

Town of West Boylston Personnel Board  
Minutes of Meeting  
October 4, 2016

In Attendance:

Personnel Board Members: Larry Chism, Rich McCarthy and Christine Mazeika  
Kelli Blank was unable to attend.

Mr. Chism made a motion to open the meeting at 7:04 p.m., Mr. McCarthy seconded.

I. Approval of Minutes

- a. Minutes of September 7, 2016 Personnel Board Meeting were approved with the corrections, Mr. Chism made the motion, seconded by Mr. McCarthy. Approved.
- b. Minutes of September 26, 2016 Personnel Board Meeting were approved. Mr. Chism made the motion, seconded by Mr. McCarthy. Approved.

II. Wage Schedule/Scale Review – PEG TV

Discussion began regarding Article 13 on the Town Warrant.

**ARTICLE 13 – AUTHORIZATION TO AMEND THE PERSONNEL BYLAW SO AS TO CREATE THE POSITIONS OF ACCESS COORDINATOR AND PRODUCTION ASSISTANT FOR THE WBPA TV**

*To see if the town will vote to create the new positions of Access Coordinator and Production Assistant, to be classified at the appropriate Grades, for the West Boylston Public Access TV Program, and to amend Section 5, Part AA of Article 21, the Personnel Bylaw to reflect these new positions; or take any other action relative thereto.*

The Personnel Board recommends that the Access Coordinator begin at Grade 3, Step 3, due to experience and the individual's current hourly rate as a consultant. The Personnel Board recommends that the Production Assistant begin at Grade 2, Step 1, again this is somewhat in line with the individual's current hourly rate as a consultant. Mr. Chism made the motion to accept these changes, Mr. McCarthy seconded. Approved.

Mr. Chism suggested that we continue giving the Personnel Board approval or disapproval of the various Warrant Articles that deal with Personnel issues.

**ARTICLE 14 – AUTHORIZATION TO AMEND THE FY17 WAGE AND SALARY SCHEDULE**

*To see if the Town will vote to amend the section of the FY17 Grade Schedule dealing with exempt employees, specifically Grades 6 – 10, by replacing the existing section with an amended section, with those dollar amounts which are amended being shown in bold italicized numbers.*

After discussion, the Personnel Board realized that the changes in the Cemetery Superintendent's schedule dealt with amounts under \$ 1. in each Step. Mr. Chism stated that Town Administrator Anita Scheipers had explained that the two Library positions were changed to reflect the increase in their hours worked and was not a pay increase.

Mr. Chism made a motion to accept these changes, Mr. McCarthy seconded. The Personnel Board approves

these changes.

Mr. Chism suggested that we skip over Article 15, until the end of the meeting.

**ARTICLE 17 – AUTHORIZATION TO PETITION THE LEGISLATURE TO AMEND THE SPECIAL ACT TO MODIFY THE HIRING QUALIFICATIONS FOR THE DPW DIRECTOR POSITION**

*To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation to allow the amendment of the Chapter 77 of the Acts of 2001, to change the hiring qualifications for the DPW Director by making the required qualification of having a bachelor's degree in civil engineering, or other appropriate discipline, to make these standards preferred qualifications versus mandated qualifications; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any other action relative thereto.*

Mr. Chism made a motion to accept these changes, Mr. McCarthy seconded. The Personnel Board approves these changes.

**ARTICLE 18 - AUTHORIZATION TO AMEND ARTICLE XXIX OF THE GENERAL BYLAWS**

After some discussion, specifically the recent turnover of the Department Head of the Department of Public Works; the Personnel Board agreed that the required hiring qualifications of a bachelor's degree in civil engineering be changed to preferred qualifications rather than a mandated one.

Mr. Chism made a motion to accept these changes, Mr. McCarthy seconded. The Personnel Board approves these changes.

**ARTICLE 15 – AUTHORIZATION TO PETITION THE LEGISLATURE TO AMEND THE SPECIAL ACT TO ESTABLISH AN APPOINTED TOWN CLERK**

*To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation in the form set forth below, changing the office of Town Clerk from elected to appointed; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and that the Board of Selectmen is authorized to approve amendments which shall be within the scope of the general public objectives of the petition; or take any other action relative thereto.*

**An Act Establishing the Appointed Office of Town Clerk in the Town of West Boylston.**

There was some discussion on this Article. The Personnel Board agreed that the Town Clerk was a position with a particular skill set necessary for the position. In order to find the most qualified candidate, the Board felt

that it was in the Town's best interest to make the Town Clerk an appointed position as opposed to an elected one.

Mr. Chism made a motion to accept these changes, Mr. McCarthy seconded. The Personnel Board approves these changes.

### III. Review & Discussion on Volunteer Compensation

There was limited discussion regarding Ms. Blank's Fair Labor Standards Act (FLSA) that arose during the September 26, 2016 Personnel Board meeting concerning the PEG TV paying "volunteers". It was decided to table this until the next meeting as Ms. Blank was more familiar with these laws. This also involved PEG TV and Mr. Richard Simmarano.

### IV. Brief Review of Cemetery Superintendent Position

Mr. Chism is unclear that the option of the Cemetery Superintendent position being combined with the DPW is the preferred choice. The Board is not sure of what any parties' desire at this point.

We did agree that an immediate decision would need to deal with the Position being an exempt employee, receiving no overtime; however, not being able to take time off due to the needs of the families and the need to legally witness the burials.. Mr. Chism pointed out that the Town will lose a very valuable employee if the person left. The Board would seemingly be leaning towards looking into making this position non-exempt.

The Board took no action and will meet in early 2017 to further discuss with the possibility of retroactive pay.

At 8:05 p.m., Mr. Chism made motion to adjourn. Mr. McCarthy seconded it.