

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday October 16, 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 September 19, 2023

The meeting minutes from September 19, 2023 were reviewed by the members, and approved as written by unanimous vote, 3-0.

Superintendent Report (see attached report for details)

- Two burials, 1 full and 1 cremation; two cremation lots sold, 1 in South and 1 in Woodlawn Cemeteries.
- Terry Hart has participated in 2 cremation burials, one full burial preparation (excavation), and one lot sale with Superintendent Rollins as training exercises.
- Superintendent Rollins shared ideas on how to accomplish maintenance activities given the loss of the Highway Department employee who was assisting part time.

Chair Grettum will meet with Town Administrator Patch and H.D. Superintendent Metcalf to discuss how part-time assistance with cemetery maintenance can be improved to function as intended in the coming year.

Project Update

- The latest town-wide tree work went out to bid without including anything in the cemeteries. We will have to arrange for any work next year on our own. Parker II Cemetery is probably the highest priority.
- After discussion regarding the entranceway to Woodlawn Cemetery, it was decided not to pave at this time and to leave in the current configuration. Superintendent Rollins will have the stone dust smoothed and grass replanted in the spring.
- Superintendent Rollins will investigate contractors and obtain quotes for repairing the soil erosion in back right corner of Parker II Cemetery.

Cemetery Database Software

The contract with CemeteryFind/Docufree for custom database creation and 3 years of service has been approved by the Town and returned to the vendor. Chair Grettum will obtain a fresh copy of the existing ACCESS database to provide to the vendor.

The new software will only cover our data without any mapping component. Interactive mapping is an expensive option. It is possible that CMRPC could help generate some basic electronic mapping for us, as they have already created for another regional town.

Rules & Regulations – Topics to be Considered for Future Discussion

There are changes which should be made within the Princeton Cemetery Rules & Regulations in order to clarify rules, remove inconsistencies, or set policy where needed. Details were not discussed today; members should begin reviewing the Rules & Regulations to prepare for future discussion.

Items not anticipated by the Chair 48 hours before meeting

None.

Action Items

- L. Grettum to meet with Town Administrator and H.D. Superintendent regarding labor issues.
- B. Rollins to pursue extra help from Einstein's Solutions this fall as needed.
- B. Rollins to investigate repairs to soil erosion in Parker II Cemetery.
- L. Grettum to obtain copy of latest version of our ACCESS database.
- G. Miranda to continue liaising between Cemetery Commission and Docufree during the creation process for our new database.

Schedule Meetings September - December

The next meeting was previously scheduled for Monday November 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 8:13 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 11.9.2023