

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday April 11, 2022
Town Hall Annex – Small Meeting Room and GoToMeeting

Present: Lynne Grettum, Paul Constantino, Greg Miranda, Doug Anderson, Bruce Rollins

Absent: Lou Trostel

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 new Cemetery Superintendent, Bruce Rollins.

Review of Meeting Minutes from March 14, 2022

The minutes from the 3/14/2022 meeting were reviewed and approved as written by unanimous vote, 4-0.

Superintendent Report (see attached report for details)

Superintendent Rollins hit the ground running and has already attended to some current issues, including making inspection tours of the cemeteries, taking care of an erosion problem with a recent memorial, and establishing contact with the maintenance contractor Einstein Solutions.

Highlights

- Spring clean-up of cemeteries due to commence in a week, weather depending.
- Burials: 2 burials (1 full, 1 cremation) are scheduled for April 20 & 21.
- Superintendent Rollins is coordinating with Ben Metcalf, Highway Department Superintendent, regarding details involved with burial procedures.
- Bruce also suggested that Cemetery Commission members attend some burials to become more familiar with the burial process, to facilitate backup if the Superintendent is not available.

FY22 Spending Updates

- Chair Grettum provided a monthly update of the FY22 spending to date and balances remaining in the various accounts.
- The unexpected bill for tree removal services was originally applied to the Cemetery Revolving Account, but it would make more sense to use the Cemetery Miscellaneous Account; Chair Grettum to follow up on transfer.
- Chair Grettum to schedule meeting with Ben Metcalf, to continue discussion regarding management of the different Cemetery budget accounts.

FY23 Budget Update

- The Advisory Committee budget meeting is taking place the following evening; both L. Grettum and B. Metcalf will be attending.

- The grant application to purchase a mini-excavator was denied for this year, and the request for funding was removed from the upcoming budget proposal.
- The rearrangement of responsibilities between Town departments, in which maintenance of the cemeteries will be transferred to the Highway Department, is set to take place whether or not a new full-time employee for the H.D. is authorized at the upcoming Annual Town Meeting.

Review of Projects for Current 2022 Season

An updated list of cemetery projects for the maintenance and improvement of town cemeteries was presented by Chair Grettum and reviewed by the Members and Superintendent. The goal was to highlight, prioritize and assign actions that could be taken during the current spring through fall seasons, and within current budget allowances.

A decision was made to restart group inspections of various cemeteries by Cemetery Commission members, starting with Meetinghouse and Woodlawn at the next meeting.

Project work on acquiring cemetery management software was updated by G. Miranda and L. Grettum. Research on the mapping aspects continues. It is anticipated that we will be ready to submit requests for proposals in the near future.

Items not anticipated by the Chair 48 hours before meeting

None

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday May 9, 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, 4-0.
Meeting adjourned at 8:54 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 4.20.2022