

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday January 8, 2024
Town Hall Annex – Small Meeting Room and GoToMeeting

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

Absent: None

The meeting was called to order by Chair Grettum at 7:06 P.M.

Review of Meeting Minutes from December 11, 2023

The meeting minutes from December 11, 2023 were reviewed by the members, and approved as written by unanimous vote, 3-0.

Superintendent Report (see attached report for details)

Superintendent Rollins briefly summed up results from 2023 and outlined some goals for 2024.

Administrative Update

- The FY25 budget request was submitted by Chair Grettum. There are two accounts funded by the town. The Building & Maintenance account is fixed, as determined by the contract with Einstein's Solutions. For the second account, designated as Miscellaneous, an amount of \$3,000 was requested, which is an increase of about \$500 from FY24.
- The annual departmental report is due February 1, 2024. Chair Grettum will draft a report for member review prior to the deadline.
- The initial version of the new cemetery database was received from Docufree. First review determined the overall structure to be functional, but there were some problems evident with missing or incomplete data incorporation. Consultations with the vendor continue as the deficiencies are addressed.

Cemetery Rules and Regulations Review

A detailed review of the Rules and Regulations was initiated. Valuable progress was made, and the Introduction and Section 1 – General Regulations were covered at this meeting. While some changes are factual corrections, the bulk of the revision is to clarify language and to rearrange content to organize more logically. Chair Grettum has a concept for overall structure, and will capture the discussed changes in a new draft of the covered material for the next meeting.

Items not anticipated by the Chair 48 hours before meeting

Superintendent Rollins reported that the lower area of the long section in the rear of South Cemetery is seasonally swampy and would require significant fill in order to use for new grave lots. Bruce was asked to obtain estimates for that project.

Topics for Upcoming Meeting(s)

Continuing review and revision to the Cemetery Rules and Regulations.

Action Items

- B. Rollins: Continue to work on obtaining cost estimates for outstanding projects - storage vault repair and entranceway restoration at Woodlawn, soil erosion in Parker II, and low-area fill in South.
- L. Grettum: Prepare drafts of Annual Report and changes to Rules and Regulations.
- G. Miranda and P. Constantino: Review drafts of Annual Report and changes to Rules and Regulations, and review the remainder of current Rules and Regulations for ongoing revisions prior to next meeting.

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday February 12, 2024 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 8:29 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 1.16.2024