

Meeting Minutes
Princeton Cemetery Commission Meeting – Monday December 11, 2023
Town Hall Annex – Small Meeting Room and GoToMeeting

Present: Lynne Grettum, Greg Miranda, Paul Constantino, Bruce Rollins (remotely online)

Absent: None

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

Review of Meeting Minutes from November 13, 2023

The meeting minutes from November 13, 2023 were reviewed by the members, and approved as written by unanimous vote, 3-0.

Superintendent Report (see attached report for details)

Superintendent Rollins is presently following up with Einstein's Solutions regarding status of final fall clean-up and extra trimming work.

FY25 Budget Discussion

Cemetery Department budgeted accounts are now included in the Highway Department budget. This includes two accounts:

- Cemetery Building and Maintenance Account – This amount covers the annual cost for Einstein's Solutions and is fixed by contract.
- Cemetery Miscellaneous Account – This amount covers all other regular maintenance expenses (e.g. tools, fertilizer, seed, additional trimming labor, etc.); we are requesting \$3,000 for the FY25 budget.

Chair Grettum prepared a list of outstanding projects for attention during FY24/FY25, which was used as a basis for discussion regarding priorities and budgeting. Results of discussion are shown below.

- Monument repair and tree/branch removal are ongoing annual concerns. Annual expense is estimated to be \$2,000-3,000.
- Repair of storage vault in Woodlawn Cemetery – Removal of existing false ceiling, patching exterior brickwork, restoration of electrical service. To be performed during summer 2024. Cost estimate required.
- Restoration of entrance to Woodlawn Cemetery – Permanent solution to entrance roadway deterioration and gate area landscaping. Commissioners are determined to resolve this long-standing issue during summer 2024. It would be ideal to complete before Memorial Day. Cost estimate required.
- Erosion repair and control in Parker II Cemetery – Severe soil erosion in right rear area of cemetery; needs soil repair and erosion-prevention measures. To be performed summer 2024. Cost estimate required.

- Landscaping at entrance to 1986 section of Woodlawn Cemetery – Removal of stones, regrading and re-seeding. To be performed summer 2024. Mainly dependent upon labor assistance from Highway Department.
- South Cemetery new lots and landscaping – Lower priority projects. Landscaping work requires consultation with external planners and accompanying cost estimates. Possible progress during FY25.

Items not anticipated by the Chair 48 hours before meeting

None.

Topics for Upcoming Meeting(s)

The major topic for the next couple meetings is the review and updating of the Cemetery Department Rules and Regulations. Members and the Superintendent are to review the document before the next meeting and make note of areas that might need revision, along with suggested changes.

A following topic will be the formulation of a long-term plan for the department, as specified by the Master Plan.

Action Items

- B. Rollins: Obtain cost estimates for three projects - storage vault repair and entranceway restoration at Woodlawn, and soil erosion in Parker II - in time for work starting in spring 2024.
- L. Grettum: Submit Cemetery Department budget request.
- All: Review the Cemetery Department Rules and Regulations; come prepared with suggestions at next meeting.

Next Meeting Schedule

Chair Grettum scheduled the next meeting for Monday January 8, 2024 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 8:23 P.M.

Submitted by Greg Miranda, Clerk
PCCminutes 12.14.2023