

Cemetery Trustee Minutes 4/21/16 Approved

Meeting called to order @ 7 p.m. followed by the Pledge of Allegiance.

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

Regular Business:

Mike passed information packages to all members. We will work on these in a timely fashion and as a group effort.

1. Carleton motioned to accept the March 17, 2016 minutes as presented, Dick seconded, no further discussion, motion passed unanimously.

2. Monthly operational status report: 3 burials, 8 corner markers installed from the sales in December, gates were open April 15th, and Bob Pike is going to p/u the leaf vacuum from funds encumbered from 2015 general fund. Bob is working on clean-up of the winter months in the cemeteries. Bob Pike will check out the equipment in the shed which is owned by the town to see if anything needs to be cleaned, oiled etc. One (1) sale of a lot/grave and one (1) flush marker in the Blevens lot will be installed. The Blevens brothers would like to know if there are any available lots near the grave; Holly will check and advise them. Members will discuss the usage of solar lights & plastic flowers. The monthly operational status report will be added to the job description for the Sexton once he/she is hired.

3. Holly motioned to pay Donna \$56.40 for administrative duties for March 2016, Tom seconded, motion passed unanimously.

Carleton will put in an invoice for installing the corner markers as acting Sexton. The corner markers until there is a Sexton will be delivered to Carleton's house. Members who are available will go with Carleton to see how the markers are installed.

Holly will shop around for pricing for the corner markers with delivery included.

Budget season the trustees will discuss the revolving account for installing the corner markers.

4. Correspondence – members discussed various forms of correspondence mail vs. phone inquiries. Should we have a form for official verbal correspondence? If so, these need to go to the Sexton. If the person is not happy with the Sexton's decision, they can then request to be on the agenda for the Trustees to discuss. Mail correspondence will go thru the Town Hall and left in the folder for the Trustees.

Old business:

1. Carleton motioned to accept re-adopt the Cemetery Trustees By-laws with no revisions for 1 yr. till May 1, 2017 effective 4/21/16, Holly seconded, no further discussion, motion passed unanimously.

2. Snow removal – there will be NO snow removal in the cemeteries. Mike will forward a letter of decision to residents that requested it.

3. Mike will go inventory and check all equipment in the Cemetery shed. It will also include a maintenance schedule. Contracted services are for outside contractors to do something specific i.e. trimming trees.

New Business:

1. Members discussed the job description of the Sexton. Holly motioned to accept the job description with amendments, Carleton seconded, no further discussion, motion passed unanimously. Mike will forward a pay schedule for the Sexton to be brought forward to the BOS for approval.

2. Discussion regarding being locked into a software package and then changing to another would we lose the information or would it be compatible? Members will check software options on-line and bring recommendations at a later meeting.

3. Rules and regulations will be updated with the correct wording. Mike suggested having one (1) package deal, which will be given to all new lot/grave purchases. The packages will include all necessary forms, rules and regulations to make it easier. Monuments sizes/form is currently being worked on. A form for flushed markers should also be included so the Sexton and Trustees are aware of size and placement.

Other Business:

1. Mike will forward future agendas to Donna, who will send to the website and post at the Town Hall and Post Office to keep the public informed of upcoming issues and discussions. Next meeting will be Thursday, May 19th, 2016 @ 7 p.m.

2. Open discussion - Regarding Holbrook Cemetery to work on expanding it, Carleton, Dennis (road agent) and a representative from Stantec (Rene) will check out the wetlands/slope area. Stantec will provide a wetland survey for a permit to develop & a rough estimate to complete with minimal impact. We need to start this first phase; we are running out of lots in this cemetery. This process would add approximately 200 more lots/graves. There is currently about 30-45 graves/lots open now. Carleton would also like to check out Hill Cemetery, back lot to also increase an area for more graves/lots.

3. Carleton motioned to adjourn at 8:34 p.m., Tom seconded, no further discussion, motion passed unanimously.

Minutes respectively submitted by Donna Del Rosso.