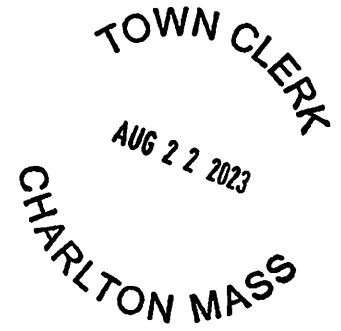


Cemetery Department
Minutes of Regularly Scheduled Meeting –
June 27, 2023



Present:

James Burlingame, Supt.
Donna Neylon, Member & Vice Chair & Clerk
Willis Bond, Member

Absent/Excused:

Kristen Russell-May, Member & Chair

Public Present:

None

NOTE: *The minutes below reflect the order of the agenda and may not be the order taken during the meeting.*

Approval of Minutes:

Vice Chairman Donna called the meeting to order at 1:03 pm in the Cemetery Garage at Westridge Cemetery and entertained the motion to approve the minutes of the May 30, 2023; Willis so moved and Donna seconded; it was so voted. Willis then initialed the minutes to indicate that they were approved. There was one change and it was relative to the Superintendent's scheduled vacations during the current fiscal year.

Signing of Deeds (Note that the deeds for Renauld and Zinkowski are a repeat from the May 30th meeting – purpose to correct some typing errors:

Eugene and Dianne Renaud paid \$1700 for Section E-2, Row 3, Lot 4 at Westridge Cemetery with \$1100 for Perpetual Care;

Stephen and Cynthia Zinkowsky paid \$850 for Section D, Row C, Lot 16A at Westridge Cemetery with \$550 for Perpetual Care.

Ernest A. and Lori D. Andre paid \$3,400 for Section C, Lot 134 at Northside Cemetery with \$2,200 for Perpetual Care.

Monique J. Brogan paid \$400 for C-1B, lot 54 at Westridge with \$250 for Perpetual Care.

David A. Morin paid \$5,100 for Section D, Row E, lot 17 at Westridge with \$3,300 for Perpetual Care.

Monthly Burial Count:

June: There were five burials during June and all were cremations.

Review of prior month's expenses: (NOTE: all purchases were from the Expense Account unless otherwise noted)

Warrant Date 06/22/2023:

Amazon Business (trail cams, batteries, parts, supplies) \$615.09

Warrant Date 06/28/2023:

American Cemetery Supplies (100 S.S. lot pins) \$423.24

Warrant Date 06/29/2023:

Amazon Business (replacement washer pump) \$139.99
Amazon Business (Carburetor (2), grommets (2)) \$43.61
Amazon Business (broom, fuel cap) \$22.34
Barry Equipment (24" grave bucket) \$2,550.00
Aubuchon Hardware (single pole toggle switch) \$6.99
Home Depot (50 - 50 gal. trash bags, glass cleaner) \$23.65
McMaster-Carr (drill bit, S.S. tubing) \$23.43

Donna entertained the motion to ratify the payments made on behalf of the Cemetery Commissioners; Willis so moved and Donna seconded; it was so voted.

Although we were able to turn some money back to the Town in our payroll accounts, our Expense Account only ended the current fiscal year with a balance of \$5.73.

Old Business:

Further Discussion on stone wall repair/restoration in Bay Path Cemetery:

Donna reported that there was nothing new to report on this project.

Continued discussion on proposed cemetery maintenance garage:

At our last meeting, it was voted to hold off on any approval to the draft RFQ as submitted by the Town Administrator's office until after the Commissioners had had a chance to review the plans from the students at Bay Path. That review was done at the May meeting. Those changes/additions are reflected in the numbered specifications that follow.

After our May meeting, we received communications from Bay Path indicating that the School Committee had determined that the resources of the students should go towards the annual home build. They are, however, willing to work on the electrical and the plumbing.

After some discussion, we agreed that it might not be possible to use the students as the scheduling between the contractor and the students and their other projects could be difficult.

Since the students will not be building the building for us, Willis made the motion that we go with a metal building as it will be easier to maintain and have more

integrity than a stick built. After some discussion, Donna seconded the motion and it was so voted.

