

**Princeton Cemetery Commission Meeting – Monday October 18, 2021
Town Hall Annex – Small Meeting Room and GoToMeeting
Minutes**

Present: Lynne Grettum, Paul Constantino, Amy Holwell, Greg Miranda, Andy Brown

Absent: Lou Trostel

The meeting was called to order by Chair Grettum at 7:03 P.M.

Review of Meeting Minutes from September 20, 2021

The minutes from the 9/20/2021 meeting were reviewed, and approved with correction to meeting date, by unanimous vote, 4-0.

Cemetery Superintendent Report (see Attached for details)

Highlights:

- 1 Full body and 3 Cremation burials.
- No lot sales.
- Flagpole installed in North Cemetery.
- 2 Maple trees donated by the Andersons were planted.
- Continuing maintenance (brush and limb cutting, headstones straightened, etc.).

Other Discussion:

- The current cemetery database is now functioning on the Superintendent's computer.
- Two trees requiring special equipment or manual tree-climbing remain to be trimmed in North Cemetery as part of the town-wide contract.
- Negotiations continue to obtain truck from Highway Department prior to scheduled retirement.

Administrative/Financial Updates

CMS Software

Continuing evaluation by L. Grettum and G. Miranda. The first company chosen for a demonstration presentation is CIMS; arrangements are being made to gather the appropriate individuals for the meeting.

Superintendent Salary Approval

The salary increase recommendation has been placed on the agenda for upcoming Selectboard meeting on 10/19/2021.

CMRPC

Chair Grettum and Superintendent Brown met with a representative from the Central Massachusetts Regional Planning Commission about finishing the map of Woodlawn Cemetery. The CMRPC was previously involved with generating the existing maps of the other Woodlawn sections. The Town is already utilizing the allotted resources from CMRPC for other projects, so

further assistance to the Cemetery Department would have to be paid for separately. We are waiting for pricing information before making a decision.

Financial Update

Chair Grettum presented the members with a document showing the department finances updated to the present date, including the approved FY22 budget amounts and various department accounts.

It was noted that there may be an opportunity to transfer more money from the Cemetery Lot Expense account to the Cemetery Maintenance Expense account which would allow us to access the funds, if a Special Town Meeting is held.

Project Discussion

A spreadsheet listing Cemetery Commission Projects had been prepared by L. Grettum and distributed to members prior to the meeting. The spreadsheet was further amended by G. Miranda to include various items from past project lists intending that nothing be overlooked; copies of the amended list were also distributed to members at the meeting.

The listed items were reviewed. Some items had already been addressed, and were modified or removed from the list. For example:

- Temporary repairs have been made to the crypts in Meetinghouse Cemetery.
- The tractor trailer truck across the street from South Cemetery had been found to be set back from the street line far enough to be off of town property, thus not a roadway hazard that can be removed. Ownership is still in probate process.

Action items were generated in response to others:

- Regarding the creation of additional lot spaces (*e.g.* North, South and Woodlawn cemeteries) - A. Holwell's proposed survey of town residents is under development.
- Light pole relocation in front of North Cemetery – P. Constantino to follow up.
- Entrance steps to West Cemetery – L. Grettum to consult with Town Building Inspector in regard to accessibility requirements.
- L. Grettum to update project spreadsheet with latest information.

Items not anticipated by the Chair 48 hours before meeting

None

Action Item Update

New:

See listing above in Project Discussion section.

Continuing:

- L. Grettum and G. Miranda continue investigation of Cemetery Management Software.
- L. Grettum to contact Historical Commission regarding location for flagpole at Meetinghouse Cemetery.
- A. Holwell developing survey for town residents about future burial preferences.

- 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 November 8, 2021, to be held at 7:00 P.M. in the Town Hall Annex.

A motion was made to adjourn, seconded, and passed unanimously, 4-0.
Meeting adjourned at 8:37 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 10.27.2021