

**Meeting Minutes**  
**Princeton Cemetery Commission Meeting – Monday May 16, 2022**  
**Town Hall Annex – Small Meeting Room and GoToMeeting**

**Present:** Lynne Grettum, Paul Constantino, Doug Anderson, Greg Miranda, Lou Trostel, Bruce Rollins (Greg and Lou were online remotely)

**Absent:** none

**The meeting was called to order by Chair Grettum at 6:38 P.M.**

**Meetinghouse and Woodlawn Cemetery Inspections**

Due to inclement weather, the onsite cemetery inspections were postponed. The regular meeting was held at the same earlier start time.

**Review of Meeting Minutes from April 11, 2022**

The minutes from the 4/11/2022 meeting were reviewed and approved as written by unanimous vote.

**Superintendent Report (see attached report for details)**

**Highlights**

- Burials: 2 burials (1 full, 1 cremation) performed in past month.
- Einstein has started spring clean-up; still waiting for planned maintenance schedule.
- 120 Corner markers were obtained; planning to mark the corners of unused and unsold lots to reduce guesswork in future.
- D. Anderson accompanied Superintendent Rollins through a complete full-burial in order to familiarize himself with the procedure.

**Further Items Discussed**

- Superintendent Rollins asked B. Metcalf (DPW) about possible improvements to the entranceway at Woodlawn Cemetery. Member agreed that it should be more attractive, while acknowledging the inherent difficulties in growing ground cover in that location, including the need for town vehicles to use it as a turn-around. DPW will be asked to repaint the entrance gate.
- Superintendent Rollins had received questions about allowances for monuments. The current requirements are outlined in the Cemetery Rules and Regulations, available on the town website.
- Superintendent Rollins received a complaint about repairs to a private stone wall adjacent to Woodlawn Cemetery, which had been damaged by a town contractor. The matter is now in lawyers' hands.
- A recommendation was made by Superintendent Rollins, that the minimum burial depth for full burials be decreased from six feet to four feet. A minimum depth of six feet is not required by town or state regulations, and the four-foot standard is in use by other towns in the region. Bruce stated the change would make the burial process easier and save time and resources; for example, excavating to a depth of six feet requires 2 dump truck loads for temporary dirt storage versus one load for a depth of four feet. Bruce further

assured Members that the remaining soil depth over the top of the cement vault was more than sufficient at four-foot depth, while still allowing for the internment of cremation remains on top of the main vault.

*A motion was made by P. Constantino that the minimum depth for full burials be reduced from the current practice of six feet to a new minimum of four feet. The motion was approved by unanimous vote, 5-0.*

### **Annual Town Meeting DPW Results**

The requested budget for DPW and Cemetery accounts was successfully passed at the Annual Town Meeting. The budget included funds a new full-time hire at DPW, which would allow Superintendent Ben Metcalf to implement the plans for assuming non-routine maintenance work in the town cemeteries.

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

A question was raised regarding plans for the FY22 balance in the Cemetery Miscellaneous Account. Chair Grettum intends to use remaining funds at end of fiscal year to pay down some of the previous bill for FY22 tree work, formerly taken from the Revolving Account.

Chair Grettum requested Superintendent Rollins to set up a written agreement with the Conway Company regarding the current arrangement for performing excavations for full burials.

### **Action Item Update**

- Chair Grettum and Superintendent Rollins to jointly review the current written procedures for handling the burial process.
- Superintendent Rollins to clean up and organize the storage vault at Woodlawn Cemetery.
- Superintendent Rollins to obtain written agreement with Conway Company.

### **Schedule Next Meeting**

Chair Grettum scheduled the next meeting for Monday June 13, 2022, to be started onsite at Meetinghouse Cemetery at 6:30 P.M. The group will afterwards inspect Woodlawn Cemetery, then return to the Town Hall Annex – Small Meeting Room for the remainder of the meeting.

A motion was made to adjourn, seconded, and passed unanimously, 5-0.  
Meeting adjourned at 7:59 P.M.

Submitted by Greg Miranda, Secretary  
PCCminutes 6.12.2022