

Princeton Cemetery Commission Meeting – Monday October 27, 2021
Online - GoToMeeting
Minutes

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

Absent: Lou Trostel, Paul Constantino

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

Discussion – Fund Transfer from Cemetery Lot Expense Account to Cemetery Maintenance Expense Account

This special meeting of the Cemetery Commission was held to discuss possible warrant articles for an upcoming Special Town Meeting. The item under consideration was a potential request for transferring funds between Cemetery Department accounts.

The FY22 Cemetery Financial summary that was presented by Chair Grettum at the last meeting was again reviewed. The structuring of the department accounts can be confusing, and discussion helped clarify where the funds in different accounts originate and what type of spending is appropriate from which account.

One upcoming expense of particular concern is the purchase of a new Cemetery Management Software package, which the Committee hopes to put in place before the next Annual Town Meeting votes on FY23 budget approvals. Various options for CMS packages are under active research; the final cost is not yet known, but based on current estimates could be as much as \$8000 for initial purchase and implementation.

The Committee agreed that the Cemetery Maintenance Expense account would be the most appropriate source to pay for a CMS package. The software acquisition is integral to the future successful operation and maintenance of the town cemeteries, as the existing records system is becoming increasingly unreliable and unmanageable.

The Cemetery Maintenance Expense account is funded by money taken from the Cemetery Lot Expense account. The Cemetery Lot Expense account is funded solely by net receipts from lot sales, and builds up slowly over a long period of time. The transfer of any funds from the Lot Expense account to the Maintenance Expense account must be approved at a Town Meeting; after transfer they remain in the Maintenance Expense account for actual use by the Cemetery Department. The Lot Expense account currently holds about \$37,300. Given the essential nature of the CMS software, Members wanted to assure that there were sufficient funds in the Maintenance Expense account to cover the purchase. The Maintenance Expense account currently holds about \$4700.

A motion was made by G. Miranda to place an article on the warrant for the upcoming Special Town Meeting, requesting the transfer of \$5000 from the Cemetery Lot Expense account to the Cemetery Maintenance Expense account, for the intended purchase of a new Cemetery Management Software package. The motion was seconded, and passed by unanimous vote, 3-0.

Items not anticipated by the Chair 48 hours before meeting

Chair Grettum noted that there was another article to be placed on the warrant which also relates to the Cemetery Department. The article asks for approval to purchase a new six-wheel dump truck for the Highway Department, which would allow for the transfer of the current dump truck to the Cemetery Department. Members were in favor of the article and hoped for its successful passage, as the Superintendent could make good use of the truck for burial operations and maintenance procedures.

A motion was made to adjourn, seconded, and passed unanimously, 3-0.
Meeting adjourned at 8:13 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 11.7.2021