



Town of Wenham
BOARD OF SELECTMEN
AMENDED AGENDA

Monday February 25th

7:30 PM

Wenham Town Hall – 138 Main Street

Notice of public meeting as required by M.G.L. Chpt.30A §18-25

All audience members wishing to address the Board of Selectmen must go to the podium microphone and give their name & address.

7:30 P.M.

WELCOME: Call to order

PUBLIC INPUT: *ITEMS NOT ON THE AGENDA*

NEW BUSINESS

A. Interview with and Potential Selection of Interim Town Administrator Candidates (90 minutes)

CH

- John J. McGinn

- John D. Petrin

B. Other matters, as may not have been reasonably anticipated by the Chair (Discussion Only)

CH

9:00 P.M.

ANTICIPATED ADJOURNMENT



Town of Wenham

Town Hall
138 Main Street
Wenham, MA 01984

Board of Selectmen and Town Administrator

TEL 978-468-5520 x2

FAX 978-468-8014

MEMO

To: John Clemenzi & Jack Wilhelm
From: Catherine Harrison
Date: February 22, 2019
RE: Interim TA Candidates

John and Jack,

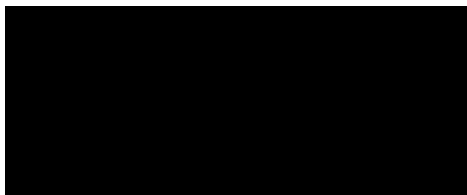
As you have probably heard, David Cressman, one of our Interim TA candidates has been offered a permanent position and has withdrawn his name from our list.

In preparation for Monday's interviews with the 2 candidates for interim TA, I have prepared a draft "script" and questions for the candidates. See attached.

Please let me know if you'd like to make any changes or additions. We have 20-25 minutes with each candidate. We will not deliberate on Monday, but this will be on the agenda for Tuesday. I am hopeful that we will find an acceptable candidate on Monday!

Catherine

John J. McGinn



PROFESSIONAL EXPERIENCE

Town Administrator, Town of Marblehead, Massachusetts, January 2015 to July 2018

- Manage and coordinate, for the Board of Selectmen, the activities of all Town department heads.
- Responsible for the efficient administration of departments under the jurisdiction of the Board of Selectmen.
- Recommend policies, procedures and administrative practices to the Board of Selectmen.
- Manage the activities of the Board of Selectmen's office.
- In coordination with Labor Counsel, responsible for making recommendations concerning collective bargaining, grievance resolutions, contract negotiations and other personnel matters to the Board of Selectmen.
- Coordinate with Town Counsel on litigation and municipal law issues impacting the Town.
- Develop and manage operating and capital budget plans.
- Ensure the goals, objectives and actions of the Board of Selectmen are properly implemented.
- Work with elected and appointed officials as well as the public to ensure quality municipal services.

Finance Director / Town Accountant, Town of Marblehead, Massachusetts - January 2005 to December 2014

- Chief Financial Officer for the Town, responsible for overall management of the Town's financial operations, including Accounting, Payroll, Collections, Treasury, Financial Reporting, Budget Preparation and Control, Capital Planning, Retirement system management, Administration of Employee and Retiree Health Insurance Plan, and Workers Compensation.
- Responsible for the management of the Town's computer network and various information technology projects.

Finance Director / Treasurer-Collector, City of Somerville, Massachusetts - January 2003 to December 2004

- Chief Financial Officer for the City, responsible for the overall management of Treasury Functions, Tax Collections, Assessing, Auditing, Purchasing, Budget Preparation and Control, Capital Planning and Financing as well as Administration of Employee Health Insurance Plan.
- Responsible for development and control of City's \$147 million operating budget and \$18 million Water and Sewer Enterprise budget.
- Manage the activities of three Department Heads (City Auditor, Chief Assessor, and Purchasing Director) and nine Treasury staff members.

Fiscal Director, Massachusetts State Senate, Office of the Senate President, January 1996 to December 2002

- Responsible for overall coordination of fiscal policy between various legislative committees on a variety of legislative initiatives.
- Oversee development of the state's annual operating budget in coordination with Ways and Means staff.
- Provide advice and analysis for Senate leadership on major legislation affecting the state's finances. These include taxation proposals, operating budgets, capital spending authorizations as well as most general legislation with fiscal consequences.
- Oversee a variety of special projects for the Senate President's Office.

Budget Director, Massachusetts Senate Committee on Ways and Means, March 1993 to December 1995

- Responsible for various fiscal analysis and production of overall state budget.
- Oversee and manage budget staff of twelve professionals.
- Coordinate various public policy issues and initiatives for the committee.

