

**Norfolk Board of Selectmen's Open Session Meeting Minutes  
January 3, 2019**

Present: Jim Lehan, Jeff Palumbo, Kevin Kalkut, Scott Bragdon, Bernie Lynch, Susan Jacobson

The meeting was held in Room 124, Town Hall. Jim Lehan opened the meeting and said they will be discussing the process and how it will take place and then will return to the meeting and the interviews will begin.

Jim announced this meeting is being both video and audio taped.

At 4:00 p.m., Scott Bragdon and Bernie Lynch provided outline for the upcoming interviews.

Bernie Lynch thanked the Board for the opportunity to help with this search. There were 36 applications for the position and they narrowed down the field to 8 and then to the three that are interviewing this evening. Bernie described the background of each applicant and said it is an interesting mix of candidates. Each candidate has a different personality and temperament. Bernie feels they all have very good references. He knows all three of them personally and knows people that work with them that speak well of each of them.

Kevin asked based on the resumes received how many were Town Administrators versus Senior Managers moving up. Bernie said that he did not have the information off hand but would get the numbers. Bernie stated it is a tough market right now because there have been over 100 openings over the last couple of years. Some of the applicants arrived with back stories and that they would not be a good fit for the Town of Norfolk.

Jim said he will start with Jeff to begin the questions and they will switch with each candidate. Jim suggested that if there is a logical follow up to the question to please ask that question.

Bernie got back to Kevin's prior question and stated that 4 candidates had been Town Administrators and 2 or 3 were Assistant Town Administrators. Bernie said he was very pleased with the 8 people brought in and the Committee did a great job.

Jeff asked what the highlighted items were on the questions. Scott said those where the questions the Committee asked and he wanted to make that clear. Jim said they would like to stay consistent with the core candidates. Bernie said that the Board is planning to meet on January 8<sup>th</sup> to render its decision. Bernie said if any of the Selectmen have questions before then, to contact him over the weekend.

A ten minute break was taken to wait for the 4:30 P.M. interview start time.

Jim said that the decision will be the only Agenda item on January 8<sup>th</sup>.

Jim re-opened the meeting and said we are very pleased to begin the interview process with James Errickson.

Jim also announced that the item of recent correspondence received by the Board of the Selectmen will be tabled and handled by Town Counsel.

4:30 P.M. James Errickson Interview for Town Administrator

The Board asked a series of questions and the candidate gave some background information. He is the Planning and Economic Director in Natick, Mass. He has also taken the Suffolk MMA course. He also has a master degree. He leads the Building Department and the Land Use Departments. He is from the Town of Holliston, Massachusetts.

5:30 P.M. Ronald San Angelo Interview for Town Administrator

Mr. San Angelo introduced himself and provided background information on his professional skills and provided answers to the questions that the Selectmen asked. He is the current Town Manager for the Town of Southbridge, Massachusetts. He spoke at great length about his qualifications and skills.

6:30 P.M. Robert Cantoreggi Interview for Town Administrator

Mr. Cantoreggi introduced himself and provided background information on his professional skills. He is currently the Director of Public Works for the Town of Franklin, Massachusetts. He provided answers to questions that the Selectmen asked.

At the conclusion of the interviews, Jim announced that there was no more business.

At 7:50 P.M., a motion was made by Kevin Kalkut to adjourn. It was seconded by Jeff Palumbo, and so voted. All were in favor.

This is a true and accurate report of the Board of Selectmen's meeting of January 3, 2019.

  
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Kevin Kalkut, Clerk