

Princeton Cemetery Commission Meeting – Monday December 19, 2016
Town Hall Annex Meeting Room
Minutes

January 6, 2017

Select Board Budget Review Meeting

At 5:30 pm. Superintendent Andrew Brown and committee member, Ron Milenski attended the Select Board's Budget Review Meeting. Brown affirmed that the Operating Budget for the new fiscal year (July 1, 2017 – June 30, 2018), will be prepared as a level funded Operating Budget with 0% additional expense.

Brown presented a Capital Proposal to purchase a tractor with a backhoe/loader to facilitate moving the monuments when it is necessary to accommodate burials at some grave sites. He estimated that a new tractor with a backhoe/loader would cost approximately: \$35,000.00 and a used tractor with a backhoe/loader would cost approximately: \$20,000.00 to \$15,000.00. Beyond completing the necessary task, Brown mentioned that safety is an important consideration. He stated that the memorial monuments weight 700 pounds or more and moving the stones without a tractor, backhoe/loader is difficult and dangerous for the cemetery employees.

Brown also mentioned that as an alternative to purchasing the tractor, he could subcontract moving the monuments to a local contractor. Sean Conway estimated that he would charge \$300.00 per monument to move and replace. After some discussion the select board recommended that subcontracting the monument removal and replacement is a preferred alternative to purchasing a tractor with a backhoe/loader. They also mentioned that the cost of the moving the monuments be added to the burial and lot/plot charge.

The select board asked that the Cemetery Commission review and consider their recommendation and reply to them ASAP.

The select board also recommended that a survey be conducted to determine the burial and lot/plot charges of our adjacent towns and ascertain if they charge to move monuments to accommodate burials.

Both Brown and Milenski mentioned that available/purchasable burial space at Woodlawn Cemetery will no longer be available within a few years but there are burial lots/plots available at South and West Cemeteries. The available lots/plots at South and West Cemeteries will require some landscaping/earth moving to prepare them as saleable lot/plots. The Select Board acknowledged this information.

Cemetery Commission Meeting

Present: Paul Constantino, Lou Trostel, Lynne Grettum, Ron Milenski, and Andy Brown.

The meeting was called to order by Chairman, Paul Constantino at 7:03 pm.

Prior Meeting Minutes Review

The meeting minutes from the November 2016 cemetery meeting will be provided by Chairman, Constantino, since Secretary, Milenski did not attend this meeting.

Superintendent's Report & Discussion

The superintendent's report was previously sent by email and reviewed.

Brown mentioned that although Woodlawn cemetery is officially closed for the winter, people are still attempting to enter the cemetery to place winter arrangements. Member, Grettum suggested that the Woodlawn gate be loosely chained so that people may enter. All members agreed that this was a suitable solution.

Brown led a discussion recommending that the cemetery foreman position revert to the previously seasonal status, April 1st through November 30th. The employee, who works as foreman now is not available for weekend burials and this creates issues/problems regarding accommodating weekend burials. He mentioned that there are other work and performance reasons for suggesting this change to the cemetery foreman's position.

Chairman, Constantino mentioned that he was contacted by the town administrator, who requested a meeting with the Cemetery Commission to discuss the foreman's position going forward. Constantino will schedule this meeting for sometime in January 2017.

Old Business

Superintendent Brown mentioned that the contractor, who bid the earthwork improvements for the North Cemetery is holding firm to his quote of \$4,000.00.

Brown also mentioned that there is asphalt grind now available from a road project on route 62. This material could be used for the planned improvements at the Woodlawn Cemetery entryway. The budget for this work is \$3,000.00.

Brown also mentioned that he is searching for granite that could be used for steps at West Cemetery. He has yet to find suitable granite, but he will continue pursue a cost effective solution.

New Business

1. Member, Milenski made a motion:
To pass on the cost without an up charge of moving and replacing the memorial monuments to the burial client in the event that this function must occur to accommodate their burial.
The Motion was seconded by member, Grettum. Motion Passed: 4 – 0.

This motion and vote will be provided to the Select Board per their request.

2. Milenski also mentioned that the Select Board requested that the Cemetery Commission conduct a survey to ascertain what adjacent towns are charging for burial lots/plots. The survey should also verify if these towns charge to move memorial monuments if required.

3. Member, Grettum and Superintendent, Brown will schedule a visit to the West Boylston Cemetery Department to research the software that they use and to determine if it would be functional for the Princeton's Cemetery Department use.

Other Business

1. Member, Grettum made motion:
To transfer back to the Town of Princeton, lots 6A & B at Woodlawn Cemetery from Dennis and Phyllis Pomerleau for no additional charge. In return the Pomerleau's will select a lot/plot at South Cemetery.
Motion was seconded by member, Milenski. Motion Passed 4 – 0.
2. Member, Grettum noted that the previously passed article provided in the **“Cemetery Rules and Regulations” Section IV. Monuments** - now reads as;
 - a. Monuments companies are responsible for the installation of footings. If for some reason a monument company cannot provide the installation service, the Cemetery Department will install the footings and charge the fee as shown in Appendix A, “Fee Schedule” and bill the customer directly.

Foundation For Full Monument	\$120.00/Linear Foot
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3. Grettum also noted that a “Thank You” note from Charlie Albrecht was received. She shared the note with the committee members.

The next meeting is scheduled for January 23, 2017 at 7:00 pm.
The meeting adjourned at 7:55 pm.

Submitted by Ron Milenski, Secretary
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