**GROTON HOUSING AUTHORITY**

**19 LOWELL RD**

**GROTON, MA 01450**

**July 24, 2025**

The Regular Meeting of the Groton Housing Authority was held on this date, July 24, 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

Fran Stanley – Housing Coordinator/Assistant Town Clerk – Town of Groton

Residents – Groton Housing

1. **Public comment**

No public comments

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

1. **Ben Gold Leominster Housing Authority – Management Lease**

Ben Gold presented to the Groton Housing Authority the potential opportunity to sign a management agreement with Leominster Housing Authority. They are a large housing authority within a ½ hour of Groton and have the experienced staff to manage several smaller housing authorities.

1. **Check Register**

E.D. Trainque provided the board with the check register from reports from June 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 June 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.

1. **Financial Statements** were not prepared for the meeting. Year-end will be presented at the August 21, 2025, board meeting.
2. **Approval of Minutes:**

June 2025, Meeting Minutes

Meeting minutes never made it to the town website and the board was not able to review them prior to the meeting.

A motion was made by Mr. Sopka and seconded by Ms. Colt to table the approval of the minutes to the next meeting.

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.

1. **Sandy Pond update** – Ken Martin is still working on the financial issues involving Sandy Pond Road he was not able to provide an update prior to the meeting.
2. **Annual Plan Hearing**

A motion was made by Mr. Sopka and seconded by Ms. Colt to accept the Annual Plan Hearing as presented with some minor changes if possible and if not possible then if the plan can be accepted as is.

1. **Motion to approve the Affirmative Action Goal**

A motion was made by Mr. Sopka and seconded by Ms. Colt to approve the Affirmative Action Goal as presented.

A roll call was taken with the following results:

Yeas: Ms. Murray

Mr. Sopka

Ms. Colt

Mr. Emerson

1. Motion to approve permission for EOHLC to speak with the Fee Accountant.

A motion was made by Mr. Sopka and seconded by Ms. Murray to allow EOHLC to speak with the Fee Accountant.

A roll call was taken with the following results:

Yeas: Ms. Murray

Mr. Sopka

Ms. Colt

Mr. Emerson

1. **Executive Director’s Report**

Vacancy update – 1 open unit 667 elderly/handicapped

Work order update – currently we have a few open

Fire Evacuation Plan – ED Trainque found an existing Emergency fire escape plan and she is currently working with the Fire Chief to update the plan.

1. **Unfinished Business**

2023 & 2024 AUP has been scheduled with Thomas Flaherty

The GHA board is requesting an update from Mr. Ken Martin in regard to the letter they were given on January 26, 2025. ED Trainque will request that directly from Mr. Martin.

1. **Other Business as needed**

There were two suggestions for new policies.

1. Maintenance policy needs to be drafted
2. A motorized bicycle policy needs to be drafted.

Interim Executive Director Krisanne Trainque will not be renewing her contract. The GHA board requested the guidance of Mr. Ken Martin in planning her departure and what options they have for either a new Executive Director or a Management Agreement.

Next meeting August 21, 2025, at 4:00 pm

1. **Adjournment**

A Motion was made by Mr.Sopka and seconded by Ms. Colt to adjourn the meeting at 6:55pm.

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.