

Meeting Minutes
Princeton Cemetery Commission Meeting – Tuesday September 19, 2023
Town Hall Annex – Small Meeting Room and GoToMeeting

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

Absent: None

The meeting was called to order by Chair Grettum at 7:07 P.M.

Review of Meeting Minutes from August 14, 2023

The meeting minutes from July 17, 2023 were reviewed by the members. A motion was made by L. Grettum to correct the number of reported lots sold, from 5 to 2. The motion was seconded by P. Constantino, and approved by unanimous vote, 3-0. The amended meeting minutes were then approved by unanimous vote, 3-0.

Superintendent Report (see attached report for details) and Project List

- No burials or lots sold.
- Installation of corner markers for available lots in Woodlawn Cemetery should be completed in September.
- Terry Hart has agreed to assist Superintendent Rollins with burial operations, with payment provided through the town tax write-off program. Terry will train with Bruce and be available as a backup or assistant for burials. Welcome aboard Terry!
- Superintendent Rollins obtained two quotes for paving the entrance area in front of the gate at Woodlawn Cemetery, at a cost of about \$10,000. Discussion continued regarding pavement vs stone dust, and ways to mitigate damage from trucks turning around in entranceway. A conclusion was not achieved.
- Superintendent Rollins mentioned that the Highway Department was approved to purchase a mini-excavator, which should eliminate the need to use external contractors when preparing for full burials.

Superintendent Rollins reports falling behind in grounds maintenance as the Highway Department is over-extended with road repairs from storm damage. Members approved having Bruce inquire with our current lawn contractor, Einstein's Solutions, to assist with some of these extra tasks.

A motion was made by Chair Grettum that the Cemetery Commission approve spending up to a limit of \$3,000 from currently available Commission funds, to pay for extra maintenance work from Einstein's Solutions as negotiated and then directed by Superintendent Rollins. The motion was seconded by P. Constantino, and approved by unanimous vote, 3-0.

When speaking with Einstein's Solutions about the extra maintenance, Bruce will also ask if they would be able to repair the erosion damage taking place in Parker II Cemetery and provide a solution to prevent further erosion. A cost estimate would be helpful for budgeting.

FY24 Financials

Chair Grettum presented a chart summarizing the current status of FY24 accounts (as of 9/13/23). There were no significant changes. The annual accounts managed by the Highway Department (Building & Maintenance and Miscellaneous) are sufficient for the remainder of the fiscal year.

Cemetery Database Software – Vendor Update

G. Miranda and L. Grettum recapped the investigation they have performed over the past couple years researching vendors of Cemetery Management Software, leading to the final choice of CemeteryFind, a part of Docufree.

A motion was made by Chair Grettum that the Cemetery Commission recommend the Princeton SelectBoard to award the contract for Cemetery Management Software to CemeteryFind/Docufree. The motion was seconded by G. Miranda, and approved by unanimous vote, 3-0.

Items not anticipated by the Chair 48 hours before meeting

None.

Topics for Next Meeting

Revisions to the Cemetery Rules and Regulations.

Schedule Meetings September - December

The next meeting was previously scheduled for Monday October 16, 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 8:26 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 10.14.2023