

## Cemetery Trustees Minutes 5/19/16 Approved

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

Members voted to have the Trustees meeting moved to 7 p.m. starting June 16<sup>th</sup>; members will try it and see what happens.

Carleton motioned to accept the minutes as presented, Dick second, no further discussion, motion passed unanimously.

Monthly operational status report: Carleton reported last month's activity. Mike would like to create a general format so all members can follow along. Once the sexton is hired it will be his/her responsibility. Carleton says Mr. Pike did all the spring clean-up done in 5 cemeteries. Mike reported what a nice job has been done. Memorial Day mowing is in process. Mrs. Cote and Troop 120 have installed all the flags in Holbrook and Hill cemeteries. Carleton asked the boys if they were interested in working on the private owned cemeteries and they seemed very receptive. All corner markers have been installed, waiting on a set to be delivered. Carleton did not have time to contact Stantec yet. There have been no lot sales this month. Mike will contact Fair Point to see about removing a pole. A pine tree is down and on Painted Image Farms property, Mike will contact her to see if we can remove it. Carleton spoke with Mr. Pike and he will go down to the Depot Rd cemetery and trim the trees.

Holly is working on various companies for software. Software for cemetery mgmt: Mike checked out the proposal and offered other companies. Mike spoke with Alton, but they have an IT employee. We would need to check out our computer server capabilities. Members are still actively seeking other software and companies.

Holly reported 3 burials this month. Holly received some costs for corner markers: Gate City Monument \$165 corner markers & \$95 delivery. We have 3 tombstones that need to be identified and taken care of.

Dignified Cemetery Services (Pembroke) worked with Carleton on repairing 4 graves that had settled during the winter.

Veteran Legion's will have a Memorial Day service at the Monument @ 11:00 a.m. on Monday, May 30<sup>th</sup>. We would like to promote this event so the residents are informed and have a better turnout. Carleton will check Saturday, May 28<sup>th</sup> to ensure flags are still displayed properly.

Holly and Mike will check out the monuments that need some work done to them. Mike will create a list of items that need to be done before the budget meeting and put them in priority order. We need to have additional support in order to maintain our cemeteries.

Cemetery budget: All invoices and vouchers will go to Holly for payment. Acting Sexton, Carleton will keep approving Mr. Pike's timecard. No more approval from the board to pay for recording secretary,

Holly will submit to Donna Becker for payment. Holly will also submit for payment an invoice from Gate City Monument for \$165.

Sexton job has been posted outside the Town Hall. Mike suggested advertising and posting the job everywhere. At the time of transcribing the minutes, the job has also been put on the website.

Cemetery Rules & Regulations: lights, snow removal, headstones, cleaning up language to make everything to be consistent. Memorial, markers, monument, headstones, tombstones etc... Members will go thru the procedures to correct and make more understandable. Slate markers last longer than granite.

New Business: Vendor Corner Markers – Perry Brothers \$200, & Rock of Ages \$185. Holly motioned to try Rock of Ages for the next set of corner markers, Carleton second, no further discussion, motion passed unanimously. Holly will handle all matters relating to ordering of corner markers.

Official correspondence: Holly will create a g-mail acct, forward to Donna, who will ask Catherine (Town webmaster) to add it to the Town website. As of 5/22, I have forwarded the request to Catherine.

Members will work on a to-do list for all the cemeteries ....then members will put in priority order.

Carleton motioned to adjourn at 8:30 pm, Holly second, no further discussion, motion passed unanimously.

Future meeting 6/16/16