

Meeting of Edgartown Cemetery Commission
Tuesday January 28th, 2014
Town hall 2nd floor

Meeting called to order: 3:00 pm

Commissioners present: Elizabeth Villard, Andrew Kelly and Superintendent
Jen Morgan
Susan Brown - absent

Bills:

Alex Morrison landscape - \$1,650 (leaf removal)
Verizon - \$13.88
AT&T - \$40.68

Motion made and accepted to pay bill

Monthly burials: George Sonny Jackson

Old business:

A motion was made and approved to have the veteran, fire and police marker systematically placed at each grave site. The first marker shall be placed on the left side any additional marker will be placed on the right.

The west Tisbury CPC committee has turndown the request for fund to repair grave sites. The decision was based on legal ownership issues. Vineyard haven and Edgartown request were approved an now go to town meeting floor.

Jen will have the draft for new website soon for members to look over. She said it will pretty much be as discussed in December with a few grammar changes.

The board will request to have the town administrator and personnel board representative come to the February meeting.

Topics to include seasonal vs. part time employees and what steps they recommend should be taken to accommodate the work season.

Andrew also asked if the cemetery truck and building could be part of the meeting's agenda. The highway department attempted to borrow the truck during the last storm. It was determined by their mechanic that the truck was unusable due to rot in the undercarriage. The Board would like to inquire how it could be replaced with another town vehicle.

Also the board would like to ask how we could begin looking into the replacement of the current shed / office. What steps must be taken to begin application work over the next few years?

New business:

Andrew raised the question to having a sign on the cemetery building with contact information on it. Jen said many people do come there looking for her to discuss purchasing plots. With the new website and a sign it would make it much easier for people to contact her, especially because most days the staff is through out the various cemeteries.

Andrew & me will look into having a vinyl sign made.

Jen brought up that she is currently using her own personal cell phone for cemetery business. She was requested to check with the town on cell phones to

Jen informed the commission that Malcolm Reed contacted her and asked if he could purchase and additional family members who live of island. It was determined that plots are only for residents and property owner in town. If this was allowed it would by setting a precedence the board voted to deny the request.

Jane Klingsmith has requested to deed over two plots she owns and realizes will never be used by her family. She would like to deed them to Edgartown resident James Cornwell. This is allowed under the cemetery by- laws the two parties will need to do the necessary paper work at the registry of deeds. Jen first needs to look into the size of the plots to confirm they are full size.

Jen notified the board she had not taken her allotted 10 vacation days by her employment anniversary date which is tomorrow. She spoke with the personnel department to see if they could be salvaged. They advised her that the chairman would need to request in writing a carry over. Elizabeth said she would check with personnel and take care of it.

Jen also brought up her resent merit evaluation for the past year. He has read thought the entire form, but has not signed off on it. She is uncomfortable with some wording and would like a review with the board before she can feel comfortable signing. Elizabeth and Andrew advised her because there both new members that were not sure of the proper procedure of the evaluations. It was decided to wait till the April meeting when chairman Susan Brown has returned from vacation this will be the first order of business.

It was also noted next year we will begin the process in January to have more time for proper review

Meeting concluded 4:45 pm

The Town of Edgartown maintains four cemeteries, each with its own individual style, charm, beauty and historical significance.

Located in-town, between Robinson Road and Cooke Street, is the Old Westside Cemetery, which sits amongst giant oaks and colorful maples, and has graves dating back to both the Revolutionary War and Civil War eras. It is also the location of the oldest marked grave of all the Town cemeteries. Date???? Interesting and poignant epitaphs dedicated to children, local whalers lost at sea or those held prisoner by savages in the South Pacific can be found throughout.

The New Westside Cemetery is located directly across Robinson Road, and was established in 1949 as an extension of the Old Westside. Another beautiful location lined with native trees along quahog-shelled lanes, this is the only cemetery in Edgartown that still has burial lots available for purchase. Please see FAQs for more information.

Old Town Cemetery, also known as Tower Hill or Green Hollow, is located off of Katama Road, and sits nestled amongst the pines and on the edge of the harbor. Graves marking both Revolutionary and Civil War heroes can also be found at this quiet resting place.

Hilltop Cemetery, also known as Old Indian Burial Ground, ??, is located on Jeffer's Lane on the small island of Chappaquiddick. Sitting peacefully overlooking Cape Pogue Pond and abutted by conservation land, it has many unmarked graves of the Chappaquiddick Wampanoag tribe.

Position Title: Cemetery Superintendent

Statement of Duties

Position provides administrative and maintenance functions for the Cemetery Department. Responsibilities include maintaining cemetery grounds, coordinating and assisting with burial proceedings and gravesite purchases, maintaining records, and performing supervisory and administrative functions for the department.