Deputy Secretary for Financial Affairs, Massachusetts Executive Office of Transportation and Construction, March 1991 to February 1993

- Chief Financial Officer for the Executive Office.
- Responsible for overall coordination of capital and operating budget processes for each of the operating agencies within the Secretariat.
- Oversee the contracting process for the Secretariat.
- Manage the cost allocation plan used to fund various cross agency functions within transportation.
- Oversee both long and short term financial planning for the Secretariat; this includes analyzing various strategies related to debt issuance.
- Oversee compliance with various federal grants administered by the Secretariat

Director of Capital Expenditure and Program Office, Massachusetts Highway Department, May 1990 - March 1991.

- Responsible for all capital budgeting activities. As well as long and short-range financial planning activities for all federal funds used by the Department.
- Ensure proper programming of all state and federal capital construction funds
- Manage the Department's State Aid program for cities and towns.
- Manage annual Capital Spending Plan for the agency.

Chief of Staff, Commissioner's Office, Massachusetts Highway Department, July 1989 - May 1990.

- Coordinate all activities within the Commissioner's Office.
- Ensure proper communication and response from all operating Divisions within the Department.

Director of Fiscal Management, Massachusetts Highway Department, April 1987 - July 1989.

- Responsible for directing the activities of several financial operations effecting over \$500 million of both state and federal funds annually, including general accounting, accounts payable, accounts receivable, payroll, federal reimbursement and billing, cashier function, and financial reporting.
- Managed a section with a staff of both professional and clerical members totaling sixty-five individuals.
- Planned and implemented several modernization initiatives within the section. This was accomplished by revising procedures, strengthening management controls, and automating previously manual processes.
- Ensure compliance with state & federal accounting policy, various audit recommendations, & internal policies.

Director of Accounting, Massachusetts Department of Public Welfare, April 1984 - March 1987.

- Responsible for overseeing the accounting and bookkeeping activities for all state and federal funds utilized by the Department (in excess of two billion dollars).
- Directly managed a staff of eighteen individuals, working in several functional areas, including: budgetary control; bank reconciliation; accounts payable; accounts receivable; financial reporting; and general accounting.
- Managed the successful implementation of the Department's first automated accounting system.
- Ensure compliance with state accounting policy, audit recommendations, and generally accepted accounting practices.
- Produce timely and accurate management reports for senior managers both within and outside the Department.
- Provide training and technical assistance to program staff.

Planning Coordinator, Massachusetts Department of the State Auditor, November 1982 - April 1984.

Supervising Management Auditor, Management Audit Section, Massachusetts Department of the State Auditor, November 1981 - November 1982

Senior Management Auditor, Management Audit Section, Massachusetts Department of the State Auditor, 1980 -1981.

Semi-Senior Management Auditor, Management Audit Section, Massachusetts Department of the State Auditor, 1978 - 1979.

OTHER PROFESSIONAL ACTIVITIES

Part-time Faculty Member, Northeastern University, Master of Public Administration Program, 1985 - 1989.
Taught course in Governmental Accounting (Fund Accounting) to Graduate level students.

Peabody City Council, Elected Member, Councilor-at-Large, 1982 - 1993.
Finance Committee Member 1982 - 1993.

Peabody School Committee, Elected Member, 1978 - 1981.

Peabody Retirement Board, Appointed Member, 1995 – 2011

Marblehead Retirement Board, Ex-Officio Member 2005 – 2014

Peabody Access Telecommunications, Inc. - Board member and Treasurer 2010 - present

Finance Committee, St. Ann's Parish, Peabody – Vice Chairman 1999 - present

EDUCATION

Master of Public Administration, 1977, Northeastern University, Boston. Concentration in Budgeting and Finance.

Bachelor of Science, Cum Laude, 1976, Suffolk University, Boston. Major in Government. Also completed thirty semester hours of course work in Accounting.

