



Town of Stow
CEMETERY DEPARTMENT
380 Great Road
Stow, Massachusetts 01775

FEB 2 2018
Tel: (978)461-1403
Email: cemetery@stow-ma.gov
Fax: (978)897-4534

Cemetery Committee Meeting, was held on this date of January 24, 2018 at 1 pm. in the Town Hall building.

The meeting convened at 1pm. With Committee members, Ken Banks and Glenn Hammill, the Cemetery Superintendent *GH* Gledhill, Mike Clayton of the Highway Dept. With special guest Craig Martin and Doug Hyde of the Building and Facilities Dept.

The Committee interviewed Ms. Justin St. John the Administrative Assistant from the Highway Dept. for her expertise in assisting with minor office duties. Which would includes and not limited to helping with the Committees monthly meetings, minutes taken, bills, yearly budget preparation, and other office duties. Leaving the burial duties and book keeping to the Superintendent. The Committee voted to accepted her services. Pending approval from the Town Administrator.

The Building /Facilities was rather informative for all parties concern. When we call this part of the meeting to order Doug H. wanted to remind us of the *Open Meeting Laws* requirements having the meeting notice posted which on Jan. 18th 2018 at 3:20pm was completed; along with the meeting minutes being taken.

The first discussion on snow removal was the error in judgment *GH* Gledhill has used in communicating his concerns on where to place the snow. He will no longer interfere with the Fire Department actively working on keeping the access road open to the Fire Stations main entrance. At this time *GH* wanted to express his sincere apology to all parties concerns. Glenn H. wanted to acknowledge *GH*'s increased progress in handling similar situation.

GH brought to Craig M. and Doug H. attention the Fire Chiefs General Order title 511 Great Rd. Snow Removal, SOG NO: 400-7 effective date 12/19/16 and a Site Layout map of the Fire Station & Community Center. Doug H. stated that this General Order was for the Fire Departments personal, and where did I get this information. I told him I got it from an email sent from his department. *GH* now stated for this *Inter-Department Collaboration* to work!! Sharing information between departments would be a rather vital part of a smooth transitional operation. He believes this General Order and Site Layout would of saved a lot of unnecessary confusion and distension between town departments; which *GH* has no animosity towards anyone or group of people , for doing their assigned task.

The discussion now has turned to plowing operations, equipment and who will be operating such items. Though *GH* believes others should be familiar with all aspects of a piece of equipment and how they operate those pieces of equipment. The Facilities Custodian is part of the "Snow Removal Team," *GH,* Jake and Geoff can run all the equipment and should alternate equipment use. All additional hours or overtime

shall be pre approved By Craig Martin. The Committee was in favor of *GH* coming up with a protocol for equipment checking, preparing for snow storms and the after the storm equipment checks and maintenance.

Mike C. assured us all if we needed Jake back that was not a problem. For he had a list of temp drivers he could call. Reminding that *GH* allowed this temporary situation knowing it is not a permanent arrangement. As Jake is more than qualify to plowing the roadways. *GH* also felt that this was a great opportunity for Jake to work with the Highway Dept. and to learn some of the roadways around town. Then Jake could help with the finally clean ups of the parking lots after his commitment to the highway is fulfilled.

On to cell phone usage during a storm. *GH* agrees he will have a cell phone near him while he is on snow removal. While running equipment/plow driving cell phones can be a distraction at times bear with him as he gets to his phone when it is safe to do so. Also there is some scientific studies of the electro-magnet fields on the health and well being of humans while using cell phones. This is a health concern of *GH*. Jake's cell phone is on his families plan, limiting his hours outside of that plan.

The meeting adjourned at 2:10 pm.

Minutes were taken by *GH*