

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday January 9, 2023
Town Hall Annex – Small Meeting Room and GoToMeeting

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

Absent: Paul Constantino

The meeting was called to order by Chair Grettum at 7:00 P.M.

Review of Meeting Minutes from December 12, 2022

The meeting minutes from December 12, 2022 were reviewed, and approved as written by unanimous vote, 3-0.

Superintendent Report (see attached report for details)

- Superintendent Rollins plans to meet with HD Superintendent Metcalf to discuss weekly hours for the seasonal assistant. There were difficulties obtaining assistance on a regular basis this past season, partly due to manpower issues. The goal is to have help scheduled on the same day each week for 8 hours (Thursday being ideal).
- Bruce would also like to have the Cemetery Department dump truck kept at Woodlawn Cemetery.

FY24 Budget Update

Chair Grettum shared the draft FY24 budget request.

On the Highway Department side:

- The Cemetery Superintendent salary is fixed at current level, pending completion of town-wide salary survey.
- Budget line for electricity reduced to zero; flagpole lighting being converted to solar power, and no electrical supply at Woodlawn any more.
- Maintenance and Building Repairs increased by 8% to \$29,524.24, anticipating an increase in the mowing and trimming contract when that goes out for rebidding. Actual contract cost may be higher; we expect to have result from bidding before Town Meeting.

From the Cemetery Department:

- Miscellaneous/Other Supplies request was set at \$4000.00.

Members agreed with the draft budget request. Chair Grettum will meet with S. Patch and B. Metcalf to discuss the mowing and trimming contract renewal, with goal to post a request for bids by early February.

Review the Draft of Cemetery Department Annual Report

Members approved the draft Annual Report.

Review of Projects for 2023

Ideas were generated for ongoing project list to be worked on or completed in the coming year, outside of normal maintenance (grass mowing, branch trimming, etc.).

- Final disposition of large plastic storage bins at Meetinghouse Cemetery. This issue has existed for years and can hopefully be resolved; requires coordination with Historical Society in conjunction with crypt repair.
- Research implementation of Green Burial.
- Inventory of damaged memorial stones in all cemeteries, with pictures. (B. Rollins, others)
- Long term plan. (L. Grettum).
- Restoration plan for entrance to Woodlawn Cemetery. (B. Rollins)
- Improved landscaping at South Cemetery.
- Review cemetery rules and regulations.
- Look into starting a local Cemetery Superintendents' Council. (B. Rollins)

Items not anticipated by the Chair 48 hours before meeting

None.

Action Items

- B. Rollins: Meet with HD Superintendent B. Metcalf to negotiate regular hours for cemetery assistant and storage location of department dump truck.
- L. Grettum: Meet with B. Metcalf and Town Administrator S. Patch to formulate a request for bids on mowing and trimming contract.

Schedule Next Meeting

Chair Grettum scheduled the next meeting for Monday February 13, 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 8:14 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 1.16.2023