

**Princeton Cemetery Commission Meeting – Monday January 4, 2021**  
**Remote-Meeting via GoToMeeting**  
**Minutes**

**Present:** Lynne Grettum, Amy Holwell, Andy Brown, Greg Miranda

**Absent:** Lou Trostel, Paul Constantino

**The meeting was called to order by Chair Grettum at 7:07 P.M.**

**Review of Meeting Minutes from 11/16/2020 and 11/20/20**

The meeting minutes from 11/16/20 were reviewed without comment, except for a correction to the dates of the meeting and reviewed-minutes. The corrected minutes were approved by unanimous vote.

Minutes from the 11/20/20 in-person site-review meeting in Woodlawn Cemetery were not yet complete. G. Miranda to receive complementary notes from A. Holwell in order to combine into single report.

**Cemetery Superintendent Report (see Attached for details)**

The Superintendent's report from the cancelled December meeting was reviewed. G. Miranda inquired whether any of the potential new burial sections might be utilized for green burials. The consensus view was that it was premature to consider at this time, and that there has been minimal interest (one party) in green burial thus far. There were no other questions.

**Financial Overview – FY21 Spending to Date and Funding Availability**

An overview of the FY21 Financials was prepared by L. Grettum, which she reviewed to help everyone understand the different accounts involved and how the funds are distributed and utilized.

The total budget amount approved at the last Town Meeting will be insufficient; the number submitted under "Building and Maintenance" which covers the external contract for mowing and clean-up was incorrect (i.e. \$20,340 was requested while the contract was known to require \$25,824). It is expected that the mistake will be covered from the town General Account.

Superintendent Brown noted that the current maintenance contractor, Einstein's Solutions, is staying within their allotted budget. They are operating on a flat-fee basis as opposed to per-mowing charge. The contract was set up with a proposed number of mowings per month, along with spring and fall clean-up. The number of required mowings is dependent upon the weather and difficult to predict. The commission approved the flexible arrangement, provided that extra mowings are performed when necessary as well as allowing fewer mowings when not called for.

A question arose as to the actual cost associated with full burials under the current arrangement where the Highway Department assists, using a rented mini-excavator. The

information is required to ensure that the scheduled burial fees are still sufficient for current circumstances. Superintendent Brown is to discuss with HD.

### **Cemetery FY22 Budget Submission**

An FY22 budget projection was presented by Superintendent Brown and discussed with the members.

The fixed expenses of Superintendent salary, maintenance and electricity total \$36,174, which is about \$5,400 higher than approved last year, as explained above. The correct figure will be submitted for the upcoming budget.

The budget projection included proposals for an additional \$9,350 of spending, to cover a combination of unfunded routine maintenance that falls outside of the mowing & cleaning contract, and a variety of delayed repair and improvement projects.

A.Holwell brought up the funds for monument repairs that might be available from the Historical Commission. L. Grettum to contact H.C. Chair Matt Lindberg and arrange meeting.

L. Grettum mentioned that there would be no possibility of consolidating with the Highway Department on cemetery maintenance for at least another year. Extensive discussions and planning between multiple town departments are still required.

Commission members agreed with the Superintendent that the delayed maintenance and repair issues needed to be addressed and could not be ignored indefinitely. All of the listed issues were important, but several items were removed for the time being to tighten up the list, leaving a final request for approximately \$8,000 in additional funding. L. Grettum and A. Brown to collaborate on formalizing the FY22 budget final submission.

### **Project Review**

Due to the length of finance and budget discussions, further project review was tabled until the next meeting.

It was noted that a formal review of accessibility of all town buildings and holdings was upcoming. It is possible that the review may address repairs or improvements to cemetery entranceways, which could enable additional funding.

### **Resident Request for Winter Plowing**

An inquiry was made by a town resident regarding the possibility of plowing the driveway in Woodlawn Cemetery during the winter to enable easier access for visits. The opinion of the Superintendents from both the Highway Department (Ben Metcalf) and the Cemetery Department (Andy Brown) was that winter plowing would be difficult to achieve under current conditions. A major issue is that plowing the unpaved driveway would be damaging to the roadway and abutting gravesites. Given the practical difficulties, the Committee denied the request at this time.

**Items not anticipated by the Chair 48 hours before meeting**

None.

**Schedule Next Meeting**

The normal third-Monday meeting date in February falls on the 15<sup>th</sup> and coincides with President's Day. Chair Grettum assigned the next meeting date to Monday February 8, 2021, to again be held remotely via GoToMeeting, at 7:00 PM. Members were invited to send suggested agenda items.

G. Miranda motioned to adjourn, seconded by A. Holwell, passed unanimously.  
Meeting adjourned at 8:50 P.M.

Submitted by Greg Miranda, Secretary  
PCCminutes 2.7.2021