

**GROTON HOUSING AUTHORITY**  
**19 LOWELL RD**  
**GROTON, MA 01450**

**June 30, 2025**

The Regular Meeting of the Groton Housing Authority was held on this date, June 30, 2025, at the office of the Authority, 19 Lowell Road, Groton, Massachusetts and was called to order at 4:07 PM by Chair Mr. Emerson.

Chairman Mr. Emerson called the roll of membership with the following present:

Present:                Ms. Murray  
                              Mr. Sopka  
                              Ms. Colt  
                              Mr. Emerson

Others Present:        Krisanne Trainque- Interim Executive Director  
                              Residents

**1. Public comment**

No public comments

Chairman Mr. Emerson declared a quorum present, and the meeting opened for the transaction of business.

Ken Martin – Consultant requested the meeting agenda be adjusted so he could provide his update on Sandy Pond Road and the open board member seats. Chairman Mr. Emerson granted the request.

Sandy Pond – Annual Inspections with MHP went well. The four that were inspected were in pretty good shape. The exterior handrails need work and the driveway needs to be replaced. Mr. Martin is working closely with MHP to come up with a solution for the financial issues with the property. MHP has retained earnings of \$75,000. The next step is increasing the rents. Secretary Augustus is open to helping. Mr. Martin is still working on a solution.

Two open board member seats. The town will be advertising beginning on July 7, 2025, for the two open seats.

1. a 5 year term due to a failure to elect
2. a remaining 2 year term tenant seat

**Open Seat**

Once a person is chosen by a joint vote of the Select Board and remaining members of the Housing Authority, that person will serve until the Town Election of May 2026. They will need to run for the 4 years remaining on the term at the May 2026 Election.

**Tenant Open Seat**

- The town will advertise the vacancy on our website and the local newspaper on July 18<sup>th</sup>
- The Housing Authority will also advertise the vacancy for 30 days as outlined in MGL Chapter 121B, Section 5
- Tenants will have 30 days to submit their name for consideration to the Town Clerk
- The Select Board shall appoint a tenant from the list of names that have been provided to the Town Clerk
- If no tenant comes forward, the Select Board shall appoint a tenant member of its choosing.

**2. Check Register**

E.D. Trainque provided the board with the check register from reports from May 2025. E.D. Trainque requested that the board vote acknowledgement of receipt of all financial reports.

A Motion by Mr. Sopka seconded by Ms. Colt to accumulatively acknowledge accepting the monthly check register from May 2025 as presented.

A roll call was taken with the following results:

Yeas:            Ms. Murray  
                    Ms. Colt  
                    Mr. Emerson  
                    Mr. Sopka

Chairman Emerson declared the motion carried and the vote adopted.

**3. Financial Statements:**

Monthly Comparatives April & May 2025

A Motion by Mr. Emerson and seconded by Ms. Colt to accumulatively acknowledge the receipt of the April & May 2025 financials as presented.

A roll call was taken with the following results:

Yeas:            Ms. Murray  
                    Ms. Colt  
                    Mr. Emerson

Abstained:  
                    Mr. Sopka

Chairman Emerson declared the motion carried and the vote adopted

#### **4. Approval of Minutes:**

May 2025, Meeting Minutes

A Motion was made by Ms. Colt to approve the May 2025 meeting minutes and seconded by Ms. Murray.

A roll call was taken with the following results:

Yeas:                      Ms. Murray  
                                Mr. Sopka  
                                Ms. Colt  
                                Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

#### **5. Executive Director's Report**

Vacancy update – 1 open unit 667 elderly/handicapped

Work order update – currently we do not have any open or deferred work orders.

Inspections are all complete. Westford/Littleton helping with repairs.

Sandy Pond - Westford/Littleton maintenance will be patching the driveway in the next several weeks.

Annual Plan Hearing is scheduled for the next meeting July 24, 2025 at 4:00pm

#### **6. Other Business as needed**

Mr. Sopka requested the board packets be uploaded to the town's website to save with numerous emails, paper, and confusion. Ms. Trainque will work on this.

Chairman Emerson requested James Griffin the Fee Accountant attend the next meeting due to the confusion and numerous questions surrounding the Monthly Financial Statements.

Next meeting July 24, 2025 at 4:00 pm

#### **7. Adjournment**

A Motion was made by Mr.Sopka and seconded by Ms. Colt to adjourn the meeting at 5:30pm.

A roll call was taken with the following results:

Yeas:                      Ms. Murray  
                                Mr. Sopka  
                                Ms. Colt  
                                Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