JOHN D. PETRIN



MUNICIPAL EXPERIENCE

- 6/12 to 2/12 TOWN ADMINISTRATOR
Town of Burlington, MA
Serve as Chief Administrative Officer in a town with a population of 25,000 under the direction of the Town By-Law and the Board of Selectmen.
- 3/05 to 6/12 TOWN MANAGER
Town of Ashland, MA
Served as Chief Administrative Officer in a town with a population of 17,000 under the direction of the Town Charter and the Board of Selectmen.
- 8/01 to 3/05 ASSISTANT SUPERINTENDENT OF SCHOOLS
Marlborough Public Schools, Marlborough, MA
Assisted the Superintendent in providing leadership in developing, achieving, and maintaining the best possible educational programs and services.
- 9/88 to 8/01 TOWN ADMINISTRATOR
Town of Harvard, MA
Served as Chief Administrative Officer in a town with a population of 5,400 providing day-to-day overall administrative coordination and direction to departments under the jurisdiction of the Board of Selectmen
- 7/85 to 9/88 TOWN ADMINISTRATOR
Town of Pepperell, MA
Served as Chief Administrative Officer in a town with a population of 9,000 providing day-to-day overall administrative coordination and direction to departments under the jurisdiction of the Board of Selectmen
- 3/82 to 7/85 TAX ASSESSOR
Board of Assessors, Bellingham, MA
Full time duties included appraising and assessing property and formulating a tax rate from the collected data. Other responsibilities included budget preparation and overseeing day-to-day operations of the office. Served as financial planner for the Town.
- 9/80 to 7/85 PARK COMMISSIONER
Park Commission, Bellingham, MA
Elected member of the Board. Voted Chair 3 years. Major responsibilities included budget preparation and overseeing parks, maintenance, and recreation programs.

EDUCATION

- 1987 Northeastern University, Boston, MA
Masters in Public Administration
- 1981 Stonehill College, North Easton, MA
Bachelor of Arts in Political Science

CERTIFICATIONS AND LICENSES

- International City/County Managers Association – Credentialed Manager (2009)
- Massachusetts Educator's License – Superintendent/Assistant Superintendent (2003)
- International City Managers Association Certificate in Management, (1988)
- Massachusetts Accredited Assessor (1984)

PROFESSIONAL AFFILIATIONS & APPOINTMENTS

- Massachusetts Municipal Association, 1985-2001, 2005 - 2019
President, 2001
Vice-President, 2000
Board of Directors, 1994-1996, 1999-2001
- Massachusetts Municipal Managers Association, 1985-2001, 2005 - 2019
President, 1995
Vice-President, 1994
Board of Directors, 1993-1996, 1999-2001
- International City/County Managers Association, 1991-2001, 2005 - 2019
Base Closure Steering Committee Member, 1995-1998
- Massachusetts Police Accreditation Commission, 1997 – 2001, 2006 - 2019
Vice-Chair, 1998-2000, Treasurer, 2009 – present
- Metropolitan Boston Emergency Medical Services Council
Board of Directors, 2008 – 2017
- Massachusetts Special Commission on Disability Pensions, 2012-2013
- West Suburban Managers, 2005 – 2012
Chair, 2006 - 2012
- Massachusetts Local Government Advisory Commission
Chair, 2001
Member, 1994-1996, 1999-2001
- Massachusetts Association of School Superintendents, 2001 - 2005
Served on Finance and Accountability Committee and Charter School Task Force
- Massachusetts Association of School Business Officials, 2001- 2005
- Massachusetts Association of School Personnel Administrators, 2001 – 2005
- Member, Minuteman-Nashoba Health Group, 1990-2001
Chair, 1995 - 1997
Vice-Chair, 1990 - 1995

AWARDS

- Massachusetts Area Planning Commission
Theodore Mann Regional Leadership Award - 2010
- Boys & Girls Clubs of Metrowest
Michael C. Sullivan Community Partner for Youth Award – 2010
- MetroWest Growth Management Committee
Regional Spirit Award - 2010
- Massachusetts Municipal Association
Kenneth E. Pickard Memorial Innovation Award, 1996, 1999, 2000 & 2013
- MIIA Workers Compensation Group
Best Overall Safety Performance Award, 1989 & 1992
- MIIA Property and Casualty Group
Best Overall Safety Performance Award, 1993

COMMUNITY ACTIVITIES

- Town of Bolton
Fire Chief Screening Committee, Chair, 2018
- Boys & Girls Clubs of MetroWest, Inc.
Member of Board of Directors, 1995 - present
Board Vice-Chair, 2004-2005
Treasurer, 1995 – 2001
- Healthy Smiles Dental Clinic
Member of Board of Directors, 2003 - present
- Marlborough Regional Chamber of Commerce
Member of Board of Directors, 2002 - 2005
- Bellingham Youth Baseball, 1975 - 1984
Served in several capacities including President and Purchasing Agent.
- Bellingham Youth Basketball League, 1980 - 1988
Co-founder of BYBA. Served in several capacities.
- Bellingham School Computer Planning Committee, 1984 - 1985
Appointed by the School Committee to review computer needs in the school system.
- Bellingham Auxiliary Police Department – 1978 - 1985
Sergeant. Duties involved augmenting and assisting the Bellingham Police in patrols and at civic functions.
- Bellingham DPW Consolidation AdHoc Committee, 1989
Appointed by the Board of Selectmen to review the potential for consolidating all public works departments.

REFERENCES

Available on Request.