

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday March 14, 2022
Town Hall Annex – Small Meeting Room and GoToMeeting

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

Absent: None

Attending: Peter Giumette, Ben Metcalf

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

Chair Grettum took a moment to welcome our newest member, Doug Anderson.

Review of Meeting Minutes from February 14, 2022 and March 2, 2022

The minutes from the 2/14/2022 meeting were reviewed and approved as written, by unanimous vote of the attending members, 4-0 (excluding D. Anderson).

The minutes from the 3/2/2022 special meeting were reviewed and approved as written by unanimous vote of the attending members, 4-0 (excluding P. Constantino).

DPW Update and Discussion

Highway Department Superintendent Ben Metcalf attended the first portion of the meeting remotely, answering and asking questions during the discussion about the proposed transfer of cemetery maintenance responsibilities.

- The proposed changes in maintenance responsibilities will be voted on at the upcoming Annual Town Meeting, in the form of budget item approvals.
- The H.D. has hired a new employee and will be at current full strength in a week.
- The H.D. will be starting various cleanup projects in public areas around town in coming weeks, as weather and scheduling allows.
- The current cemetery maintenance contractor, Einstein's Solutions, is due to perform spring cleanup starting in April, as weather allows. They will be entering the third year of a 3-year contract in FY23, extending through the end of June 2023.
- It is not expected that the H.D. will be required to contribute significant maintenance work this season, mainly assistance with burials and some smaller projects not covered by Einstein.
- There were questions from Ben regarding the mechanics of taking over the Cemetery Budget accounts. Chair Grettum will provide a briefing and assistance in the financial transfers.
- We anticipate a changeover in Cemetery Superintendents in the near future. The details of the transition are to be arranged, and coordinated with the H.D. Superintendent.
- A point was raised regarding potential scheduling changes with Einstein so as to not have maintenance work interfere with burials; to be discussed with the contractor.

Superintendent Report (see attached report for details)

Highlights

- Lot Sales: 1 cremation lot
- Burials: 4 burials (1 full, 3 cremation) are waiting for scheduling after the cemeteries reopen on April 15, pending proper ground conditions.
- Recent review of cemetery grounds revealed all in good condition with minimal winter damage.
- A list was provided of suggested project work to be considered this season.

During brief discussion, a few points arose:

- Though no big limbs were down after winter, there are the usual amounts of smaller branches which are not typically removed by contractor in spring; suggested that the Highway Department could assist with that job when time allows.
- The entrance gate at Woodlawn Cemetery is in need of repainting, as required by one of the trust funds.
- Chair Grettum noted that we can access money from the trust fund accounts directly from the town Treasurer rather than needing to go through the Trustees.

Superintendent Interview Process Update

The interviewing committee of L. Grettum, G. Miranda, and Sherry Patch (Town Administrator) had the opportunity to meet with both candidates for the position of Cemetery Superintendent on Friday 3/11/2022. After extended discussion, the committee voted unanimously to accept Bruce Rollins for the position. The committee wishes to thank both candidates, who each possessed unique qualifications making for a difficult decision. Chair Grettum presented these results to the Cemetery Commission members, and asked for a vote on approving the job offer.

A motion was made to have the Cemetery Commission approve the offering of the job of Cemetery Superintendent to Bruce Rollins. The motion was seconded, and approved by a vote of 4-0, with one abstention.

This appointment is subject to the approval of the SelectBoard, who are next to meet 3/22/2022, and the successful completion of a contract with the Town Administrator.

Financial Updates

The town was unsuccessful with a grant application for the purchase of a mini-excavator. This equipment is still part of the Highway Department budget proposal for FY23.

Chair Grettum informed the Members that the Cemetery Revolving Account had been subject to a \$3800 withdrawal in order to pay for the tree work performed last fall. This was despite the fact that the Commission had been informed that there was approximately \$4000 excess in the Tree Warden's budget that would cover our share of the expenses. Members were very unhappy about the unexpected expense, and would not likely have approved the work if it were not being paid for as promised. There appears to be some serious communication problems. Inter-departmental discussions are to continue.

Software Database Update

G. Miranda and L. Grettum continue to work on the evaluation of cemetery management software. Progress has been delayed recently due to work on the ‘merger’ of duties with the Highway Department and the hiring of a new Cemetery Superintendent.

Chair Grettum announced that we received approval to utilize 9 of the 17 hours-worth of LPA funds which the town has available to pay for work by the CMRPC. In this instance, the allotment of time will allow for the digitization of our existing map for the main section of Woodlawn Cemetery. The CMRPC has previously digitized the maps for the other two sections of Woodlawn, so this will complete our digital map for that entire cemetery. Having maps in this format will be very helpful when it comes to integrating our map data into a future software management package, reducing the costs involved as well.

Items not anticipated by the Chair 48 hours before meeting

None

Action Item Update

- L. Grettum and G. Miranda – Continue evaluation of cemetery management software.
- L. Grettum – Consult with Ben Metcalf regarding the handling of Cemetery Accounts.

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday April 11, 2022, to be held at 7:00 P.M. in the Town Hall Annex.

A motion was made to adjourn, seconded, and passed unanimously, 5-0.
Meeting adjourned at 8:04 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 3.16.2022