation.

5. Communications

MHA Department Reports (Move In, Move Out, Modernization Report, Completed Work Orders, Resident Services Report, Champ Data Report, 250th Celebration of America flyer for MHA residents-ED summarized the reports asking Board members if they have any questions.

6. Items from the Commissioners

Terri Tauro discussed Commissioner Office hours and times for Commissioners to meet with tenants at the next round of office hours. A discussion took place about Jenn Schaeffner sending out email to inquire when and who would like to do the next Commissioner office hours. Bill Kuker suggests considering some time at the Council on Aging.

Terri Taura also discusses the idea of a project next year with the Marblehead high School Seniors involving a story telling event with MHA seniors and publishing the stories as part of a Senior project.

7. Report from Committees

None

8. Broughton Road Redevelopment Updates

ED provided updates about two dates for informal meetings scheduled with the Planning Board (June 15) and the Select Board (June 24). The purpose of the meetings would be to provide updates on design concepts to date following all the feedback received thus far. It was unclear if the Planning Board and the Select Board meeting would happen on the planned dates due to election day timing. ED to follow up with the Director of Community Development on the dates.

Terri Tauro asks about developing a statement for posting to provide the community at large an update on where the project stands.

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 ending April 2026.

Terri Tauro motioned to approve the Vendor payments for period ending April 2026 which was seconded by Bill Kuker.

Ayes

Nays

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Tauro
Jean Eldridge

Bill Kuker discussed how utility costs are rising and if we can charge more. ED reviewed the process of how the state reimburses the agency at cost for utility expenses. ED also highlights the report distributed to members this month outlining the saving measures that the Authority had taken with regard to updated inventory components to preserve energy and keep costs low.

- b. Board Vote-Monthly Balance Statements of Revenues and Expenses as prepared by Fenton, Ewald and Associates for period ending April 30, 2026.

Terri Tauro motioned to approve the 4/30/26 Financial Statements as presented which was seconded by Bill Kuker. The vote was as follows:

Ayes

Nays

Kristin duBay Horton
Jenn Schaeffner
Bill Kuker
Terri Tauro
Jean Eldridge

11. Adjournment

Bill Kuker moved that the Board adjourn the regular Meeting at 4:07 p.m. Terri Tauro seconded the motion to adjourn the meeting. The vote was as follows:

Ayes

Nays

Kristin duBay Horton

Jenn Schaeffner
Bill Kuker
Terri Taruo
Jean Eldridge

Chairman Schaeffner adjourned the meeting at 4:07 PM.

Respectfully Submitted,

Cathy Sheehan

Cathy Sheehan, Executive Director