

Cemetery Trustees Meeting Minutes 11/17/16 Approved.

Acting Chair Holly called the meeting to order @ 6:30 pm followed by the Pledge of Allegiance.

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

Martin McFarland was present to apply for the Sexton position. Carleton and Holly discussed the job description to Martin. Martin presented his resume for consideration. Discussion of some of the maintenance might be done by the new sexton with wages in addition to the stipend when necessary.

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

Monthly Operational Status Report – Holly reported 3 burials, all cremations buried in regular lots. Carleton will ask Mr. Pike to work for the next 2 weeks to do fall cleaning for winter closure. Trustees discussed the process of removing various objects from the gravesites in order to do proper yearly maintenance. The gates of the cemetery will be closed 12/1 or the first significant snowfall. Members discussed signage in regards to items left on cemetery lots over the winter. Sexton will have the responsibility of removing items for continuity in regards to the Rules and Regulations of the Cemetery. This will also make it easier for maintenance as well. Members will go thru the Holbrook Cemetery and send a letter to those who have personal items on them to have the items removed or they will be removed by cemetery workers. Holly will draft a letter to be sent.

Holly received a donation of \$50, which will be sent to the BOS for acceptance into the Cemetery Maintenance Fund.

Holly purchased the new software “Pontem” which she is waiting for the download to her computer. MAPS system will be purchased this year for \$975 yearly maintenance. Carleton mentioned maybe we could encumber the balance from the BOS in addition to the remainder of our budget.

Dick mentioned to post the Trustees are looking for members. Members will review letters of interest/intent. The Cemetery Trustees will recommend to the BOS any interested parties.

Tom motioned to have Dick present a voucher to the Trustees of the Trust Fund, Dick second, no further discussion, motion passed unanimously.

Dick also presented a warrant article for review in regards to \$2400 from lots sold 2015/2016 that went into the general fund and to transfer into the Cemetery Maintenance Fund. Last year was the first year for the establishment of the Cemetery Maintenance Fund so the Trustees for the Cemetery will ask to be reimbursed from the general fund. Carleton wanted some clarification with the sale of lots. He feels when we sell a lot the sale of the land should go to the general fund but the maintenance should go directly into the Cemetery Maintenance Fund. Holly will check with the Cemetery Commission in Concord to see how their funds are allocated. Holly will put in a voucher to see if the funds can be

transferred into the Cemetery Maintenance Fund. The process in the future should be divided accordingly.

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

Minutes respectfully submitted by Donna Del Rosso.