Supervision

Employee works under the general direction of the Cemetery Commission. Employee plans, prioritizes, and performs work in accordance with standard practices and previous training. Employee uses judgment to resolve problems by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. (*daily work sheet?*)

Employee is responsible for the supervision of one (1) full time and one (1) seasonal employee, includes hiring, firing and disciplining employees. The nature of work is relatively stable throughout the year. Increases in workload can usually be planned for in advance. Employee is required to work outside of normal business hours and/or at night at least one day or several days per week to assist with burials, may work weekends, and be contacted at home to respond to important situations.

Job Environment

The work requires examining, analyzing and evaluating facts, and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Requires understanding, interpreting, and applying complex federal, state, and local regulations.

Position responsibilities require the use of judgment and initiative to assist in the proper operation and maintenance of the town's cemetery within the limits of guidelines that include federal and state laws, and town bylaws. Work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Requires understanding, interpreting, and applying complex federal, state, and local regulations.

Errors can result in a delay or loss of service, and damage to buildings and equipment.

The position has occasional contact with the public at meetings, in person, on the telephone, and in writing for the purpose of scheduling and arranging for burials, assisting with research and grace locations, and providing information and assistance regarding department operations. The position has daily contact with other town, organizations, agencies, and vendors for the purpose of coordinating and performing work, giving or receiving information, and resolving problems.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

1. Provides for the cleanliness, maintenance, and repair of cemetery grounds; mows lawn and removes leaves and snow; trims brush around headstones, trees, and monuments.
2. Assists the public with the purchase of grave sites, collects and deposits payments, and maintains required record of sales for permanent files.
3. Corresponds and coordinates with families and funeral directors regarding funeral arrangements; determines layout of lots and sections and location of gravesites; places liners and vaults for each funeral.
4. Prepares and updates cemetery maps.

5. Supervises employees, assigns and evaluates work, and instructs employees in safety measures and precautions to be followed while performing work.
6. Performs administrative and clerical functions for the department; maintains cemetery financial records, and records of cemetery lot owners and burials.
7. Responds to inquiries, requests or concerns from the public and other town departments regarding department operations or regulations.

Recommended Minimal Qualifications

Physical and Mental Requirements

Employee works in a moderately noisy office environment up to 1/3rd of the time and outdoors in a loud environment up to 2/3rd of the time. Employee is exposed to outdoor weather and moving mechanical parts up to 2/3rd of the time; and toxic or caustic chemicals, and fumes or airborne particles up to 1/3rd of the time. Employee is required to stand more than 2/3rd of the time; walk, use hands, and reach with hands and arms up to 2/3rd of the time; sit, talk, listen, climb, balance, stoop, kneel, crouch, and crawl up to 1/3rd of the time. Employee frequently lifts up to 10 lbs., occasionally lifts up to 100 lbs., and seldom lifts more than 100 lbs. Normal vision is required for this position. Equipment operated includes light trucks, light equipment, power tools, hand tools, office machines, and computers.

Education and Experience

A candidate for this position should have a High School diploma or equivalent and two (2) years of experience in the operation and maintenance of a cemetery; or an equivalent combination of education and experience.

A candidate for this position is also required to have a valid state driver's license and commercial driver's license (CDL).

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Methods, use of materials and tools used in the maintenance of cemeteries
- Town bylaws, federal and state laws governing department operations
- Landscaping methods

Skill in:

Cemetery Department
Cemetery Superintendent
Grade
8 October 2001

- Public relations and communication skills, especially sensitive to the needs of grieving families

And ability to:

- Plan and prioritize department objectives and requirements
- Read, interpret and explain policies, procedures and regulations



TOWN OF EDGARTOWN
PERSONNEL BOARD
P. O. BOX 1065
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mwortman@edgartown-ma.us

DATE: 2/13/14
TO: Cemetery Commissioner
FROM: THE PERSONNEL BOARD
RE: MERIT EVALUATIONS

The following employee(s) in your department is due for a merit evaluation on the date(s) indicated:

Jen Morgan 3/18

Please note that Personnel Bylaw, Section 7-4 states that "All employees, regardless of their position on the Classification Plan, shall have an annual written performance evaluation, which shall be prepared by the department head or appointing authority on such form as is approved by the Personnel Board. The Performance Evaluation shall be submitted to the Personnel Board on the first day of the month in which the employee's anniversary falls. The performance evaluation shall include the recommendations for a step increase or the denial of a said step increase by the department head or appointing authority if applicable. The employee's new rate, if granted, will become effective at the beginning of the next pay period immediately following the calendar anniversary date."

Evaluation forms are available in this office. If you have any questions, please contact me at 627-6150.

Thank you very much.

Marilyn Wortman

Marilyn Wortman
Human Resources Coordinator