

## Cemetery Trustees Meeting 3/17/16

Present: Chair Dick Snow, Carleton Robie, Holly Haas, Tom DiMaggio, Mike Pouillot & recording secretary Donna Del Rosso.

Meeting called to order at 6:30 p.m., followed by the Pledge of Allegiance.

Dick provided proof of posting (on back side of Agenda). New Cemetery Trustees members & staff list past to all members.

Tom motioned to accepted minutes as amended. Mike second, no further discussion. Motion passed unanimously.

Members discussed the binder w/all the Cemetery Rules.

Tom motioned to accept to re-adopt Cemeteries Trustees Operational Rules and Regulations as of 3/17/16, Holly second, no further discussion. Motion passed unanimously.

Members discussed the size & shape of the stone/headstone/monuments, will work on the memorial size & form as well.

Holly motioned to re-adopt the Cemeteries Usage Rules and Regulations as of 3/17/16. Carleton second, no further discussion. Motion passed unanimously.

Members discussed the winter closing of the gates. Holly made a motion for no snow removal in the cemeteries whatsoever. Mike second, no further discussion. Motion passed unanimously.

Holly motioned to pay Donna 7 hrs for February, Tom second, no further discussion. Motion passed unanimously.

Holly would like to check out different types of software programs for the Cemeteries files/deeds. Members agreed for her to check out the options available. Tom also asked for a demo.

Members received a copy of the former sexton's general duties & responsibilities. They will review and discuss at next month's meeting. Opening and closing dates for the gates (where applicable) will be decided by the Sexton. Carleton asked Bob Pike to make a list of his job description.

Mike will create a current preventive maintenance plan for the equipment owned by the Cemetery. Holly will send her list to him. Dick suggested the next meeting for members to go to the Cemetery and check out different areas. Owners of trees and shrubs that have not been maintained or cause inconvenience to the maintenance of the cemetery will receive a letter stating these concerns, if they do not take care of they may be taken down.

Holly motioned to have Mike as Chair, Tom second, no further discussion. Motion passed unanimously. Dick motioned to have Holly as bookkeeper, Tom second, no further discussion. Motion passed unanimously.

Monthly operational report – 2 burials last month, Hilton & Perkins.

Correspondence – Dick mentioned a meeting from the NH Cemetery Association on April 20<sup>th</sup> @ The Derryfield on Mammoth Rd. in Manchester, cost is \$30 each.

Future Agenda– Michael will take care of this from now on. Dick will forward templates to Mike and Donna.

By-laws will be reviewed by the members and discussed at next month's meeting.

Dick motioned to adjourn @ 8:15 p.m., Tom second, no further discussion. Motion passed unanimously.