

Princeton Cemetery Commission Meeting – Monday August 21, 2017
Town Hall Meeting Room
Minutes

September 15, 2017

Present: Paul Constantino, Lynne Gerttum, Lou Trostel and Ron Milenski

Nina Nazarian, Town Administrator, Attended the Walk -Thru at Parker II and Meeting House Cemeteries, Jami Deloge, Attended the Walk - Thru at Parker II Cemetery and Anne Littlefield and Bruce Rollins attended the Cemetery Meeting.

Inspection of Parker II Cemetery

An inspection of Parker II Cemetery and Meeting House Cemetery took place by the commission members from 6:00 to 7:00 P.M. The members noted these observations, items for regular maintenance and possible future improvements:

- A. The Cemetery Foreman presented a quote by “Trees Unlimited” to perform tree pruning at Parker II and West Cemeteries. The work includes pruning dead/dangerous wood from three large trees at a cost of \$1,275.00. Additionally, the removal of a large branch on the signature oak tree located in the center of the cemetery would cost an additional \$800.00 to remove. A previous quotation was received to “Cable and Brace” the branch, but per Karl Smith of “Trees Unlimited”, there is no assurance that the branch would survive.
- B. Generally, the condition and appearance of Parker II Cemetery is very good.

Inspection of Meeting House Cemetery

- A. Generally, the condition and appearance of Meeting House Cemetery is excellent
- B. An oak tree at the right/center of the cemetery has a dead limb that requires removal. Numerous old monument stones are located under this limb.
- C. The metal rails that delineate a burial plot are in need of repair and/or replacement.

The meeting was called to order by Chairman, Paul Constantino at 7:08 P.M.

Discussion with Anne Littlefield

Anne Littlefield requested an exemption to install a vertical memorial stone at her brother Nick’s grave, Lot # 8B at Woodlawn Cemetery. Per the revised “Rules and Regulations” cremation lots do not allow vertical monument stones. Anne mentioned that per her brother’s wishes she plans to purchase and install a smaller than typical monument stone for her brother. Her intent is to select a monument with dimensions not greater than 3’H X 2’W. Anne also mentioned that the location of Lot # 8B is along the side of the cemetery will not be a hindrance to mowing or other maintenance operations. Anne mentioned that she would update the commission regarding the monument selection, should she be granted an exemption. She also plans to have a temporary foot stone installed, until the permanent stone is complete.

Member Milenski - Motioned to grant an exemption to Anne Littlefield to install a monument stone with dimensions not greater than – 3’ H X 2” W at Lot 8B at Woodlawn Cemetery.
Seconded by Member Gerttum.
Motion Passed: 4 - 0

Prior Meeting Minutes Review – June 2017

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

Member Gerttum motioned to accept the July 2017 minutes as written.
Seconded by Member Constantino.
July 2017 – Minutes - Accepted: 4 – 0.

New Business – Wage Adjustment for Foreman

1. Note: Member Gerttum removed herself from this discussion and vote, since she is a town employee.
Discussion was conducted regarding the recommended wage adjustment for the Cemetery Foreman, by the Town Administrator. The recommendation is for a \$.50 increase, since as noted the Foreman has assumed additional work and responsibilities due to the resignation of the former Cemetery Superintendent. The wage adjustment is requested to be retroactive from July 1, 2017 until the end of the Cemetery Department work season. A letter of recognition by Joyce and Douglas Anderson, noted the Foreman’s favorable work performance and client service.

Member Trostel motioned to approve the recommended retroactive \$.50 wage adjustment pending the approval of the Board of Selectmen.
Member Milenski seconded the motion.
The motion passed: 2 -1.

Business Model Discussion for Cemetery Department

Members Constantino and Milenski provided written summaries regarding their meetings with members of the Petersham Cemetery Commission and the director of the Shrewsbury Cemetery Department. Both towns utilize contracted services to provide maintenance and burial services for their towns. Shrewsbury separates the work into two contracts: Mowing & Grounds Keeping and Burial Services. Petersham has one contract for both services. The general gist of the meetings is that contracted services work well for both towns, but effective administration, oversight and communication by a capable town employee is critical to the success of utilizing contracted services. (Written Summaries Included)

The members mentioned that they would like to invite the Town Administrator to the next meeting to discuss the business model options for the Princeton Cemetery Department.

Cremation Price Update

Member Gerttum mentioned that she would like to review the pricing for cremation burials at the next meeting. Acting Cemetery Superintendent, Bruce Rollins suggested that the Cemetery Department charge \$90.00 for a small cremation vault and \$135.00 for a large cremation vault. The size of the vault depends upon the size of the cremation urn.

Creation of Goals/Work List/Project Spreadsheet

Member Milenski mentioned that the maintenance work lists and project recommendations that are reported and accumulated during the Cemetery Commission's monthly "Walk Thrus & Inspections" of the town's cemeteries, continuously get buried in the monthly minutes. He suggested that an accumulative spreadsheet be created to list, prioritize, budget and track the performance and completion of these work lists and proposed projects. All members agreed that a spreadsheet of this nature would be beneficial. Member Milenski offered to create this spreadsheet and present it to the Cemetery Commission for discussion and review at a future date.

William R. Keogh Memorial Stone

The Cemetery Foreman noted that a memorial stone for William R. Keogh was installed sometime during the weekend of August 19 – 20, 2017. This installation is in conflict of the "Princeton Cemetery – Rules and Regulations", since all memorial stone installations must be scheduled and approved by the Cemetery Department. The Keogh family will be contacted regarding this issue.

September/Next Meeting

Chairman, Constantino scheduled the next Cemetery Commission meeting for September 18, 2017 at 6:00 P.M.

A motion was made to adjourn by Member Milenski.

Seconded by Member Gerttum.

Motion Passed: 4 – 0.

Meeting adjourned at 8:42 PM.

Re- Open Meeting to Discuss Tree Work at Parker II & West Cemeteries

Member Milenski motioned to reconvene the Cemetery Commission Meeting to discuss the quoted tree work for Parker II and West Cemeteries.

Seconded by Member Trostel.

Vote: 4 – 0 to Re – Open the Meeting.

Member Constantino, motioned to accept the quote from “Tree’s Unlimited” to spend \$1,275.00 for tree pruning at Parker II and West Cemeteries plus an additional \$800.00 to remove a large limb on an oak tree at Parker II Cemetery.

Member Trostel seconded the motion.

Vote: 4 -0 to approve tree work at Parker II and West Cemeteries.

A motion was made to adjourn by Member Milenski.

Seconded by Member Gerttum.

Motion Passed: 4 – 0.

Meeting adjourned at 8:49 PM.

Submitted by Ron Milenski, Secretary

PCCminutes 8.21.2017