Willis also moved to authorize Donna to proceed with the RFQ with the Town Administrator's office, Donna seconded. It was so voted. The RFQ will have the following specifications:

1. 30' W x 50' L
2. 1 - 12' 12' overhead door (front-right)
3. 1 entry-man door (front)
4. 1 entry-man door (side entrance to the office)
5. 1 inside man door from maintenance area to the office
6. 1 inside man door from maintenance area to the bathroom
7. 1 partition office (minimum 12 x 16) (with room for conference table & 6 chairs, desk & chair, 2 or 3 file cabinets & copy machine)
- 7, 1 small bathroom
8. Balance to be workshop/repair/storage area
9. It would also be helpful to have a small roof over each of the outside entrance doors -- or have the roof overhang those areas.
10. Lighting: there should be good lighting in both the office and work area. Windows should be high to let in light and ventilation but prevent vandals from entering. Outside entry doors could have high and small windows to let in additional lights.
11. Metal building, preferred.
12. Cement pad

Donna will get an email sent to the Town Administrator this afternoon with the list of specifications and will work with them to get our project "rolling".

Vacation Reminder for the Cemetery Superintendent:

Just a reminder that Jim will be on vacation as of tomorrow and will be back to work on July 11th.

New Business:

Discussion and details on Russell Eastman becoming a full-time employee as of July 1, 2023:

Mr. Eastman ("Rusty") will be earning \$22/hour as of his first day of work in the coming Fiscal Year. Jim has had to use some personal and vacation time up this month (use it or lose it) and said that having Rusty fill in has been wonderful. He's doing a fantastic job. Mr. Eastman's previous job title was Temporary Seasonal Crew Leader.

ATTACHMENT #1 Copy of the new Job Specification for Cemetery Laborer Full-Time

Open forum:

Charlton producing interview series for town departments:

Donna brought a news clipping from the June 15-16, 2023, Stonebridge Press (page 17) that indicated that the Town was going to “debut exploring the ins and outs of different projects and departments”. **ATTACHMENT #2 the newspaper article.** Jim explained that the plan is for short videos interviewing various town department heads explaining a bit about their department to be put on the Town’s website. The purpose, we believe, is for transparency and education for the public.

Surplus F-350 Ford truck:

Jim told us of the results of the municipal auction for surplus materials/vehicles wherein the Town sold our old 2005 F-350 that wouldn’t pass inspection. The vehicle sold for \$5,200! This amazed us all as there was significant rust on the body. Jim said that he had to jump the battery to get the motor going again as the vehicle had sat for six months but the new owner was happy with his purchase.

“Grim Reaper”:

Jim told us about a phone call that he received at home last night. Someone had been driving past Union Cemetery and spotted someone on the Common Area dressed in a “Grim Reaper” costume! The same person was later spotted walking over on Stafford Street.

Jim advised his caller to contact the local police. He went to Union Cemetery first thing this morning to see if there was any damage done but didn’t find any. He did say, however, that utility companies are digging up the Common area quite a bit and he thinks it has to do with the new Amazon building and, perhaps, a rerouting of traffic in that area.

ATTACHMENT #3 Photo of “Grim Reaper” as sent to Jim’s phone.

Two New Trail Cameras:

As previously agreed, Jim purchased and installed two new trail cameras. One camera is focused on the new equipment in the garage area of Westridge Cemetery. We agreed not to publish the location of the second camera.

Color copier:

We are now the proud owners of a table top style color copy machine, gifted to us by the Board of Health along with a good supply of necessary color toners, etc. The Board of Health has a new copier for their own use.

Job Interview attended by Cemetery Superintendent:

Jim took a Personal Day last week and attended a job interview session where he interviewed for the position of DPW Superintendent. We understand that about fifteen individuals interviewed for the position but only three were already under the employ of the Town. We anticipate that the interviewing committee will narrow the list of applicants to three or perhaps five and then those applicants will be interviewed by the Board of Selectmen who will make the final decision. The retiring DPW Superintendent is scheduled to leave towards the end of August, 2023.

Next Meeting:

Our next meeting was tentatively scheduled for July 25th. Time and location are expected to remain 1:00 at the Westridge garage.

