

**Princeton Cemetery Commission Meeting – Monday September 20, 2021
Town Hall Annex – Small Meeting Room and GoToMeeting
Minutes**

Present: Lynne Grettum, Lou Trostel, Paul Constantino, Andy Brown; Amy Holwell and Greg Miranda (both joined at 7:30)

Absent: None

Attending: Caitlin Davis

The meeting was called to order by Chair Grettum at 7:09 P.M.

Review of Meeting Minutes from August 9, 2021

The minutes from the 8/9/2021 meeting were reviewed, and approved as written by unanimous vote, 3-0.

Cemetery Superintendent Report (see Attached for details)

Highlights:

- 1 Cremation burial.
- No lot sales.
- Assorted projects completed: headstone repairs, brush cutting in Woodlawn and Parker 2, started repair of stone wall at entrance to Woodlawn 1986.
- 2 Maple trees being donated by the Andersons scheduled for planting 9/21/21.

Other Discussion:

Superintendent Brown stated that the Cemetery Database was no longer working on his computer and it was imperative that he be able to access the data. Currently he has to call either the Town Clerk or Chair Grettum to get access to the data which is very inconvenient because he gets calls off hours, weekends, etc. Chair Grettum stated that Peter Cummings, Town IT specialist, was working on a method to get Superintendent Brown direct access to the database which resides on the Town's server. Chair Grettum will follow up with Peter Cummings to get a status.

New Business

Lot Buyback - Lyons

Request was made by family of Richard and Delores Lyons, both deceased, to return their cemetery lots, Woodlawn 1986 Extension Lot 1A, Spaces a and b to the Town as there was space available in another family lot. Superintendent Brown proposed in lieu of payment for said spaces the Cemetery department would provide a cremation burial for Mr. and Mrs. Lyons at no charge.

A motion to approve this arrangement was made and seconded. Motion was approved, vote 3-0.

Deed Transfer – Stolberg

Request was made by Todd Stolberg owner of lot 71A, Space 2 in North Cemetery to gift this lot to Lauren Durand. Lauren's mother is interred in the adjacent lot 71A, Space 1.

A motion to approve this transfer was made and seconded. Motion was approved, vote 3-0.

Superintendent Performance Appraisal

The appraisal is finished and the next step is to forward it to the Town Administrator, Sherry Patch, with a recommendation for a salary increase. Chair Grettum will work with the Town Administrator on the salary increase.

A motion to approve the submission of the Superintendent's performance appraisal and recommendation for a salary increase to the Town Administrator was made and seconded. Motion was approved, vote 3-0.

Conservation Burial

Commission members agreed to allow a member of the audience, town resident Caitlin Davis, to address the Commission.

Ms. Davis is doing a research paper for school on the topic of Conservation Burial. Conservation burial uses a green burial process, but the burial is on conservation land, such as a Land Trust parcel. The idea is to make burials as natural as possible and also to be able to use the land for passive recreational activities such as walking, bird watching, etc.

The Commissioners and Superintendent Brown expressed interest in this concept; the timing is right in that a long-term plan for the cemeteries is being discussed. Ms. Davis' research is in the preliminary stage, and she promised to keep the Commission updated as she moved along. The Commission and Superintendent Brown in turn offered assistance with any questions she might have about cemetery business, maintenance concerns, and so on.

Old Business

Project List

Chair Grettum introduced a spreadsheet and planning model intended to facilitate decision making and implementation of outstanding cemetery projects. Members were asked to help fill in the spreadsheet with further ideas and information. The Cemetery Department now has money available for more project work. It is too late in this season to start new work; annual plans should be put in place to start next spring.

The Members understand that a long-term plan (of 10 years or more) would be helpful when deciding about annual projects. Establishing such a plan is a goal of the Commission, with the realization that this will be a gradual process while dealing with more acute issues.

Chair Grettum noted that there are continuing discussions taking place within town government regarding possible integration of cemetery maintenance with the Highway Department.

Rules and Regulations

Chair Grettum would like to finalize the Cemetery Rules and Regulations as soon as possible.

In regard to previous discussion about the number of cremation burials to be allowed in one lot, Lynne reported that the Paxton regulations allow for four burials in one cremation lot, as an example of another town's approach. We are considering a similar limit in Princeton.

In discussing space-saving considerations, the need for a forecast of future demand and potential expansion of burial space was raised. This ties back to having a long-term plan, but there are aspects that can be investigated now. The average number of burials can be estimated from the records, but we could also use more information about specific details such as what type of burial (full or cremation) and which cemetery location people are likely to be interested in for the future. A. Holwell volunteered to formulate a survey about future desire in town.

Due to time considerations, discussion was tabled until a later meeting.

Items not anticipated by the Chair 48 hours before meeting

None

Action Item Update

New:

- L. Grettum to follow up with Peter Cummings regarding database access.
- A. Holwell to formulate survey for town residents about future burial preferences.
- Members to work on filling-in the project spreadsheet.

Continuing:

- L. Grettum and G. Miranda to continue investigation of Cemetery Management Software.
- L. Grettum to send email to Historical Commission regarding location for flagpole at Meetinghouse Cemetery.
- A. Howell to continue work on cemetery tour with appropriate partnering groups.
- G. Miranda to draft revised clause in rules & regulations regarding mandatory flat markers on new cremation lots in North Cemetery.

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday October 18, 2021, to be held at 7:00 P.M. in the Town Hall Annex. (The normal second-Monday date falls on Columbus Day holiday.)

A motion was made to adjourn, seconded, and passed unanimously, 5-0.
Meeting adjourned at 8:27 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 10.18.2021