

Princeton Cemetery Commission Meeting – Monday March 20, 2017
Town Hall Annex Meeting Room
Minutes

April 2, 2017

Present: Paul Constantino, Lynne Grettum and Ron Milenski.

The meeting was called to order by Chairman, Paul Constantino at 7:04 pm.

Prior Meeting Minutes Review – January and February 2017

The meeting minutes from the January 2017 cemetery meeting were reviewed. Member, Grettum suggested one correction. The West Boylston Cemetery Department expended \$9,000.00 for the cemetery software that they utilize and that Princeton's purchase cost may well likely be less than \$9,000.00. Secretary, Milenski will correct the minutes.

Member Grettum motioned to accept the January minutes with corrections.

Seconded by Member Milenski.

January Minutes Accepted: 3 – 0.

The February Meeting Minutes were also reviewed. Member Grettum suggested the same correction be made related to \$9,000.00 cost of West Boylston's cemetery software and Princeton's pending purchase price. Once again, Princeton's purchase price could be less than \$9,000.00. Milenski will correct the February 2017 Minutes.

Member Grettum motioned to accept the February minutes with corrections.

Seconded by Member Constantino.

February Minutes Accepted: 3 – 0.

Superintendent's Report

Superintendent Brown's final report was submitted and reviewed at the February meeting. Brown's last work day is April 1, 2017.

Review of Cemetery Business Models

A discussion took place regarding the immediate and short term solution to replacing the Cemetery Superintendent. All members agreed that Bruce Rollins, the retired former Superintendent would be a suitable choice. Bruce Rollins has mentioned that he would be willing to assume the position of Interim Cemetery Superintendent. He prefers to function as both a working, hands on supervisor and manage the business operations of the cemetery. This is how he functioned when he held the position previously.

Chairman Constantino asked Member Grettum to discuss the details, hiring specifics and compliance requirements related to posting the job and hiring an interim Cemetery Superintendent with the Town Administrator. The cemeteries are scheduled to open on April 15, 2017 and the ability to function at that time is reliant on having an Interim Cemetery Superintendent in place.

Chairman Constantino made a motion to hire an Interim Cemetery Superintendent as the immediate short term solution to manage the department until a long term cemetery operations business model is determined.

Motion was seconded by Member Grettum.

Motion Passed: 3 – 0.

A discussion ensued regarding the future operations business model for the Cemetery Department. Member Grettum suggested that she favored Business Model 3:

- A. Cemetery Superintendent functions as Business Manager:
Sells Lots, Communicates with Clients, Schedules Burials, Attends Cemetery Commission Meetings, Formulates Budget, Maintains Records, etc.

- B. Cemetery Laborer/Laborers Transfer to Highway Department and are supervised by the Highway Department Management. Perform work related to cemetery maintenance, burials and improvements under the direction of Highway Superintendent or the Highway Department Foreman.

This operational business model is contingent upon approval from the Board of Selectman and acceptance of the Highway Department to assume additional work responsibilities and supervision of additional employees.

Motion was made by Member Milenski to suggest to Board of Selectman and Town Administrator that the Cemetery Department utilize Business Model 3 as a long term business/operations model.

Motion was seconded by Member Grettum.

Motion Passed: 3 – 0.

If Business Model # 3 is not acceptable to the Board of Selectman and the Highway Department the Cemetery Commission will suggest Business Model: # 2 as the long term model.

New Business

1. All members agreed that all cemetery improvement projects and fertilizer applications scheduled for this year be placed on hold until an Interim Cemetery Superintendent is hired, ready and capable to undertake these projects.

2. A discussion took place regarding the need to recruit an additional member for the Cemetery Commission. The Cemetery Commission has an opening for one more member and has been unsuccessful filling this slot for several years. Other town commissions are facing the same issue of not filling open committee slots. Members determined to ask for assistance from the Town Administrator.

3. The next meeting is scheduled for April 10, 2017 at 7:00 pm.

Motion was made to adjourn by Member Milenski.

Seconded by Member Grettum.

Motion Passed: 3 – 0.

Meeting adjourned at 8:14 pm.

Submitted by Ron Milenski, Secretary

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