

Princeton Cemetery Commission Meeting – Monday February 12, 2018
Town Hall Large Meeting Room
Minutes

March 7, 2018

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

The meeting was called to order by Chairperson, Lynne Grettum at 7:08 P.M.

Prior Meeting Minutes - Reviewed – January 2018

The minutes from the January 2018 cemetery meeting were reviewed.

Chairperson, Grettum mentioned that the minutes need to include both the attendees and members who were absent. Secretary, Milenski will amend the January Minutes to include both the attendees and the absent members. Going forward the minutes will conform to this standard.

Member Trostel motioned to accept the January 2018 minutes as written with the inclusion of a list of both the attendees and absent members.

Seconded by Member Milenski.

January 2018 – Minutes - Accepted: 3 – 0.

Introduction and Vote to Accept Charles Steele as a Princeton Cemetery Commission Member

Mr. Charles Steele has expressed his interest in filling the open position as a member of the Princeton Cemetery Commission. Charlie (in attendance) mentioned that he is recently retired and has the interest, time and commitment to contribute to the management of Princeton's cemeteries as a committee member. Charlie also mentioned that he has kept himself informed regarding the Princeton Cemetery Department and Commission by reading the monthly minutes and understands the management issues related to Princeton's cemeteries.

Mr. Steele has prior experience serving on committees and he mentioned that he was once a member of the Wachusett School Committee. He has financial and money management skills and experience, since he was a banker by profession.

A general conversation between the committee members and Mr. Steele ensued regarding his interest in becoming a committee member.

Member Trostel motioned to accept Mr. Charles Steele as a member of the Princeton Cemetery Commission.

Seconded by member Milenski.

Motion Passed – 3 – 0: To accept Charles Steele as a member of the Princeton Cemetery Commission.

Chairperson Grettum noted that the committee acceptance is pending the approval of the Board of Selectman, since they have the authority of appointment.

Update on Bid/Specs for Ground keeping/Mowing & Excavation Packages

Chairperson, Grettum noted that the committee needs to vote to allow the Town Administrator and herself to make any final corrections and edits to the bid/spec documents, “Princeton Cemetery Grave Excavation – Invitation for Bids” and “Lawn Mowing and Grounds Keeping – Cemetery and Town Center – Invitation for Bids”. Lynne mentioned that although the working sessions to develop the bid/spec documents were through, the final documents may still require editing.

Member Milenski motioned to allow the Town Administrator and the Cemetery Commission Chairperson to edit the final documents:

“Princeton Cemetery Grave Excavation – Invitation for Bids” and “Lawn Mowing and Grounds Keeping – Cemetery and Town Center – Invitation for Bids”.

Seconded by Member Trostel.

Motion Passed – 3 – 0

The committee reviewed the business model options that were considered and researched during the past year to provide Charlie Steele with the background information related to these bid packages.

Review of Cemetery 2018 Financials

Chairman Grettum provided budget information regarding the current and forecasted 2018 Cemetery Department expenses. The 2018 expenditures will enable the commission to evaluate and weigh the advantages and disadvantages regarding a decision to move forward with the utilization of private entities to provide the Princeton Cemetery Department with services.

Lynne also mentioned that the deadline to post an article to the “Town Warrant” is due in March and the committee has yet to discuss expenditures related to any cemetery improvement projects. Funds would need to be transferred from an account by means of a Warrant Article presented and voted upon at the Annual Town Meeting in May 2018. Presently, there is \$4,900.00 available in the cemetery improvement account for immediate utilization.

Member Milenski mentioned that he is composing a spreadsheet to track the proposed cemetery improvement projects and will have it completed for discussion before the March meeting.

Chairperson, Grettum offered to poll our neighboring towns to gain information regarding their price structure for cemetery lot sales and services. The information will provide the cemetery commission with a general index for comparing the Princeton Cemetery Department fees vs. our neighboring town fees. Among the towns that Lynne plans to poll are: Sterling, Paxton, Westminster, West Boylston and three other towns.

It was also noted that in 2017 the Princeton Cemetery Commission passed a motion to raise the fee for a memorial stone foundation from \$125.00 for a full foundation to \$120.00 per linear foot.

March 2018/Next Meeting

Member Trostel noted that the Princeton Cemetery Commission should consider changing its normal meeting date from the third Monday of each month to the second Monday of each month. Member Trostel's reasoning is that numerous federal and state holidays occur on the third Monday of each month and the commission always reschedules to another Monday date.

The members agreed to revisit member Trostel's recommendation when all members are available to participate in a discussion regarding the change.

Chairperson, Grettum scheduled the next Cemetery Commission meeting for March 12, 2018 at 7:00 P.M.

A motion was made to adjourn by Member Milenski.

Seconded by Member Trostel.

Motion Passed: 3 – 0.

Meeting adjourned at 8:04 P.M.

Submitted by Ron Milenski, Secretary

PCCminutes 3.8.2018