**GROTON HOUSING AUTHORITY**

**19 LOWELL RD**

**GROTON, MA 01450**

**April 29, 2025**

 The Regular Meeting of the Groton Housing Authority was held on this date, April 29, 2025, at the office of the Authority, 19 Lowell Road, Groton, Massachusetts and was called to order at 4:00 PM by Chair Mr. Emerson.

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

Present: Mr. Black

 Mr. Sopka

 Ms. Colt

Mr. Emerson

Others Present: Mr. Martin, Consultant

 James Griffin – Fee Accountant

 Krisanne Trainque- Interim Executive Director

 Sherry Murray- candidate for Housing Authority board

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

1. **Public comment**
2. **Check Register**

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

A Motion by Mr. Black seconded by Ms. Colt to accumulatively acknowledge accepting the monthly check register from January 1, 2025, through March 30, 2025

as presented.

A roll call was taken with the following results:

Yeas: Mr. Black

 Ms. Colt

 Mr. Emerson

 Mr. Sopka

Chairman Emerson declared the motion carried and the vote adopted.

1. **Financial Statements:**

Monthly Comparatives January & February 2025

James Griffin Fee Accountant reviewed the financials of the housing authority. Key points were covered.

Sandy Pond is at financial risk. The mortgage is reaching maturation and a balloon payment of $300,000 will be required in October 2026. It is recommended by MHP to refinance the loan. The property is in serious need of repair. MHP recommends securing a loan with additional funds to make the repairs. Mr. Griffin is not confident any bank will be willing to take the risk on a loan for that property. E.D. Trainque in early discussions with Enterprise Bank. Consultant Mr. Martin stated Sandy Pond owes the state approximately $100,000. The housing authority should not use state money for Sandy Pond. The board needs to figure out how to pay the state back, repair the property and fund Sandy Pond. Mr. Black is coordinating a meeting with State Representative Margaret Scarsdale, Mr. Emerson and E.D. Trainque to discuss financial options and how to potentially secure the funds for Sandy Pond.

A Motion by Mr. Sopka and seconded by Mr. Black to accumulatively acknowledge the receipt of January and February 2025 financials as presented by James Griffen and placed on file.

A roll call was taken with the following results:

Yeas: Mr. Black

 Ms. Colt

 Mr. Emerson

 Mr. Sopka

Chairman Emerson declared the motion carried and the vote adopted

**Executive Director Salary Calculation Worksheet**

Mr. Griffin explained how the salary is calculated for an Executive Director.

A Motion by Mr. Sopka and seconded by Ms. Colt to approve the Executive Director Salary Calculation Worksheet as prepared by Mr. Griffin.

A roll call was taken with the following results:

Yeas: Mr. Black

 Ms. Colt

 Mr. Emerson

 Mr. Sopka

Chairman Emerson declared the motion carried and the vote adopted

**HAFIS Budget Certification**

A Motion was made by Mr. Sopka that the proposed Operating Budget for State-Aided Housing of the Groton Housing Authority (Chapter 200/667/705/689/MRVP), Program Number 400-1 for fiscal year ending 6/30/2025 showing total revenue of $90,189 (Acct. No 3000) and Total Expenses of $215,377 (Acct. No. 4000) thereby requesting a subsidy of $125,744(Acct.No. 3801), and further that the Executive Director’s total annual salary of $9,730 for fiscal year ending 6/30/2025 be submitted to the Department of Housing and Community Development for its review and approval. Mr. Black seconded the motion which, upon rollcall, was passed by a vote of 4 to 0.

1. **Approval of Minutes:**

February 2025, Meeting Minutes

A Motion was made by Mr. Black to approve the February 2025 meeting minutes and seconded by Ms. Colt.

A roll call was taken with the following results:

Yeas: Mr. Black

 Mr. Sopka

 Ms. Colt

 Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

1. **Budget Revision**

The budget revision as presented by Mr. Griffin includes the following changes.

 ED 3 months’ salary

 Reduce management fee to Westford

 14 weeks Medicare (payroll)

 Clarification of Top Five needs to be filed every year (new)

 17-hour maintenance position

 6-hour administrative position

 Savings of $1300

A Motion was made by Mr. Sopka and seconded by Mr. Black to approve the HAFIS Budget Certification.

A roll call was taken with the following results:

Yeas: Mr. Black

 Mr. Sopka

Ms. Colt

Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

1. **Wage Match**

Wage Match must be conducted for state housing program tenants in conventional housing, MRVP and AHVP, for every adult member (aged 18 and over) of the tenant household residing in state housing programs. This certification is required to be submitted by email and part of the annual certification’s submissions. Board approval indicates that all authorized employees have read and signed PHN 2019-16 Attachment, Wage Match Acknowledgement Regarding Confidentiality of the Department of Revenues Information.

A Motion was made by Mr. Sopka and seconded by Mr. Black to approve the Wage Match Certification.

A roll call was taken with the following results:

Yeas: Mr. Black

 Mr. Sopka

Ms. Colt

Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

1. **Executive Director Report**

Vacancy update – 1 family unit currently open with a Champ list pulled

Work Order update – no outstanding work orders

Progress and status of EOHLC Audit/Investigation

Mr. Martin commented on this topic. He stated he is waiting on the specs so he can get quotes for the audit.

Re-Certifications of GHA residents – is going well but still not complete some residents are having a hard time with the new amount of rent they are required to pay.

Annual Plan update – this will be late however we are moving forward working with Beth Thompson to get this complete

The process of the housing authority paying the heat/electric bills is in motion. Groton Electric anticipates the billing will be transferred over to the housing authority by the next billing cycle.

AUP for 2023 & 2024 need to be completed. Lisa Fallon will schedule a day to be on site to collect the documents needed.

1. **Other Business As Needed**

Sandy Pond financial issues need to be addressed. Meeting with Margaret Scarsdale to potentially assist with funding.

**ADJOURNMENT**

A Motion by Mr. Black seconded by Ms. Colt to adjourn the meeting at 6:12 pm.

A roll call was taken with the following results:

Yeas: Mr. Black

 Mr. Sopka

Ms. Colt

Mr. Emerson

Chairman Emerson declared the motion carried and the vote adopted.

Adjourned