

Meeting Minutes
Princeton Cemetery Commission Special Meeting – Wednesday, March 2, 2022
Remote using GoToMeeting

Present: Lynne Grettum, Greg Miranda, Lou Trostel

Absent: Paul Constantino

Attending: Doug Anderson, Michael Cote

The meeting was called to order by Chair Grettum at 4:00 P.M.

Highway Department Proposal Review and Next Steps

Chair Grettum and Ben Metcalf (HD Superintendent) created a financial analysis with cost estimates of current and future budgets for the Cemetery and Highway Departments, comparing the current situation with a proposed transfer of various cemetery maintenance responsibilities to an enlarged Highway Department. The analysis also included various pros and cons, some of which are non-tangible considerations. A conservative approach was taken with future cost estimates, preferring to use higher full-cost estimates rather than low-balling uncertain discounts.

Conclusions from the review included the following:

- The transfer of maintenance responsibilities would take place over a two-year period, since there is already a maintenance contract with Einstein for FY23. The proposal would have the Highway Dept. take over non-routine maintenance in FY23 and full responsibility in FY24.
- As the proposed changes take place, the related annual budget accounts (*i.e.*, Management Salary, Electricity, Building & Maintenance, and Miscellaneous) would be transferred from the Cemetery to Highway Department. Existing cemetery funded Accounts (*e.g.*, Cemetery Revolving Acct, Perpetual Care Fund, etc.) would remain under the control of the Cemetery Department.
- Proposed changes are not likely to result in overall cost reduction, however there should be greater cost stability and budget predictability, an enhancement in Highway Dept. capabilities due to increased manpower and equipment, and much improved stability in cemetery labor requirements.
- In the opinion of Commission Members, the intangible benefits outweigh projected overall cost increases.

A motion was made for the Cemetery Commission to support the proposal to transfer overall maintenance responsibilities from the Cemetery Department to the Highway Department. The motion was seconded and passed by unanimous vote, 3-0.

Superintendent Search Update and Interview Process

The Town has received two applications for the Cemetery Superintendent position.

The previous practice was for candidates to be interviewed by the Town Administrator and two Commission Members.

A motion was made to interview the two candidates using a panel consisting of the Town Administrator and two Cemetery Commission Members. The motion was seconded, and passed by unanimous vote, 3-0.

G. Miranda volunteered to assist Chair Grettum with interviews, which will be arranged as soon as possible with Administrator Sherry Patch.

Items not anticipated by the Chair 48 hours before meeting

None

Schedule Next Meeting

The next regular meeting has already been scheduled for Monday March 14, 2022, to be held at 7:00 P.M. in the Town Hall Annex.

A motion was made to adjourn, seconded, and passed unanimously, 3-0.
Meeting adjourned at 4:57 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 3.8.2022