

Mount Vernon Cemetery Trustees

Freeland M. Bancroft Building

35 Worcester Street

West Boylston, MA 01583

TC

Meeting Minutes

January 24, 2011

ATTENDING: John McCormick III, Peter Rotando, Aaron Goodale and Cemetery Superintendent Kevin McKee, Town Clerk Kim Hopewell,.

1. Meeting opened at 4:43 p.m. by Chairman, John McCormick III.
2. Motion made by Jack M. and seconded by Peter R. to accept the minutes of the November 8, 2010 meeting. Unanimously approved.
3. Town Clerk ^{KIM}~~Hope~~ Hopewell spoke with Board about database she is preparing for Mt. Vernon Cemetery, and all the benefits this program could offer the Board of Trustees. Deeds to be copied and scanned at the Town Clerk's Office for permanent record. Board discussed this new program and found it to be an asset to aid the Cemetery Superintendent in his record keeping. Motion made by Aaron G. and seconded by Peter R. to have Cemetery Superintendent Kevin McKee work with the Town Clerk to help transfer our information into the new database. Unanimously approved. Town Clerk left the meeting.
4. Board reviewed the Cemetery Superintendent's Monthly Report for November, 2010, December, 2010 and January 2011. Motion by Jack M. and seconded by Peter R. to accept. Unanimously approved.
5. Board discussed the request by Ms. Elizabeth Hjeltne to sell back one lot to Mt. Vernon Cemetery. Board reviewed lot layout with Cemetery Superintendent Kevin McKee and determined this purchase not to be cost effective. Motion made by Jack M. and seconded by Aaron G. not to pursue this issue. Unanimously approved. Cemetery Superintendent notified Ms. Hjeltne by telephone of the Board's decision. No further comments or return calls from this party.
6. Chairman, Board of Trustees, Jack McCormick III, presented a request by the Town Administrator to prepare for Annual Town Meeting. Board discussed budget requests for equipment with Cemetery Superintendent.
7. Board reviewed Cemetery Superintendent's work schedule and found that he is working more hours than he is supposed to work during the Winter. Motion by Aaron G. and seconded by Jack M. to increase Kevin McKee's pay for up to 36 hours effective January 30, 2011 to June 30, 2011, which is an increase of \$79.49 a week. Unanimously approved.
8. Board discussed Kevin McKee's pay status and will meet with Town Administrator within the coming weeks to see if an Article on the Town Warrant will be necessary to extend this or what action to take. Unanimously approved.
9. Motion made by Peter R. and seconded by Jack M. to schedule the next meeting Monday, February 21, 2011 at 4:30 p.m. Unanimously approved. Jack M. will post at Town Hall.

10. Motion made by Peter R. and seconded by Aaron G. to adjourn at 6:30 p.m. Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter N. Rotando", with a long horizontal flourish extending to the right.

Peter N. Rotando, Clerk