

Princeton Cemetery Commission Meeting – Monday November 19, 2018
Town Hall Annex - Small Meeting Room
Minutes

December 12, 2018

Present: Charlie Steele, Paul Constantino, Greg Miranda (Late Arrival), Nina Nazarian, Town Administrator, Bill Bergstrom, Cemetery Superintendent and Ron Milenski.

Absent: Lou Trostel.

The meeting was called to order by Chairman, Steele at the Town Hall Annex – Small Meeting Room at 7:05 P.M.

Review of October 15, 2018 Meeting Minutes

The meeting minutes for October 15, 2018 were reviewed.

A motion was made by member, Constantino to accept the minutes as written.

The motion was seconded by member, Steele.

Minutes were accepted. Vote : 3 – 0.

Cemetery Department/Commission Financial Overview by Nina Nazarian

The town administrator made a detailed presentation overviewing the financial accounts related to the Princeton Cemetery Department. Nina explained the function of all the Revenue and Expense Accounts and how these accounts are utilized within the annual budget. All members and the Cemetery Superintendent agreed that Nina’s presentation was extremely helpful providing clarity to the overall budget and for the development of the upcoming “2020 - Cemetery Department Budget”.

Nina noted that the Select Board has set the 2020 budget guidelines to be a ‘Level Funded Budget’. She also noted that since the Cemetery Department instituted significant budget reductions in 2019, that there may be some potential to move beyond “Level Funding” if there is a significant need to accomplish necessary cemetery projects. There may also be an opportunity to review the Cemetery Superintendent’s salary, since it is at the low end of the municipal pay scale.

Nina suggested that the committee consider delegating authority to Cemetery Superintendent, Bergstrom to approve the regular purchases and work for normal/standard expenditures from the “Expense – Revolving Account”. This would improve the efficiency of accomplishing normal/standard work and paying the vendors within a reasonable time frame.

Member Milenski made a motion to delegate authority to Cemetery Superintendent, Bergstrom to approve work and make purchases for normal/standard expenditures from the “Expense – Revolving Account”.

The motion was seconded by member, Steele.

The motion passed. Vote : 3 – 0. 1 – Abstention.

Cemetery Superintendent, Bergstrom mentioned that the development of “2020 Cemetery Department Budget” will be his initial exposure to the budget process. All members agreed that they could assist Bill by working together with Bill during the upcoming monthly meetings to develop the 2020 budget. Additionally, the members agreed that it would be logical to review the existing “Project List” to set priorities, to determine which projects to complete during the next budget period and to obtain hard costs/bids for their completion. Member Miranda noted that the ‘Project List” would benefit by reviewing and setting more functional priorities. Member Milenski noted that the committee has never set priorities for the “Project List” and that it would be a productive process for the committee to accomplish this. Chairman, Steele suggested that this issue/item be included in the December’s Agenda. All members agreed.

Cemetery Superintendent’s Report

Cemetery Superintendent, Bergstrom presented a letter from the Princeton Municipal Light Department stating that PMLD will not relocate the support pole from the front left section of North Cemetery. PMLD stated several reasons for not relocating the pole. Among the reasons being: the pole would need to be relocated in a wetland area, the Conservation Commission would need to review and grant permission and the owner of the land would need to grant permission to install the support pole on his property. Additional reasons to leave the support pole in place were also stated. Per the letter the PMLD is stating that they consider this issue final and closed and that the support pole will remain at its existing location.

Member Constantino stated that he is unsatisfied with this decision, since the Cemetery Commission was never consulted before the support pole was installed. He further stated that he does not consider the issue final or closed and would like to continue to appeal to have the support pole relocated. Chairman Steele noted that he would research this issue.

Cemetery Superintendent, Bergstrom reported that there were three lot sales and that a “Mock Burial” occurred during the past month. He explained the function of a “Mock Burial”.

Bill reported that most of the leaf cleanup is substantially complete and the cobblestone pathway repairs at North Cemetery are complete. He also noted that the U.S. flags will be removed from the cemeteries and stored. He will call the PMLD to have power shut off at the cemeteries where it is provided

Report on Princeton Cemetery “Rules and Regulations”

Chairman, Steele reported that the Select Board approved the changes to the cemetery “Rules and Regulations” that were recommended by the Cemetery Commission. Going forward the companies that supply and install the memorials will also install the footings.

Update of Inventory of Available/Saleable Cemetery Lots/Plots

Cemetery Superintendent, Bergstrom reported that progress is being made regarding the completed inventory of available/saleable cemetery lots/plots. He anticipates that an accurate inventory will be completed by the spring.

Disposition of Cemetery Department Power Equipment

Bill reported that the disposition of the Cemetery Department power equipment is complete and that the equipment has been transferred to the Highway Department. He mentioned that the Highway Department was thankful to receive this equipment and that they are utilizing it.

Next Meeting – December 17, 2018 & Holiday Party for Town Employees & Committees

Chairman, Steele set the time and date for the next meeting, 7:00 P.M. on December 17, 2018 at the Town Hall Annex - Small Meeting Room.

Chairman, Steele also reminded everyone that they are invited to the annual “Holiday Party”. An invitation was previously emailed to the committee members and Superintendent, Bergstrom.

Member Miranda motioned to adjourn.

Seconded by Member Constantino.

Motion Passed: 4 – 0.

Meeting adjourned at 8:23 P.M.

Submitted by Ron Milenski, Secretary
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