

Princeton Cemetery Commission Meeting – Monday March 22, 2018
Town Hall Small Meeting Room
Minutes

April 18, 2018

Present: Lynne Grettum, Charles Steele, Ron Milenski, Nina Nazarian and Bruce Rollins.
Absent: Lou Trostel and Paul Constantino

The meeting was called to order by Chairperson, Lynne Grettum at 4:00 P.M.

Agenda Item – Review and Act on Cemetery Lawn Mowing Bids Received

Discussion took place regarding the two bids for “Lawn Mowing/Grounds Keeping” that were submitted by Princeton Scapes and New England Acreage Group, Inc. (formerly known as Hummer’s Lawn Care, Inc.). New England Acreage Group, Inc. submitted the low bid for three years of services. The other bid submitted by Princeton Scapes was substantially higher and the feasibility of this bid did not make financial and logical sense to consider.

Both members Steele and Milenski mentioned that they attempted to investigate “New England Acreage Group, Inc.” on the internet and could not locate their website. Nina Nazarian mentioned that the website was in process of being updated and she provided the existing website for “Hummer’s Lawn Care”. The committee reviewed the website to verify the authenticity of the bidder. Nina also provided the necessary paper bid documents that were submitted by New England Acreage Group, Inc. for review by the committee. Member Milenski mentioned that the “Equipment Inventory” list provided by the bidder was inclusive of type of equipment necessary to competently provide mowing and grounds keeping service to the town’s cemeteries.

Additional discussion ensued pertaining to the pros and cons related to utilizing a contracted service company to perform the cemetery services. Generally, the greatest advantage is related to significant cost savings; approximately \$16,000.00 per year. Member Milenski noted that there is really no backup contractor since the Princeton Scapes bid was unfeasible pricewise. He mentioned the Highway Department would most likely be the fallback option should the selected bidder “New England Acreage Group, Inc.” fails to perform to bid criteria.

Nina mentioned that she contacted one of the three references provided by the low bidder, the Town of Needham, Parks and Forestry. She performed a phone interview with the superintendent that is responsible for the hiring, supervision and performance evaluation of “New England Acreage Group, Inc.”. The superintendent noted that he would recommend the bidder to the Princeton Cemetery Department. Nina also mentioned that she would contact phone interviews with the two other references: the City of Gloucester, Department of Public Works and the City of Chelsea, Public Works to verify performance and competency.

Member, Steele motioned: To hire “New England Acreage Group, Inc.” to perform” Lawn Mowing and Grounds Keeping Services” for the Princeton Cemetery Department per their bid submittal and the terms of the bid documents. This motion is pending two favorable reference interviews by the Town Administrator with the Cities of Gloucester and Chelsea

The motion was seconded by member, Milenski.
Motion Passed: 3 – 0.

The Town Administrator mentioned that she will need to advertise ASAP to permanently fill the position of “Cemetery Superintendent”. The Cemetery Superintendent will be the day to day contact and supervisory person to interact with New England Acreage Group, Inc. Bruce Rollins, who now holds the position of “Temporary Cemetery Superintendent” mentioned that he is interested in permanent position and that he intends to apply for the job.

The Town Administrator also mentioned that she would like to have two Cemetery Commission members participate with her in the interview process of new “Cemetery Superintendent”.

Member Milenski motioned to allow the Town Administrator and Lynne Grettum to prepare a new job description for the new “Cemetery Superintendent” position and to advertise for it.

The motion was seconded by member, Steele.
Motion Passed: 3 – 0.

Member Milenski motioned to adjourn.
The motion was seconded by member Steele.
Motion Passed: 3 – 0.

The meeting adjourned at 5:10 P.M

Submitted by Ron Milenski, Secretary
PCCminutes 4.18.2018