

**Meeting Minutes**  
**Princeton Cemetery Commission Meeting – Monday December 12, 2022**  
**Town Hall Annex – Small Meeting Room and GoToMeeting**

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

**Absent:** none

**The meeting was called to order by Chair Grettum at 7:02 P.M.**

**Review of Meeting Minutes from November 14, 2022**

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

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

- The Chair and Superintendent jointly reviewed the locations of available lots in North Cemetery to clear up some confusion about the layout of the rows. Chair Grettum made some adjustments to the lot numbers on the map.

**Meetinghouse Tree Removal Quote**

A quote for the town-wide tree work has been received by the Tree Warden. The portion for work in Meetinghouse Cemetery was priced at \$1340.

Members approved of proceeding with the work, and requested information about the schedule when that becomes available.

**FY24 Budget Discussion**

**Einstein Contract**

Members reviewed the previous Invitation for Bids from 2020, and the resulting contract between the Town and Einstein's Solutions for cemetery maintenance services. That contract is expiring ending FY23 and needs to go out for rebidding.

The previous Invitation for Bids was considered a good template for the upcoming request, with some changes discussed.

- Update all dates throughout document.
- Remove 'General Condition' (GC) #6 regarding contractor use of town electrical and water services, because such services don't exist.
- Modify GC #10 - length of contract (currently three years), to allow for possible negotiated extension of contract length for an additional two years.
- Attachment A – The mowing schedules contained within Attachment A discussed. They seem overly specific in regards to annual schedules, which were also not consistent year to year. It is difficult to predict need for services which are weather dependent, though there has to be some basis for contractors to formulate their bids. At a minimum, the separate schedules for individual years should be condensed into one generic schedule.

- Chair Grettum will discuss changes and the final form of the new Invitation for Bids with Town Administrator Patch.

### Projects

The most recent list of cemetery projects (ongoing, needed or anticipated) was reviewed in light of formulating departmental budget requests for FY24.

- Some items were removed from the list due to completion (stump grinding) or decision to remove as a goal (*e.g.*, purchase of ground penetrating radar equipment, excavation work to create cremation lots in bottom left corner of North Cemetery).
- Some new items were added, including cleaning flagpoles, surveying new lots in Woodlawn Cemetery, and repairing the ceiling in the Woodlawn storage vault.

### Budget Request

Chair Grettum will assist in writing the budget request for FY24. The Town DPW is now overseeing the Building and Maintenance Account, which covers the external mowing contract and electricity expenses. The DPW also manages the Miscellaneous Account, which pays for some of the project expenses.

The FY23 Miscellaneous Account was funded at \$3550.00. The Town is allowing for increases of up to 10% for the FY24 budget. The anticipated expenses for FY24 are approximately \$4000; a request for \$3900 (includes 10% increase) is proposed.

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

None.

### **Schedule Next Meeting**

Chair Grettum scheduled the next meeting for Monday January 9, 2023, to be held at 7:00 P.M. in the Town Hall Annex – Small Meeting Room and remotely by GoToMeeting.

A motion was made to adjourn, seconded, and passed unanimously.  
Meeting adjourned at 9:01 P.M.

Submitted by Greg Miranda, Clerk  
PCCminutes 12.21.2022