

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday November 13, 2023
Town Hall Annex – Small Meeting Room and GoToMeeting

Present: Lynne Grettum, Greg Miranda, Paul Constantino, Bruce Rollins

Absent: None

Attending: Town Administrator Sherry Patch

The meeting was called to order by Chair Grettum at 7:04 P.M.

Review of Meeting Minutes from October 16, 2023

The meeting minutes from October 16, 2023 were reviewed by the members, and approved as written by unanimous vote, 3-0.

Superintendent Report (see attached report for details)

- One cremation burial at North Cemetery; no lots sold.
- Einstein's Solutions has been contacted about performing extra maintenance work trimming branches and shrubs around the perimeter walls, etc. Agreed on the service for one-time fee of \$1500 including all the cemeteries under contract for mowing.
- Superintendent Rollins will investigate repairs to soil erosion in Parker II Cemetery, to obtain cost estimate(s) prior to budget deadline.
- Woodlawn Cemetery entrance – repair current design before Memorial Day; consider changes afterwards.
- Historical Commission is planning to move forward with repair of crypts in Meetinghouse Cemetery.

Chair Grettum and Superintendent Rollins had a productive meeting with Town Administrator Patch and HD Superintendent Metcalf regarding the cemetery maintenance plans for 2024.

- The same cemetery maintenance model will be continued in FY25, in which the Highway Department is responsible for routine lawn care, and assistance with full burials.
- The Highway Department is fully staffed again and expects to comply with assistance to the Cemetery Superintendent.
- HD Superintendent Metcalf or his foreman will be responsible for preparations on full burials.
- Highway Department is considering contracting out its mowing responsibilities for non-cemetery grounds in town (athletic fields, etc.) to free up employee time.

Cemetery Winter Closure

The cemeteries officially close on November 15. The gates to Woodlawn Cemetery will be left open through Christmas to allow for visits, or until snow accumulation requires closure for the winter.

FY25 Budget/Plan Discussion

Commissioners were grateful for the attendance of Town Administrator Sherry Patch to facilitate discussion of upcoming budgets and planning. Chair Grettum provided an updated chart of the department financials for reference.

Points from the discussion included:

- Under accounts controlled by H.D., the Building & Maintenance expense is known and fixed by the current contract with Einstein's Solutions. A small increase to the Miscellaneous account might be requested.
- The department budget request for FY25 is due January 4, 2024, and must be acted upon at our December meeting.
- Capital budget requests are past due; our department had no applicable requests.
- Town administration is promoting the formulation of long-range plans by all departments, with a goal for drafts in summer of 2024.

Items not anticipated by the Chair 48 hours before meeting

G. Miranda gave an update on new database software – a final copy of our ACCESS files was obtained and transferred to Docufree for incorporation into their product.

Action Items

- B. Rollins - investigate repairs to soil erosion in Parker II Cemetery to obtain estimates prior to the December meeting.
- L. Grettum – provide base template for FY25 budget formulation at December meeting.

Schedule Meetings September - December

The next meeting was scheduled for Monday December 11, 2023 to be held at 7:00 P.M. in the Town Hall Annex – Small Meeting Room and remotely by GoToMeeting.

A motion was made to adjourn, seconded, and passed unanimously.
Meeting adjourned at 8:14 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 11.18.2023