

**Princeton Cemetery Commission Meeting – Monday November 8, 2021  
Town Hall Annex – Small Meeting Room and GoToMeeting  
Minutes**

**Present:** Lynne Grettum, Paul Constantino, Lou Trostel, Greg Miranda, Andy Brown

**Absent:** Amy Holwell

**Attending:** Michael Cote

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

**Review of Meeting Minutes from October 18, 2021**

The minutes from the 10/18/2021 meeting were reviewed and approved as written, by unanimous vote, 4-0.

The minutes from the special meeting on 10/27/21 were not prepared in time for review today, and will be addressed at the next meeting.

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

**Highlights:**

- 1 Full body and 1 Cremation burial since last meeting (10/18/21).
- No lot sales.
- Stone wall repairs made in Woodlawn Cemetery.
- Headstones repaired and straightened.
- Arrangements made for Leominster Monument to rebuild the foundations under the large Reed and Cook monuments in Parker II Cemetery for \$600.
- Superintendent Brown announced his resignation over salary issues. The Superintendent's Assistant, Zeb, will also be leaving at the end of this season.

**Other Discussion:**

- Details regarding Superintendent Brown's resignation to be worked out with Town Administrator.
- The Superintendent Assistant was only hired for this season and will be moving on; a replacement will need to be found for next year.
- Winter closing of cemeteries on November 15. Leave flag up and lights on in Woodlawn and South Cemeteries; remove for winter in other locations. Remove small veteran's flags from grave markers for the winter.

**FY23 Budget Preparation**

The Committee was recently informed that FY23 budget proposals were expected by December 2, which will be a difficult deadline. Departments are being asked to reduce budget proposals by 3% versus FY2022.

The Cemetery Department annual budget contains only four line-items: Management Salary, Electricity, Building & Maintenance, and Miscellaneous.

The Management Salary and Building & Maintenance budgets are fixed by contract. The contract with Einstein's Solutions will be entering the third year of a three-year contract during FY2023. The current base-salary for the Cemetery Superintendent is uncertain at the moment, following the recent salary negotiations and refusal by the Superintendent. The town is otherwise allotting a 2% annual increase in employee salaries for FY2023. Both the Salary and Maintenance expenses can be expected to increase.

Electricity rates are an external cost not under our control. The Department will shut off flagpole lights for the winter except in the two main cemeteries of Woodlawn and South, to help shave costs. In any case, electricity usage is a very small annual expense, currently set at \$360.

The Miscellaneous budget item is the only non-fixed expense that is really amenable to variation. In the FY2022 budget, this item was restored to \$7775.03, allowing the Superintendent to make much needed progress in cemetery upkeep. Superintendent Brown recommends maintaining as much of the current Miscellaneous budget as possible – justified by the continuing work and projects remaining, plus the fact that half of the salary for the new assistant's position comes from that account.

Chair Grettum will be attending the Advisory Committee Public Hearings tomorrow, to discuss Special Town Meeting Article 5, dump truck, and Article 6, \$5000 fund transfer for cemetery database upgrade.

In order to facilitate the completion of the Cemetery Department FY2023 budget proposal in time for the deadline, Members decided to hold the next regular meeting at an earlier date than the regular second Monday of the month.

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

None

#### **Schedule Next Meeting**

Chair Grettum scheduled the next meeting for Monday November 29, 2021, to be held at 6:30 P.M. in the Town Hall Annex.

A motion was made to adjourn, seconded, and passed unanimously, 4-0.  
Meeting adjourned at 9:15 P.M.

Submitted by Greg Miranda, Secretary  
PCCminutes 11.21.2021