

Mount Vernon Cemetery Trustees

West Boylston Town Hall
140 Worcester Street
West Boylston, MA 01583

Meeting Minutes

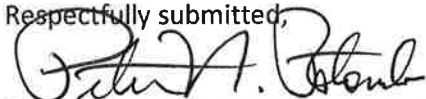
April 27, 2016

ATTENDING: John McCormick, Peter Rotando, David Lindberg, Cemetery Superintendent
Kevin McKee, Anita Scheipers, the newly appointed Town Administrator

1. Meeting opened by Chairman John McCormick, III at 10:34 a.m.
2. Chairman John McCormick III recognized the new Town Administrator and welcomed her to the meeting.
3. Motion made by David L. and seconded by Jack M. to approve the minutes for March 30, 2016. Unanimously approved.
4. Board of Trustees met with Town Administrator to update her on the status of current issues with the Board and the Town of West Boylston:
 1. Discuss salary increase for Cemetery Superintendent;
 2. Discuss expansion of land for new cemetery;
 3. Discuss the pending merger on the cemetery department and the West Boylston Highway Department.
5. Town Administrator pledged her support to resolve the current issues as required. Given the involvement of the Town Personnel Board and the Board of Selectmen, with the job classification review, the Board of Trustees need to review the job specifications of the Cemetery Superintendent to determine if there is any major change in job requirements. The Town Administrator will pursue the expansion of the cemetery with the Board of Selectmen. The issue of the merger of the Department of Public of Public Works is now a mute item as we understand.
6. Town Administrator departed this meeting at 11:10 a.m. with the thanks of the Board for her interest and support of our issues.
7. Cemetery Superintendent Kevin McKee reported to the Board that hydro-seeding operations have not been performed due to cold weather temperatures.
8. Cemetery Superintendent Kevin McKee discussed placing Board of Trustee member phone numbers on the outside of our office. Motion made by David L. and seconded by Peter R. to only have the phone number for the Cemetery Superintendent posted outside our office for public reference. Unanimously approved.
9. Cemetery Superintendent Kevin McKee notified Board that he had reviewed records of Lot #575 referring to request from Ralph Smith for a full burial. Kevin reported there is enough space for a full burial in that lot to accommodate Mr. Smith's request. Board thanked Cemetery Superintendent for his efforts in this matter.

10. Board discussed the current status of paving project on Main Street and East Ave. Reviewed specifications. Motion made by Jack M. and seconded by David L. to put the paving project out to sealed bid. Unanimously approved.
11. Jack M. notified the Board that he had purchased 11 plantings to be placed at various graves as needed in Perpetual Care requirements.
12. Cemetery Superintendent Kevin McKee reported that two Deed Books were sent out to be bound and covered and all data scanned for digital records as well. This project should take approximately three to four weeks. Motion made by David L. and seconded by Peter R. as report of progress. Unanimously approved.
13. Motion made by Jack M. and seconded by David L. to open up and sell lots in Section R. Unanimously approved.
14. Cemetery Superintendent Kevin McKee announced that Mrs. Beverly Goodale will plant flowers at the Grand Army of the Republic monument and the Veteran's Monument where Memorial Day exercises will be conducted.
15. Motion made to by David L. and seconded by Peter R. to schedule next meeting on May 25, 2016 at 10:30 a.m. Jack M. will post at Town Hall. Unanimously approved.
16. Motion made by David L. and Peter R. to adjourn at 11:45 a.m. Unanimously approved.

Respectfully submitted,


Peter N. Rotando, Clerk

Approved 10:55 M

CHANGES NOTED SECTION 4, # 2, REPLACE EXPANSION WITH ACQUISITION

