

## Vernon Grove Board of Trustees

### Meeting Minutes

December 10, 2020

Present: Ronald Gray, Kristen Gardner, Henry Shahnamian, Scott Crisfulli, Scott Vecchiola

Maria Morias was not present to take meeting minutes. Kristen took minutes in her absence.

Location: Town Hall Meeting Room #3

Time: 5:30pm

Meeting called to order at 5:31pm

Approved and signed minutes from October 28, 2020. November meeting was cancelled at last minute due to Town Hall being closed.

#### Signing of the bills

Ron informed board he questioned electric bill and asked Maria to look into. Discussed and figured out it was for multiple months of which most of bill was already paid after the newest bill was mailed to us showing we had an overdue balance that was incorrect.

Kristen informed board that Superior had to come work on a grave for extra 4 hours on 2 separate days (one of which was a Sunday). Superior and Vault Company discussed between themselves but did not inform anyone about it until after the fact. None of board was aware or approved additional work and there was no one from cemetery present during this time.

Kristen informed board that no one from cemetery was present for funerals or when contractors came to dig graves or install vaults. Kristen informed this was a major liability and had informed cemetery crew to be present every time. Kristen to confirm that crew understands that they must be present for anything being done to the grounds.

Signing of the contracts and deeds. Kristen to make copies and mail to families.

Still no update on when Nstar will be switching us over to the new lighting. Waiting on Nstar.

Kristen informed board that she is still waiting for Albano to obtain data for program and that she cannot get accurate pricing for the cemetery database without the companies having the data to look at to see if it needs to be cleaned up before it can be uploaded to a system. The 4 companies that she has found to give us quotes are still waiting on the data to move forward.

Ron informed board that Albano was given a computer. He was not sure if it had what we needed for the data. Kristen will call Albano and see if he knows if we have what we need. If not, she will get what we need for computer whether purchasing or getting from IT dept.. Albano to ask Jeffrey Lovell to provide us with data and Kristen has offered to be present and help at end of December.

Scott C. informed board there are no update on trees/roots. Trees have not been taken down yet.

Board unanimously voted to not extend seasonal help.

Discussion on updating burial charges. Board was not aware that Superior will be changing not just the opening/closing charges but also additional fees. Kristen explained what information she was provided by Superior Construction. Decision to put the opening/closing charges out to bid next year as it will be over the \$10,000 limit. Motion by Scott C, 2<sup>nd</sup> by Henry. All in favor.

Ron informed board that one leaf blower is unrepairable and a new one needs to be added to budget for next year. Scott C. looked into pricing with Parks Dept. and estimate about \$7000.00. Kristen informed the board about the crew asking for a new leaf trailer vacuum. Informed that she had Albano get 3 quotes and will provide to board at next meeting. Motion to have 3 quotes on both leaf blower and separate trailer vacuum by Scott C. 2<sup>nd</sup> By Scott V. All in favor.

Motion to join the Massachusetts Cemetery Association by Scott C. 2<sup>nd</sup> by Kristen. All in favor.

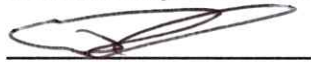
Spoke about disconnect between board and all cemetery staff in regards to their job descriptions. Scott C. made a motion to have job descriptions written up if there are not ones already with Human Resources, 2<sup>nd</sup> by Ron. All in favor. Kristen informed board that Clerk position should be with HR as she has a copy of what was listed on Town's website.

Kristen provided a copy of the Union contract and informed board it was not written correctly for crew. The crew used to get laid off during winter months. It did not state that the crew was to work for the Highway Dept. in winter to keep the crew working all year as the board had originally asked at the time the contract was written. Scott C. to see if we have to speak with Union Rep to clarify winter work. Kristen informed board that the Union contract is up in June 2021 and will need to be corrected and changed. Motion by Kristen to renegotiate contract. 2<sup>nd</sup> by Scott C. All in favor.

Discussion about needing clerical & sales help that is not being performed by Maria. Kristen is writing contracts and deeds at this time for all lot sales. Albano is showing graves, having families sign contracts and receiving payment from families, which he did not do before and is not a part of his job. He has informed the board that he will continue to help board out until we can get someone to help him. Unfortunately, Maria cannot perform all her duties during the normal work hours due to her full-time job and that should have been told to the board before being hired. Discussion about either merging multiple departments or hiring a part-time person that is available between 8am-5pm. Discussion to continue at next meeting.

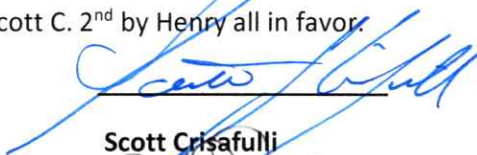
Next meeting date January 27, 2020 at 5.30pm room TBD

Motion to adjourn at 7:48pm by Scott C. 2<sup>nd</sup> by Henry all in favor.



Ronald Gray Chairman

Scott Vecchiolla




Scott Crisafulli



Henry Shahnmanian

Maryann Fiske



Kristen Gardner