

Princeton Cemetery Commission Meeting – Monday April 10, 2017
Town Hall Annex Meeting Room
Minutes

April 18, 2017

Present: Paul Constantino, Lynne Grettum, Lou Trostel, Bruce Rollins and Ron Milenski.

The meeting was called to order by Chairman, Paul Constantino at 7:02 pm.

New Business

1. An organizational meeting occurred last week including: Nina Nazarian, Town Administrator, Lynne Grettum, Bruce Rollins and Chris Foley. The purpose of the meeting was to organize and structure a temporary work and business plan for the Cemetery Department through Memorial Day. Working Foreman, Jamie Deloge is on leave from work, so Bruce Rollins and Chris Foley will be responsible for all business and work duties related to cemetery operations. Both Bruce and Chris will start work on Wednesday, April 12, 2017.

It was agreed that Chris Foley will work approximately 25 – 30 hours per week. He will work five afternoons (Monday – Friday) and be available for weekend burials as needed.

Bruce Rollins will work approximately 19 hours per week and will assist Chris Foley with maintenance work. He will also work five afternoons (Monday – Friday) and be available for burials on weekends. Bruce will assume the business duties related to the Cemetery Department.

It was also agreed that all questionable issues related to the Cemetery Department operations will be worked out between Nina, Bruce and Chris, since this is a work in progress.

2. Lynne Grettum mentioned that her contact information will be posted on the Princeton Cemetery Department website. This will make it convenient for clients to reach someone for business issues related to the Cemetery Department.
3. Five burials are scheduled to occur this spring. One is scheduled on May 20, 2017 at Woodlawn Cemetery.

Superintendent's Report

Bruce Rollins reported that in general the cemeteries are in good condition with the exception of North Cemetery. North Cemetery will require the most clean up; including the removal of a fallen tree. Chris Foley has walked and inspected all cemeteries.

Bruce also mentioned that both he and Chris Foley have never used the Gravely commercial mower that is utilized to mow the cemeteries. Ron Milenski offered to train Chris Foley and that operation of this mower is not difficult.

Review of Cemetery Business Models

The committee reviewed the four suggested cemetery business models with Bruce Rollins and received his input.

Prior Meeting Minutes Review – March 2017

The meeting minutes from the March 2017 cemetery meeting were reviewed.

Member Milenski motioned to accept the March minutes as written.

Seconded by Member Grettum.

March Minutes Accepted: 4 – 0.

Superintendent Hiring Status

One application has been received from an internal candidate regarding the posted position: Temporary Princeton Cemetery Superintendent. Nina Nazarian, Paul Constantino and Lou Trostel will interview the candidate.

Paul Constantino suggested that the posting for a Permanent Princeton Cemetery Superintendent Position be advertised and posted in numerous locations and publications including: the Town's Website, The Landmark, The Worcester Telegram, Princeton Town Hall, the Princeton Center Building and possibly businesses in town. He also suggested that we approach the West Boylston Cemetery Superintendent regarding any referrals and suggestions regarding filling the open Cemetery Superintendent position.

Authorization & Order Form for Entombment/Interment

Member Grettum presented a form "Authorization and Order for Interment or Entombment". This form is utilized by the West Boylston Cemetery Department. The value of this form provides a formal record and a legal document for the town's records regarding all burials within the town's cemeteries. Lynne suggested that the town's legal counsel review the sample document and that she would alter the document to reflect a satisfactory document for use by the Princeton Cemetery Department.

Paul Constantino made motion to have town counsel review the form and that the approved and modified form be used going forward as a cemetery department document.

Member, Milenski seconded the motion.

Motion passed. 4 – 0.

The next meeting is scheduled for May 15, 2017 at 7:00 pm.

A walk through of Woodlawn Cemetery will take place at 6:30 pm prior to the scheduled cemetery meeting

Motion was made to adjourn by Member Constantino.

Seconded by Member Grettum.

Motion Passed: 4 – 0.

Meeting adjourned at 8:10 pm.

Submitted by Ron Milenski, Secretary

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