As there was no further business before the Commission, at 1:58 pm Donna entertained a motion to adjourn, Willis so moved; Donna seconded; it was so voted.

Respectfully submitted: Donna L. Neylon, Vice Chair & Clerk

Approved by the Commission

A handwritten signature in black ink, appearing to be 'Willis', written over a horizontal dashed line.

Attachments:

ATTACHMENT #1 Copy of the new Job Specification for Cemetery Laborer Full-Time

ATTACHMENT #2 the newspaper article.

ATTACHMENT #3 Photo of "Grim Reaper" as sent to Jim's phone.

Laborer – Cemetery Department

Definition

Manual work in the operation and maintenance of the town cemetery system; all other related work, as required.

Supervision

Supervision Received: Works under the general supervision of the Cemetery Superintendent.

Supervision Scope: Performs work functions which are determined by Cemetery Superintendent, requiring decision-making in determining most appropriate methods and directing staff as necessary.

Supervision Given: Supervises seasonal staff if applicable.

Job Environment

Work is usually performed outside with exposure to various weather conditions. Use of loud equipment. Works near moving mechanical parts. Workload is stable and procedures are well established.

Operates light truck, light equipment, hand tools, power tools, lawn mower, trimmer, chain saw and tractor.

Contacts with others are seldom but when made, they are generally from the public addressing concerns or grave locations.

Errors could result in delay of work projects, damage to equipment, and injury to self.

Ability to work independently when needed.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Cuts and trims grass, clears brush, leaves and ensures rubbish is removed.

Supervises seasonal employees.

Responsible for the care and maintenance of all tools and equipment related to cemetery; operates a variety of motor equipment for work-related activities.

Performs similar or related work, as required, or as the situation dictates.

Recommended Minimum Qualifications

Education and Experience:

High school diploma or equivalent required. Sound practical judgment and knowledge of hand tools, and repair of equipment; or an equivalent combination of education and experience.

Special Requirements:

Valid Massachusetts motor vehicle operator's license

Knowledge, Ability and Skill:

Knowledge. Knowledge of the methods, materials and tools used in the maintenance of cemeteries. General knowledge of landscaping methods, techniques and materials.

Ability: Ability to operate and maintain various equipment used in cemetery maintenance and repair.

Skill: Skill in the operation of all cemetery tools and equipment.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to use hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Required to stand, walk, sit, climb or balance, stoop, kneel, crouch, or crawl. Occasionally required to lift and/or move objects weighing up to 60 pounds, including grass seed and overturned stones.

(This job description does not constitute an employment agreement between the employer & employee, and is subject to change by the employer, as the needs of the employer & requirements of the job change.)

Charlton, MA
Crew Leader - Cemetery Dept.
FLSA – Non Exempt
May 31, 2023

Thursday-Friday, June 15-16, 2023 •STONEBRIDGE PRES•17

Charlton producing interview series for town departments

BY JASON BLEAU
CORRESPONDENT

CHARLTON — A new series is set to debut exploring the ins and outs of different projects and departments in Charlton.

The program is a collaboration between the town hall and the Economic Development Commission to develop several short videos highlighting the roles, responsibilities, and major initiatives from within Charlton's town government. Town Administrator Andrew Golas explains that town officials hope these programs will help residents be more aware and understanding of everything that happens in all corners of local government.

"The project is meant to be a series of short clips to provide some information to the public regarding the various functions of Town Government and tasks each department handles on a day-to-day basis. This will be in an interview type format with some of our department heads. We hope that this video series will give the general public a better understanding of what services and opportunities the town provides while also giving information to companies who may be looking to do business here in Charlton," Golas said of the programs.

The series will be an in-house production led by former student selectperson Nina Zurowski who previously produced content, including interview programming, for CharltonTV. The videos will be filmed utilizing already available public access television resources at no reported extra cost to the taxpayers of Charlton. The programs will be made available through a variety of channels including the town's social media pages, the town website, and, of course, CharltonTV which has its own YouTube channel, "TVCharltonMass."

Golas explained that production is still very much in the early stages and a schedule has not been finalized yet. The town expects to release details, including air dates, as the production process commences later this year.

