

BOARD OF COMMISSIONERS MEETING  
MINUTES OF  
September 9, 2020  
Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

Present:

Wendy Chapman, Chairperson  
Joe Carrara, Commissioner  
Judith Flynn, Commissioner  
Galon "Skip" Barlow - Commissioner  
Steven Souza – Superintendent  
Barry Woods - Administrative Support

Absence: Robert Ethier, Co-Chair Commissioner

Guests as indicated below in items 2 & 5 at stated times.

Meeting was held outdoors at the office at 15 Wallace Ave and recorded by Steven Souza, Superintendent

The Chairperson called the meeting to order at 4:45p.m.

The Chairperson alerted all attendees that the meeting was being recorded by the superintendent. The Chairperson also will be recording. No other attendees indicated that they will be recording.

The Chairperson alerted the commissioners and guests that candidates Number 3 & 4 withdrew their applications.

The Chairperson informed the 4 commissioners that she felt it in the best interests of the water district and the candidates if they each picked 2 questions out of the 8 voted upon to ask all candidates. The order was Commissioner Barlow; Commissioner Flynn; Commissioner Carrara and Commissioner Chapman. The questions and commissioners are listed below. Commissioner Barlow made a suggestion to have each commissioner ask 1 question alternatively. All commissioners were in agreement. The Chairperson moved to interview the first candidate Jessica Norwood.

**1. Interview candidates for Clerk/Treasurer from prescreening committee:** Each candidate was given a package containing but not limited to: Job descriptions of all staff members assigned to the Buzzards Bay Water District; Salary Step chart; Clerk/Treasurer Personnel facts outlining terms and conditions of employment-hours-probationary period-supervision-reporting-health insurance-dental insurance-retirement system-personal days-sick leave-vacations-life insurance-longevity-special requirements. A mission statement was included describing the technical; financial; and managerial abilities to sustain and operate the water district

in compliance with governing laws and directives, organizational chart; job posting; proposed budget for FY 2021 (all attached). Each interviewee was given ample time to review the package presented them. Each interviewee was given the opportunity to ask questions and receive answers regarding any information in the attachments to include an overview of the District by the commissioners.

**2. Interview 5:00p.m:** Jessica Norwood

**3. Interview 5:30p.m:** Oluwafisayo Ogunkoya -Called Superintendent Souza to decline the interview.

**4. Interview 6:00p.m:** Pamela Taylor -Called Superintendent Souza to decline the interview.

**5. Interview 6:30p.m:** Christine Cardorette- Was called by Superintendent Souza to report at 6:00p.m. if possible due to cancellations from other slotted candidates. Agreed.

Each Interviewee was asked the following approved questions by the Board of Water Commissioners:

1. Tell us about yourself to include your background that qualifies you for this job and your current responsibilities and duties. (Commissioner Barlow)
2. If selected, when will you be available to start working at the Buzzards Bay Water District. (Commissioner Flynn)
3. Where do you see yourself in five years and are you willing to travel when necessary for various conferences and training to achieve this goal. (Commissioner Carrara)
4. Why should we hire you and what inspired you to apply for this job. In particular, because we are a small District. (Commissioner Chapman)
5. Do you have any specific comments or questions for the Board. (Commissioner Barlow)
6. How do you cope with stressful situations and working under pressure. Subsequently, how do you interact with others in accomplishing the overall goals and objectives. (Commissioner Flynn)
7. What are your strengths and weaknesses. (Commissioner Carrara)
8. What management style suits you the best. Do you feel comfortable working independently and being involved in the total team concept and taking any necessary actions to carry out the mission of the Buzzards Bay Water District.(Commissioner Chapman).

**5. Discussion about candidates:** The chairperson asked if discussion about the candidates should be conducted at this time or postponed until after all candidates are interviewed concluding on September 10, 2020. The qualifications and skills of both candidates interviewed were briefly discussed. Commissioner Barlow was pleased with the interviews of both candidates but was not sure that Christine Cadorette has the necessary skills and qualifications required. Commissioner Flynn said that if you look at her qualifications, she has a bachelors of science in criminal justice/communications and a masters of accounting. Commissioner Barlow asked Commissioner Flynn if she felt that Christine Cadorette was qualified. Commissioner Flynn said that she would

have to look at the masters of accounting program in Southern New Hampshire University to make that decision. The resume says she has a masters of accounting but not listed as an MBA. Commissioner Chapman stated that if you look at the resume her history shows that she never stays in one place for any length of time. However, she does have some experience in a municipal background. Commissioner Flynn acknowledged the short length of stay in jobs on the resume. Outside of two years in any particular job, it could be that she's gone back to school off-and-on to further her education. It could also be that she goes from one job to another to make more money. Commissioner Chapman indicated that it could also be jobs that are not a good fit for her. She used her office as an example where it is so complex. Some people prefer working with numbers, some with customer service, and others preferred dates and legal aspects of the law. Consequently, once people start the job and realize its full impact, they realize it is not a good fit for them and they choose to move on. For instance, we cover 187 Massachusetts Gen. laws. The commissioners were all in agreement that Jessica Norwood has a very good background and qualifications. She has a juris doctor from the Massachusetts School of Law; a masters in business administration and a B/A in finance/sports management, minor in economics. She served on the finance Committee in the Town of Yarmouth and is a notary public. As a senior paralegal, office manager; senior accountant/Interim accounting manager; auditor and her other accounting and compliance analyst skills, as well as her interview, would make her a top applicant out of the interviews conducted this evening. Further discussion on all applicants will be conducted after the last interview on September 10, 2020.

**6. Any business not reasonably anticipated within 48 hours:** The Chairperson asked if there was any business not reasonably anticipated within 48 hours that needed to be discussed. There was no discussion.

**7. Adjourn:** There was a motion made by Commissioner Flynn to adjourn the meeting. Seconded by Commissioner Cararra. Unanimous yes vote by all commissioners.

**Recorded by:  
Stephen Souza**