

Town of West Boylston Personnel Board  
Minutes of Meeting  
December 19, 2016

In Attendance:

Personnel Board Members: Larry Chism, Kelli Blank, Christine Mazeika and Director of the DPW, Vernon “Butch” Jackson. Rick McCarthy unable to attend

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

I. Approval of 11/09/16 Meeting Minutes

- a. The Minutes were approved with one stipulation by Kelli Blank, that the FLSA didn’t go into effect on December 1<sup>st</sup> as planned.
- b. Kelli also wanted it noted that she did draft a memo about Volunteers and she forwarded it to Anita Scheipers.

II. Meeting with the DPW Director

Mr. Chism explained to Mr. Jackson that the Personnel Board is to give their recommendations to the Selectmen regarding the Cemetery Superintendent Position. This is more of a “collect information” for the Personnel Board.

Mr. Jackson began by saying that Selectman Pat Crowley had asked for information about the possibility of the DPW digging graves. The Cemetery Commission was against it.

Mr. Jackson would love to have Kevin McKee work within the DPW. Currently the DPW has a Parks person, Tim Shea, who mows..... Would like to have Mr. McKee work similarly and only use him for big DPW jobs and plowing.

Mr. Jackson said that the DPW is comprised of: himself, Administrative Assistant, foreman, 2 laborers, 2 mechanics and 2 parks personnel. They also have a seasonal employee. They are Union with OT after 8 hours; 7 – 3:30 is their schedule. Holidays worked are double time.

Mr. Chism offered the following hypothetical situation: If Mr. McKee was under the DPW, how often would you need him? Would Mr. McKee be a necessity?

Mr. Jackson responded that the Cemetery would be Mr. McKee’s priority. Like the Parks Dept. worker, Tim Shea, he stays with the Parks, although, sometimes the DPW does use the part time helper. Mr. Jackson didn’t feel that they would need him that often. Currently, Mr. McKee mows and plows the cemetery.

Regarding the digging of graves, Mr. Jackson felt that the DPW would be able to dig graves during the week; however, it is less costly to hire a contractor to dig graves on the weekend.

Mr. Chism stated that the Cemetery Commission does seem to have Mr. McKee’s best interest in mind.

**Mr. Jackson meets with the Parks Commission and they dictate what happens in the Parks. This would be the same situation with the Cemetery Commission; the Commission would have autonomy over the Cemetery and Mr. McKee's work schedule.**

Mr. Jackson did say that Mr. McKee would be on the OT call out list for dead animals in the road, downed trees, etc.

### III. New/Misc. Business

#### a. Meeting Overview/Debrief with Cemetery Superintendent

Mr. Chism met with Mr. McKee. His impressions were that Mr. McKee is very nice, has a strong work ethic, gentle and takes his work very seriously. He coordinates with area Funeral Homes and wants to do the right thing by everyone.

In Mr. Chism's opinion no one can keep up the work load/hours that he keeps. Mr. McKee shouldn't have to choose between family and his job. Town would not be able to find someone like him. The money situation has to be addressed. With the purchase of new land for the cemetery, a change must take place.

Mr. McKee's concerns if relocated to the DPW were conflicts regarding priorities. Mr. Jackson has agreed that the cemetery takes priorities, see portion of the minutes that are highlighted. The Personnel Board was extremely happy to hear this.

Mr. Chism thought that Mr. McKee agreed that the scenario would be that Mr. McKee would have carte blanche with the cemetery while under the DPW umbrella.

Next would be to have the Cemetery Commission and some Selectmen in the same room to be on the same page. Once that meeting takes place the Personnel Board would make a recommendation that would be keeping Mr. McKee is a priority.

Regarding Administrative work, Mr. McKee would want to continue to perform all the usual accounting, etc. He would want to continue to be a hands on Superintendent.

If, the Town is unable to increase his pay, then he would have access to overtime in the DPW Union.

#### b. Changes in Cable Access Coordinator & Production Assistant Job Descriptions

Neither of the two current individuals agreed with the Job Descriptions that were presented by Ms. Scheipers. They are being re-written to mirror exactly what the two individual positions currently perform.

#### c. New Personnel Board Member Candidate/Prospect

Mr. Chism stated that a potential new Board Member would be Francesca Harris who is a resident of West Boylston and works as a Communications Specialist at Quest Diagnostics.

Mr. Chism made a motion to adjourn the meeting 7:55. Mr. McCarthy seconded.