

**Princeton Cemetery Commission Meeting – Monday May 15, 2017**  
**Town Hall Annex Meeting Room**  
**Minutes**

May 29, 2017

**Present:** Paul Constantino, Lynne Grettum, Lou Trostel, Larry Todd, Chairman of the Princeton Historical Committee, Glen Lyons, Highway Department - Superintendent and Ron Milenski.

**Inspection of Woodlawn Cemetery**

An inspection of Woodlawn Cemetery took place by the commission members at 6:30 pm. Woodlawn sections 1986 and 1956 had significant turf damage/loss due to white grub infestation. Section 1986 was most damaged and the grass improvement that occurred over the past two years was effectively destroyed by the white grubs. Grub control, reseeded and fertilization will be required to reestablish turf in sections 1986 and 1956. Additional consideration should be given to treating all of Woodlawn Cemetery for white grubs, since the white grubs are already in sections 1986 and 1956 they could infest the other sections of the cemetery and cause significant damage.

The main section of Woodlawn Cemetery was in good condition and looked to be prepared and ready for the Memorial Day ceremony slated to occur there on May 28, 2017.

**The meeting was called to order by Chairman, Paul Constantino at 7:05 pm.**

**New Business**

1. Larry Todd, Chairman of the Princeton Historical Committee discussed the activities that the Historical Committee has planned at Meeting House Cemetery.
  - A. Eagle Scout Project: An Eagle Scout candidate will undertake a project for the Historical Committee. The project will include: Cataloging and photography of all the stones at Meeting House Cemetery. Documentation and storage of his work will be coordinated with Historical Committee.
  - B. Grave stone fragments that were scatter within Meeting House Cemetery have been harvested and will be planted behind the cemetery vaults. These fragments will not be buried. This planting of the grave stone fragments was suggested by Bruce Rollins and is agreeable to the Historical Committee.
  - C. The Historical Committee is planning to hire a person who is expert at restoring and repairing delaminating grave stones. The amount of work is pending the available budget funds.
2. Glen Lyons, Highway Superintendent was asked by the Town Administrator to attend the Cemetery Commission meeting to discuss the possibility of merging the Cemetery Department work force with the Highway Department. At this point Glen did not think that a merger was a feasible option, but he did mention that he would give it future consideration. Glen also mentioned that during the period that the Cemetery Department is without a permanent superintendent he and the Highway Department staff will assist should any emergencies occur.

## **Superintendent's Report**

Bruce Rollins was not in attendance, so member, Lynne Grettrum provided the following:

- a. Five burials have been completed to date.
- b. Two burials are scheduled to occur.
- c. Bruce Rollins recommends that a Working Cemetery Superintendent per his opinion would be the most effective way to manage the cemetery operations and business going forward.

## **Prior Meeting Minutes Review – April 2017**

The meeting minutes from the April 2017 cemetery meeting were reviewed.

Member Grettrum motioned to accept the April minutes as written.

Seconded by Member Trostel.

April Minutes Accepted: 4 – 0.

## **Authorization & Order Form for Interment & Other Business**

Member Grettrum presented the Princeton Cemetery Department “Authorization and Order for Internment” form that she created. She suggested that the members review the form and that the committee could review the form at the next meeting. After the review she would pass it on to town counsel and town administration for approval.

Member Grettrum also mentioned that she is recommending one additional rule to the Princeton Cemetery Department “Rules and Regulations”. In general the new rule would mention that “Only Cemetery Department Employees Can Conduct Burials”.

It was also suggested that one change in the fee structure be discussed at the next meeting. This is related to a prior vote (August 2016) to raise the fee of installing a monument base to \$120.00 / linear foot vs. \$160.00 for a complete base.

## **Discussion with Town Administrator**

Town Administrator, Nina Nazarian joined the meeting at 8:15 pm. She provided the following updates related to the functions of the Cemetery Department work activities:

- a. Working Foreman, Jamie Deloge returned to work on May 1, 2017.
- b. All Cemetery Department employees report directly to Nina and that every Monday morning an operations meeting occurs with Jamie Deloge, Bruce Rollins and Nina to plan the weekly work activities and review the schedule of burials and other important items or issues.
- c. Nina also mentioned that she requires that Jamie provide a “Work Completed List” for the prior week and a “Work Goals List” for the upcoming week. Nina’s intent is that by preparing these two “Lists” the Cemetery Department will become more organized and remain focused on the daily/weekly work functions.

- d. The committee members and Nina discussed the process related to hiring a permanent “Cemetery Superintendent”. She suggested that the committee create a “Job Posting” for this position and move forward advertising it upon completion. She also suggested that to expedite the hiring process that the committee moves its monthly meeting forward to June 5, 2017. All members agreed.

The next meeting is scheduled for June 5, 2017 at 6:30 pm.

A Motion was made to adjourn by Member Milenski.

Seconded by Member Grettum.

Motion Passed: 4 – 0.

Meeting adjourned at 9:10 pm.

Submitted by Ron Milenski, Secretary

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