

Town of West Boylston Personnel Board  
Minutes of Meeting  
November 9, 2016

In Attendance:

Personnel Board Members: Larry Chism, Rich McCarthy, Kelli Blank, Christine Mazeika and Town Administrator Anita Scheipers

Mr. Chism called the meeting to order at 7:02 p.m.

I. Approval of Minutes

- a. Minutes of October 4, 2016 Personnel Board Meeting were approved. Mr. Chism made the motion, seconded by Mr. McCarthy. Approved.

II. PEG TV Jobs - Update

Ms. Scheipers passed out drafts of job descriptions of both the Production Assistant (PA) and Access Coordinator (AC) positions. She compiled these job descriptions using information from area towns and the original advertisement for the positions. Rich Simmarano approved the AC description. Ms. Scheipers never heard back from him regarding the PA assistant description took that to mean he had no problem with it.

As approved at the October 4<sup>th</sup> meeting, the Access Coordinator will begin at Grade 3, Step 3. The Production Assistant will begin at Grade 2, Step 1.

Ms. Scheipers said that there will be a 5 day internal job posting and then they will advertise and have the positions appointed in a timely manner.

Ms. Blank made a motion to reaffirm and accept the October 4, 2016 rate of pay and job descriptions as drafted. Mr. McCarthy seconded it. So moved.

III. The Town Clerk & Assist. Town Clerk Positions.

Ms. Scheipers presented a draft of the Town Clerk's job description. There was discussion about the rate of pay. It is Ms. Scheipers' intent to complete a wage study along with Nancy Lucier by late winter, early spring. Currently the top step of the Town Clerk's position is \$ 44,439, which is under the wage requirements for "exempt" status. At December 1, 2016, the wage exempt status begins at \$ 47,476.

Mr. Chism suggested that the wage stay non-exempt for now. Ms. Scheipers will have the current Town Clerk, Kim Hopewell, look over the job description.

Ms. Blank made a motion to accept the draft of the Town Clerk job description and retain the same pay rate until completion of the wage study. Mr. McCarthy seconded it. Approved.

Regarding the Assistant Town Clerk Position, Ms. Scheipers felt that there was no need to increase the hours in this position at this time. She would like to table this item for now until she meets with Ms. Hopewell.

#### IV. COLA

Ms. Scheipers thanked Nancy Lucier for putting together the COLA comparison survey from area towns. At this time, Ms. Scheipers is leaning towards a 2% increase for non-union employees for FY 18.

Mr. McCarthy asked about a merit system. Ms. Scheipers explained that the merit portion comes into play at the Step increases.

It was decided that the Personnel Board would not make any decisions today; the recommendation of the Personnel Board would come later in the year.

#### V. Old Business

Cemetery: The Personnel Board still has not met with anyone from the DPW. Mr. Chism wants to address the concerns of the Cemetery Commission. He would like to reach out to the DPW.

Ms. Scheipers said that as a goal this year the Selectmen would like to consolidate the Cemetery into the DPW. The Selectmen feel that it would bring some cost savings. One item noted was ending the hiring of outside labor to dig the burial holes. Ms. Scheipers said that in speaking with DPW Director Vernon Jackson (Butch), that he wasn't sure he could match the costs of opening the graves especially if they occurred on a weekend, causing overtime. The Selectmen still want the merge and it seems that the Cemetery Commission will fight this.

Ms. Scheipers would like to hear the pros and cons from both sides. Mr. Chism expressed concern over the amount of time that Kevin McKee puts in and does not get paid for. Ms. Scheipers said that Mr. McKee has been out of work and that the part time seasonal employee and Cemetery Commission have stepped in to help.

Discussion about meeting date with DPW, possibly the first or second week of December.

Ms. Scheipers reminded us that the Cemetery Position is not exempt.

Ms. Blank pointed out that he should not be working more than 40 hour. He should not be getting comp time.

Ms. Scheipers said that Mr. McKee would be interested in joining the DPW Union. The Personnel Board would like to meet with Mr. McKee separately.

FLSA: Discussion by Ms. Blank about "paying" volunteers. It cannot be performance based pay, you can give a stipend. Ms. Blank will craft some guidelines for Ms. Scheipers to send out to various Departments.

Other: Ms. Blank let us know that her house is on the market and that she may be moving soon. For now she will remain on the Board.

Mr. Chism made a motion to adjourn the meeting 7:58. Mr. McCarthy seconded.