

# Mount Vernon Cemetery Trustees

West Boylston, MA Town Hall

140 Worcester Street

West Boylston, MA 01583

## Special Meeting Minutes

June 19, 2017

**ATTENDING:** Chairman John McCormick, III, Peter Rotando, Ronald Menard, Town Administrator Anita Scheipers, Cemetery Superintendent Kevin McKee

1. Meeting opened by Chairman John McCormick, III, at 10:00 a.m.
2. Board of Trustees welcomed Ronald Menard as new member of the Board.
3. Town Administrator Anita Scheipers addressed the Board with her concerns as follows: (1) Positions of seasonal labor and part-time positions to be redefined in order to meet the changes; (2) overtime costs and availability of personnel, due to expansions at Mt. Vernon Cemetery and future areas.
4. Town Administrator asked that Board members to create solutions or alternatives to some of these administrative issues, which need to go before the Personnel Board. Board members and Anita agreed that personnel policies regarding overtime compensation need special attention due to the fact that the cemetery employees regularly work on Saturdays as needed. Suggestions were considered that perhaps a stipend be paid to allow cemetery employees who work overtime, especially on weekends, be compensated through a fair and equitable policy.  
The question arose to develop a position of Assistant Cemetery Superintendent to be responsible in the absence of the Cemetery Superintendent. This position could be stipend-based compensation for the hours that the seasonal or part-time employees need to work to cover the Superintendent's absence.
6. The Town Administrator reviewed current personnel policies regarding part-time, seasonal or personnel in other departments and found that there were instances where these issues were covered.
7. Town Administrator gathered all of our suggestions and will prepare a notice to submit to the Personnel Board and request a joint meeting to make some resolution of these issues. Town Administrator thanked the Board of Trustees and Cemetery Superintendent Kevin McKee for meeting as quickly as possible to seek resolution of these issues. Town Administrator left meeting at 11:00 a.m.
8. Motion to adjourn was made by Ron M. and seconded by Peter R. at 11:25 a.m. Unanimously approved.

Respectfully submitted,



Peter N. Rotando, Clerk

Approved 10:15 AM  
6-21-17 PRZ