

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

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

Absent: Lou Trostel

South and West Cemetery Inspections

The attendees gathered at South Cemetery around 6:30 PM. Members made a walking inspection of the grounds, then proceeded to West Cemetery for the same, finally reassembling at the Town Hall Annex for the regular portion of the meeting.

The meeting was called to order by Chair Grettum at 7:30 P.M.

Election of Officers

Cemetery Commission officers (Chair and Secretary/Clerk) are elected each year for one-year terms.

- *A motion was made by P. Constantino to nominate Lynne Grettum for the office of Chair. The motion was seconded by D. Anderson, and approved by unanimous vote of 4-0.*
- *A motion was made by P. Constantino to nominate Greg Miranda for the office of Secretary/Clerk. The motion was seconded by D. Anderson, and approved by unanimous vote of 4-0.*

Review of Meeting Minutes from May 16, 2022 and June 13, 2022

After reviewing the minutes from the 5/16/2022 meeting, a clarification was made to the description of responsibilities of the DPW, in section “FY23 Transition to DPW”; and the amended minutes approved by unanimous vote.

The meeting minutes from 6/13/2022 were reviewed and approved as written by unanimous vote.

Documentation of Cemetery Site Inspections

South Cemetery

- Trim branches along back wall.
- Remove invasive plants along front wall.
- Install ground cover where poison ivy was removed from bank inside the end wall.
- Edith Johnston was present at South Cemetery, and proposed that she could install some decorative plantings near the cemetery sign in the front corner.
- Broken guardrail along Ball Hill Road still in need of repair.

West Cemetery

- Trim branches around perimeter.
- Remove dead tree in right-rear corner (from road).
- Trim Hydrangea bush.
- Remove oak tree remnant growth in center of cemetery.
- Repair and reinstall the swinging entrance gate.

- Reinstall granite entrance posts.
- Light fixture needs repair or replacement (possible solar fixture).

Superintendent Report (see attached report for details)

Highlights

- No burials or lot sales last month.
- Work continues installing corner markers on lots in 1986 section of Woodlawn Cemetery.
- Participated in interview of new DPW employee, Murphy Doyle, who is scheduled to start on July 18 and will be assisting with various cemetery department projects.
- Solar lighting was installed at the Woodlawn flagpost; evaluation continues.

Further Discussion

- Decision postponed regarding replacement of wooden information boxes that were installed at cemetery entrances to dispense copies of cemetery rules & regulations. Uncertain whether to replace with new boxes and condensed version of rules, or to install small signage with similar information.
- Superintendent Rollins proposed changing the installation method for memorial stones, such that the markers be set upon metal base plates rather than the current three-foot deep cement foundations. Bruce believes such arrangements would be less subject to ground shifting, and easier to straighten if necessary. Members were willing to consider a future change, though concerned with further proof of concept regarding long-term stability before initiating major revision to procedure and regulations.

FY22/FY23 Financial Update

- Chair Grettum presented a final update to the FY22 budget accounts, which ended June 30, 2022. The four accounts funded by town budget (Management Salary, Electricity, Building&Maintenance, and Miscellaneous) were drawn down completely (\$0-\$50). Those accounts will henceforth be under the management of DPW starting FY23, as part of the re-organization of maintenance responsibilities.
- Chair Grettum and Superintendent Rollins are to meet with DPW Superintendent Metcalf about coordinating future project and burial work, and the handling of withdrawals from the Cemetery Revolving Account (funded by receipts from burials).
- Discussions took place regarding the fact that current maintenance contractor, Einstein's Solutions, will be ending their 3-year contract June 30, 2023. At that point, DPW is responsible for taking over mowing and trimming, or finding another external contractor. It is possible that a contract might be arranged for all of the mowing currently handled by the town (other public grounds, playing fields, etc.). Given the timing of contract changes and the lead-time required for arrangements prior to budget votes at the ATM, it is evident that contract discussions need to be implemented earlier than usual.

FY23 Goals

Town employees are now required to have written goals as part of the annual review process. Chair Grettum will be coordinating with DPW Superintendent regarding goals for Cemetery Superintendent, and appreciates any member input.

Items not anticipated by the Chair 48 hours before meeting

None

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday August 8, 2022, to be started onsite at Parker II Cemetery at 6:30 P.M. The group will afterwards inspect Boylston 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.
Meeting adjourned at 8:44 P.M.

Submitted by Greg Miranda, Secretary
PCCminutes 7.19.2022