

# LENOX HOUSING AUTHORITY SPECIAL MEETING MINUTES Of November 21, 2022

The members of the Lenox Housing Authority met in Special Session at Town Hall, 6 Walker Street, Lenox, Massachusetts at 9:00 a.m. on November 21, 2022.

The meeting was called to order at 9:12a.m by the Chairperson and upon roll call those Present and absent were as follows:

**PRESENT:** D. Kirby, member; Debbie Prew, Chairman; Kim Graham, vice-chairman; Carol Ramsy, treasurer; Amy Judd, LTO President; Ellen Jacobson, LTO; Robert Pelliciotti, Vice Chairman; Jim Mercer, Property Mgr.

**ABSENT:** None

Meeting began with interview of candidate A at 9:12 a.m. for the Executive Director position. The candidate was asked eight questions by the seven members of the board and LTO. Conversation ensued. Following the first interview, D. Prew moved to go into executive session. D. Kirby seconded. Roll call to enter executive session. All in favor. Authority returned from executive session to resume interview of candidate B at 9:57 a.m. The candidate was asked eight questions (see attached) by the seven members of the Board and LTO. Conversation ensued. Following the second interview, D. Prew moved to go into executive session. K. Graham seconded it. Roll call to enter executive session. All in favor. Authority returned from executive session to resume interview of candidate C at 10:45 a.m. via zoom. The candidate was asked eight questions (see attached) by the 7 members of the board and LTO. Conversation ensued. Interview ended at 11:26 and roll call vote was held to enter executive session. All in favor. After returning from executive session at 11:45 a.m. regular meeting resumed. LTO members and J. Mercer left. Barbara Heaphy and Shannon Cella joined meeting. K. Graham announced that Board and LTO had unanimously chose Shannon Cella for the Executive Director position. Also, it was agreed that the process to hire an administrative assistant should begin. Shannon Cella left the meeting.

#### Other business:

Annual Lead Paint Certification of Compliance with Notification Procedures for Federal and State Lead Paint Laws: D. Prew made motion to approve Annual Lead Paint Certification of Compliance. C. Ramsey seconded it. All members voted in favor. Each board member signed that to the best of their knowledge, the Housing Authority is maintaining proper record keeping related to such requirements.

Top five salaries and yearend financial statements: Motion made by D. Prew, seconded by D. Kirby to approve top five and year end financials. All in favor. All were signed by each board member.

Motion made by D. Prew, seconded by D. Kirby, to adjourn at 12:04p.m. All members voted in favor.

Respectfully Submitted,

Debbie Prew  
Chairman

Barbara Heaphy  
Secretary/Executive Director