

Town of West Boylston Personnel Board
Minutes of Meeting
March 22, 2017

In Attendance:

Personnel Board Members: Larry Chism, Chairperson, Francesca Harris, Christine Mazeika, Anita Scheipers,
Town Administrator

Unable to attend: Rick McCarthy

Mr. Chism called the meeting to order at 6:02 p.m. and expressed his regret in losing Board Member Kelli Blank as she has recently moved out of Town. She will be missed.

I. Approval of the Minutes from the February 22, 2017 meeting.

II. FY 18 Wage Schedule Review

Ms. Scheipers presented an updated FY 17 Wage Chart with some modifications. The modifications included adding the Hourly rate and the Annualized Salary based on 40 hours a week of work for Grades 6 – 10. The other change involved placing the rates/grades in a progressive order based on current wages.

Ms. Harris made a motion to amend the FY 17 Wage Chart found in the Town of West Boylston Personnel By-Laws to include Annualized and Hourly rates of pay for Grades 6 – 10 in the progressive increasing order as presented by Ms. Scheipers. Mr. Chism seconded the motion and the motion passed.

Ms. Scheipers also presented a Wage Chart for FY 18 based on a 2% COLA. This will be presented at Town Meeting. Ms. Harris made a motion to accept this Wage Chart for FY 18, Mr. Chism seconded, so moved.

Ms. Scheipers updated us on the Comparison Study being compiled by Nancy Lucier, Municipal Assistant. At some point, the Personnel Board will be asked to look at this compilation of other area Town's pay rates compared to West Boylston's pay rates. Ms. Scheipers also said that they are working with Assumption College professors to create an intern project with the Town, perhaps using them to assist with this project.

III. Continue Discussion/Review of Hazardous Weather and Closing Municipal Building Policy

The Personnel Board was asked to comment and recommend a Weather Policy with regards to the Council on Aging.

After a short discussion it was decided that at the time this policy was adopted, December 1, 2005, the COA was in the same building as the Municipal Offices, that being 127 Hartwell Street. Therefore, the same Policy should still apply to the COA as it has in the past. The fact that the Policy did not specifically refer to the COA was only because at the time of the policy, they were a part of the Municipal Building. The Personnel Board came to the conclusion that this was not any type of Policy change but simply an omission due to the moving of the Town Hall out of the Hartwell Street facility.

A motion was made by Ms. Harris to change the wording in the "Policy on Closing Municipal Buildings for Extreme Hazardous Weather Condition" under sections # 4 and # 5 to include the wording "Council

on Aging” be written along with those other Departments listed. Mr. Chism seconded and the motion passed.

IV. Misc. Business & Adjournment

Mr. Chism suggested that perhaps the Personnel Board consider having a regular monthly meeting. There was discussion about the meeting being at 6 p.m., the 3rd Wednesday of the month. The Personnel Board seems have more business to discuss than in the past and we anticipate more with the completion of the Comparison Study. Another plus to having it on Wednesday would be the accessibility to the building and that there are other meetings at that time so that unlocking and locking would not be an issue.

At 6:35 p.m., Ms. Harris made a motion to adjourn, Mr. Chism seconded.