

**Princeton Cemetery Commission Meeting – Monday February 27, 2017
Town Hall Annex Meeting Room
Minutes**

March 9, 2017

Cemetery Commission Meeting

Present: Paul Constantino, Lou Trostel, Lynne Grettum, Ron Milenski and Superintendent, Andy Brown.

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

Review of January 2017 Minutes

The meeting minutes from the January 2017 cemetery meeting were reviewed and not approved.

Member, Grettum suggested that the content of “Review of Cemetery Employee Issue” be depersonalized. Both Chairman, Constantino and member, Trostel agreed with the suggested revision. Secretary, Milenski consented to revise the minutes and he will email the revised minutes.

The January Minutes will be reviewed again at the March Meeting.

Superintendent’s Report & Discussion

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

Brown reported that there are five spring burials scheduled: 3 Full Body Burials and 2 Cremation Burials.

Superintendent Brown’s reported the tree work scheduled for Parker II Cemetery has not been completed. Dave’s Tree Service of Holden was the low bidder. Brown reminded the committee that this project will need to be rescheduled by the new Cemetery Superintendent.

Fertilization Program – Brown recommended adding North Cemetery to the Fertilization Program for 2017. Last year Woodlawn and South Cemeteries received fertilizer and lime. Member, Milenski will prepare a Fertilizer Plan with cost estimates for these three cemeteries. It will be based on two fertilizer applications for 2017.

Proposed Projects for 2017

Superintendent, Brown reviewed the proposed projects including cost estimates for 2017:

- a. Install Regrind Material at the entrance road of Woodlawn Cemetery.** The Highway Department has agreed to assist with this project and the regrind material is available from the paving project on Route 62. Brown also mentioned the entrance near the gate be paved to improve the appearance and reduce erosion.
Cost Estimate: \$3,000.00.

- b. North Cemetery – Create Cremation Lots on lower left side of cemetery.** This area was cleared in 2015 and no work was performed in 2016. The project will include: leveling/terracing, loaming and regressing the work area. **Cost Estimate: \$4,000.00.**
- c. Install Steps at Entrance of West Cemetery** – Brown mentioned that he contacted Charlton Stone and asked about the availability of used curb stone as suitable material for the construction of steps. Based on his conversation with Charlton stone, Brown mentioned that new curb stone is available at almost the same price and he suggested that new stone is the preferred choice. The new superintendent will need to obtain pricing and manage this project. **Cost Estimate: To Be Determined.**
- d. Install Flag Pole at North Cemetery** – Brown recommended installing 25’ flag pole. The cost of lighting the flag and pole will be determined by the location of the installation. The Princeton Electric Light Department will provide pricing regarding the electric service. Member, Trostel asked if a photo cell might be an option to light the flag pole. Most likely this is not an option since battery storage would be required. **Cost Estimate: To Be Determined.**
- e. Cemetery Management Software** – Member, Grettum mentioned that a Town Warrant Article for the purchase of the software most likely will be planned for next year. **Cost Estimate: To Be Determined.**

Old Business

Member, Milenski mentioned that the November 2016 Meeting Minutes need to be finalized. Chairman, Constantino and Member, Grettum will provide the minutes.

New Business

Explore Possible Business Models for the Cemetery Department and Hiring Process. The following possibilities were mentioned:

- Option 1: Hire Temporary Cemetery Superintendent (Bruce Rollins)
Continue with the 2 Existing Cemetery Employees - 1 Seasonal Full Time & 1 Seasonal Part Time – No Change to the Existing Model
- Option 2: Hire Temporary Seasonal Working Cemetery Superintendent (Bruce Rollins)
One Seasonal Full time Employee and One Part Time Seasonal Employee
(If Needed) * Eliminate Working Foreman Title Since There is a Working Superintendent.
- Option 3: Hire Cemetery Superintendent (Business Manager Model)
Transfer 2 Cemetery Department Employees to the Highway Department – Direct Supervision from Highway Department Managers.
- Option 4: Hire Cemetery Superintendent (Business Manager Model)
Subcontract all labor, maintenance, projects and burials to contractors.

Secretary, Milenski will prepare a written document regarding these options for review at our next meeting.

Chairman, Constantino will contact the Town Administrator and invite her to our next meeting to discuss the Cemetery Department's future and the hiring procedures related to hiring a new Cemetery Superintendent.

Andy Brown mentioned that his last day of employment as Cemetery Superintendent is March 31, 2017. Brown submitted his resignation on February 2, 2017. He is not planning to attend the March Cemetery Commission Meeting unless it is necessary. Mutual thanks and best wishes were exchanged.

The next regular meeting is scheduled for March 20, 2017 at 7:00 pm.

Member, Milenski – Motioned to Adjourn.

Seconded by Member, Trostel.

All in favor – Vote: 4 – 0. Meeting Adjourned at 8: 37pm.

Submitted by Ron Milenski, Secretary

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