

# Town of West Boylston Personnel Board

## Minutes of Meeting

September 7, 2016

In Attendance: Personnel Board Members: Larry Chism, Kelli Blank, Rich McCarthy and Christine Mazeika

Mr. Chism called the meeting to order at 6:58 p.m.

### I. Board Member Updates/Changes

Mr. Chism explained that he was replacing Maryjane Baer. Ms. Baer recommended Mr. Chism as they were both on the Town Administrator Search Committee. Mr. Chism has been sworn in.

Paul Bohanson will also no longer be on the Personnel Board as there is a Town By-law pertaining to individuals serving on two different committees. None of us were familiar with the particular by-law; however, Mr. Bohanson also serves on the Finance Committee and was unable to serve on the Personnel Board as well. There is now an opening on the Personnel Board.

Next on the Agenda were Personnel Board assignments. Mr. McCarthy made a motion to nominate Mr. Chism as the Chair; this was seconded by Ms. Blank. A unanimous vote has made Mr. Chism the Chair of the committee. Ms. Mazeika was voted the Secretary.

Ms. Blank stated that she will continue to be involved on the Personnel Board; however, her future in the Town is uncertain at this time. Her husband's new job may involve her moving out of Town.

### II. Review/Discuss Job Reclassification of Cemetery Superintendent Position

The next item on the agenda was the Review/Discuss Job Reclassification of Cemetery Superintendent Position. Mr. Chism has met with Town Administrator Anita Scheipers and Municipal Assistant Nancy Lucier about this situation. There are changes in the future; possibility of purchasing more land and issues with Superintendent's increased responsibilities. The Cemetery Trustees would like to meet and discuss this. They would like to give us their thoughts on whether or not to merge with the WB DPW.

### III. Discuss Consolidation of Cemetery into DPW

Addendum 9/23/16

The Personnel Board has been informed that they were not allowed to enter into Executive Session. The minutes of that time period are as follows:

There was discussion as to the reason behind the consolidation of the Cemetery into the DPW. Was this something that the Town Administrator wanted for maximum efficiency and cost? We discussed the "Thoughts on Consolidation of the Cemetery into DPW" paperwork that we were given. Specifically are the DPW and Cemetery services overlapping? Is this an alignment of resources, being efficient? If the Cemetery Superintendent was now under the auspices of the DPW, would this position become part of the Union? Did

the current Cemetery Superintendent want this? If the consolidation does occur, why do we need the Trustees? Would the Cemetery Superintendent be allowed to work on his own or would he now need to report to the DPW Director? Are the DPW backhoe operators trained to work in small, tight areas such that are involved in burials or is this a specific skill set?

Mr. Chism pointed out that currently the process works and is not broken. Perhaps this was to talk about consolidating redundancy. He stated that this would need some serious consideration. Perhaps this would save the town money by purchasing like items in volume. What overlaps between the two departments?

Ms. Blank asked if there was any real savings potential.

Mr. Chism replied that this issue was not going away.

Ms. Blank questioned that if there is the moving of the Cemetery Superintendent to the DPW how will they work with the Trustees.

It was decided to set up a meeting with the Trustees as the Personnel Board had no real idea why this was being brought up at this time and for what reason.

#### IV. Brief Discussion/Update regarding Salary Survey for Town of West Boylston

Ms. Blank began by saying that the survey was misapplied and wondered if the Town was interested in salvaging it?

Mr. Chism said that in his meeting with Ms. Scheipers and Ms. Lucier, they discussed re-addressing the issue during the first quarter of the calendar year 2017. The work will be done over and it will start from scratch. Ms. Scheipers conveyed through Mr. Chism that it is not forgotten and it is a priority. What the Town paid for was not what was expected and that they were very disappointed with the outcome.

Mr. Chism offered to assist Ms. Scheipers with this process.

#### V. New Business

Possible meeting dates with the Cemetery Trustees: September 14<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> and 28<sup>th</sup>. Mr. Chism will get back to us with the final dates.

Ms. Blank also brought up that the Personnel Board hasn't been asked about any recommendations towards COLAs. The first time the Personnel Board was asked about this, the Budget had been completed. This would be a December time frame. This past year, nothing was ever mentioned. Is it something the Town wants us to participate in or not? The Board was asked for input in the past. As a resident, Ms. Blank feels that it is a concern to give employees a reasonable COLA.

Mr. Chism will discuss this with Ms. Scheipers.

#### VI. Adjourn

Mr. Chism made a motion to adjourn, Mr. McCarthy seconded. The meeting adjourned at 8:02 p.m.

Having no other new business, Ms. Blank made a motion to adjourn the meeting; Mr. Bohnson seconded it at 7:50 p.m.