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Mount Vernon Cemetery Trustees
Freeland M. Bancroft Building
35 Worcester St.
West Boylston, Mass.
01583

Meeting Minutes
August 16, 2010

ATTENDING; John McCormick III, Peter Rotando, Cemetery Superintendent, Kevin McKee, Aaron Goodale arrived at 5:00 PM.

1. Meeting opened at 4:30 PM by Chairman, John McCormick III.
2. Motion made by Jack M. to accept the minutes for the June 21, 2010 meeting. Seconded by Peter R.. Unanimously approved.
3. Board reviewed the Superintendent's Monthly Reports for the rest of June, 2010, July, 2010 and August, 2010. Motion made by Peter R. and seconded by Jack M. to accept the completed June, 2010, July, 2010 and August, 2010 Monthly Reports. Unanimously approved.
4. Board discussed the need for paving existing roadway sections in Mount Vernon Cemetery. Suggestions included performing such work when the town Dept. of Public Works considers similar work on local streets. Motion made by Aaron G. and seconded by Peter R. to have Superintendent contact Mr. John Westerling, DPW Superintendent as to his plans for immediate/future paving contracts. Unanimously approved.
5. Cemetery Superintendent, Kevin McKee requested permission from the Board to join a professional cemetery group. Kevin submitted paperwork from the Mass. Cemetery Association. The annual fee to join as a Silver Membership is \$75.00/year. Motion made by Peter R. and seconded by Jack M. to join as a Silver Membership. Unanimously approved.
6. Cemetery Superintendent, Kevin McKee, notified the Board that the DCR along with the USDA had been in and discovered an infested tree along the driveway between the Rectory and Our Lady of Good Counsel Church. The DCR confirmed the need to remove. The costs to cut, stump and remove debris will be absorbed by the USDA program. Loaming and seeding will also be compensated for by them.
7. Cemetery Superintendent, Kevin McKee, discussed the need for a leaf-vaccum trailer which could be towed with our own tractors. Board will take under advisement.

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7. Continued; Board directed the Cemetery Superintendent, to start the process of obtaining prices and information regarding this matter.
8. 5:20 PM, Walter Rotti of Rotti Construction, West Boylston, arrived to discuss possible improvements to the slope along the railroad tracks in the vicinity of the Veteran's Rock. This area has been of great interest in the past in determining a suitable method of supporting the slope and preventing any washouts or collapse. Board reviewed Mr. Rotti's comments.
Motion made by Aaron G. and seconded by Peter R. to spend up to \$2,000.00 in providing repairs to this slope area. Unanimously approved.
9. Board discussed the the screening and stacking of loam from the expansion area. Motion made by Peter R. and seconded by Aaron G. to have Rotti Construction complete this work, not to exceed \$2,835.00. Unanimously approved.
10. Cemetery Superintendent, Kevin McKee submitted a bill for a damaged shrub in the amount of \$225.00. A Mr. Sean Flynn from Worcester, Mass. damaged this shrub on 7-24-2010. West Boylston Police Dept. investigated. This money will be forwarded to the Police Dept. first, in order to insure payment from Mr. Flynn.
11. Cemetery Superintendent, Kevin McKee received a quote from Dean Electric regarding previously discussed installation of lights at the flagpole by the Chapel. This price was from \$1,200.00 to \$1,500.00 for the materials, including timers. Note, there may be additional costs to deal with a new meter or other unforeseen issues. Motion by Peter R. and seconded by Aaron G. to proceed with this project and complete before cold weather for the amount above. Unanimously approved.
12. Motion made by Aaron G. and seconded by Peter R. to spend up to \$500.00 for heaters in the Cemetery Garage and up to \$200.00 to update lighting in our office at the Freeland Bancroft Building. Unanimously approved.
13. Board discussed flowers at entrances of Mount Vernon Cemetery. Motion made by Jack M. and seconded by Peter R. to spend up to \$250.00 for Mums for this purpose. Unanimously approved.

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14. Cemetery Superintendent, Kevin McKee reported to the Board that there had been no progress on our software program at this time.
15. Cemetery Superintendent, Kevin McKee informed the Board that he had received four applications for the part-time position we had advertised for Mount Vernon Cemetery. Board reviewed the applications and will schedule interviews with all of the candidates. Board discussed developing a uniform questionnaire for the interviews. Board members will contribute questions for this evaluation. Aaron G. will notify all candidates.
Chairman, John McCormick, III recessed the meeting until Wednesday, August 18, 2010 at 4:30 PM. Meeting recessed at 6:25 PM.
16. Meeting reconvened at 4:30 PM by Chairman, John McCormick, III, all Board members present. Cemetery Superintendent not involved in interviews.
17. The following candidates for the part-time position were interviewed by the Board, and appear in no specific order.

- a. Paul Zeveska
- b. Robert Fontaine
- c. Kevin Fortin
- d. Greg Patry

Following the interviews, the Board made their own evaluations and submitted lists of how each candidate was rated.

18. Motion made by Aaron G. and seconded by Peter R. to offer the position to Paul Zeveska first, and should he refuse for any reason, to offer the position to Kevin Fortin. Unanimously approved. Aaron G. will contact Paul Zeveska this evening.
19. Motion made by Aaron G. and seconded by Peter R. to schedule the next meeting on September 27, 2010 at 4:30 PM. Jack M. will post at the town hall. Unanimously approved.
20. Motion made by Peter R. and seconded by Jack M. to adjourn this meeting at 5:38 PM. Unanimously approved.

Respectfully submitted,

Peter N. Rotando, Clerk

Approved 5:00pm
9-27-2010
PNR