

The Executive Session (es) was part of the Wenham Board of Selectmen (BOS) **March 15, 2019** posted meeting. Materials used in the preparation of such minutes and all documents and exhibits used at the session, may be withheld from disclosure to the public in their entirety under sub clause (a) of clause Twenty-sixth of Section 7 of Chapter 4, as long as publication may defeat the lawful purposes of the es, but no longer; provided, however, that the es was held in compliance with Section 21. These minutes will not be released until approved for release by the Selectmen and notice of such approval has been entered into the regular minutes.
In open session the BOS unanimously voted by roll call to enter into executive session under M.G.L. Ch. 30A § 21(3)

Selectmen present: Catherine Harrison; John Clemenzi; Jack Wilhelm
Also present: Catherine Tinsley, Recording Secretary
John Petrin, Interim Town Administrator, Candidate

➤ Draft Memorandum of Agreement (MOA)

Ms. Harrison identified the meeting was to finalize a MOA between the Town of Wenham and John Petrin as Interim Town Administrator through September 30, 2019.

Mr. Petrin explained his availability in accordance to Massachusetts pension laws and that according to his calculations he would have 27 hours per week to serve as Interim Town Administrator, given there were 22 weeks through September 30. Mr. Petrin reiterated he was flexible and would be in Town Hall as needed and be able to take calls during the week and that he would only charge the Town for significant time worked outside the office.

Mr. Petrin offered an amendment to the MOA to change the statement “work a minimum of 30 hours” to read “work approximately 25 hours” to better reflect his availability. The BOS agreed with the amendment. Although Mr. Petrin did not expect a variation to the schedule, he would submit a weekly schedule the week prior, to inform BOS and staff of his scheduled hours and assured the Selectmen that Wenham would be his priority during this time. There was a discussion during the meeting that the preferred days for Mr. Petrin to be at Town Hall were Monday, Tuesday and Thursday. It was suggested that Mr. Petrin discuss this with Peter Lombardi. This will be finalized at a later date.

Mr. Petrin disclosed he was in the beginning stages of working as a consultant, which at this time would primarily be to observe the process and that this would not be a conflict with the Interim Town Administrator position. Mr. Petrin and the Board discussed in detail his part time work as a consultant with Community Paradigm Associates. Mr. Petrin requested the language in the MOA that required authorization from the BOS to do consulting work be stricken, but that he would notify the Chair and/or the Board what community he would be working in. The BOS agreed and replaced this language that Mr. Petrin would not do consulting work with surrounding Towns to Wenham. Ms. Harrison noted that the MOA specifically included that Mr. Petrin would not have any participation with the recruitment of Wenham’s Town Administrator. Mr. Petrin offered to be of assistance in the Search and said that he had already spoken to Bernie (Community Paradigm) who agreed to give the Town a discount in the search fee, if Mr. Petrin helped the Town with some aspects of the process. Ms. Harrison said the Board would further discuss his involvement in this process, if any, when the responses to the RFQ are reviewed by the BOS but thought this arrangement may be a conflict of interest.

Mr. Petrin will arrange to spend time with Peter Lombardi, before Mr. Lombardi leaves on April 12.
Mr. Petrin reviewed his upcoming previous commitments and informed the Board that he was not able to attend the April 6 Town Meeting.
Ms. Harrison will amend the draft as discussed; this is on the agenda for March 19 for BOS vote.
Mr. Petrin left the meeting at 11:57 am.

The BOS confirmed the amendments as discussed.
Ms. Harrison reiterated her concern that Mr. Petrin already had a discussion with the founder of a potential consulting firm that he will be working for that may provide a service to the Town of Wenham and felt that he should not be involved with the recruitment, and noted that he was only going to be in in town hall about 25 hours a week.

The BOS voted unanimously by roll call vote to adjourn at 12:07 pm

Respectfully Submitted By
Catherine Tinsley
3.15.19