

**Princeton Cemetery Commission Meeting – Monday January 30, 2017**  
**Town Hall Annex Meeting Room**  
**Minutes**

February 16, 2017

February 28, 2017

**Cemetery Commission Meeting**

**Present:** Paul Constantino, Lou Trostel, Lynne Grettum, Ron Milenski and Town Administrator, Nina Nazarian.

The meeting was called to order by Chairman, Paul Constantino at 7:05 pm.

**Review of Cemetery Employee Issue**

The committee (without the Town Administrator, Nina Nazarian) discussed a recent email recommending changing the labor structure of the Cemetery Department.

At 7:30 pm the Town Administrator joined the cemetery committee to provide her input regarding the email and the recommended labor change. Nina presented the issue as she knew it and mentioned that she was not recommending a change to the present employment status of the Cemetery Department workforce. Neither the cemetery commission, nor the cemetery superintendent has the executive power to approve a change of an employee's status. This responsibility is empowered to the Board of Selectmen.

Nina's recommendation was to provide a succession of reconciliation opportunities for two Cemetery Department employees with the obvious intent to work on and resolve the employment issues between them. The goal was to reestablish a suitable working environment between these two town employees and maintain employment for both. Nina mentioned that she would meet with both employees this week and propose the mediation to them.

This portion of the meeting concluded at 8:34 and Nina exited the meeting at this time.

**Review of December 2016 Minutes**

The meeting minutes from the December 2016 cemetery meeting were reviewed and approved. Motion by member, Grettum to approve minutes and seconded by member, Trostel. 4 – 0.

**Superintendent's Report & Discussion**

The superintendent's report was previously sent by email and reviewed.

Superintendent Brown's report recommended that the cost of a Cremation Burial be raised from \$260.00 to \$280.00 to reflect the actual cost.

## **New Business**

Member, Grettum mentioned that Superintendent Brown and she recently visited with the West Boylston Cemetery Superintendent, Kevin McGee to review the cemetery application software that he utilizes. She and Brown were satisfied with the application software and that the software functions well and provides all needs of our cemetery operations. West Boylston's purchase cost was \$9,000.00 with an annual support fee of \$900.00. Member, Grettum suggested that the purchase cost for Princeton could be less than \$9,000.00. She will obtain a quote to verify the true expense. The intent is to recommend the purchase of the software and propose that the cost be part of the Town Warrant for the next fiscal year.

Grettum also mentioned that the West Boylston Cemetery Superintendent, Kevin McKee is an excellent contact for Brown to communicate with, since he has both experience and knowledge related to cemetery operations.

One other bit of information that Kevin McGee provided was regarding the single burial lot size that West Boylston utilizes and sells. West Boylston provides 4' X 10' single burial lots, which is larger than Princeton's. This lot size reduces the problem related to needing to move adjacent memorial monuments for burials. This is something that the Princeton Cemetery department will review.

## **2018 Fiscal Year Budget**

Chairman Constantino mentioned that the committee should review the proposed operations budget at the next meeting.

## **Annual Report**

Member Grettum mentioned that Chairman Constantino is responsible to provide an Annual Report regarding the cemetery committee's operations and activities to the Select Board. She will provide Constantino with the 2015 Report, which she wrote, so that he can utilize it as a template for 2016 Report.

The next meeting is scheduled for February 27, 2017 at 7:00 pm.  
The meeting adjourned at 8:50 pm.

Submitted by Ron Milenski, Secretary

PCCminutes1.30.2017, Revised 2.28.2017