

**Charlotte Cemetery Commission Meeting**  
**April 7, 2016 11:30am – 1:00pm**  
**Town Hall**

**APPROVED 4-21-16**

**MINUTES**

Participants: Cemetery Commissioners Viki Zulkoski, Cheryl Walker and Linda Hamilton.

Minutes of the March 22, 2016 meeting were approved as drafted. Linda will arrange for the approved minutes to be posted to the Cemetery Commission page of Town website.

With the assistance of Town Clerk Mary Mead, Cheryl was able to access and interpret records of past fiscal transactions. Focusing on FY16, Cheryl created a simple internal accounting system (using MS Excel software) which divides the annual budget allocation from the Town into budget categories so that expenses can be tracked according to these categories. A parallel system is applied to the flexible Special Projects account which receives donations and is separate from the Town allocation. This accounting system will facilitate the internal monitoring of expenses and budgeting for the future. It does not replace or replicate the Town Clerk's official ledger reports, but rather it sorts the official ledger report data into logical groups by program activity. Reports for FY16 are attached. Many thanks to Mary and Cheryl.

The Town contract for lands maintenance April-December 2016 has been awarded to Dale Knowles/Mow! Mow! Mow! which includes \$2,200 worth of mowing and brush cutting for Cemetery Commission. We will meet April 21 with Stephen Brooks to establish how this will be managed and supervised so that mowers do not inadvertently damage tombstones.

We have requested, through Auditor Jenny Cole, that the Town Auditors prepare clear guidelines for Cemetery Commission purchasing of goods and services so that we can comply with the 2015 changes in Town policy. We requested that these guidelines be ready to review with us by the end of May if possible, so that some hiring can proceed in June. We will defer our first formal meeting with the Auditors until these are ready.

Linda will consult with Selectboard Chair Lane Morrison regarding the \$1,850 unanticipated legal fee this fiscal year, to see if it is appropriate to shift this to Selectboard budget for legal expenses. It currently pushes Cemetery Commission budget FY16 budget into deficit.

A variety of interesting historic cemetery documents are stored in the Town vault. After we have had time to review them, we will explore ways to make this information more accessible and useful for both studying the past and planning for the future.

Viki noted that the Vermont Old Cemetery Association's annual meeting is May 7 in Rutland, and she is interested in participating. We believe this organization will provide very helpful networking and advice, and we appreciate her willingness to make the connection.

The next scheduled Commission meeting is April 21, 11:30am – 1:00pm when we will meet with former Commissioner Stephen Brooks to discuss any remaining fiscal questions, the overseeing of Town-contracted mowing and other field work in 2016, and installation of signs in West and East Burying Grounds.

We will tour West and East Burying Grounds with Stephen in May (date to be determined), to familiarize ourselves with conditions and work needed.

Respectfully submitted,  
Linda S. Hamilton, Secretary